

TCKC
TRAVIS COUNTY KENNEL CLUB
Policies and Procedures Manual



ARTICLE I. Membership

Policy regarding dues:

The dues for fiscal year 2010 shall be \$15.00 for Regular memberships and \$25.00 for Household memberships.

There are no dues for Life memberships or Junior memberships.

Procedure for Resigning from the club:

1. Resignations must be written and delivered to the Secretary such delivery to include: mail, email, scan or facsimile. Email notification can be accepted as a valid notification if the sender's email address is documented and readily recognizable.
2. Acceptance of a resignation shall be voted upon at the next general or board meeting following receipt of the resignation, whichever occurs first following receipt of the resignation.
3. Acceptance of a resignation requires a majority vote of the members present and voting, whether is at a board or general meeting.
4. Action must be taken on the resignation to put it into the club's records.
5. A resignation can be rescinded if it has not been announced to the assembly or formally acted upon by the assembly.
6. When a member resigns, there is no refund of dues or other monies that the member may have donated to the club.

ARTICLE II. General Meetings, Voting, and Electronic Communication

1. The January meeting shall be designated for the Annual Awards Banquet. To receive dinner and/or a plaque at that meeting, a member must be in good standing with no outstanding debt to the club at the time plaques are ordered, and s/he must have attended at least three (3) meetings during the fiscal year preceding the Awards Banquet. Working attendance at the annual TCKC dog shows can count as one meeting toward this requirement. Plaques will be awarded only for AKC titles earned the previous fiscal year. The Canine Good Citizen (CGC) Award is not considered to be a title but an award by AKC; therefore, a plaque will not be awarded for receiving it.
2. Any member, including Board members, who wants to receive the Club's notifications via email shall execute the TCKC Electronic Communications Authorization and Release of Liability Form.
3. This form will be included with every membership application. It shall be returned with the application and kept on file by the Secretary.

Procedure For a Teleconference

1. Only board or committee members can use teleconferencing. General meetings cannot be held via electronic means.
2. Every member of the meeting group must have access to a phone or other electronic means to communicate audibly during the designated time of the meeting. It is the responsibility of the person conducting the meeting to make this determination.
3. Each board member's identify shall be confirmed by voice recognition by two other board members on the call, and committee members' identities will be validated by voice recognition by one other committee member.

4. At the beginning of each debatable issue, each member may announce his/her attendance at the request of the person conducting the meeting to ascertain continued attendance by each member.
5. The same rules of parliamentary procedure apply to teleconferences as to face-to-face meetings, i.e., participants must be recognized by the President or Chair before speaking. A request to be recognized can be accomplished by a member announcing their name and requesting the floor.
6. Voting is accomplished by a roll call vote by the Secretary. Since all members can participate in the prior debate and hear the vote of each other member, this procedure is not the same as polling members via individual phone calls, which is an invalid method of voting.
7. Every board member and committee member must sign the **TCKC Electronic Communications Authorization and Release of Liability form** before the board or committee can meet via teleconference.

ARTICLE III. Officers, Directors, and Special Appointments

Specific duties of Officers and Directors:

PRESIDENT:

The president shall be a co-signer on all checking and savings accounts for the purpose of co-signing all checks or acting in case of the death, absence or incapacity of the Treasurer.

VICE PRESIDENT:

Shall act for the President in case of the death, absence or incapacity of the President.

SECRETARY:

The secretary shall send out notifications of club and board meetings, events, announcements, and newsletters to club and board. Notifications may be made via a club newsletter at the request of the Secretary, or via email to members who have an authorization on file. The Secretary shall notify new members of their election to membership-and notify officers and directors of their election to office. The Secretary shall send a copy of the draft minutes of each general and board meeting to the respective board or membership within seven (7) days from the date of each meeting. Approved, changed minutes will then be provided to the newsletter editor for publication.

TREASURER:

The Treasurer shall be the primary signer of checks, chair the Finance Committee and perform the duties set forth in Article VIII of the Bylaws.

DIRECTOR-AT-LARGE

Directors-at-Large shall represent the membership as a whole and assume duties not otherwise delegated to the officers.

SPECIAL APPOINTMENTS**Specific duties of Special Appointments:**

1. The **Newsletter Editor** shall be the Editor of the TCKC Tear Sheet and shall be responsible in its timely publication and distribution to the membership. Each newsletter, will include the approved minutes from the general meetings and board meetings not heretofore published, as well as other announcements prescribed in the Bylaws or requested by the Secretary.

2. The **Public Education Coordinator** (PEC) shall serve as the primary contact for Public Education with the AKC and will chair the Public Education Committee and oversee the club's public education efforts. The PEC shall prepare the Annual Statement of Compliance with AKC Policies.
3. The **Webmaster** shall keep and maintain all Internet presences of the club.
4. The **AKC Liaison/Parliamentarian** will keep the board and membership informed of changes in AKC rules or policies and Robert's Rules of Order revisions, which affect the club's Constitution and Bylaws or Policies and Procedures. This person shall provide information or explanation about these club documents to the board or membership when requested and be the club's liaison to the AKC.

ARTICLE IV. Board of Directors

This section intentionally left blank to align with bylaws.

ARTICLE V. Committees

1. All committee members must be members in good standing of the general membership. At the beginning of each official year, a board may either retain current chairs and membership of standing committees or appoint other chairs and members to standing committees to advance the work of the club.
2. A Committee representative shall present their findings or results to the Board by written report and, if requested by the Board, in person at board meetings and shall present their findings or results to the membership at general meetings. The board of directors can accept or reject, in whole or in part, any committee recommendation.
3. In the case of the Nominating Committee, their slate of candidates for office will be final. The Board of Directors may not modify it.
4. In the case of actions, which require approval of the general membership, the Board must first determine if what the committee has resolved is sufficient to meet the requirements of the matter in question. If the committee's work adequately addresses the question, then the Board must put the matter before the general membership for a vote.
5. All committees shall submit bimonthly reports, either written or oral, at each general meeting.

Specific duties and procedures for Committees

1. Public Education Committee. Chaired by the Public Education Coordinator, this committee will oversee the club's public education activities and prepare any necessary or required reports to AKC on those activities.

2. Membership Committee. The Board shall appoint a chairperson of the Membership Committee and oversee its activities. The duties of this committee include the following:

- a.** To meet and greet prospective members;
- b.** To be in charge of getting the membership application to prospective members
- c.** To collect the application and dues from applicants;
- d.** To present the prospective member to the club and be responsible for the election process of that member;
- e.** To order nametags for new members;
- f.** To provide each new member with copies of the **current Bylaws** and **these Policies & Procedures.**

3. Show Committee. The Show Chair shall chair this committee. The committee is selected by the Show Chair with the approval of the board in accordance with the Bylaws and is responsible for planning, organizing and conducting the club's licensed shows and obedience trials.

4. Program Committee. The Chairman of the Program Committee is responsible for arranging the location of the general membership meetings and for arranging programs and refreshments for each meeting.

5. Judges Selection Committee. This committee will select the judges for upcoming shows. It will solicit input from each club member annually in the form of judges that the member would like to see included on a panel and judges that the member would not want to be included on a panel. Show Judges will be selected on the basis of this information and the availability of judges for a given show. This committee shall have the authority to acquire judges for shows up to three years in advance, with the approval of the Board.

6. Special Committees. Examples of tasks best served by special committees include: Match Committee, Bylaws Committee, Awards and Banquet Committee, Nominating Committee.

ARTICLE VI. Discipline

This section intentionally left blank to align with bylaws.

ARTICLE VII. Finances

This section intentionally left blank to align with bylaws.

ARTICLE VII. Audit

This section intentionally left blank to align with bylaws.

ARTICLE IX. Amendments

1. When an Amendment is proposed in accordance with Article X of the TCKC Bylaws, the Secretary shall prepare a redline-strikeout version of the applicable portion of the Bylaws showing the proposed amendment. The Secretary will send by approved communications methods to the membership a copy of the redline version of the proposed amendment along with a copy of the affected portion of the Bylaws showing how that portion will read following passage of the proposed amendment.
2. The date of an amendment shall be affixed to the end of the amended set of Bylaws.

ARTICLE X. Dissolution

This section intentionally left blank to align with bylaws.

ARTICLE XI. Order of Business

This section intentionally left blank to align with bylaws.

ARTICLE XII. Rules of Authority

This section intentionally left blank to align with bylaws.

ARTICLE XIII. Show Policies

1. The TCKC Show Chair, Assistant Show Chair or Trainee, Obedience Chair and club members directly involved in dealing with judges will not exhibit dogs.

2. The Show Chair shall have selected the Show Committee by the March meeting.

The committee will consist of the following Show Committee Chairs:

- a. Trophy
- b. Hospitality
- c. Vendors
- d. Building & Grounds
- e. Publicity

And may also consist of:

- a. RV Parking
- b. Halloween Costume Contest
- c. Catalog Sales

3. The Show Committee will hold a debriefing meeting at some time after the show weekend and prior to the November meeting to recap what went right and to address problems that occurred in order to make adjustment for the next year's shows. A summary report of this meeting shall be presented at the November general meeting.
4. To donate a trophy or submit an ad, a person must be in good standing with no outstanding debts to the club. To have your name listed in the premium or catalog, your donation must be made by the due date of the respective document and in accordance with AKC rules.
5. A policy shall be established for each show committee setting forth each action taken by the committee and including the when, where, and how for each action. A specific policy for Show Chair duties and responsibilities shall also be established. Modifications to these specific policies will be determined at the November meeting of the Show Committee and its recommendations submitted to the Board. These policies shall be placed in a manual retained by the current Show Chair and a copy of each committee policy will be given to the Chair of that committee.

ARTICLE XIV. Publicity/Publications Policy

1. The name of the TCKC club newsletter shall be the "Tear Sheet".
2. The newsletter may be published bimonthly for a total of six (6) editions annually.
3. Members may submit brags, photos or articles to be included in the newsletter.

4. Information that is disseminated on behalf of the TCKC must be reviewed and approved by the Board. Show information that has already been approved by the Board may be discussed with friends or online, but no pre-arrangements for any service or facility to be announced in the premium list can be made. The Board must approve all publicity announcements for the show prior to release.

5. Amendments and policy changes shall be posted in the first publication of the Tear Sheet following the date that such changes were made.

Original June 2010

These Policies & Procedures were duly ratified by the TCKC membership on June 4, 2010. This edition supersedes all other versions of this document and is in force until future amendments or dissolution of the club.

