

## **GSLDTC STANDING RULES**

These Standing Rules implement the Club's Constitution and By-Laws and provide supplemental rules for performing the business of the Club. They are not intended to provide the details found in the respective job descriptions. These Standing Rules are mandatory.

### **MEMBERSHIP**

In addition to Article I of the By-Laws, all applications for membership shall be accompanied by the membership fee. Applicants shall also attend one meeting before their application can be approved by the membership and be in attendance when their applications are voted on by the general membership. The Board of Directors, at their discretion, may waive the attendance requirement.

#### **Dues:**

1. Regular, Family, Junior and Lifetime memberships shall be for persons desiring to take part in Club business and/or activities. Regular, Family and Lifetime members whose dues are paid shall have full voting privileges.
2. Regular membership is for persons eighteen (18) years of age or older. A Regular member can vote and hold office. Family membership is limited to spouse, son, daughter, sibling, or parent living at the same address. Junior membership is for persons 10-17 years of age. They are entitled to all the privileges of the Club except the right to vote or hold office. Lifetime membership is available to members of 20 years or more and will be membership dues waived. All membership privileges shall be retained.
3. Membership dues shall be set by the Board of Directors not to exceed \$25 per year for individuals, \$5 per year for each additional person over eighteen (18) in the same residence and/or \$5 for each junior member. Dues are payable on or before the first day of January of each year.
4. There shall be no initiation fee.
5. For new members who have not previously belonged to the Club, and who join after June 30<sup>th</sup>, shall be one-half of the annual amount for the remainder of the year.
6. For new members who have not previously belonged to the Club, and who join after October 31<sup>st</sup>, dues shall apply to the following year.
7. Any member whose dues remain unpaid on the first day of February shall have their membership terminated without notice and shall forfeit to the Club all claims or benefits to which he/she may have been entitled.

- (a) A membership so terminated may be reinstated by the Board at any time within one year upon payment of the full current year's dues.
  - (b) After expiration of one year, reinstatement may be made only by application as prescribed for new members.
8. No cancellation or refund of dues shall be made under any circumstances.

### **Eligibility for Awards:**

1. The dog must be owned or co-owned by a member of the Club when the AKC title is earned.
2. The AKC title must be earned after membership is attained.
3. The member must provide the Trophy Chairperson with all pertinent information on a timely basis.

### **Training:**

1. Members are encouraged to volunteer assistance at all Club events.
2. Members not enrolled in a class may train their dogs as space allows. Members training nonmembers' dogs shall be required to pay a full training fee. Training fees for members will be waived if the member meets the requirements of the volunteer self-certification program as noted in the Standing Rules.
3. The Great Salt Lake Dog Training shall promote the training of all dogs, purebred or of mixed breed.
4. A training fee will be charged for each dog taking part in any training class. The amount of the fee shall be determined by the Board of Directors. All applications for training classes must be accompanied by full payment at the time application is made. If someone cancels their registration, there will be a cancellation/processing fee which will be deducted from the refund. The cancellation fee will be \$20. The Training Director(s) may deviate from this policy for meritorious situations as approved by the Board of Directors. Members of the Board of Directors as well as Lifetime Members are not charged a training fee but are still responsible for signing up for any classes. At present, the training fees are:
  - (a) Non-club member, one dog in obedience, rally, scent work, agility, or tracking will be \$100. Subsequent classes with the same dog will receive a \$10 discount. First responders (military, active or veteran) will be \$80 per dog and subsequent classes with the same dog will be \$70.

- (b) Non-club member, two dogs of the same household will receive a \$10 discount from the regular fee (fee for 2<sup>nd</sup> dog in obedience, rally, scent work, agility or tracking is \$90). First responders (military, active or veteran) will receive a discount (fee for 2<sup>nd</sup> dog in obedience, rally, scent work, agility or tracking is \$70).
- (c) Active Club Member in good standing, no charge for dogs owned or co-owned by member. Inactive Club Members in good standing, one-half the regular class fee.
- (d) To be considered active, a Club member must submit a self-certification twice yearly (January and July) via the GSLDTC website. They must complete at least two of the following each certification period:
  - 1. Attend one (1) Club meeting
  - 2. Instruct or assist in a training class
  - 3. Assist with sign-up
  - 4. Serve as Club Officer or committee chairperson
  - 5. Steward a minimum of four hours
  - 6. Help with set-up or take-down at an Obedience/Rally trial
  - 7. Be a tracklayer at a Tracking Test (TD, TDU, VST, or TDX)
- (e) If an active member registers for a session of classes and does not attend the majority of that session, they will be waitlisted the next session they register for and allowed to register and attend that session of classes only if spots remain unfilled.
- (f) The Board of Directors may waive the above requirements in meritorious situations.

### **Club Directory:**

Dues must be paid by February 28<sup>th</sup> for members to be included in the Club directory.

## **MEETINGS AND VOTING**

### **Voting:**

1. Voting shall be by a show of hands unless a secret ballot is requested by the President or by any member.
2. Each regular member whose dues are paid for the current year as well as any lifetime member in good standing shall be entitled to one vote at any meeting of the Club at which he/she is present. Proxy voting shall not be permitted at any Club meeting or election.
3. Meetings for the Board of Directors shall be held each month.
4. Meetings of the Club shall be held every other month as approved by the Board of Directors.

5. Special Club meetings may be called by the President, or by a majority vote of the members of the Board of Directors who are present and voting at any regular or special meetings of the Board; and shall be called by the Home Secretary upon receipt of a petition signed by five members of the Club who are in good standing.

### **DIRECTORS AND OFFICERS**

#### **The Officers and Board of Directors shall:**

1. Have as their primary duty to attend Board meetings and serve as the governing body of the Club in all matters not specifically delegated to or initiated by the membership-at-large.
2. Hold a Board meeting at least once each month, preceding each regular meeting of the Club. Board meetings shall be open to any member of the Club in good standing provided he/she notifies the Home Secretary and the host/hostess prior to the meeting.
3. Ensure that the date, time and place of each Board meeting is announced at the regular meeting of the Club preceding it.
4. Promote and encourage interest and new membership in the Club.

#### **The Directors of the Club shall:**

1. Be divided to serve as chairperson(s) of the following committees:
  - (a) Training committee (two directors).
  - (b) Trophy committee (one director).
  - (c) Show committee (one director).
  - (d) Equipment Committee (two directors).
  - (e) Hospitality committee (one director).

#### **A Quorum:**

1. Shall be the ultimate authority in all matters within the Club with the exception of those matters specified in the Constitution and By-Laws and as defined in the By-Laws in Article II.

#### **Minutes:**

1. Minutes of all meetings shall be kept as a permanent record of the Club's activities and proceedings. The Executive Secretary shall be custodian of this record and shall allow access to it by any Club member provided arrangements have been made with the Executive Secretary and it is not taken from his/her custody.

2. Motions adopted by the Board of Directors or by the membership in connection with a particular program or event, shall apply only to such program or event and shall not be construed as pertaining to other programs or events which the Club may undertake subsequently.
3. All other motions adopted by the Board of Directors, or the membership, shall be subject to revocation or amendment at any subsequent meeting.

### **Duties of Officers:**

#### **1. President**

- (a) Presides at all meetings at which he/she is present.
- (b) Exercises general supervision over the activities of the Club.
- (c) Ensures that the provisions of the Constitution and By-Laws are observed.
- (d) Is an ex-officio member of all standing committees.
- (e) Authorizes the Treasurer to make payments which have been approved by the Board of Directors.
- (f) Provides the Executive Secretary with a copy of correspondence sent by him/her on behalf of the Club.
- (g) Sees that all visitors are introduced to the membership.
- (h) Is responsible for assigning the Directors to committee chairperson's/co-chairperson's positions immediately after the November elections and for reassigning them during the year as he/she sees fit.
- (i) Appoints a person to oversee the Club history book.
- (j) Prepares an agenda for each Board meeting and for the regular meeting of the Club.

#### **2. Vice President**

- (a) Assumes the duties of the President in his/her absence.
- (b) Assists in the duties of the President at his/her direction.
- (c) Plans and carries out all programs for meetings or any other function not otherwise provided for.
- (d) Arranges a meeting place for general monthly membership meetings.
- (e) Serves as parliamentarian and sergeant-at-arms.
- (f) Provides the Executive Secretary with a copy of all Club correspondence sent by him/her.
- (g) Is responsible for all Club publicity. All pictures and/or news releases not originated by him/her must be cleared through him/her.
- (h) Assists with arrangements for exhibitions put on by the Club.
- (i) Sends flowers and/or cards as determined by the Board of Directors.

#### **3. Executive Secretary**

- (a) Executes and follows up all Club correspondence.
- (b) Maintains accurate files of all Club correspondence, minutes and attendance records.

- (c) Arrange for and contact judges for upcoming trials. This includes the contract between the Club and the judge.
- (d) Prepares premium list material and has it to the Trial Secretary/Superintendent by the deadline date.
- (e) Sends a request for approval of trial date, location and judges to the American Kennel Club.
- (f) Arranges for or provides transportation for trial judges.
- (g) Submits applications for sanctioned matches.
- (h) Carries out all correspondence with judges for trials.
- (i) Maintain a current copy of these Standing Rules.
- (j) The address of the Club for all correspondence shall be that of the Executive Secretary.

#### 4. **Home Secretary**

- (a) Keeps a record of the minutes of all Club and Board meetings.
- (b) Keeps a record of attendance at all Club and Board meetings including the two annual parties, to be filed with the Executive Secretary.
- (c) Provides the President and Executive Secretary with a copy of all Club and Board meeting minutes.
- (d) Provides and assists prospective members with application forms. Receives and deposits with the Treasurer monies for same.
- (e) Presents applications for membership to the members for approval.
- (f) Keeps an accurate list of all members, their addresses and telephone numbers. Sees that all members have a copy of this list by March 31<sup>st</sup>, or upon joining the Club. Sees that all officers are always provided with an up-to-date copy.
- (g) Provides members with current copies of the Club Constitution, By-Laws and Standing Rules.
- (h) Notifies the general membership not later than ten (10) days preceding each meeting of the time, place and program.
- (i) Notifies the Board of Directors not later than five (5) days preceding each Board meeting of the time and place.
- (j) Provides the Newsletter editor with a current mailing list.

#### 5. **Treasurer**

- (a) Is the custodian of all financial records.
- (b) Safeguards Club funds and keeps a record of all financial transactions.
- (c) Is responsible for the collection of all monies due to the Club, including dues, training and trophy.
- (d) Receives monies from the Training Director(s) on class registration night(s).
- (e) Makes payment from the Club treasury upon authorization of the President, as approved by the Board of Directors, except for regular expenses.
- (f) Makes a report at each Board meeting of the financial transactions that have taken place since the last Board meeting.
- (g) Makes a financial report to the general membership every three months.

- (h) Prepares a balance sheet to be submitted to the Home Secretary at the October meeting.
- (i) In December sends to each member a statement of his/her dues for the ensuing year and then notifies the Home Secretary by February 28<sup>th</sup> of paid members.
- (j) Prepares and sends out trophy statements from a list provided by the Trophy Chairperson.

**6. Training Chairperson(s)**

- (a) Organizes all training classes.
- (b) Arranges for demonstration and orientation before each new training session.
- (c) Makes certain all training fees are turned over to the Treasurer for deposit and ensures that an accurate record is kept on all trainees.
- (d) Promotes an organized training curriculum.
- (e) Keeps a list of all qualified instructors and arranges for instructors from this group. Qualifications to include the following:
  - (1) Has completed a series of instructor's classes.
  - (2) Has trained a dog through at least one beginner's class.
  - (3) Has apprenticed as an assistant under at least two (2) different instructors.
  - (4) Is a voting member of the Club.
- (f) Provides for a training location.
- (g) Provides instructors with certificates of completion for distribution.
- (h) Handles any problems which may arise at training class.
- (i) Ensures that jumps, mats and cleaning supplies, when necessary, are at classes.
- (j) Has leashes and collars available for sale.
- (k) Arranges for the instructor's classes to be held annually.
- (l) Encourages interested trainees to membership in the Club and further training.
- (m) Is responsible for selection and purchase of gifts for instructors to be presented at the awards dinner.

**7. Trophy Chairperson**

- (a) Is responsible for the selection and purchase of all trophies as needed by the Club. The amount spent annually by the Club for trophies shall not exceed thirty percent of the prior year's net training fees plus \$5 per membership as of February 28<sup>th</sup>.
- (b) Solicits trophy donations for the Club when necessary.
- (c) Keeps an accurate record of all trophy donors and prepares a list of donors for the Treasurer so that he/she may bill the appropriate individuals.
- (d) Provides and sets up the trophy table at trials.
- (e) Is responsible for the tablecloth at all times and sees that it is in good condition.

- (f) Is responsible for all floral arrangements at trials, including a centerpiece and flowers as necessary.
- (g) Is responsible for the selection and purchase of gifts for the trial and thanking judges.
- (h) Is responsible for the selection and purchase of thank you gifts at the annual awards dinner.
- (i) Is responsible for the selection and purchase of any other gifts as determined by the Board of Directors.
- (j) Compiles a list of all members who earn titles during the year from information submitted by said members and is responsible for plaques to be given at the awards dinner.

**8. Show Chairperson**

- (a) Assists the Trial Secretary or Superintendent in planning and carrying out each obedience trial sponsored by the Club.
- (b) Acts as the facility/site liaison for the Club.
- (c) Plans and carries out each sanctioned match approved by the Board of Directors.
  - (1) Provides match location.
  - (2) Is responsible for setting up and removing match rings.
  - (3) Arranges for judges from a list selected by the membership, and for ring stewards and clean up. Has available all necessary entry forms, judging sheets, arm bands, score cards, ribbons, etc.
  - (4) Handles any problems which may arise at matches and makes sure that current copies of the AKC Obedience Regulations and Match Regulations are available at all matches or trials.

**9. Equipment Chairperson(s)**

- (a) Is responsible for setting up and removing equipment and trial rings.
- (b) Assists the Show Chairperson.
- (c) Is responsible for the Club's trailers and all equipment, replacing and/or repairing as necessary with Club funds, as approved by the Board of Directors.

**10. Hospitality Chairperson**

- (a) Is responsible for planning and arranging meals and/or refreshments at all meetings, social activities, or other functions of the Club.
- (b) Acts as official host/hostess to nonmembers at all Club functions.

**Removal of Officers/Directors:**

Any officer or director who misses three consecutive regular meetings of the Board and/or Club shall, upon request of the President or Board of Directors, be expelled from his/her office. This is done with no feeling or prejudice for the individual concerned but for the benefits of the Club. This in no way affects his/her membership in the Club.



## **THE CLUB YEAR ANNUAL MEETING, ELECTIONS**

1. The Club's fiscal year shall begin on the 15<sup>th</sup> day of November and end on the 14<sup>th</sup> day of November. The Club's official year shall begin at the November Board meeting following the elections and shall continue up to the next November Board meeting.
2. The November Board meeting will include outgoing and incoming officers, directors and committee chairpersons.
3. No person may be a candidate in a Club election who has not been nominated. A nominating committee of three members will be selected by the Board of Directors at the September meeting.
4. Additional nominations may be made at the October meeting by any member in attendance provided that the person so nominated does not decline when his/her name is proposed and provided further that if the proposed candidate is not in attendance at this meeting, his/her proposer shall present to the Home Secretary a written statement from the proposed candidate signifying his/her willingness to be a candidate.
5. No person may be a candidate for more than one position.

## **COMMITTEES**

1. The Board of Directors may each year appoint committees to advance the work of the Club in such matters as dog shows, obedience trials, trophies, annual prizes, membership and other fields which may well be served by committees. Such committees shall always be subject to the final authority of the Board of Directors.
2. The Committee Chairperson(s) are not members of the Board of Directors. They attend Board meetings as directed by the President. Committee Chairpersons are not elected. They serve at the pleasure of the President as approved by the Board.
3. Duties of Performance Committee Chairpersons act as the Chairperson for all Club sponsored events for their performance area, be familiar with and understand all AKC Rules and Regulations related to their performance area, be familiar with and update the Board of Directors on any and all changes made by the AKC to the Rules and Regulations for their performance area.

### **Special Committees:**

1. An Audit Committee of three members shall be elected from the floor at the regular meeting or the Club in October. This committee shall meet and submit its report to the Home Secretary no later than the November Board meeting.

2. An Advertising Committee Chairperson is appointed by the President and approved by the Board of Directors. The Advertising Committee coordinates all activities intended to promote the Club, creates and maintains a website to promote the Club, creates and maintains a Facebook page for the Club, creates and distributes a monthly newsletter, creates any other social media to represent the Club (i.e., Instagram and TikTok) and reports any needs or concerns to the Home Secretary.
3. Tracking Test Chairperson (TD, TDU, TDX, VST). This committee, consisting of one or more Club members, shall have the primary responsibility for the Club's Tracking Tests. The Tracking Test Chairperson shall set dates, hire judges, secure a site for the tracking test, prepare a map of the site for judges, arrange for a Tracking Test Secretary, obtain tracklayers, maintain an adequate supply of stakes and articles, coordinate with other committees as required, and assure the Tracking Test Secretary has the information necessary to perform the duties of his/her position.
4. Agility Chairperson. This committee, consisting of one or more Club members, shall have the primary responsibility for the Club's Agility Trial(s). The Agility Trial Chairperson shall work with the Executive Secretary to hire judges and set trial dates. The Agility Chairperson shall work with the Show Chairperson in coordination of obedience and rally events and coordinate with other committees as required.
5. Scent Work Trial Chairperson. This committee, consisting of one or more Club members, shall have the primary responsibility for the Club's Scent Work Trial(s). The Scent Work Trial Chairperson shall work with the Executive Secretary to hire judges, set trial dates, secure a site for the trial, arrange for a ground's chairperson, arrange for a Scent Work Trial Secretary, coordinate with other committees as required, and assure the Scent Work Trial Secretary has the information necessary to perform the duties of his/her position.
6. AKC Temperament Test Chairperson. This committee, consisting of one or more Club members, shall have the primary responsibility for the Club's Temperament Test(s). The Temperament Test Chairperson shall work with the Executive Secretary to secure evaluators and set testing date(s).

### **ORDER OF BUSINESS**

The business portion of any regular meeting of the Club shall be kept to an absolute minimum.

## **REIMBURSEMENTS**

Any member that requires reimbursement for Club expenses must submit a receipt to the GSLDTC Treasurer within 60 days of purchase.

## **EQUIPMENT RENTAL POLICY/GUIDELINES**

1. Any requests for the use of GSLDTC equipment and/or supplies must be made in writing and submitted to the Board of Directors for consideration. Equipment will only be rented out locally within a 50-mile radius of Salt Lake City, UT.
2. Each request will be considered on its merit. See Article X, Section 3.
3. The Club or organization renting GSLDTC agility equipment and supplies (excluding electronic timers) will be charged a minimum of \$500 per day.
4. The rental rate for electronic timers will be a minimum of \$500 each day, plus transportation fees. A GSLDTC member trained in the use and care of the timer equipment must be present at the trials where the equipment is used.
5. The Club or organization renting GSLDTC obedience, rally, tracking or scent work equipment will be charged a minimum of \$100 per day.
6. The transportation of equipment or supplies will be under the control of the GSLDTC. The renting party will be charged for transportation at a minimum of \$250. Additional fees will be charged depending on the mileage from the point of origin.
7. The renting party will provide proof of liability insurance in an amount of \$100,000 covering the equipment, supplies, and conveyance to the point of origin to insure replacement or repair to its original state.

## **ROBERT'S RULES OF ORDER**

Robert's Rules of Order, Revised, shall govern the conduct of this Club's affairs in all cases in which they are applicable and in which they are not in conflict with the Constitution and By-Laws of this Club and the American Kennel Club.

## **CHARITABLE CONTRIBUTIONS**

The Club may consider contributions to an organization(s) devoted to alleviation of a canine problem, to research problems/diseases in pure bred dogs, for educational or legislative activities on behalf of exhibitor/breeder/fancier, to a civic organization, or individual, in need of the Club's support.

## **AWARDS**

1. Awards shall be made at the Awards Banquet to Club members who obtained Obedience, Tracking, Rally, Agility, Scent Work, CGC, Trick Dog or Championship titles during the year.
2. Sportsmanship of the Year Award is for a member who has done something outstanding for the Club during the preceding year.
3. A Volunteer of the Year Award is given out to a member at the Annual Picnic.

## **TEST AND TRIAL FEES**

1. Canine Good Citizen and Community Canine fees will be a minimum of \$25 each per dog. The fee is not applicable to dogs owned or co-owned by Club members or to dogs enrolled in a current obedience or AKC Temperament Test training class. The fee shall be waived for non-Club member dogs enrolling in an agility class.
2. AKC Temperament Test fee will be a minimum of \$25 per dog. The fee is not applicable to dogs owned or co-owned by Club members or to dogs enrolled in a current obedience or AKC Temperament Test training class. The fee shall be waived for non-Club member dogs enrolling in an agility class.
3. Tracking Test and Tracking Urban Test entry fees will be a minimum of \$75 per dog.
4. Tracking Test Excellent and Variable Surface Tracking Test entry fees will be a minimum of \$125 per dog.
5. Obedience regular class, Agility Trial class, Rally class and Scent Work entry fees will be a minimum of \$25 per dog. Each additional class, same dog, same day will be \$20. Brace and Team entry fees will be \$10. All other non-regular class entry fees will be \$10.
6. Scent Work entry fee will be \$25 per dog. Additional entry, same dog, same day will be \$20 per dog.

## **ALTERATIONS AND AMENDMENTS TO THE STANDING RULES**

These Standing Rules may be revised at any regular Board of Directors or Club meeting by a simple majority of those voting.

*Revised and approved by the General Membership on March 27, 2023. Amended on January 15, 2024.*