

## **TANANA VALLEY KENNEL CLUB POLICIES AND PROCEDURES**

### **General**

1. The Recording Secretary will update and present the policies and procedures to the general membership for information each year during the September meeting of the Club. Club members will adhere to approved policies and procedures; any exception to the policies and procedures will be by Board approval.
2. The mailing address of the Club is PO Box 72019, Fairbanks, AK 99707.
3. The web site is [www.tananavalleykennelclub.com](http://www.tananavalleykennelclub.com).
4. The Club newsletter and website will be published and maintained for Club members and other interested parties.
5. Private (noncommercial) "Want Ad" advertising in the Club newsletter will be free to all Club members. Non-members will be required to pay \$10.00 per column inch. Ads accepted will be print ads only, no artwork, graphics, logos, etc. No advertisement will be accepted for the sale of dogs nor from any pet store that sells puppies or dogs.
6. Continuity notebooks will be prepared and kept current by each of the positions identified below. As a minimum, each notebook will contain an outline of the responsibilities of the position, timelines and expenses that must be met for duties assigned, directions on completing forms or preparing reports necessary, and examples of complete forms or reports that must be prepared. Notebooks will be prepared by the current chairman of the following events/positions: May Show Chair, Agility Chair, Tracking Chair, and each officer of the club. Each Chair will maintain a notebook with appropriate sections for various sub-committees and activities involved under that activity.

### **Membership**

1. Membership dues are as follows:
  - Single – dues \$30 per year;
  - Family - \$35 per year;
  - Junior (under 18) – dues \$15.00 per year.
2. Annual awards for members whose dogs have been awarded titles from November 15 of the previous year through November 15 of the current year will be presented at the annual TVKC Christmas party.
3. The Hospitality chairman may send flowers, a suitable gift, or a card, with a set price limit of \$75.00, whenever a club member is hospitalized or has been subject to an accident or illness, or a death in the immediate family.

4. Any current Junior Member who qualifies and receives an invitation to attend the Westminster Kennel Club Dog Show in February may apply to the Board for a stipend to be used to defray travel expenses.

### **Meetings**

1. General membership meetings will be held the first Wednesday of  
September – Annual meeting; Election of the Board  
November – Financial and Budget meeting  
March – Educational meeting  
April – Show and Trial planning meeting  
May – Show and Trial working meeting

at 6:30 p.m., at a pre-announced location. If the meeting place and time are other than announced, the President will ensure that Club members are notified of the change as soon as possible.

2. TVKC Board meetings will be held as required by the Board at a predetermined and pre-announced time, date, and location.

### **Financial**

1. The Treasurer and the Chairs of the May Show, Agility, and Tracking committees have financial responsibility in their respective areas.
2. The Treasurer shall reconcile the General account and any savings accounts monthly and report the reconciliation to the Board. The Chairs shall reconcile their respective accounts monthly and report the reconciliation to the Treasurer. The Treasurer and the Chairs shall present complete financial records to the Board or the Audit committee on demand.
3. The Audit committee shall report the status of all Club financial accounts at an October meeting of the Board.
4. All committee (May Show, Agility and Tracking) Chairs will submit a budget for approval at the October Board meeting prior to any money being committed or expended on the event. The previous year's financial report will be used to develop the current year's budget for the event and presented by the outgoing director.
5. The Board shall report the financial status of the Club and a financial plan for the new fiscal year to the general membership at the November General Meeting. Member approval of the financial plan implies approval under items 7, 8, and 9 below.
6. The purchase of equipment in excess of \$500 shall require approval of the membership. Equipment of less than \$500 value may be approved by the Board.
7. General expenditure in excess of \$500 shall require approval of the membership. General expenditure less than \$500 value may be approved by the Board.

8. Any contract for \$1,000 or more will come to the Board for approval prior to signing or implementation. For contracts requiring quick turnaround, the President may convene a special meeting for contract review and approval, if necessary.
9. The Board shall purchase appropriate liability and property insurance to protect the Club and facilities used by the Club in its activities.
10. At the discretion of the Board debit cards may be issued to Chairs of the May Show, Agility, and Tracking and the Treasurer may be issued a debit/credit card. Cards will not be used for cash withdrawals.
11. All checks issued from a checking account must be accompanied by a receipt.
12. A balance of \$10,000 will be maintained for each account with revenue over this amount may be transferred to the savings account, taking into consideration budgeted expenditures in the near future.
13. The original copies of the bank statements of the various accounts will be given to the Recording Secretary to be filed with the monthly Treasurer's Report. Persons responsible for the accounts will receive copies of the bank statements.

### **Shows and Trials**

1. TVKC may hold four AKC sanctioned dog shows per year (including obedience and rally trials) over Memorial Day weekend (Saturday, Sunday, and Monday) in Fairbanks.
2. TVKC may hold annual TD/TDX/VST/TDU Tests to be held in the Fall of each year.
3. TVKC may hold three-day agility trials in April, June, July, September, and October.
4. TVKC will pay for the following judges' expenses: hotel room, meal expenses (no bar bills), airfare to and from Fairbanks, and a fee on which both parties are agreed.
5. Ribbons and trophies will be awarded at the discretion of the event committees, following AKC regulations. Show trophies left over and not claimed on the day of the show may be used by the Club for another purpose.
6. At the discretion of the May Show Committee either free reserved parking space or free grooming space (when grooming space has been rented) for any of the three days of the May show may be granted to Club members involved with the operation of the show.

### **Classes**

1. TVKC will offer such dog related classes as authorized by the Board. Classes are open to any qualified person. Class fees will be determined by the Board.
2. Upon request class fees will be refunded in full prior to the second class meeting. There will be no refunds after the second class meeting except as provided for in item 6 below.
3. Junior members in good standing may take Junior handling classes free.
4. TVKC Club members who volunteer as instructors or assistant instructors will receive a voucher of value determined by the Board which may be applied in partial payment towards any TVKC class. Vouchers must be used within one calendar year.

5. Any group of TVKC members can form a TVKC recognized training group for the purpose of training dogs for competition. Such a group may not be for financial profit of any individual. Upon approval of the Board of Directors, such a group can utilize TVKC equipment, TVKC facility rental contracts, TVKC insurance, and other approved TVKC facilities. To organize a training group, the individuals will petition the Board of Directors listing the names of group members and the facility required. The Board of Directors will set the cost to be paid to TVKC which may include rental, equipment use fee, overhead, and other related charges. The Board of Directors will also specify any specific restrictions.
6. A TVKC instructor may request that any dog that he/she deems to be a hazard to persons or other dogs be removed from the class. In this case a full refund of class fees will be given. The decision to remove a dog from a class may be appealed to the Board.
7. Dogs that have been deemed vicious according to laws established within FNSB shall not be accepted for training at any TVKC classes. Any bite that occurs in TVKC training classes MUST be reported to Animal Control (per requirements of FNSB ordinances). Whether or not the dog may return to TVKC classes will be determined after the FNSB Animal Control Commission has made their ruling as to the dog being vicious or not. After their ruling, the decision to let the dog return to class will be made by the Board of Directors.

### **Matches**

1. The club may hold at least one AKC sanctioned match per year. Puppy sweeps and veterans will be included as long as judges are available.
2. Fun matches and agility run-throughs may be held as deemed appropriate. They shall be open to all qualified Club members.

### **Equipment**

1. No show or trial equipment, including mats, obedience or rally equipment, ring gates, agility equipment, tablecloths, or dinnerware, will be loaned or rented out to any group with the exception that the Board may authorize the use of TVKC equipment for events co-sponsored by the TVKC and another organization. For such an event the Board will assign a TVKC member the responsibility for the proper use and return of TVKC equipment.

### **Seminars**

1. The TVKC Board will ask for membership interest in seminar. This can be done on membership forms or electronically. Members may also approach the board with request for seminars.
2. Ad hoc committee is formed to offer requested seminar and the chair of that committee will contact the seminar presenter and obtain costs and possible dates. Ad hoc

committee members should include the program chair affiliated with the seminar, the individual who will organize the event and be chair, and one other member if possible.

3. Chair will write up a plan which will include:
  - a. Fee
  - b. Air Fare
  - c. Hotel or other accommodations
  - d. Location and cost of facility to hold event
  - e. Meals, snacks, expenses such as copying/advertising/ground transportation, etc.
  - f. Number of participants, fee per participant and audit fees
  - g. Cost of private lessons must be included in contract and be transparent
  - h. Any contract written by committee or put forth by Seminar Presenter
4. Chair then presents this plan to the Board for approval. Ideally this will happen at the fall budget meeting. If brought forward to the Board another time and the cost exceeds \$500.00, membership approval is required. This can happen at membership meetings or electronically.
5. Ad hoc committee will commence advertising seminar. While the Public Relations Board Member may be on this Committee it is expected that the seminar chair will actively participate as well. TVKC members will have priority to purchase spots in a seminar, and public will be secondary. Regardless of program, seminar spots must be pre-paid.
6. If seminar prices change in excess of 10% or more, seminar sponsor must provide an amended budget to the board for updated documentation in financial review.
7. Free seminars can be given to the chair and/or person housing the presenter if the income exceeds expenses. This should be included in the report.
8. Report: A report of the seminar will be presented to the Board, at a Board or membership meeting prior to the following November meeting. Results from all seminars will be included in the annual financial report to the membership in November.

If there is an interest from other Alaskan kennel clubs in the seminar presenter TVKC is willing to share travel expenses as long as TVKC contractual needs have be