

ANOKA COUNTY MINNESOTA KENNEL CLUB
STANDING RULES
(Revised 12/30/2021)

I. Organization

- A. No action allowed by the organization that is contrary to or in opposition to any rules, procedures, or published guidelines of the American Kennel Club.
- B. Anoka County Minnesota Kennel Club (ACMKC) is on file with the Office of the Minnesota Secretary of State as a Nonprofit Corporation (Domestic). The Treasurer is responsible to ensure timely completion of renewals and tax filings, as required.

II. Meetings

- A. General meetings are the third Wednesday of each month except:
 - 1. The January Meeting is the Annual Meeting, with election of the Board and is typically in conjunction with the Annual Banquet.
 - 2. No General Meeting in June due to our Summer Solstice Cluster.
 - 3. The July General Meeting is the picnic, in celebration of the Summer Solstice Show and may be held the third week of the month.
 - 4. The August General Meeting is held the second Wednesday of the month to avoid conflict with the St. Croix Valley Kennel Club Show.
- B. Board Meetings are the second Wednesday of even numbered months except:
 - 1. The August Board Meeting is the first Wednesday of the month to avoid conflict with the General Meeting.
- C. Procedures to follow during meetings.
 - 1. The President counts towards the quorum.
 - 2. The President only votes in the event of a tie.
 - 3. Once a quorum is established, it is in effect throughout the entirety of the meeting.
 - 4. The quorum for meetings shall be a minimum of 20 percent of the members in good standing (dues are up to date at time of meeting). No rounding up.

III. Shows and Trials

- A. The Club will hold two All-Breed conformation shows annually under the Regulations of the American Kennel Club. These shows are in conjunction with the Cambridge Kennel Club and use the name Summer Solstice Cluster for the four-days of events. The two clubs will share duties, expenses, and revenue for all four shows, presenting a consistent experience for participants. A joint Cluster Committee manages the Summer Solstice Cluster with an equal number of representatives appointed by the boards of each club.
- B. The Club will hold two Obedience/Rally Trials annually under the Regulations of the American Kennel Club.

- C. The Club will hold two Agility Trials annually under the Regulations of the American Kennel Club
- D. The Club may elect to hold additional events on a case-by-case basis.

IV. Members

- A. Members shall not use the Club name, logo, or property in any way without previous approval of the Board.
- B. No solicitation of any kind permitted at Club meetings or events except by previous permission of the Board.
- C. Members shall safeguard any Club property in their custody and will permit inspection upon reasonable request by the Board. Members will relinquish Club property upon reasonable request by the Board.
- D. Lapsed members must re-apply for membership, following standard membership application procedures.
- E. Every Member is responsible to seek out and encourage new members.

V. Board

- A. Board Members
 - 1. Any Officer or Director absent from three regular Board Meetings in an official year receives automatic dismissal from the Board.
 - 2. The Board may reinstate a dismissed Officer or Director for non-attendance by a motion approved by 75% of the Board Members present, provided such action occurs no later than the next regular Board meeting following the third absence.
 - 3. Any Officer or Director absent from 50 percent of the regular Board Meetings in his or her term shall not be eligible for re-election for the next term.
 - 4. No more than two members of the same family may serve on the Board.
 - 5. Family members serving on the Board shall not be the combined offices of President and Treasurer.
- B. Voting of Board Members
 - 1. Appendix A includes details on voting eligibility, ballots, and voting procedures.
- C. Time Sensitive Board Business
 - 1. In limited circumstances, the Board may use email, text, or phone to conduct time sensitive business outside of meetings.
 - 2. These instances shall have a summary at the next board meeting.
 - 3. Situations include, and are not limited to:
 - a. Cancelling meetings due to inclement weather or hostile environment
 - b. Granting clubs' permission to utilize area facilities or dates
 - c. Time sensitive expenditures

VI. Club Computer, Software, and Other Technological Equipment

- A. The Club shall purchase and maintain laptops for the Secretary and Treasurer to conduct Club business.
 - 1. Appendix B includes standards regarding usage and maintenance.

- B. Microsoft 365, renewed annually, has five licenses to conduct Club business.
- C. Club Data Storage Etiquette: ACMKC retain their records electronically. Current paper records to be retained for 2 years, after which point, they are stored electronically.

VII. Club Monies

- A. The Board shall present the proposed annual budget, not to exceed the Clubs projected income for the same year, to the membership for approval.
- B. No expenditures made without previous approval of the Board.
- C. Charitable donation requests and suggestions for the Club go through the Charitable Donation Committee first.
- D. Any increase from allocated event budgets or approved expenditures requires notification to the Board as soon as possible and Board approval of the deviation before payment.
- E. All reimbursements to Members require completion of request for reimbursement form as designated by the Treasurer, supported by receipts. No receipt, no reimbursement.
- F. The Board may inspect the financial records of the Club as maintained by the Treasurer at any time. There shall be an audit of the Treasurer records at least every three years and every change in position.
- G. A designated board officer will verify the monthly statement amount prior to each meeting.
- H. The Board may elect to provide ACMKC logo items to members as awards for members in good standing who work on Club activities, based on the Club's financial condition. Any such items help promote the identity and good reputation of the Club when worn or used.

VIII. Committees

- A. There will be a Sunshine Committee to coordinate sending cards and gifts on behalf of the Club when a Member suffers hospitalization or loss.
 - 1. Hospitalization of member: Get well card and \$25 donation to charity of the Member's choice.
 - 2. Death of Member's immediate family: Sympathy card.
 - 3. Death of Member: Sympathy card and \$40 donation to charity of Member's family choice.
 - 4. Death of Member's canine companion: Sympathy card and \$40 donation to charity of the Member's choice.
- B. There will be a Charitable Donation Committee to consider charitable donations on behalf of the Club. Committee shall consist of at least three members, one of which shall be a Board Member.
- C. There will be a Scholarship Committee, separate from the Charitable Donation Committee, to provide applications to high school students in Anoka County, and all club members including their immediate family seeking further education. The Committee will award scholarships. The Committee will consist of at least three members, one of which shall be a Board member.

- D. There will be a Dog Subsidy Committee. The Committee annually selects veterinarians and clinics to receive grants to help clients in financial need to pay for care needed for their canine companions. The Committee shall consist of at least three members, one of which must be a member of the corresponding year's Agility Committee, and one must be a member of the board. Appendix C outlines program details.
- E. The Board may appoint committees for specific assignments. Those committees will disband after completion of their assignment. Whenever possible, a member of the Board will be on the committee.
- F. Committee Chairs will provide a brief, written report or other summary documentation to the Board, at least annually or at the completion of specific assignment.

IX. Website

- A. The Club shall maintain a website to provide information to Members and the public.
- B. A Web Master, who need not be a Member of the Club, hired by the Board to be responsible for design, maintenance, and updating of the website as directed by the Board. As a contracted function, ACMKC will hold the Web Master to a professional standard of performance. If the Web Master is a Member of the Club, the Member is unpaid for services.
- C. The website may include meeting minutes, omitting the names of proposed show judges and any other information not permitted or appropriate to publish to the public.
- D. Website content may include meeting notices, new member applicants, event results, signed articles, pictures of Member activities, and other content deemed appropriate by the Board.
- E. Any content reprinted from other publications or not owned by the Club or its Members is included only with documented permission and attribution, respecting copyrights, and privacy.
- F. No solicitations for any types of products or information regarding purchasing of products for anything for dogs will be on the informational links.
- G. Pictures are nameless, except for scholarship names.
- H. Photos of children require written consent of the parents.
- I. Only Members in good standing have access to the member's only pages.
- J. No financial information for the Club posted on the website. Members must contact the Treasurer for transactions.

X Governance

- A. The Secretary shall ensure that these Standing Rules are reviewable every three years and will recommend any changes to the Board and Membership.
- B. The Standing Rules will be provided to each Member, and available on the ACMKC website.

Reviewed and approved by majority vote of the Board on December 8th, 2021. Reviewed and approved by the Membership on December 15, 2021.

Anoka County Minnesota Kennel Club
Election Guidelines

Use the guidelines below when there is more than one candidate running for a position on the board. If there is no opposition to the Nomination Committee's Slate, a white ballot vote is valid.

Candidates: All candidates will have the option to provide a written statement (250 word maximum) on why they want the position and list their qualifications, which shall include the number of years of membership in club. Secretary is to receive the statements by December 31 and emailed to the membership by January 5. The candidate's name and years of membership are emailed if no statement submittal.

Eligibility to Vote: Members in good standing (dues are current) are eligible to vote. The Membership Chair will create a sign-in list of eligible voters from the membership list as of January 1. The Nominating Committee uses this list at the banquet to verify voter eligibility. The sign-in list will include eligible member names and a line for member's signature acknowledging ballot receipt.

Ballot: Membership chair will create a ballot. The ballot clearly defines each candidate running for that respective board position. All board positions will be included, even if unopposed. The Membership Chair will create enough ballots for each individual eligible voter in the club with a few extra for spoilage. See sample ballot for clarification.

Election: The Nominating Committee (substitute may be allowed) will be responsible for handing out ballots according to the sign-in sheet. Each eligible member will be required to sign-in to receive one ballot. The Nominating Committee is responsible for overseeing the ballot box throughout the voting process.

At the conclusion of the dinner and prior to the meeting, a final call for outstanding ballots occurs. At least two members of the Nominating Committee will count the ballots, and at the conclusion of the meeting, announce the results.

Anoka County Minnesota Kennel Club
Computer Standard Practices

Club Computers/Devices

A. Confidentiality and Use

1. Laptops and/or other devices purchased by ACMKC to facilitate Club business for Secretarial/Treasurer duties are the property of ACMKC and are for Club use only.
2. Secretary/Treasurer will sign and abide by Data Security Best Practices at term onset.
3. All Club information is confidential, including any business, technical, or proprietary information and any Club information use shall benefit ACMKC only.
4. Access to ACMKC data for facilitating Club business only.
5. Dedicated email names provided for officers and website coordinator.

B. Physical Security

1. Maintain physical security of all device at all times, keeping it within the control of the user or securely locked out of sight.
2. Report immediately to the Board any breach of ACMKC information, damage or disappearance of device.

C. Access

1. Prohibition on password sharing except for the President or designated board member. User is responsible for all actions performed by their Login ID.
2. To ensure adequate security and oversight, the Board will have access to ACMKC device and data.
3. To ensure continuation of position in case of incapacitation, the President or designated board member shall have all passwords.

D. Data Integrity

1. All necessary precautions will be taken to ensure that data (documents, files, programs, etc.) is free of computer viruses and will not transfer any data or software to the ACMKC device (laptop or other as provided) except as approved by the Board. If such approval is given, scan any transferred data or software with antivirus software to ensure it is virus free.
2. Minimal data is stored on the ACMKC device and ensure all Club records are stored and backed-up securely in provided dedicated cloud storage and with additional external hard drive for additional back up.
3. Computer audit shall occur with change of personnel using ACMKC device. The board has discretion to call for a computer audit at any time.
4. Board shall review the replacement schedule for device annually knowing that industry standard for replacement is 3 to 7 years.

Dog Subsidy Program Proposal

The Agility Trial Committee requests the following use of proceeds from the Trial held 12/17/2019, and for subsequent Agility Trials.

The 2019 Agility Trial Committee proposes the creation of the Dog Care Subsidy Program (hereafter DCS Program) to be administered under the ACMKC

Purpose: to help dog owners residing in our community who are in need of financial help with veterinarian care for their dogs.

Oversight: The DCS Program will be overseen the first (pilot) year by the previous year's Agility Trial Committee, who will be responsible for selecting participating veterinarians and their veterinary clinics, awarding grants and distributing grant report forms, and providing clinic reports to the club Board. . After the pilot year, the DCS Program Committee shall be composed of three ACMKC members, at least one of which must be a member of the corresponding year's Agility Trial Committee.

Period: Timeline: The grants shall be awarded on or before April 1 of each year; any money not used shall become available to the grant fund the following year. Leftover funds may be taken into account when determining the amount of funds provided for the following year.

Funding: Funding is dependent on the proceeds from each year's agility trial and could vary each year; the amount awarded shall not exceed \$1000 per veterinary clinic selected. If there are extenuating circumstances, the committee may request additional funds from ACMKC general funds.

Veterinarian Selection: The Dog Care Subsidy Committee will select up to three veterinary clinics that are located in Anoka County, to participate in the program each year. Applicants for the Program Grant may be drawn from recommendations of Club members as well as committee members. The intent is to select different veterinary clinics every couple of years, but veterinarians can be reconsidered.

1. Applicants for the program will be drawn from recommendation of Club Members. A recommended veterinarian or clinic must have a professional relationship with a club member or the club.
2. Recognizing that many Club Members live outside of Anoka County, this program is open to veterinarians in other counties.

Program Terms: The Dog Care Subsidy Committee will determine the amount distributed to each veterinary clinic selected and will notify the veterinarian and veterinary clinic in writing of the terms of their grant. A signed grant acceptance form will be required by the Clinic receiving the funds.

The veterinary Clinic can use the funds at their discretion to help clients provide care for a dog's illness or condition that would not otherwise be possible due to the financial burden such a treatment would place on the owner. The dog must have a good prognosis meaning he or she is probably going to recover from their ailment or injury. These funds may also be used to assist with routine care or medication that might otherwise be forgone due to financial burden.

Procedure: Grant recipients (Clinics) will be provided Grant Report Forms. These forms may be submitted at their discretion to the Club Treasurer but should be returned one month after their grant funds are exhausted, and no later than December 31 of the year of the Grant. These forms will contain date of service, type of service and dollar amount dispersed. No data will be

requested for whom the service was provided.

Reporting: At the end of the grant period or once funds are exhausted the Dog Care Subsidy committee will create a report from information provided by the club treasurer on how the funds were utilized.

Respectfully submitted to ACMKC Board,
By the Agility Trial Committee

Pamela Belz, Laurie Hanson, Anita Cholewa, Kathy Billman, Gloria Zopfi, Nichol Owen
5/21/2020

Revision History

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| 12/14/2021 | Veterinarian Selection: changed criteria for selection of veterinarians. |
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