

**STANDING RULES**  
**OF THE**  
**Bay de Noc Kennel Club**

**PREAMBLE:** These Standing Rules, as defined in **Robert's Rules of Order**, set forth key policies, customs, and traditions of the Bay de Noc Kennel Club, Inc., herein also referred to as BDNKC. These Standing Rules also implement, focus, define, and clarify the broad purposes, objectives, duties, and procedures set forth in this Club's Constitution and By-Laws. However, the Standing Rules are not a part of the Constitution or the By-Laws, and may not override, amend, or supersede any part of either document. Thus, nothing contained in these Standing Rules shall be construed as conflicting with any part of the Constitution or the By-Laws of this Club.

**AMENDMENT:** These Standing Rules may be amended at any time, by either of two methods: *Method One* is approval by a majority vote of members present at any Membership Meeting, provided a quorum is present. *Method Two* is approval by a majority vote of voting Board members present at any Board meeting, provided a quorum is present. It is preferred, but not required, that proposed amendments to these Standing Rules be submitted in advance, in writing. Any member in good standing may propose an amendment to these Standing Rules.

**MAINTENANCE:** The Secretary shall record in the respective meeting minutes, verbatim, the text of any Standing Rules amendments approved by either method, and maintain a copy of such amendments, for periodic posting to, and republication of the Standing Rules, as amended, as directed by the Board. A copy of the current Standing Rules, with all current amendments, is to be made available for reading by any member or applicant member, or as otherwise directed by the Board.

**Re By-Laws, ARTICLE I -- MEMBERSHIP:**

**Re Section 1, "Good Standing" Defined:** For purposes of membership eligibility as set forth in the By-Laws, "in good standing" with the United Kennel Club (UKC), Canine Performance Events (CPE), The North American Dog Agility Council (NADAC), and similar organizations simply means the prospective BDNKC member is not in a disciplinary status with any such organizations for dog abuse, falsifying documents, unsportsmanlike conduct, or other such misconduct. "Good standing" does not mean the prospective BDNKC member must be a member of any such organization.

A Member in Good Standing has paid their Membership Dues, completed the minimum required work hours for that year, and has completed their obligation(s) including cleaning the building. Members in Good Standing have full privileges. The Membership Committee will post a list of Members in Good Standing at the building and/or on the website. BDNKC's membership year runs from September 1 to August 31. September 1 is the date that all work hours should be completed or paid for and membership dues should be paid.

**Re Section 1, Service Requirements for Membership:** BDNKC is an all-volunteer, nonprofit organization with no paid employees. To achieve the objects of this Club, each member and applicant member is expected do his or her "fair share."

A Member in Good Standing is a valuable asset to BDNKC in keeping the club running smoothly and efficiently. It should be each Member's goal to work together as a willing participant to accomplish BDNKC's goals. Each Gold Member must complete a minimum of fifteen hours of service to the club. Make sure you sign the Volunteer Hours sheet legibly with your name, task, and the hours you worked in order to get credit for them. Some ways to complete these hours are, but not limited to:

- Help with a trial
- Instructor or helper of a class
- Therapy Dog – up to two hours can be counted
- Building and Grounds Maintenance
- Special Projects

Please contact members of the various committees to find ways that you can help. Sometimes the committees may contact you to see if you want to help with a project. These committees will have tasks or ideas of ways that you can participate. There is a list of the committees and their current members on the website.

### **CLEANING:**

Cleaning is an important component in order to present the club in a positive way to its members and the public. The buildings need to be cleaned every week and the floor scrubbed every month. Cleaning the buildings is on a rotation basis for Gold Members. When your name comes up in the rotation there is an opportunity to sign up for cleaning weeks of your choice. An email will come out asking for volunteers, allowing those needing hours to sign up for cleaning. After those slots are filled, names will be added based on a rotation cycle. Those members that sign up for a cleaning spot and meet that obligation go to the bottom of the list for the next cleaning cycle. There is a list of tasks that need to be completed displayed at the club. You can fulfill your assigned cleaning week by:

- ❖ Completing the tasks yourself (you can count the hours)
- ❖ Asking someone to help you with your week (you and your helper can count the hours)
- ❖ Pay a cleaning service (you can count the hours) – It is your responsibility to let the cleaning service in the building and lock up after they are finished
- ❖ Have another Gold Member clean for you (you cannot count hours, the member who cleaned can count the hours worked, cleaning obligation is met)

Whether you sign up for a cleaning week or it is assigned to you, it is your responsibility to assure the building is cleaned or you will pay the current cleaning charge. The actual time chosen for cleaning shall be placed on the calendar to prevent building use conflicts.

### **CLASSES:**

A class has (a) lead instructor(s) and can have helpers to assist the class. The amount of helpers is left to the discretion of the Lead Instructor. Lead Instructors should be those members that have experience in that particular discipline and helpers can be either New Members or Members of Good Standing. Often being a helper of a particular class is a stepping stone to becoming a lead instructor. A class meets at the same day and time during the week for a set number of weeks. The class has set goals and should have a syllabus or handouts for the participants. The hours that the instructors and the helpers teach can be used toward the minimum fifteen hours required for yearly membership.

## INCENTIVES:

These are *minimum* service requirements, but it is expected that most members and applicant members will do significantly more as their “fair shares” to help this club meet its objectives. The Board shall develop appropriate procedures to implement this Standing Rule. *See also*, “Requirements for Applicant Membership,” below.

Gold Members that are Lead Instructors will go to the end of the cleaning rotation for every class they teach. They are allowed to miss only one class for a valid reason or this incentive is void and they remain on the rotation. It is the Lead Instructor’s responsibility to let the person in charge of maintaining the rotation of the cleaning to know they taught a class and was present for the required amount of time. This may mean Lead Instructors will not be assigned a cleaning obligation in the course of a year depending on the amount of classes they teach.

Gold Members that teach or help with a class will get an amount off of each practice group session they attend for the length of the class. Example: An agility class that lasts for six weeks the instructors and helpers pay less for practice groups during the six weeks of class. All other times they will pay listed fee. The fee is posted on the club’s Website ([baydenockennelclub.com](http://baydenockennelclub.com)) under ‘Membership Information’ ‘Fee and Benefits Schedule’.

**Re Section 2, Dues:** Dues for memberships are posted on the club’s Website ([baydenockennelclub.com](http://baydenockennelclub.com)) under ‘Membership Information’ ‘Fee and Benefits Schedule’. Dues are considered delinquent after September 30. A membership will be considered as lapsed and automatically terminated if such member’s dues remain unpaid after September 30<sup>th</sup> according to the By Laws of the club. Dues are considered paid on or before September 30<sup>th</sup> if the payment is made directly to the Treasurer or by mail postmarked on or before September 30<sup>th</sup>.

**Re Sections 2 and 5, Reinstatement of Lapsed Membership:** A person can be reinstated to Gold Member status by:

- Paying a fee for each hour of the fifteen minimum hours that has not been met.
- Paying a fee for any cleaning obligation that has been missed.
- Paying a re-instatement fee.

The fees are posted on the club’s Website ([baydenockennelclub.com](http://baydenockennelclub.com)) under ‘Membership Information’ ‘Fee and Benefits Schedule’

For example, if you have missed ten hours of your minimum hours and one cleaning obligation the charge could be \$100.00 for the ten hours missed, \$25.00 for the missed cleaning obligation, and \$25.00 re-instatement fee totaling \$150.00. Once a person completes the obligations needed to reinstate their membership, they submit their written request through the membership committee and their reinstatement will be reviewed at the next board meeting. A person that has not completed their requirements for the year cannot just start over without paying what they owe in assessed fees from the previous year. If someone still owes hours for work or cleaning for the current year they must pay the amount owed prior to paying their next year membership fee.

Reinstatement of basic or Junior Membership shall be at the discretion of the Board of Directors, upon the receipt of a letter of request for reinstatement.

**Re Section 3, Requirements for Applicant Membership:**

(A) Applications for membership may be obtained from the Website ([baydenockennelclub.com](http://baydenockennelclub.com)). The fee for the applicant member shall be established by the membership committee on an annual basis and dues must accompany the application.

(B) Each applicant member applying for membership shall apply on a form as approved by the Board of Directors. The form shall contain the applicant's agreement to abide by the Constitution and By-Laws and these Standing Rules. The application shall state the name, and address of the applicant, and any other relevant information requested by the Membership Committee.

(C) New applicants must fill out an application and submit to the Membership Committee with their payment at a Membership Meeting. The new applicant must attend one meeting prior to the membership vote. Their application will be read at two membership meetings.

(D) Therefore: For GOLD MEMBERSHIP – The new Gold Member will be on a probationary period until such a time that their minimum fifteen hours of volunteer work is completed. They will be added to the cleaning schedule rotation. It is encouraged that they obtain their fifteen minimum hours of service in various areas of the club, not just in one area. This way they meet other members and discover the various activities the club represents. During a New Gold Member's probationary period they are allowed to attend a Practice Group with another Gold Member in Good Standing, they do not have access to the building on their own. The fee will be doubled of that of a Gold Member in Good Standing. Until they have completed their probationary period they do not have voting rights and they have \$10 off all classes.

**Re Section 3, Membership Categories:**

There are three Membership categories: Basic, Gold, and Junior. These are defined in the Bylaws.

**Re Section 3, GUESTS (NON MEMBERS) AT THE CLUB:**

Guests must sign in on the Guest List, which includes a Waiver. During the course of a class there may be a parent of a student, family member, or a guest. These guests should sign in as a guest of the club. During the course of a CLASS a family member may switch off working their dog. One person at a time will work the dog at a class. Those working the dog must sign the form that has a waiver.

A family member, friend, or guest may come to the building or land to observe practice groups with a Gold Member in Good Standing. No guest can bring a dog to join the practice group, conduct a lesson at the club, or participate as a member of the practice group.

**Re Section 3, Membership Benefits:**

**1. BUILDING AND LAND USAGE:**

- a. A Gold Member in Good Standing is issued a code to enter at the door to unlock the building. The building code is not to be shared with non-members or new members on probationary status. Only Gold Members in Good Standing are allowed to access or unlock the building(s) and the fenced land. Gold Members in Good Standing are allowed to use the building(s) and fenced land for their own individual practice or when they are participating in a Practice Group.
- b. They must first sign up for an available date and time on the BDNKC's calendar which is located on BDNKC's website. Classes, Trials, Games, and Matches take precedence over individual members use.

- c. There is a Building Use Fee when a Gold member is using the building(s) or fenced land. The Building Use Fee is posted on the club's Website ([baydenockennelclub.com](http://baydenockennelclub.com)) under 'Membership Information' 'Fee and Benefits Schedule'. Gold Members must sign the **Building Use Page** when using the building(s) or the fenced land. It is the responsibility of the Gold Members using the building(s) or land to lock all gates and doors, turn off all lights, turn down the heat in winter months, return all used equipment, and generally assure the building(s) and land is secure prior to leaving the premises.

## 2. USE OF EQUIPMENT:

- a. Only Members in Good Standing can use the club's equipment in the building(s) or the fenced land. However, members in Good Standing **MUST** be trained on equipment prior to use. An example is the Agility Equipment. Use of any or all equipment must be respected. Any damage to equipment must be reported to (a) related committee member(s).
- b. **REMOVAL OF CLUB'S EQUIPMENT OR PROPERTY** – Members cannot remove any of BDNKC'S equipment or property without the express permission of the Board. Failure to respect this rule means revocation of all rights and privileges.

3. **CLASSES:** A class meets at the same day and time during the week for a set number of weeks. The class has set goals and should have a syllabus or handouts for the participants. Classes are listed on the BDNKC's website where members or the public can sign up for the class. There is a set price for the class that will be collected the first week of class from the participants. A non-refundable deposit may also be required. Participants should present a current Rabies Certificate and sign a waiver that holds the instructors and the club harmless in the event of an incident. Class times take precedent over Practice Groups.

4. **PRACTICE GROUPS:** Members in Good Standing may join a Practice Group to practice and train their own dogs. These groups share common interests and goals. The cost per person for attending a Practice Group helps with the upkeep of the building and the property. The fee is posted on the club's Website ([baydenockennelclub.com](http://baydenockennelclub.com)) under 'Membership Information' 'Fee and Benefits Schedule'. The fee can be paid per time or you can write a check for a month at a time. Members do not receive credit for hours of service by attending or leading a practice group. Practice group members must sign in on the Building Use page.

5. **AGILITY GAMES, MOCK TRIALS, FUN MATCHES, OR RUN THROUGH:** These types of events are set up by members on a given date or dates. They have (a) member(s) in charge of planning and implementing the Game, Match, or Run Through. These events' costs are posted on the club's Website ([baydenockennelclub.com](http://baydenockennelclub.com)) under 'Membership Information' 'Fee and Benefits Schedule'. The member(s) in charge of these events will receive hours toward their minimum required hours.

## **Re By-Laws, ARTICLE II – MEETINGS AND VOTING: Sections 1 through 5, “Written, telephone or networking service notification” Defined:**

For purposes of this Article, “Written, telephone or networking service notification” is considered to include email, the club's Website, and Social Media pages.

**Re By-Laws, ARTICLE II – MEETINGS AND VOTING: Sections 1 through 5, “Delta County, Michigan” Defined:**

For purposes of this Article, “the Delta County, Michigan” is presently considered to be the area within, or within 25 miles of, the County of Delta County, Michigan.

**Re By-Laws, ARTICLE III- DIRECTORS AND OFFICERS:**

**Re Section 1, BOARD OF DIRECTORS:** For purposes of this Article, “no money shall be withdrawn therefrom except under authority of the board, and then only by check” is considered to include electronic payments and automated money transfers

**Re Section 2, (A)(B) President, Vice President:** The President and Vice President may, without board approval, spend up to \$150 each or \$300 collectively per month. All transactions shall be presented at the next board meeting.

**Re Section 3 (B): Board Members at Large** are expected to volunteer to participate on a committee. Not later than the December Board meeting, the Board members shall indicate to the President which committee or committees they prefer to participate in.

**Re By-Laws, ARTICLE V - COMMITTEES:**

Various ongoing committees have been formed to help organize the various needs and areas of interests/disciplines of the club. Committees shall meet and plan a yearly budget, a plan to raise money for the club's purposes (if applicable), a plan for classes to be offered, and Trials, Games, and Run Throughs or Fun Matches for each discipline. A yearly budget shall be submitted to the board for approval. The committee also repairs or purchases new equipment for their area of interest to be used for the club. Any member can bring ideas or issues to the committee by contacting one of its members. The members of each committee should bring to the committee any issues or ideas that other members have brought to their attention. They should also develop a protocol for keeping each member of the committee informed.

Each Committee Chair shall be approved by the board or appointed by the President.

(A) **Membership Committee.** The Membership committee shall keep the records of members in good standing, collect money for dues and deliver the money to the Treasurer. They shall accept applications for membership. Following completion of membership service requirements the Membership committee shall provide the names of all applicant members to the board of directors for consideration of membership. The Membership committee is responsible for updating the Membership List. The Membership committee reports directly to the board of directors.

(B) **Building and Maintenance Committee.** The Building and Maintenance committee shall be responsible for maintaining the overall conditions of the Club’s buildings, land, and other property.

(C) **Agility Committee.**

(D) **Obedience/Rally/Conformation/Therapy Dog Committee.**

(E) **Nosework/Barnhunt/Lure Coursing Committee.**

(F) **Website Committee.**

**(H) Other Committees and Subcommittees.** New committees may be appointed at any time, as set forth in the By-Laws. ARTICLE V, Section 1. In addition, any committee chair may appoint such subcommittees as appropriate to implement committee functions and objectives. Such new committees and subcommittees may help the club meet changing needs and membership desires. Members are always encouraged to chair, or serve on, such new committees and subcommittees. Such committees might include: Earthdog, Flyball, Rally Obedience, Weight Pull, Tracking, Lure Coursing, etc.

#### **Re By-Laws, ARTICLE VII -- DISCIPLINE.**

**Re Section 1.** The By-Laws provide for suspension or expulsion based on dog organization disciplinary action or other charges based on misconduct. The contemplated suspensions from other dog-related organizations envision suspensions for cause, such as for maltreatment of dogs or falsification of documents, and do not encompass mere lapse of membership for nonpayment of dues in such other organizations.

#### **Re By-Laws, ARTICLE X -- ORDER OF BUSINESS:**

**Parliamentary Authority:** Issues of parliamentary procedure, where not otherwise covered in the Constitution, By-Laws, or the Standing Rules, may be addressed by referencing the most current edition, as available at the Meeting, of *Roberts Rules of Order, Modern Edition*.

#### **Re By-Laws, ARTICLE XII -- GENERAL REGULATIONS:**

Adhering to the following guidelines will help to avoid such unfortunate incidents and enhance the effectiveness, public image, and member enjoyment of this club.

##### **GUIDELINES FOR MEMBERS' CONDUCT:**

*Members are expected to promote high standards of ethics, mutual cooperation, training, and sportsmanship at all times. Resolve any conflicts with other members in a professional and courteous manner. Help other members to succeed and promote good sportsmanship. A success by any member is a success for all members.*

*Handling and training methods and techniques should be based upon humane training, kindness, positive motivation, and reward, exercising only sufficient firmness as each individual dog requires. Do not train while angry; bad temper from any handler, whether directed toward a dog or toward another human, has no place at BDNKC. Self defense, or defense of another human or of a dog, will be the only acceptable reasons for severe handling.*

*Good sportsmanship is expected, not only in the ring, but outside the ring as well. Members must strive to present themselves in a manner which will always reflect credit upon, and enhance the reputation of BDNKC, as well as the sport of dog obedience and similar dog-related activities. Members should treat judges, stewards, and members of other dog-related organizations, as well as the public, with the same high standards of courtesy, sportsmanship, and professionalism they are expected to accord one another. Members are expected actively to support BDNKC functions, events, and activities. The amount of support each member can give will vary from individual to individual. However, all members are encouraged to give the maximum support they can.*

**Guidelines**

- a. Dogs should be under full control and on lead or crated except when doing off-lead work. “Dogs under control” means that people will keep their dogs close to them and not at the end of a 6' or 4' lead.
- b. It is always the responsibility of the handler to clean up any accidents created by his/her dog. Waste should be disposed of in receptacles provided.
- c. Bitches in season are not allowed in the buildings or on the training/event land except to attend sanctioned trials or events.
- d. Any Board member, Committee member, instructor or assistant, who notes any dog, child or adult human whose behavior appears to pose a threat to the safety of that dog, child, or adult, other dogs or humans, or to pose a threat of damage to equipment or other property is empowered to intervene and correct the situation if possible, otherwise direct the owner, parent or guardian, or adult to remove the dog or child, or his or her self, and file an incident report to the board.
- e. An incident report must be filed if there is an act of dog aggression, attack, or bite that takes place toward another dog or human at any BDNKC event, class, or practice session.
- f. An incident report shall also be filed if there is an incident of unsafe, disruptive, or unruly behavior by an adult or child which resulted in the adult being directed to remove himself or herself, or the child's parent or guardian being directed to remove the child.

**Crating Guidelines**

- (A) Dogs must be crated when not performing. It's encouraged that handlers do their best to actively keep crated dogs quiet.
- (B) Dogs should be under control and should not be sniffing or bothering a dog that is crated.
- (C) Club crates are available for anyone to use without restriction.

**APPROVAL:**

President  
Vice President  
Treasurer  
Secretary  
Director  
Director  
Director

The foregoing Standing Rules, having been written, approved, adopted and accepted by the membership at the meeting held on April 20, 2020 shall be and are hereby declared effective and operative as evidenced by signatures of the directors hereunto affixed.