



## Club Policies

THE NITA-NEE KENNEL CLUB, INC.  
P.O. BOX 892  
STATE COLLEGE, PA 16801  
[www.nnkc.org](http://www.nnkc.org)

The following Club Policies were accepted at the [date], general membership meeting. These are subject to change.

### **Dues**

Dues are as follows:

Family Rate: \$30.00 (includes all members of same household)  
Single Member Rate: \$20.00  
Junior Member Rate: \$5.00

### **Membership**

Prospective members shall seek two members in good standing to sponsor their application and are required to attend one regular meeting and volunteer at one club function or attend two meetings prior to submission of their application and membership dues.

One sponsor will serve as mentor to the prospective member. The role of mentor includes:

- Introduce prospective member at club meeting or event
- Answer questions and communicate meeting information
- Record prospective member's attendance at either:
  - two meetings or one meeting and participation as a volunteer at one club event
- If a prospective member is not able to attend a regular club meeting, the mentor should request an exception to the board. The board must agree to the exception by 2/3 vote.
- The mentor adds the events completed to the prospective members membership form, and submits the form and membership dues to the corresponding secretary.

### **Duties**

The Vice-President, as Public Education Committee Chairman, shall present educational programs at club meetings as often as possible. The Corresponding Secretary shall have application forms and prospective member packets available at all club meetings and functions.

## **Recommended Order of Business**

### **Meetings of the Club**

Roll call  
Minutes of the last meeting and Board meeting  
Report of President  
Report of Secretaries  
Report of Treasurer  
Reports of Committees  
Election of Officers and Board  
Election of new members  
Unfinished business  
New business  
Adjournment

### **Meetings of the Board**

Roll call  
Reading of the minutes of the last meeting  
Report of Secretaries  
Report of Treasurer  
Reports of Committees  
Unfinished business  
New business  
Adjournment

### **Annual Awards**

Awards are to be an individually engraved plate for attaching to each member's award plaque. Members may elect to receive a certificate in lieu of a plaque. Criteria to be met in order to be eligible for an award:

- must be a NNKC member for the preceding year;
- must own or co-own the dog with the new title (the award to be given to the owner where the dog primarily resides);
- the new title must have been earned in the preceding year;
- only AKC recognized titles will be awarded,
- member owner must have worked at no less than two club functions in the preceding year;
- a certificate of accomplishment shall be presented to owners for titles other than AKC;
- a congratulations list of all titles for dogs and owners will be published.

**Expenses**

Expenses incurred by members for the club business (show/match, newsletter, club mandated travel, etc.) shall be reimbursed only upon submission of receipts to the club treasurer. Prior club approval is necessary for expenses in excess of \$50.00.

The Board can spend up to \$250 without approval from the general membership.

**Nominations**

An outgoing President is to be offered a Board candidacy to act in the capacity of consultant and advisor to the new officers and Board.

**Discounts**

Club members will be eligible for discounts for educational club functions based on criteria for Annual Awards, at the rate of at least a 25% of fee charged non-members.

**Standing Committees**

The following may be established as standing committees:

**Nomination Committee**

The Nomination Committee shall perform the duties defined in Article IV, Section 4 of these bylaws.

**Audit Committee**

The Audit Committee should consist of one Board member and two (2) members at large. The Audit Committee shall annually audit the records of the Treasurer during the final month of the fourth quarter, reporting their findings and recommendations to the membership at the annual meeting.

**Finance Committee**

The Finance Committee should consist of the Treasurer, a Board member, and a regular member of the club. None of these committee persons may serve on the Audit Committee. This committee shall be responsible for recommending an annual budget and policies concerning Club funds and cash balances to the Board of Directors. The proposed budget shall be presented at the start of the fourth quarter of the fiscal year for voting the following month at the Club meeting.

**Awards Committee**

The Awards Committee shall be comprised of three members, with one named as chair by the club President. Responsibilities include communication with the general membership to information needed for the Club's award program, creating a file of award information to present to the engraver, ordering engraved plates, plaques, logo decals, maintaining a supply of and printing certificates. The Committee will collaborate with the Board to schedule and plan the annual awards event. The Committee will collaborate with the All Breed Dog Show and Obedience Trial Committee to identify and order trophies needed for this event.

### **All-Breed Dog Show and Obedience Trial Committee**

The All-Breed Dog Show and Obedience Trial Committee shall consist of the Board of Directors and as many members as deemed necessary to the fulfillment of its responsibilities. The Committee shall plan, conduct, and manage the Club's annual all-breed dog show(s) and obedience trial(s).

### **Performance Committee**

The committee will consist of chairpersons of performance and companion events and other members who consistently support the activities. Rally and Obedience are not included as they are part of the Show Committee. The number of members should not exceed six but can be less than six members as determined by the chairperson. This committee will be responsible for recommending actions to the board pertaining to Agility, Scent Work and other AKC approved performance and companion events.

### **AKC Sanctioned Match Committee**

The AKC Sanctioned Match Committee shall consist of as many members as deemed necessary to fulfill its responsibilities. The committee shall plan, conduct, and manage the Club's annual AKC sanctioned match(es).

### **The Public Education Committee**

The Public Education Committee shall consist of the Vice-President and as many members as deemed necessary to carry out its responsibilities. The committee shall organize educational programs, seminars, classes, etc. and maintain the Club's educational literature.

### **Club Policy Committee**

The Club Policy Committee shall consist of one Board member and at least two regular members of the Club. This committee members shall be familiar with bylaws and will formulate, propose, and revise policy statements regarding the general operations of the Club. Any recommendations from the committee shall require approval of the Board as well as the Club membership.

### **Membership Committee**

The Membership Committee shall consist of the Corresponding Secretary and as many members as deemed necessary to maintain and distribute current application forms and perspective member packets.

**Website and Social Media Committee**

The Club Website and Social Media Committee shall consist of one Board member and at least two regular members of the club. Committee members will maintain the calendar and content on the Club's web pages, Facebook page and any other social media platforms in use. The Committee will seek information from the Board and other committees to present on these platforms. The Board will approve substantive content changes. The Committee is also responsible for documenting procedure; keeping the Board apprised of renewal dates and cost for website hosting, certificates, domain name, etc.

**Other Committees**

The President may appoint such additional committee chairpersons as may be needed.

**Removal from Office**

The Board may move to remove an officer or director for reasonable causes such as neglect of duties, including but not limited to that individual having been in absence of contact for a period of 3 or more meetings. Removal of an Officer or Director may be accomplished by Board action at a regular monthly Board meeting. Written notification must be sent to the member prior to the Board meeting by the Recording Secretary, giving notice of the proposed removal. For removal, a complaint must be submitted in writing to the Recording Secretary by another Officer or Director. An Officer or Director may be removed by a majority vote of the board.