

Standing Rules

First adopted November 7, 1998

Revised November 2003

Introduction

STANDING RULES are those motions which establish a policy of the Club which is valid until rescinded or modified by a subsequent motion or rendered invalid by, or incorporated into, new or amended By-Laws.

If a Standing Rule has been overlooked, in your opinion, please contact the Secretary (to verify the date of the membership meeting at which the motion in question as passed) and then forward this information to the Board for action.

All of the foregoing material, along with the Constitution, By-Laws, and the Membership Roster is either accessible on this website or the Yahoo! membership list.

Note to Committee Chairmen and Members

Please read the section(s) of these Standing Rules that apply to your committee. These rules are a guideline to help you understand your duties and Sno-King policies.

Membership Rules

A. Active membership status is earned by participating in club activities, including the following:

1. General Membership Meetings
2. Board Meetings
3. Sno-King Agility Trials
4. Sanctioned Matches
5. Training Workshops and Seminars
6. Equipment Work Days

B. In order to maintain an "active membership" status a member must meet the following minimum criteria:

1. Attend at least 50% of the membership meetings in a 12-month period. (This is for the previous 12-month period. In the event the person has not been a member for 12 months, s/he must have attended 50% of the meetings since s/he became a member.) In certain instances, Board Meeting attendance may be substituted for General Membership Meeting attendance (for instance if a member works on Saturdays and finds attendance at Saturday meetings difficult, he may

attend Board meetings instead - this is on a case-by case basis with the approval of the Board.)

2. Work a minimum of two total days at the Sno-King Agility Trials. Working at a sanctioned match can count as one day of event participation.
3. Help with either the Equipment Work Day or work at a Training Workshop or Seminar. If unable to actually attend the Work Day, the member may meet this requirement by taking equipment home to clean or repair. "Working" at a seminar means helping with registration, acting as instructor or assistant at the seminar, course builder, etc.

C. Although the Membership Chairman will maintain a log of membership attendance and participation, it is the responsibility of the member to keep their own records and make sure they meet the requirements for active membership.

D. In specific instances on a case-by-case basis, and upon request to the Board, the Board may make exceptions in extraordinary circumstances to allow a member to retain his or her active status. For instance, a member who has otherwise more than met his/ her requirements in the area of meeting attendance and general work for the club may, for some reason, find it impossible to help with either agility trial. It would be expected that this person could apply to the Board and have his active status maintained.

Standing Committees: Functions, Duties and Limitations

I. Audit Committee

The Audit Committee will audit the Club books at the end of each fiscal year. The committee shall consist of at least one Board Member and two other Club members, not to include the immediate Treasurer. However, the immediate past Treasurer shall be asked to assist the Audit Committee. An outside qualified accountant or CPA may audit the books if approved by the Board. This committee will be appointed in February and the audit is to be completed by March 31.

II. Budget Committee

The Budget Committee, composed of the Treasurer and two other members appointed by the President, is responsible for preparation of the yearly budget for presentation to the membership at the November General meeting. It is the responsibility of the Budget Committee to review the assets of the preceding year's financial report and prepare the following year's budget so that the necessary expenses, funds, and objectives of the club may be properly realized. The Club Treasurer shall be Chair of the Budget Committee.

III. Club Awards Committee

This committee has the responsibility for honoring members and their dogs for agility titles earned in each calendar year.

A. Duties

1. Accumulate a list of titles earned from individual members who meet the active membership requirements. Titles from AKC, NADAC and USDAA earned in the calendar year will be honored.
2. The Committee will decide what the award for that year will be. Each member submitting proper documentation to the committee will receive the award.
3. The committee chair will submit a budget to the Board for approval at least one (1) month in advance of purchasing awards.
4. Club Awards will be presented at the December General Meeting.

IV. Club Wear Committee

The Club Wear Committee is responsible for ordering Club wear as needed by the membership. Club wear includes T-Shirts, Polo Shirts, Sweatshirts and Jackets. Club wear will be ordered in amounts to maintain a reasonable stock.

V. Education Committee

The Education Committee Chair and the Secretary of Education shall be appointed in February of each year to be effective immediately following the completion of the Winter Class Session. During the period between appointment and assumption of office, the new Education Committee Chairman shall participate in the Education Committee functions as an observer, so as to ensure a smooth transition of duties.

The Chair of the Education Committee shall be a qualified club instructor, all other Education Committee members shall consist of all current club instructors, and any or all past or future club instructors.

A. Responsibilities

The Education Committee shall operate in an administrative capacity. The committee shall carry out the organization and administration of the training classes conducted by the club approved instructors.

B. Duties of the Secretary of Education

1. Establish and arrange class starting dates and location.
2. Receive applications and assign students to appropriate classes according to the Club rules and regulations.

3. Make arrangements for the following: confirmation letters to be mailed by first class mail, introductory folders, class handouts, certificates, etc.
4. Provide student evaluation and instructor evaluation forms. The Education Committee Chair is to tabulate the results and report to Club.

C. Additional Rules governing the Education Committee.

Class instructors and assistants must be active members and must attend at least 50% of the Education Committee meetings.

VI. Facilities Committee

The Facilities Committee shall serve as liaison between the Club and the property owners.

A. Responsibilities include:

1. Negotiating the Rental Agreement between the Club and the property owners and presenting the agreement to the Club for approval.
2. Monitoring use of the facilities for classes, practices, meetings or other Club events to ensure that facility rules are followed.
3. Noting any problems with arena conditions that might affect classes or practices.

VII. Finances Committee

A. Duties

1. The Treasurer will submit a semi-annual financial report as of June 30 and an annual financial report as of December 31 each year.
2. All money received by any Club members on behalf of the Club shall be turned over promptly to the Treasurer, who shall promptly deposit it in the Club checking account. All money received with a Closing Date shall be promptly turned over to the Treasurer when the Closing Date has expired.
3. Checks returned marked NSF (Non-sufficient Funds) from a Bank or checks unable to be cashed do not constitute valid entry fees. The Treasurer will notify the Event Secretary as soon as possible.
4. The Board may require a committee chair to submit a budget or request for approval by the membership prior to the expenditure by the committee of any Club funds.

5. All budgets for trials, sanctioned matches, seminars, clinics, demonstrations and social events are to be submitted to the Board for its recommendation either for or against approval, prior to the submission of the budget at the membership meeting. Copies of the proposed budget are to be provided for each Board member.
6. Class fee reimbursements shall be issued by the Treasurer without need of Board or membership approval, upon receipt of the completed purchase request form submitted by the Education Chairman. This automatic reimbursement policy will apply only to the reimbursement of class fees that had been deposited and are to be refunded to the participant.
7. The Treasurer is authorized to pay the rental fee for the facility when necessary without Board approval.
8. An Event Secretary is authorized to submit to the Treasurer a request for the return of entry fees when necessary.

B. Policies

1. The Sno-King Agility Club has an open book policy, meaning that at any time any Club member has the right to request to see the complete account record of the Treasury.
2. All expenditures will be pre-approved either by the Club members or the Board, except where mentioned in the Standing Rules.
3. Itemized receipts are necessary for reimbursement of funds after approval.
4. After receipts are received by the Treasurer, the Treasurer will issue a check for reimbursement to the Club member. This will either be mailed first class or given directly to the Club member.
5. If a request is denied, the Treasurer will notify the Club member in writing with an explanation of denial.

C. Insurance Advisor

The current Treasurer will advise the Club on all matters pertaining to insurance.

D. Registered Agent

An officer of the Club will be designated as our Registered Agent with the State of Washington.

VIII. Historian

The Chairman is responsible for collecting and preserving Sno-King records to reflect a history of the organization.

IX. Hospitality Committee

This committee will assign host duties, send flowers to sick members, and perform other social amenities on behalf of the Club. This committee will provide food and beverages for the general membership meetings plus order special desserts to celebrate members' achievements.

X. Library Committee

Sno-King Agility Club, with the introduction of our library, supports the continuing education of its members in the sport of agility. The Club has gone to considerable expense to further its members knowledge by buying and maintaining the library. Please read and uphold the set of rules governing the use of the library. Thank you, the Board.

A. Policies

1. Fine for late return of books or videos is \$1.00 a day over the loan period.
2. The loan period is from one meeting to the next scheduled meeting (approximately one month).
3. A deposit of \$5.00 is required on checking out of videos. The deposit will be reimbursed at the time of returning the video within the specified loan period or can be left on deposit. Late fees will be deducted from the deposit.
4. Books, videos can be mailed back to the librarian, but the book or video must be in his/her hands to stop the accruing of fines. It's in the "mail" will not be an excuse.
5. A book/video that is over 30 days late is considered lost and the member agrees to buy the book or video.
6. The price of the book/video is its cost (provided by the librarian) plus 20% to cover shipping and handling and reordering the book/video.
7. Anyone keeping a book/video past the 30 days without paying the fines or reimbursement for the lost book/video will not be a member in good standing in Sno-King Agility Club.

8. As with all things there are extenuating circumstances (e.g. death in the family). A member can appeal the fines by writing to the Board. The Board will take the appeal into consideration on a case by case basis and will notify the member of their decision.
9. The library is to be kept at the Clearview Clubhouse for ready availability to the members attending general meetings.

XI. Membership Committee

This committee is generally responsible for all duties and information regarding membership applications and records.

A. Responsibilities

1. Provide membership information and applications to prospective members.
2. Establish, maintain and provide membership application forms.
3. Keep a current attendance list of members at general meetings or all Club activities for Active
4. Prepare and maintain the Club Membership Roster and provide hard copies or digital text files to the membership.
5. Present Membership Pins or Zipper Pulls to member(s) on his/her 1st Year Anniversary. Members may buy additional pin or pull if they wish.

B. Procedures for processing prospective member(s)

1. Prospective member(s) must attend one meeting, at which time the first reading of their application will take place. Prospective member(s) must also provide payment for Membership Dues when their application is turned in.
2. At the following General Meeting, the application will be read a second time, and voted on. Prospective member(s) will not attend this meeting.
3. The Membership Chair will inform the prospective member(s) of the Club's decision.
4. The name, address, and phone number of the newly elected member(s) will be published in the next issue of the Snow Job following their election.

XII. Newsletter Committee

The newsletter committee shall organize, prepare, publish and distribute items of general importance and news to the membership. The Chair of the Committee shall be the editor of the Snow Job and will be responsible as far as possible for the authenticity, accuracy and freedom from bias, discrimination, and prejudice of the material contained therein. It is the responsibility of each officer, committee chair, and individual member to provide material to this committee for inclusion in the Snow Job.

A. Responsibilities of the Editor:

1. The newsletter will be published monthly, and at least ten (10) days prior to the membership meeting, and will contain the notice of the meeting, advance notice of important measures to be considered at the following meeting, reports and news of general interest.
2. Copies of the unapproved minutes of the Board and General Membership meetings (after being submitted to the President) will be included in the Snow Job.
3. A calendar will appear each month in the Snow Job listing club meeting and practice dates, and when feasible a listing of events and other agility related activities.
4. A list of all nominees for Office and Board positions will be published in the January issue of the Snow Job.

XIII. Practice Committee

The Practice Committee shall consist of a Practice Coordinator and shall operate in an administrative capacity.

The Practice Coordinator shall be appointed in February of each year to be effective immediately following the last scheduled practice in March. During this period between appointment and assumption office, the new coordinator shall participate in the practice functions as an observer, so as to ensure a smooth transition of duties.

The Practice Coordinator shall be responsible for arrangement of Club practices.

A. Duties

1. Select dates, reserve location, and make information available to members.
2. Make sign-up sheet and collect money.
3. Ensure that a practice set-up is available.

4. Keep Practice Rules available to the membership and submit changes to the Practice Rules to the Board for approval. Notify attending members of any changes.
5. Attend practice session. Collect any remaining money from drop-ins. Oversee practice.
6. Pay rental of facility out of money collected or received from Club Treasurer.
7. Keep accurate financial records for submission to the Treasurer along with any profits earned or money collected.

B. Practice Rules

1. There is a maximum of 15 sign-up spots available for a practice session. Each sign-up spot allows for a minimum of two (2) course runs. The time allowed for each run is one and one half (1-1/2) minutes. A handler with two dogs may sign up for one spot and divide the two runs between the two dogs.
2. Only dogs with experience on agility equipment may run during practice. If it appears that a dog is unfamiliar with the equipment and that the dog's safety is in question, the dog and handler will be asked to leave the course.
3. Due to the labor involved in setting up the course, there is a minimum of four (4) handlers needed for a practice.
4. There is a maximum of two (2) sign-up spots for four (4) course runs available per handler per practice session. However, if there are spots available at the time the practice session begins, handlers may sign up for additional spots.
5. You must sign up in advance. There are no drop-ins allowed unless there are empty spots.
6. The fee per practice session spot is \$5.00. The fee is payable prior to the practice session. You may call or email the practice coordinator to reserve a spot. If after reserving a spot you find you will be unable to make a practice, please call and cancel as soon as possible. This will enable the practice coordinator to contact others who may be on a waiting list. If you are unable to make the practice and do not call at least 36 hours in advance to cancel you are still obligated to pay the fee.
7. The arena may have a class course set up which may need to be re-set after practice. You must be on time to set up the

practice course and stay to re-set the class course if necessary. On the rare occasion you can not be on time or must leave early there will be an additional fee of \$2.50 for not setting up and/or \$2.50 for not re-setting. The intent of this policy is to discourage members from arriving late and leaving early; it is not the intent to create a way for members to buy their way out of setting up and re-setting.

8. A candidate for membership may sign up for the practice following the meeting in which his/her membership application will be read. All other guests wishing to run dogs must contact the Practice Coordinator.
9. The running order of the dogs will be according to height. If you have a request for a particular position within a height category (i.e. you are running two dogs at the same height and need a breather in between runs), please let the Practice Coordinator know.
10. If your dog is next in line, please be on deck and ready to go. If you are not, you may lose your turn.
11. Observers are welcome, but may not bring a dog. Due to limited parking, please let the Practice Coordinator know if you will be bringing a guest to observe.
12. All participants are expected to help adjust equipment at height changes, reset knocked down bars, keep time, and count for the table.

XIV. Properties Committee

The Properties Committee is responsible for all Club agility equipment and its maintenance, the trailer and the equipment storage area.

A. Duties

1. The chair is responsible for maintaining inventory records of all Club Property, including its location and/or to whom assigned.
2. Periodically survey all Agility equipment for repair and/or replacement and shall accomplish same on approval of the membership where expense is involved.
3. Schedule equipment clean-up and repair work parties at least once a year.
4. The outgoing Property Chair shall provide the incoming Chair with an inventory and statement of condition of agility equipment.

XV. Publicity Committee

It is the responsibility of the Publicity Committee to advertise Club agility classes, trials and other events.

A. Forms of publicity include:

1. Ads and notices in dog related publications or in local print media i.e. WSOTC Canine Post, the Eventer and the weekend animal events columns in local newspapers.
2. Event notices posted on the web via the Sno-King website, the Clean Run web site, the USDAA web site and dog agility email lists.
3. Preparation and distribution of Club flyers at local agility trials.

XVI. Seminars and Workshops Committee

This committee shall be responsible for arranging annual agility seminars or as desired by the membership. Workshops may be presented in lieu of or in addition to seminars.

Working spots at seminars and workshops will be offered first to Sno-King members in good standing with any remaining spots to be offered to Sno-King students and then to the general agility community.

XVII. Training Committee

The Chair of the Training Committee must be a member of the Education Committee.

The Training Committee shall operate in an executive capacity in establishing principles of training, teaching methods, procedures, and qualification and shall, in general, provide guidance and direction to the training classes conducted by the Club. This committee shall maintain a complete list of all rules and regulations pertaining to the training requirements and/or rules and shall provide this list to the training instructors.

All eligible instructors, apprentices and class assistants shall be members of the Training Committee.

A. Duties

1. Establish class curricula and duration.
2. Assure that the standards and curricula are followed.
3. Establish instructor and class assistant qualifications.
4. Establish and coordinate equitable and impartial instructor and class assistant assignments.

5. Maintain pertinent records regarding instructor and class assistant qualifications and eligibility.
6. Establish achievement and awards criteria, completion certificates.
7. Assign class instructors and assistants according to the Education Committee Standing Rules.

B. Class Instructor Qualifications

1. To become an instructor for the **Foundation Skills Class** you must meet the following criteria:
 - a. Must be an active member and must attend at least 50% of the Education Committee meetings.
 - b. Have a thorough grounding in clicker training, either through self-education (videos and reading), seminar attendance, or other education in clicker training.
 - c. Have either taken a dog through Foundation Skills as a student, plus assisted in the class a minimum of one time, or, if not having taken a dog through the class, assisted in the class a minimum of two times.

2. To become an Instructor for the **Advanced Beginners Agility Class** you must meet the following criteria:
 - a. Must be an active member and must attend at least 50% of the Education Committee meetings.
 - b. Have trained a dog to the Advanced Agility Class level and have completed at least one Advanced Agility Class with Sno-King Agility Club.
 - c. Be competing in USDAA, AKC or NADAC Agility or work at trials as a scribe, timer, scorekeeper, judge, secretary, or chief course builder a minimum of once every six months.
 - d. Have successfully assisted a minimum of two Advanced Beginners Agility Classes.
 - e. Attend one seminar or workshop on agility every two years.

3. To become an Instructor for the **Intermediate Agility Class** you must meet the criteria for becoming an Advanced Beginners Agility Class Instructor and have successfully assisted a minimum of two Intermediate Agility Classes.
4. To become an Instructor for the **Advanced Agility Class** you must meet the criteria for becoming an Intermediate Agility Class Instructor and in addition, have:
 - a. Earned a Novice or Starters title.
 - b. Assisted successfully for at least two Advanced Agility Classes.
5. To become an instructor for the **Competition Agility Class**, you must meet the criteria for becoming an Advanced Agility Class instructor, and in addition:
 - a. Have extensive trialing experience.
 - b. Have trained and shown a dog to the Masters/Excellent/Elite level in one of the agility organizations. It is not expected that a Competition Class Instructor necessarily compete in all the venues, but he/she must be willing to educate him/herself on the general rules and requirements for each of the venues, in order to be able to impart correct trialing information to the students.
 - c. Be currently competing with a dog in at least one of the major agility organizations.

C. Class Assistant Qualifications

1. To become an Assistant for the **Foundation Skills Class**, must be willing to educate him/herself in the basic tenets of clicker training. Be familiar with the curriculum of Sno-King Agility Club Training Committee.
 - a. Must be an active member and must attend at least 50% of the Education Committee meetings.
2. To become an Assistant for the **Advanced Beginners Agility Class** you must meet the following criteria:
 - a. Must be an active member and must attend at least 50% of the Education Committee meetings.

- b. Have trained a dog to the Advanced Agility Class level and have completed at least one Advanced Agility Class with Sno-King Agility Club.
 - c. Be competing in USDAA, AKC or NADAC Agility or work at trials as a scribe, timer, scorekeeper, judge, secretary, or chief course builder a minimum of once every six months.
- 3. To become an Assistant for the **Intermediate Agility Class** you must meet the criteria for becoming an Advanced Beginners Agility Class Assistant and have successfully assisted a minimum of two Advanced Beginners Agility Classes.
- 4. To become an Assistant for the **Advanced Agility Class** you must meet the criteria for becoming an Intermediate Agility Class Assistant and in addition, have:
 - a. Successfully assisted for the Intermediate Agility Class.
 - b. Have earned at least one leg on an agility title.
- 5. To become an Assistant for the **Competition Class** you must be an approved Advanced Agility Instructor.

XVIII. Trial Committee - AKC

It shall be the responsibility of the Trial Chair to organize, coordinate and execute all matters pertaining to the agility trial and to appoint an Agility Trial Committee as needed.

A. Correspondence

- 1. The Trial Chair is responsible for obtaining the proper trial application forms and sending same to AKC.
- 2. The Trial Chair shall affect all correspondence, coordination, etc. connected with the agility trial.
- 3. The Trial Chair will mail all copies of official correspondence to the AKC with return receipt requested.

B. Finances

- 1. The Trial Chair shall submit a budget for approval by the membership prior to the expenditure of any funds. (See VII. Finances Committee) The budget shall be submitted to the Board no later than two months preceding the date of the trial.

2. The Trial Chair is allowed revolving funds.
3. The Trial Chair will submit a financial report to the Treasurer and for publication in the Snow Job within four weeks after the trial date.

C. Judges

1. The Trial Committee shall prepare a list of judges for the trial to be recommended to the membership for its approval. The vote shall be by secret ballot. The ballots are to be printed and prepared in advance by the Trial Committee. Each judge must be approved by a simple majority vote. Ballots shall be tabulated immediately following the voting and results will not be announced but will simply be filed with the Secretary. These results shall be kept in the Secretary's file until after the event and then destroyed.
2. The Trial Chair will secure a trial judge from the list of approved judges.

D. Miscellaneous

1. A checklist shall be forwarded to each succeeding Trial Chair and used for all the minute details and due dates to prevent possible oversight.
2. The succeeding Trial Chair shall be appointed immediately following the Agility Trial and shall function through the following trial.

E. Trial Secretary

1. The Trial Chair shall appoint a Trial secretary and secure AKC approval of this appointment.
2. The Trial Chair is responsible for forwarding to the Trial Secretary all necessary information in ample time to fulfill AKC requirements.

XIX. Trial Committee - USDAA

It shall be the responsibility of the Trial Chair to organize, coordinate and execute all matters pertaining to the agility trial and to appoint an Agility Trial Committee as needed. The Committee consists of the following persons:

- Chair

- Secretary
- Chief Course Builder
- Chief Ring Steward
- Chief Scorekeeper
- Equipment Manager
- Site Manager
- Awards
- Judges' Hospitality
- Hospitality

A. Correspondence

1. The Trial Chair is responsible for obtaining the proper trial application forms and sending same to USDAA with the appropriate fees in ample time to fulfill the requirements of USDAA.
2. The Trial Chair shall affect all correspondence, coordination, etc. connected with the agility trial.
3. The Trial Chair will mail all copies of official correspondence to the USDAA with return receipt requested.

B. Finances

1. The Trial Chair shall submit a budget for approval by the membership prior to the expenditure of any funds. (See VII. Finances Committee) The budget shall be submitted to the Board no later than two months preceding the date of the trial.
2. The Trial Chair is allowed revolving funds.
3. The Trial Chair will submit a financial report to the Treasurer and for publication in the "Snow Job" within four weeks after the trial date.

C. Judges

1. The Trial Committee shall prepare a list of judges for the trial to be recommended to the membership for its approval. Each judge must be approved by a simple majority vote.

2. The Trial Chair will secure a trial judge from the list of approved judges.

D. Miscellaneous

1. The Trial Chair and the Committee will refer to the documents "USDAA Trial Crew Jobs" and "Good Advice for Trial Chairs" for guidance.
2. A checklist shall be forwarded to each succeeding Trial Chair and used for all the minute details and due dates to prevent possible oversight.
3. The succeeding Trial Chair shall be appointed immediately following the Agility Trial and shall function through the following trial.

E. Trial Secretary

1. The Trial Chair shall appoint a Trial Secretary and secure USDAA approval of this appointment.
2. The Trial Chair is responsible for forwarding to the Trial Secretary all necessary information in ample time to fulfill USDAA requirements.

XX. Web Site Committee

The Web Site Committee shall maintain the Club web site with frequent updates and additions to promote the interests of the Club.