



HANGTOWN KENNEL CLUB
OF PLACERVILLE, CALIFORNIA INC.
P.O. Box 2176, PLACERVILLE, CA 95667  WWW.HANGTOWNKC.ORG

Policies, Guidelines, and Operating Practices

Section 1. General Operations.

Meeting Times: General meetings will start at 7:00 PM.

Refreshments: The Club will purchase beverages and supplies for meetings and events.

Raffle: There may be a raffle held at the conclusion of each General meeting. Club membership cards are numbered. Each member attending and wishing to do so will put 50 cents into the pot. When a member's number is drawn and that person is present and has contributed, he will get the full fund.

Property: Club property may be loaned to members only. A written request is to be submitted to the Board and each request acted upon individually. No property should be out one month prior to a show or match. Members must take responsibility for the borrowed items and return them in good condition.

Dispute Resolution: Any problems or complaints should be dealt with by the person(s) delegated responsibility for given activities of the Club. Only unresolved issues will be dealt with by the Board; however the Board must be kept informed.

Member Notification of Board Agenda Items: Issues coming before the Board involving committee business or individual members must be announced to the individuals involved before the meeting and their attendance requested.

Using the Name of the Club: No club member may speak in the name of the Club without approval of the Board. This includes the use of Club letterhead stationary and the Club logo.

Match: The Club will have at least one match or equivalent each year.

HANGTOWN KENNEL CLUB

OF PLACERVILLE, CALIFORNIA INC.

Attendance Defined: Attendance at six (6) functions is required to be eligible to run for office. The Recording Secretary will keep a log of attendance for each meeting and will present this log for Board assistance in counting member attendance at Club functions at the September meeting, prior to the Nominating Committee meeting. General guidelines:

Three (3) of the 6 required functions must be for attendance at General meetings.

Attendance at one General Meeting: 1

Attendance at one Board Meeting: 1

Teaching or assisting for an obedience class session: 3

Teaching two (2) conformation classes: 3

Representing the Club at another function (i.e. Sac Council): 1

Working participation at club sponsored events: 1

Chairing Club Committee: 1

Section 2. Membership:

Application Process: After prospective members have attended the required two general meetings, they may be given an application for membership accompanied by the Constitution and Policies of the club. The applicant's check will be attached to the applicant's completed membership application, but no action will be taken to process the check until the applicant has been voted in. The check may be held for 6 months. If the applicant is not voted in during that period of time, both the check and the application will be returned with the notation that the applicant may reapply. Prospective members will secure two sponsors from among the active members who will agree to act as character witnesses and mentors for the applicant(s). At the time of the second reading of the application, one or both of the sponsors will discuss the applicant's credentials for admission before the vote is taken. Said sponsor will be sufficiently acquainted with the applicant to assess and verify their background in dog related activities. The sponsors will assume the role of mentors for the applicant after election into the club and will encourage active participation in Club events and activities.

Notice of Application: The Membership Chairperson or sponsor will read the membership application at the first meeting the applicant and sponsor(s) attend, following its receipt. Applications will be made in triplicate for distribution to

HANGTOWN KENNEL CLUB

OF PLACERVILLE, CALIFORNIA INC.

the Recording Secretary, Treasurer, and the Newsletter Editor. The newsletter editor will publish the name of the applicant(s), address, breed, activities of interest, and names of sponsors. The first reading of the application will be made at the third meeting the applicant attends. The sponsor(s) need not be present. The second reading and vote will take place during the applicant's fourth meeting attendance.

Notification: Members voted into the Club will be notified promptly by letter, sent by the Recording Secretary.

Lapsing: Individuals who have let their membership lapse more than six months need to reapply in order to be reactivated.

Section 3. Financial.

Audit. Club books will be audited at least bi-annually, as well as immediately following the change of treasurers.

Petty Cash. The petty cash box will be reconciled monthly and should contain no more than approximately \$200 except during large club events. Cash box may be increased during these events, but will be reconciled and reduced back to the previous balance following the event.

Reimbursement for mileage: If requested, the Club may reimburse instructors of the Club's Obedience and Conformation Classes, using the IRS Charity rate for their mileage to class.

Scholarships for Instructors: In order to improve the quality and experience of our instructors, the Board will consider paying expenses on a limited basis for trainers and assistants agreeing to share the training experience with Club members. Each individual request will be submitted to the Board for approval after verification by either the Obedience and/or Conformation Chair. Applicants must have taught or assisted with two sessions and be willing to teach or assist two sessions in the future.

Payments: All bills over \$25 will be paid by check. Requests for payment must be submitted to the Treasurer no later than six (6) months after the expenditure.

HANGTOWN KENNEL CLUB

OF PLACERVILLE, CALIFORNIA INC.

Local Vendors: Local vendors should be used whenever possible unless there is more than a ten percent (10%) difference in price.

Spending Limit: No member shall spend more than \$50 for Club business without Board approval. Cost estimates for amounts over \$50 must be submitted to the Board for approval with the exception of committee chairs working under previously approved budgets.

Scholarship: The Josephine Pope Memorial Scholarship and Hangtown Kennel Club Memorial Scholarship will be awarded yearly to students at the UC Davis School of Veterinary Medicine who have an interest in small animal medicine and are in financial need, with preference given to any resident of El Dorado County. The award will be renewed each year by a vote of the general membership.

Section 4. Awards.

Award Period: November 1 through October 31 of each year will be the awards period with awards to be presented at the Annual Awards Banquet meeting.

Dinner: The Club may pay a portion of all members' dinners at the annual awards banquet. Members attending the banquet must reserve a spot in advance. Members who fail to cancel within five (5) days of the event must reimburse the club for the dinner. This reimbursement may be waived by the Banquet Chairperson for members who have special circumstances causing the failure to cancel.

Section 5. Training

Puppies: Pups as young as ten (10) weeks of age may be accepted in puppy class with proof of two (2) sets of standard puppy vaccines.

HANGTOWN KENNEL CLUB

OF PLACERVILLE, CALIFORNIA INC.

Section 6. Conformation Shows

Member Showing: There will be no printed restrictions regarding members showing their own dogs at the HKC shows. However, dogs owned by the Show Chair, Club President, Judge's Selection Committee, Chief Ring Steward, Club Treasurer, and members who transport or provide hospitality to a judge shall not be shown at these shows.

When we hire a judge for our show that is a club member, no club member may show under this judge at our show.

This would include both owned and co-owned dogs.

Section 7. Performance Events

Definition: Performance events will include obedience trials, rally trials, agility trials and any other AKC sanctioned performance events.

Member Showing: There will be no restrictions of members participating in a Club Performance Events. Any member, whether a member of the Agility Trial committee or Board Member, or not, shall be permitted to enter his/her owned or co-owned dog in the Club's Performance Events.