

## TANANA VALLEY KENNEL CLUB POLICIES AND PROCEDURES

### General

1. The Board of Directors will update the policies and procedures each year during the Annual Board Retreat, will approve or modify the changes at the next regular Board meeting, and will update the general membership via email and posting on the club website. 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. Continuity notebooks will be prepared and kept current by each of the positions identified below. As a minimum, each notebook will contain:
  - a. an outline of the responsibilities of the position,
  - b. timelines and expenses that must be met for duties assigned,
  - c. directions on completing forms or preparing reports necessary, and
  - d. examples of complete forms or reports that must be prepared.
  - e. Notebooks will be prepared by the current chairman of the following events/positions: May Show Chair, Agility Chair, Tracking Chair, Rally, Scent Work and each officer of the club. Each Sport Chair will maintain a notebook with appropriate sections for various sub-committees and activities involved under that activity.
6. Any dog disqualified by AKC may not compete at any AKC event nor be on the grounds of an AKC event, nor participate in any TVKC event, training group, class or match, unless and until, following application for reinstatement by the owner to the American Kennel Club, the owner receives official notification in writing from the AKC that the dog's eligibility has been reinstated. Once notice is received by the owner that the dog is reinstated, the owner is responsible for notifying the TVKC President. The President will disseminate the information to Committee Chairs. If there a question about a dog being disqualified, the information can be researched by the TVKC Board & information will be provided to those that have a need to know.

7. TVKC non-AKC sponsored activities (classes, run throughs, fun matches, seminars, training groups, etc.) require a liability waiver and proof of rabies vaccine. Each activity coordinator is responsible to validating current membership, proof of rabies and signed waiver is on file.

8. At any TVKC sponsored event, unless actively working, dogs must be crated, in an appropriately sized x-pen, or on a leash held by a responsible handler at all times for safety and insurance purposes. AKC rules will be enforced by the appropriate Trial / Test Chair.

### **Board of Directors**

1. DUTIES OF THE PRESIDENT – The President shall preside at all meetings, have general supervision of the Affairs of the Club, shall sign or counter-sign all instruments required by the Board of Directors, shall make such reports to the Directors and members as he or she may deem necessary or as may be required of him or her, and perform all such other duties as are incident to this office or are properly required of him or her by the Board of Directors. The President is the chief financial officer of the Club and has oversight responsibility for all Club financial matters.

2. DUTIES OF THE FIRST VICE-PRESIDENT – The First Vice-President shall exercise all of the functions of the President in the absence or disability of the President, and other duties as directed by the Board of Directors. The First Vice-President will be responsible for all classes offered by the Club except where a committee is in place to do so such as agility and tracking (See Art. VI. Standing Committees). Other responsibilities include but are not limited to AKC sanctioned matches, and for arranging presentations at meetings. The First Vice-President shall complete other duties as directed by the Board of Directors.

3. DUTIES OF THE SECOND VICE-PRESIDENT - The Second Vice-President shall exercise the functions of the President in the absence or disability of the President and First Vice-President. The Second Vice-President is responsible for member services that include keeping a roll of members with their addresses, maintaining attendance records as required, introducing new members, and providing new members with appropriate documents. The Second Vice-President shall complete other duties as directed by the Board of Directors.

4. DUTIES OF THE RECORDING SECRETARY – The Recording Secretary shall issue notices of all meetings of the members and Directors, shall keep the minutes, including attendance records, publicly post the minutes as appropriate, and maintain the official copy of the Club insurance policy. The Recording Secretary shall have charge of the seal and corporate books, shall sign, with the President, such instruments as require signature, and shall make such reports and perform such duties as are incidental to his or her office, or are

properly required of him or her by the Board of Directors or the President. The Recording Secretary shall update the Policies and Procedures in time for the Annual Meeting.

5. DUTIES OF THE CORRESPONDING SECRETARY – The Corresponding Secretary shall serve as the information officer for the Club and be responsible for the preparation and reception including picking up the mail in a timely manner, preparation and submission of all required Alaska State and AKC reports and distribution of all club correspondence. The Corresponding Secretary shall assist the Recording Secretary in his or her duties as needed.

6. DUTIES OF THE TREASURER – The Treasurer shall oversee the collection and receipt of all monies due or belonging to the Club and shall ensure that all Club insurance policies are renewed in a timely manner. He or she shall oversee the deposits of the same in a bank satisfactory to the Board, in the name of the Club. The Treasurer shall see to the paying of bills in the ordinary course of business as needed. The Treasurer is responsible to verify that all account books are current and open to inspection of the Board. He or She shall report at every meeting a detailed Treasurer’s report including a profit and loss statement. A detailed monthly Treasurer’s report shall be submitted to the President and Recording Secretary for record keeping. He or she shall perform all duties incident to the office or as are properly required by the Board of Directors.

7. DUTIES OF THE DIRECTOR AT LARGE – PUBLICITY – The Director publicizes TVKC events, publishes a newsletter at regular intervals and disseminates the newsletter to the membership, and serves as one of the administrators for TVKC social media sites.

8. DUTIES OF THE DIRECTOR AT LARGE – ELECTRONIC COMMUNICATIONS – The Director sends out electronic messages to the entire TVKC membership when requested to do so, communicates and submits all requests for changes and updates to the TVKC web site and serves as one of the administrators for TVKC social media sites.

9. DUTIES OF THE DIRECTOR AT LARGE – HOSPITALITY – The Director may send cards, flowers, or gifts whenever a Club member is hospitalized, has been subject to an accident or illness, or experiences a death in the immediate family. He or she shall plan the TVKC summer picnic and Christmas party.

## Membership

1. Membership dues are as follows:
  - Single (and Associate) – dues \$30 per year;
  - Family (and Associate)- dues \$35 per year;
  - Junior (under 18) – dues \$15.00 per year.
  - Lifetime – no dues. See membership policy #5 below.

The membership year shall run from 1 September to 31 August each year. Membership application is located at [http://tanavalleykennelclub.com/membership/membership\\_application/](http://tanavalleykennelclub.com/membership/membership_application/)

2. Annual awards for members whose dogs have been awarded AKC titles from November 15 of the previous year through November 15 of the current year will be presented at the annual TVKC Christmas party. Non-AKC titles can be requested and paid for by the owner.
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 Member who qualifies and receives an invitation to attend or is selected for a national or international event may present a request to the Board for a stipend to be used to defray travel and lodging expenses. The application shall state what the event is and when, what was required for them to be selected for the opportunity, what has to be done to prepare or train for the event, and what other financial efforts are being made to pay for the event. Upon completion, the member will present a written report to the Board on what occurred during the event. The presentation shall be posted on the website and published in the next newsletter.
5. Members may be nominated for Lifetime Membership by using the form on the website (<https://tanavalleykennelclub.com/wp-content/uploads/2022/05/Nomination-for-Lifetime-Membership.pdf>). Applications will be voted on at the November and May Board meetings.

## Meetings

General membership meetings will be held the first Wednesday of  
September – Annual meeting; Election of the Board  
November – Financial and Budget meeting  
March – Educational, 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.

## Financial

1. The Treasurer and the Chairs of the May Show, Agility, Rally, Scent Work and Tracking committees have financial responsibility in their respective areas. The Sport Chair and Sport Account Manager (these could be the same person) are the only eligible signers on the account, in addition to the Club President & Treasurer.
2. The Committee Member responsible for judges, trial secretaries, rental or professional contracts will obtain a W-9 form to be used by the Treasurer when reporting to the tax preparer as required by the IRS. The form is available at this link - <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.
3. The Treasurer shall reconcile the General account, the PayPal account and any savings accounts monthly and report the reconciliation to the Board. The Chairs shall reconcile their respective accounts by the 10<sup>th</sup> of each month and report the reconciliation to the Treasurer via the form on the website (select the appropriate form from this link - <https://tanavalleykennelclub.com/members-only/tvkc-deposit-forms/>.) The Treasurer and the Chairs shall present complete financial records to the Board or the Audit committee on demand. Failure to submit the monthly reports may result in increased Treasurer or Board involvement. As a last resort, the sport may be placed on hold.
4. Any activity coordinator receiving funds via PayPal shall submit the appropriate deposit form (from the website - <https://tanavalleykennelclub.com/members-only/tvkc-deposit-forms/>) to the Treasurer to request the funds be transferred to the sport account.
5. All bank statements will be mailed in hard copy to the club address – the recording secretary will maintain the original copy in the official records. The corresponding secretary will scan the statements and provide an electronic copy to the club president. The Treasurer will email a copy of the bank statement to each Sport Chair by the 5<sup>th</sup> of the month to aid in

reconciling their accounts and providing the monthly reports. Monthly reports are due to the Treasurer by the 10<sup>th</sup> of each month.

6. Criteria for recording fixed assets – fixed assets must cost \$5,000 or more and have a useful life of more than a year. Any purchases not meeting both of these criteria will be recorded as an expense.

7. The Board will form the audit committee by the July Board meeting. The Audit Committee shall meet with the Sport Chairs prior to the end of the fiscal year in order to review the accounts. The Audit committee shall meet with the Sport Chairs to conduct the annual financial audit and report the status of all Club financial accounts at the October meeting of the Board. The Board will present the audit final report to the membership at the November General Membership meeting.

The audit form link is - <https://tananavalleykennelclub.com/wp-content/uploads/2022/10/Audit-form.pdf>.

8. Sport Chairs will to meet with their committees to develop their budget prior to the deadline for the presentation. All committee (Classes, May Show, Agility Rally, Scent Work and Tracking) Chairs will submit a preliminary budget for approval at the October Board meeting prior to any money being committed or expended on events. The previous year's financial report will be used to develop the current year's budget by the committee for the events and be presented to the Board by the Sport Chair and/or their representative.

9. An outgoing Treasurer shall be responsible for the maintenance and operation of all financial matters through the end of the fiscal year.

10. 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.

11. The purchase of equipment or a general expenditure in excess of \$1,000 over the approved budget shall require approval of the membership. Equipment or general expenditure of less than \$1,000 value may be approved by the Board.

12. Any contract not included in the pre-approved budget will be submitted to the Board for approval prior to signing or implementation. For contracts requiring quick turnaround, the President may convene a special meeting or utilize email for contract review and approval, if necessary.

13. The Board shall purchase appropriate liability and property insurance to protect the Club and facilities used by the Club in its activities. Additionally, the Board shall purchase Directors

and Officers insurance. Copies of the policies shall be maintained by the Recording Secretary and the Treasurer.

14. At the discretion of the Board, debit / credit cards may be issued to Chairs and/or the Trial Secretary of the May Show, Agility, Rally, Scent Work and Tracking events and the Treasurer may be issued a debit/credit card. The Treasurer shall maintain a listing of any issued debit / credit card.

15. Debit / credit Cards will not be used for cash withdrawals. Any need for cash will be via written check with an invoice detailing the usage for the cash.

16. There will be no occasion where a check is written to the account signer and signed by the account signer. Reimbursement payments to the account signer will be signed by the Club President or Treasurer.

17. All checks issued from a checking account must be accompanied by a receipt, invoice, or written explanation. The memo section of each check written will summarize the reason for the check.

18. Each account will be reviewed quarterly by the Treasurer. Any money in excess of projected expenditures may be transferred to the Savings Account for general club expenses such as insurance, accounting and other club costs.

19. When the budget is approved, the club President and Treasurer will meet and move funds from Savings to the General Account to cover the budgeted expenses of the General Account.

20. Deposit Policy. All funds received by any Club member for a Club related activity will be documented by utilizing one of the listed deposit forms (available on the Club website). Form shall document person's name, source of funds (cash, check # or PayPal), and reason for payment. Funds shall be deposited into the appropriate Club bank account by the responsible club member. Club member shall provide a copy of the bank deposit slip and Club deposit form to the Treasurer (can be scanned and emailed to [TVKCFinance@gmail.com](mailto:TVKCFinance@gmail.com)).

Links to the forms are -

Club deposit forms are available for the following:

Agility Training Group <https://tanavalleykennelclub.com/wp-content/uploads/2021/12/Deposit-Form-Agility-Training-Group.pdf>

Agility Trial <https://tanavalleykennelclub.com/wp-content/uploads/2021/12/Deposit-Form-Agility.pdf>

Class – Seminar – Run Through <https://tanavalleykennelclub.com/wp-content/uploads/2021/12/Deposit-Form-Class-Seminar-Run-Through.pdf>

May Show <https://tanavalleykennelclub.com/wp-content/uploads/2021/12/Deposit-Form-May-Show.pdf>

Membership <https://tanavalleykennelclub.com/wp-content/uploads/2021/12/Deposit-Form-Membership.pdf>

Pay Pal <https://tanavalleykennelclub.com/wp-content/uploads/2021/12/Deposit-Form-Pay-Pal.pdf>

Rally <https://tanavalleykennelclub.com/wp-content/uploads/2021/12/Deposit-Form-Rally.pdf>

Scent Work <https://tanavalleykennelclub.com/wp-content/uploads/2021/12/Deposit-Form-Scent-Work.pdf>

Tracking <https://tanavalleykennelclub.com/wp-content/uploads/2021/12/Deposit-Form-Tracking.pdf>

21. Conformation and Obedience class, seminar and fund raising finances will be processed by the General Account. Training Group funds will be processed by the General Account. Agility, Rally, Scent Work & Tracking classes, seminars, and fund raising finances will be processed by the respective sub-accounts.

22. All Non-Instructional Training Groups fees will be paid in time to reach the Treasurer for deposit prior to the due date for the facility rental.

23. TVKC will stop payment on any check not cashed within 90 days.

24. Use of Debit cards issued to Trial Secretaries will be limited to charges directly related to the sport and Trial Secretary expenses as spelled out in the Trial Secretary contract.

### **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 a maximum of fifteen agility trial days as approved by the Agility Committee.

4. TVKC may hold stand alone rally trials as approved by the Rally Committee.

5. TVKC may hold scent work trials as approved by the Scent Work Committee.



6. TVKC will pay for the following judges' expenses: hotel room, meal expenses (no bar bills) or per diem, airfare to and from Fairbanks, and a fee on which both parties are agreed. **No fee** of \$600 or more will be paid until a signed Form W9 is provided.
7. 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 or trial may be used by the Club for another purpose.
8. 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.
9. A written report will be prepared by the Chair after each event and Committee meeting and presented to the Board with a copy maintained by the Club Recording Secretary. Report will detail any positive or negative issues at the event and any liability concerns.
10. Sport chairs will use a standardized contract available on the website as a template for contracts with judges, seminar presenters, trial secretaries, and building rental.
11. Event reports are due within 30 days of the end of the event. See the sample report on the website.
12. Entry fees for shows / trials will be established by the respective Sport Committee.

## **Matches**

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

## **Equipment**

1. No TVKC equipment including but not limited to mats, obedience or rally equipment, ring gates, agility equipment, or show tablecloths 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. If approved by the Board, the renting entity will provide a contract listing their liability insurance, an equipment rental fee to be determined by both parties, the nature of the equipment use, and a pre-paid damaged equipment deposit.

2. Each Committee Chair shall be responsible for maintaining a listing (with purchase value) of all equipment with a copy of that list to be presented to the Treasurer at the end of each fiscal year to be used for filing the annual taxes.
3. Each Committee Chair shall maintain a complete comprehensive listing (and photos) with purchase value of all equipment and supplies with a copy provided to the Treasurer (this listing provides documentation for insurance purposes in case of loss).

## **Seminars**

1. The TVKC Board will ask for membership interest in seminars. 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.

Chair will write up a plan which will include:

- Fee
- Air Fare
- Hotel or other accommodations
- Location and cost of facility to hold event
- Meals, snacks, expenses such as copying/advertising/ground transportation, etc.
- Number of participants, fee per participant and audit fees
- Cost of private lessons must be included in contract and be transparent
- Any contract written by committee or put forth by Seminar Presenter

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 \$1,000.00, membership approval is required. This can happen at membership meetings or electronically. 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.

3. If a dog is determined to be not appropriate or eligible for this level of seminar, any pre-paid funds will be refunded. An explanation of the rejection shall be provided to the owner in writing prior to the start of the seminar. Any disqualification shall be discussed and approved by the seminar committee.

3. 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.

4. 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.
5. Report: A financial and informational 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. Report will detail any positive or negative issues at the event and any liability concerns.
6. If there is an interest from other Alaskan kennel clubs in the seminar presenter, TVKC is willing to share travel expenses (transportation, housing and meals) as spelled out in the contract between the clubs or parties as long as TVKC contractual needs have been met.

### **Club Calendar**

1. The official calendar of record for TVKC is the Google calendar at [Calendar of Events – Tanana Valley Kennel Club](#)
2. The President, Electronic Communications Director and Public Relations Director will have administrative access to manage settings and user access.
3. The committee chairs for Agility, May Show, Rally, Tracking, Scent Work and the 1<sup>st</sup> VP for Training and Education are responsible for maintaining the posting of the events as agreed by their event committee's consensus. The committee chair may choose to do post the event themselves, designate someone else to act on their behalf, or provide the updates to the Electronics Communication Director.
4. All club activities must be entered on the calendar before any notice or advertisement is sent out or any commitment is made that locks in specific dates and times. Major events, which require long lead-times to finalize, shall enter tentative reservations in the calendar. Such events must clearly indicate the tentative nature of the reservation by including the word "Tentative" at the front of the event title.
5. The event committee should take efforts to avoid scheduling a new event at the same time as an existing event. Multiple events may be scheduled on the same day as long as they do not occur at the same time. Such events should be scheduled in a manner that allows members the option to attend both events.
6. There are many active clubs in the state of Alaska and it is at times very difficult to avoid scheduling conflicts. However, TVKC strives to respect the timing of major AKC sponsored events, trials and shows at other clubs in the state. This is especially true of events that are held on their traditional dates from year to year. TVKC also makes every effort to avoid

scheduling events at the same time as like events already scheduled elsewhere in the State. For example, every effort will be made to avoid scheduling a TVKC agility trial on the same weekend as an agility trial in Palmer.

7. The Board of Directors and the coordinator of the previously scheduled event (in the event the previously scheduled event is sponsored by TVKC) must be notified in advance before committing to, scheduling or issuing notice about an event in the following circumstances:

a. The anticipated TVKC sponsored event would occur on the same day(s) and time(s) as any existing TVKC sponsored event.

b. The anticipated TVKC sponsored AKC sanctioned event, show or trial would occur on the same day(s) and time(s) as an existing AKC sanctioned event, show or trial sponsored by another Alaska based club.

8. Events will be highlighted on the home page. The listings will be limited to title, date and a link to a brochure or web page containing additional information. An email or phone contact for the event committee member to contact for further information should also be listed.

9. A separate Google calendar with non TVKC events will be updated by the Electronics Communication Director or by a designated Board member as information becomes available.