**The Policies of The Greater Fredericksburg Kennel Club**

**Accepted by the General Membership: 03/11/2021**

**Approved by the Board of Directors: 05/02/2022**

**MEMBERSHIP**

1. Prospective members must attend two general membership meetings of the Club and/or two separate club functions before their application will be presented to the membership for a vote.  Persons not meeting this requirement within 6 months after the date of their application may be dropped from consideration.
2. The prospective member must submit a completed application, which will be forwarded to the Membership Committee chairperson. Dues shall be submitted with application by check, payable to GFKC, or paid credit card on-line at website. A copy of the GFKC Constitution, and By Laws and Policies are available after submission of application at the prospective member request. A copy will be sent to all new members voted in as club members.
3. Former members terminated by resignation, lapsing, or expulsion may re-apply for membership. Prior to the vote by the general membership, the Board of Directors may review the application.
4. To continue membership in the Club members must participate in at least one Club function during the fiscal year (June 1st to May 31st); this provision excludes those who have been accorded Life Membership (20+ years) status.

**COMMUNICATION**

1. Program Announcements will go out as needed.

 b. The official recorded minutes of the previous month’s General Membership

 Meeting and the Board Meeting will be sent to all club members after each meeting

 as a draft.

**CLUB WEBSITE/FACEBOOK**

1. The responsibilities of the Webmaster are multifold. He/she is responsible for administering and maintaining the website.
2. The Webmaster shall be appointed by the Board.
3. The Webmaster relays the important information regarding the purpose of the club and with board approval plans the organization, graphics, information about the Club, to be displayed and site maintenance.
4. The Facebook “master” will keep our FB page updated of upcoming events, cancellations, classes, etc.
5. The Club website is: gfkc.org

**ADMINISTRATION AND MANAGEMENT**

The President may appoint a Parliamentarian. In cases of dispute, the current, unabridged edition of *Robert’s Rules of Order*, *Newly Revised*, shall be used.

Board members will be discharged from the Board after three consecutive absences unless excused for meritorious reasons by the Board. Discharged Board members shall be replaced by a vote of the Board.

**FINANCIAL**

1. The Report of the Treasurer to the Board shall be available to all members upon request. It shall contain at a minimum: funds on hand at the beginning of the period, total receipts, major expenditures (over $250.00) and ending balance for the period. (See attached Treasurer’s Report Samples)
	1. The Treasurer signs the bottom of the written report.
	2. The Treasurer’s report is not approved by the General Membership but is filed for audit.
2. Budget preparation: A committee is appointed annually by the Board on which the Treasurer serves as one member along with two other members one of which is not a sitting board member.
3. The following policy is in accordance with IRS Regulations regarding non-profit organizations:
	1. Any member or non-member receiving funds of $599.00 or more in a calendar year will receive a 1099 to file with the IRS
	2. 1099 Forms will be signed at the beginning of the year of any year where a member or non-member is working/being paid by The Greater Fredericksburg Kennel Club
	3. Any member or non-member receiving funds from The Greater Fredericksburg Kennel Club will be considered an Independent Contractor
	4. Any GFKC Member volunteering at any club sponsored event or function will not receive any type of monetary compensation, either in the form of money or gifts in accordance with IRS regulations.

**COMMITTEE APPOINTMENTS**

In accordance with Article V, Section 1, of the Constitution of the Greater Fredericksburg Kennel Club, the following are the club’s standing committees all of which are appointed by the Board:

**Program Committee** – Directed by the Vice-President.

* Responsible for planning, coordinating, and implementing various speakers or other programs during the fiscal year.

**Virginia Federation of Dog Clubs and Breeders Delegate –**

* Responsible for attending the regular and special meetings of the VFDC&B and for keeping the Board informed of all items of interest to the Club.

**Budget Committee** – Consists of three members.

* The Treasurer, along with two other members, one of which is not a sitting Board member.

**Nominating Committee** – Consists of three members.

**Policy Review Committee** – Consists of three members.

1. The Board will appoint the Policy Review Committee.
2. The Club policies will undergo a thorough review every three years.
3. Following the completion of the three-year review, the Policy Review Committee will present proposed revisions to the Board for approval and recommendations prior to the vote by the General Membership.
4. The Board has the authority to make minor changes and revisions in the policies during the interim years between major reviews; major changes will be approved by the General Membership.

**Bench Show Committee**

1. At the time of an event, the Event Chairman shall appoint a Bench committee that carries the powers of The American Kennel Club and the corresponding duty to use its authority to deal with any misconduct that may occur in connection with the Club’s event.

2. They shall be guided by, and conform with the AKC’s Guide for Events Committee pamphlet, *Dealing with Misconduct*.

**Conformation and Performance Events Committees** – The below are general duties and responsibilities of the Club’s various conformation and performance committee chairmen:

***Show Chairman***

 1. The Show Chairman and Assistant Show Chair must be members of the Club. They are appointed by the Board to a two year term.

2. The Show Chairman should have a working knowledge of the AKC’s *Rules Applying to Dog Shows, Regulations for Agility Trials, Rules Applying to Registration, and Discipline and Dealing with Misconduct*, as well as AKC’s policy concerning emergency procedures at events and ADA requirements.

3. The Show Chairman is responsible for proper planning, conducting, and reporting the results of the event. Any of these duties may be delegated to other people or organizations, but the Show Chairman is ultimately responsible for these duties.

 4. Oversees the various conformation or event committee members and ensures that all the details of the events are attended to in accordance with AKC *Rules Applying to Dog Shows*.  Fills in for unassigned positions as required.

***Assistant Show Chairman***

1. Appointed by the Show Chairman with approval of the Board for a two year term.
2. Assists the Show Chair with the overall planning, execution and reporting of results of the Annual show.
3. May directly oversee various Show Committee members to ensure that all the details of the Specialty are attended to in accordance with AKC Regulations.
4. Fills in for unassigned positions as required.
5. The Assistant may Chair another committee depending on the size and scope of the event.

***Obedience (& Rally) Chairman*** – Must be a member of the Club.

1. Is responsible for the overall planning and execution of the Obedience and Rally Trials.
2. Should have a working knowledge of the AKC’s *Rules Applying to Dog Shows, Regulations for Obedience, Rules Applying to Registration and Discipline, and Dealing with Misconduct,* as well as AKC’s policy concerning emergency procedures at events with ADA requirements.
3. Oversees the various obedience Event Committee members and ensures that all the details of the trial are attended to in accordance with AKC Obedience (and Rally) Regulations.
4. Fills in for unassigned positions as required.
5. The Obedience (and Rally) Chair(s) **may** compete in Obedience (and Rally) provided participation does not conflict with the completion of their assignments.

***Agility Trial Chairman*** – Must be a member of the club.

1. Should have a working knowledge of the AKC’s *Rules Applying to Dog Shows, Regulations for Agility Trials, Rules Applying to Registration and Discipline,* and *Dealing with Misconduct,* as well as AKC’s policy concerning emergency procedures at events and ADA requirements.
2. The trial chair should have experience in planning events, gained by serving on various committees, and the ability to apply basic business management practices.
3. The trial chair is responsible for proper planning, conducting, and reporting the results of the Trial
* Working with the Judges Selection Committee in selecting and securing agility judges.
* Preparing and submitting the event application, judges’ panel, and disaster and emergency plan to the AKC by their deadlines.
* Ensuring that the premium list is submitted to the trial secretary/superintendent by the deadline.
* Assigning all committee chairs and their responsibilities.
* Acts as the facility/site liaison for the club.
* Determining legal requirements, such as obtaining permits that may be required to be signed by a board member.
1. The trial chair **may** enter a trial for which he/she serves in this capacity.

***Match Chairman***

* The match show chairman **may** enter a trial for which he/she serves in this capacity.

***Membership Chairman***

* The membership Chairman will handle all duties related to new and current members and will include but are not limited to:
1. Receives new membership applications at the time of registration.
2. Seeing that the kennel visit and all paperwork is complete prior to final voting
3. Reading the applications at the GM meetings and facilitating the voting in of all new members
4. Communicate with the corresponding secretary any changes to membership.

**CONFORMATION AND PERFORMANCE EVENTS**

1. The Club must host a minimum of one AKC sanctioned dog show, match, or performance event per year, in order to comply with AKC eligibility requirements to hold future dog shows.
2. Breed Clubs supporting entries at the Club Show and the Virginia Federation of Dog Clubs & Breeders (VFDC&B) will receive a free page of catalog advertising.
3. The President, Show Chairman, and Assistant Show Chairman may not show any dogs at a GFKC conformation event.

 4. The Assistant Show Chairman will be trained (for a minimum of 2 years) for a

 future Show/Trials Conformation Chairman position or, in addition, it is

 suggested that a Show Chairman have chaired at least one match or performance

 event.

**JUDGE NOMINATION AND SELECTION**

It is the Club’s policy to provide competent, ethical judges to adjudicate the classes of club shows and matches and to allow the members in good standing a voice in the selection of judges. Members may provide suggestions to the show chairperson.

**TRAINING**

GFKC conducts training on a continuing basis during expected amicable weather periods throughout the year when possible: generally March – November.

**FINANCIAL**

1. Instructors may share in the proceeds with the Club from the training sessions on a 50/50 basis with a minimum fee determined by the Board, excluding conformation run thrus.
2. GFKC members shall receive a discount for all classes except conformation handling as determined by the board. New member applicants are not considered members until they have been voted into membership.
3. Prior to payment for instruction, each instructor must submit a written record of assistants’ and participants attendance to the Treasurer.

**INSTRUCTORS**

1. Individuals chosen by the Board as Instructors must be in good standing with GFKC and AKC.
2. Instructors must have competed in some venue of training and possess knowledge of a variety of training methods as well as the flexibility to adapt drills to best serve the dogs’ training needs.
3. Instructors shall be asked to present their qualifications to the Board.

**CLASS PARTICIPATION**

1. Class participants must be a least 18 years of age unless special permission has been granted by the instructor. Participants below 18 years of age must have a parent or guardian present on the grounds during class time. Non-participating children shall be supervised at all times by a non-participating adult family member.
2. Dogs admitted to classes must be in good health and have current rabies vaccination. Puppies younger than 4 months must have a minimum of 2 puppy vaccinations and provide proof of such to participate in Puppy Kindergarten or Conformation Handling/Socialization classes. It is highly recommended that puppy owners obtain their veterinarian’s permission prior to attending.
3. For safety of dogs, handlers and all others, all dogs not actually participating in the class must be confined to a crate, ex-pen, or car. Dogs may not be tied to posts or left on a down stay. Dogs left in cars must not be able to leave the vehicle, but strict attention must be paid to their welfare particularly in warm weather
4. Bitches in season may not participate in class and may not be present on the agility or obedience grounds.

**EQUIPMENT**

1. All requests to borrow, buy, or rent equipment shall be directed to the GFKC Board for consideration.

**CLUB DEVELOPMENT**

1. The Club will participate in the AKC’s Club Outreach Program.
2. Whenever possible, the Club should have an “education booth” at its events and community activities. The objective of the education booth is to educate the public, distribute educational material, and promote purebred dog activities at all levels.

**MISCELLANEOUS**

1. Members are expected to adhere to the AKC’s Code of Sportsmanship at all Club events.
2. As stated in the AKC’s pamphlet, *Dealing With Misconduct*, “One test in connection with any kind of scene or altercation occurring during an event is whether a family attending an event for the first time would be likely to decide, after witnessing such an incident, that the sport is not for them.”
3. Dogs are not allowed at Christ Lutheran Church except working or service dogs in connection with a program the Club is presenting. The Vice President will make a courtesy call to notify the church of such a program.