**Lehigh Valley Kennel Club**

**Standing Rules**

**Updated 2020**

(These are Board or Membership decisions, by motion, concerning on-going actions or policies)

Membership rules and procedures:

* A prospective member must attend three LVKC general membership meetings in a one-year time period.
* After attending the third general membership meeting a prospective member would be eligible to apply for membership and must pay membership dues for the current year.
* Two sponsors are needed to apply.
* Each sponsor must be a member in good standing for at least 1 year.
* If a second member of a household joins at a later date, no home visit is required as long as the present member is in good standing.
* A home visit is scheduled after the 3rd visit. Visiting committee shall be comprised of two persons, not of same household. At least one of these persons shall be on the membership committee or a Board member.
* Applicant must attend and be read at three more meetings in a 6 month time frame. At the third reading that person will be voted on.
* New member must sign a code of ethics.

Breeder Referral Rules (Breed Information)

* To be on the Breeder Referral list, a member must have signed the Code of Ethics.
* When a written complaint is lodged against a member, the Board shall investigate within 30 days.
* Any member commercially involved in dogs, may not be chairman of the Breeder Referral Committee, and may not be listed in any ads for telephone answering of questions from the public.
* Referral is given from the list of club members who have signed the appropriate breeder referral form.

The term of delegates to the PA Federation of Dog Clubs should coincide with Federation year and not the LVKC year.

LVKC Membership list is not for public use.

Both the President and the Treasurer must be bonded. Both signatures are on file with the bank and both can sign checks.

Any member of the Board whose term does not expire at the end of the year could accept a nomination and NOT have to resign unless and until elected to the new position. All records without historical significance over 7 years old may be destroyed.

Traveling expenses to the AKC Delegates meeting will be paid by the club.

The club must be covered by a comprehensive liability insurance policy. This includes coverage of all events open to the public including club meetings.

Any member working at or for the Point shows and not exhibiting or having someone exhibit any dog owned by him or his family, may attend the Judges’ dinner.

Point show chairman are appointed for a 2 year term, at which time the assistant Chairman assumes chairmanship.

Annual Awards Rules:

* Applicant must have been a club member for one year and be in good standing with the LVKC and the AKC.
* Membership starts on the date of the regular meeting at which the club so voted.
* Applicant must have attended 2 club meetings (other than the Christmas Party, the Awards Banquet, or the summer picnic) within the year according to the attendance records of the Secretary. The application will be revised to allow individuals make timely requests to the board for exceptions.
* Co-owners and Co-breeders are eligible; however, only one award per dog category will be presented in April for the preceding year. Awards applications must be submitted to and verified by the Awards Chairman by one of the following
1. List of shows where points /legs were won.
2. Date of Gazette issue publishing title.
3. Copy of original AKC title certificate.

Profiles for all nominees for office in the annual election must be published in the BARKS in May.

Membership Reinstatement:

* The first time a member fails to pay their dues and their membership lapses, the person is entitled to reinstatement by
1. Sending a letter to the Board of Directors c/o the Corresponding Secretary asking for reinstatement
2. Enclosing with the reinstatement letter the dues owed for the current year
3. The letter and all monies must be received by August 15th
* This reinstatement procedure is not available for any person who has allowed their membership to lapse for the second time. The Membership/Records Secretary will be responsible for tracking the number of times a person’s membership has lapsed. Repeat offenders must apply for membership following the procedure for admitting new members.

Mission Statement:

Vision Statement – Why is the LVKC in existence?

To promote responsible ownership and enjoyment of pure-bred dogs through education, training, and AKC sanctioned events

Goals - How will the LVKC fulfill the vision statement?

1- Active membership

2- Public Education outreach

 a) funding the public education committee

 b) Canine Learning Experience

3- Maintain financial stability & the responsible management of available annual funds

4- Donate annually to appropriate charities

5- Support training and educational activities

 a) sponsor handling classes

 b) monthly program

 1. breed of the month

 2. speakers

 6- AKC Sanctioned events

 a) September Point Show

 b) December Point Show

 c) Sanctioned matches at CLE

 We clarified the cap of $500.00 as a donation for deceased members.

Michelle Weitzman institute a new category at the Awards Banquet called the Lifetime Achievement Award. Lynne outlined the criteria for a lifetime achievement award. 1) Person must be a member of LVKC for a minimum of 25 years. 2) Individual performed significant services for the Club. 3) Be sponsored in writing by two club members who have been members for 10 years. Nomination must be in writing and outline the service record of the honoree. 4) Nomination approved by a majority of the board. 5) Award presented at annual awards banquet. 6) This Award will come under the authority of the Member Service Committee. The Lifetime Achievement award was reviewed. This should be something so significant that it is doubtful that we will award this achievement very often.

The LVKC operating year will be changed to July-June.

Changed Point Show chairman’s term to 3 years if they so choose.

LVKC Website Guidelines:

* No member commercial websites will be linked.
* The site will offer a disclaimer.
* Links to site must be dog specific items.
* Rau & Info Dog should be links and other licensed Superintendents will be added if requested.
* Humane Societies may be linked if requested.
* There will be a password protected “members only” section for sensitive information.

Any judge who is a member of the LVKC Kennel Club cannot charge the club a fee and can only charge reasonable expenses and must travel coach.

The hiring of judges is completely at the discretion of the Show Chair.

Anyone with an e-mail address will no longer receive a hard copy of the BARKS. Anyone with no e-mail address will still receive a hard copy.

Pocono Mt will be invited to join our September Point Show to form a cluster.

Berks County KC will cluster with LVKC for the September Point Show.

At our Awards Dinner and Christmas Party, persons who sign up and don’t attend without notifying the chairman will be charged for the dinner.

Michelle wanted to discuss the idea of a scholarship program for the vet tech program. Discussion began with an interaction of the worthiness of having the program in our area. Michelle moved that we have Charlene investigate how to give the financial award, and then authorize 1,000.00 to be distributed over 2 semesters. LVKC Scholarship – the board reviewed the application. Lynne suggested we include a confidentiality statement. There was also discussion about the logistics of the award, and giving it away by July 1st. Charlene Frable moved that the first year, the scholarship be open to applicants from both NCC & LCCC for the amount of $1,000.00.

Andy Casale moved that the Constitution & Bylaws and the membership list be placed on the web site in the member’s only section. A procedure was reviewed to get this done.

The position of Club Historian was created. The Historian will have the authority to discard materials after they have been reviewed. A time of 7 years was put in place to retain material.

A Rally Trial will be held in conjunction with the Obedience Trial at the September Point Show

The annual Holiday Party will include entertainment

Scholarship money will be changed to make it a lump sum payment to be given at our Awards Dinner.

An AKC Outstanding Sportsmanship award will be given each year at the discretion of the Board. Award will be chosen by the Board and presented at the Awards Dinner.

A donation of $300 will be given to Macungie Park for our summer handling classes.

Missy Brong motioned to add the Board of Directors terms on the website; Gary Heiserman seconded the motion; the motion passed.

Motion was made to try Facebook for six months by Bob B seconded by Connie U. Motion passed*.*

The Membership Renewal form will no longer be mailed to individuals. Because of the prohibitive costs it will be available on line, at the meeting and sent to anyone without an e-mail address.

Motion passed to form an Outstanding Service Award Committee, consisting of a Chairperson and two (2) committee members. The committee is to evaluate the nominations and choose a maximum of five (5) recipients from among the nominees. (B - 2/11)

Motion passed to establish a budget of $3500 for the Awards and Membership Appreciation Dinner. Chairman may petition the Board for additional funds if needed. (B - 1/12)

Motion passed to continue the LCCC/NCC Vet Tech Scholarship Program. (B - 1/12)

Motion passed to make available a total of $1000 for the annual donation to one organization suggested by the membership and approved by the Board. (B - 3/12)

Motion passed to increase the money returned to Specialty clubs to $3. (B - 6/13)

Motion passed to change the existing Standing Rules to allow spouses to serve simultaneously on the Board. (B - 6/13)

Motion passed to recognize junior club members with a plaque at the annual awards ceremony. (B - 10/13)

Motion passed to permit the Sunshine Committee Chairperson to spend from $50 to $75 on a gift – such as a flower, plant, or fruit basket – for a seriously ill member or in the event of a death in a member’s immediate family, in lieu of only sending a get well, thinking of you, or sympathy card. (B - 10/13)

Motion passed for the Corresponding Secretary to notify the membership through electronic mail to send individual get well, thinking of you, or sympathy cards whenever the Sunshine Committee chairperson is notified of an ill member or a death in a member’s immediate family. (B - 2/14)

Motion passed for the club not to adopt Pay Pal for club transactions. (B - 2/14)

Motion passed to discontinue paying Verizon for phone and Internet service in December 2014 and for the club to purchase a TracFone cell phone with minutes as needed, to be used for club business concerning breeder referral, breed information, and public education. (B - 4/14)

Motion passed for Webmaster to create generic email addresses for the Officers and Committee Chairpersons, and for those email addresses to be posted on the club website. (B - 4/14)

Motion passed for the breed club and rescue booths at the Canine Learning Experience to be used for public education only, with no retail sales permitted at the booths. (B - 4/14)

Motion passed for the club to continue to pay for food ordered at Board meetings (in lieu of paying a hotel room charge) but the club is not to pay for any alcoholic drinks. (B - 5/14)

Motion passed to not post commercial advertisements on the club’s Face Book page. (B - 10/14)

Motion passed to place an order for a portable AED which would be available for use as needed at all club meetings and events. (B - 11/14)

Motion passed to drop the post office box and to use the Corresponding Secretary for all regular mail. (B - 2/15)

Motion passed to publish the agenda for the general membership meetings. (B - 8/15)

Motion passed for all remembrances for the death of a current member to be determined by the Board and not by the Sunshine Committee. (B - 3/16)

Motion passed for new members to receive a handshake from the Officers and a packet containing the Constitution and By-Laws, Membership Directory, and pin. (B - 3/16)

Motion passed to add the Board of Directors’ terms on the website. (GM)

Motion passed to post the Constitution and By-Laws on the website under the “Members Only” webpage. (GM)

Only one member of a household may serve on the Board at one time. (B - 4/16)

**2019-2020 Updates**

The Board approved combining the Safety Committee and Disaster Committee into one committee which shall be the Disaster committee.

The Board approved the publication of the actions of the Board to the general membership.

The Board approved the Outstanding Service Award be given to only one individual.

The Board approved the committee to spend between $50 and $60 for the gift received by the recipient of the Outstanding Service Award.

The Board approved an alternative method of holding the annual election should the June meeting be cancelled due to the Coronavirus. We shall print and mail out the ballot to all voting members and make them responsible for mailing the ballot back to the club.

The Board authorized that both the Board and General Membership meeting minutes be archived on the club website.

**Election to Membership**

Each applicant for membership shall apply on a form as approved by the Board of Directors and which shall provide that the applicant agrees to abide by the Lehigh Valley Kennel Club’s Constitution, Bylaws, Code of Ethics and the rules of The American Kennel Club.

The application shall state the name, address, occupation, breed, interests, etc. It shall carry the endorsement of two members in good standing.

All applications are to be filed with the Membership Chair and each application is to be read at the first meeting of the club following its receipt.

At the next club meeting the applicant, if in attendance, will be voted on. Affirmative votes of 2/3 of the members present are needed. At that meeting, a secret ballot vote shall be required to elect the applicant.

The newly elected member shall pay an application fee of $15.00. At this time, the member will be offered a mentor to help the new member to become involved in our club.