



LABRADOR RETRIEVER CLUB of the PIONEER VALLEY, Inc.

RULES AND POLICIES

1 Dues:

- 1.1 The dues of the Club shall be \$30 per person or \$35 per family per year. If a member assists in two (2) Club activities for a minimum of four (4) hours each activity during the year, he/she may deduct \$5 from their dues.
- 1.2 Dues are payable according to Article 1, Section 2 of the By Laws.
- 1.3 Charter members shall not be required to pay yearly Club dues and shall be considered lifetime members.

2 Meetings:

- 2.1 Unless otherwise designated by the Board, the designated time for Regular Meetings shall be 6 PM.
- 2.2 Meetings of the Club shall not exceed three (3) hours in duration.
- 2.3 There shall be a minimum of six (6) meetings per year. These meetings will be held on the first (1st) Sunday of the month, at such place and time as determined by the Board.
- 2.4 There will be a minimum of two (2) Regular Board of Directors meetings held during the fiscal year.
- 2.5 There will be one (1) Annual Meeting to be held in April.

3 Membership:

- 3.1 Upon request for information on joining, the prospective members shall be directed to the LRCPV website where they can obtain an application for membership, a copy of the Code of Ethics, a copy of the Rules & Policies, a copy of the Constitution & a copy of the Bylaws. The Corresponding Secretary can also mail all these documents upon request.
- 3.2 The prospective member(s) shall attend a regular meeting of the LRCPV and present their application, check and credentials. After addressing any questions from Club members, the prospective member(s) shall be excused from the meeting. Alternatively, the prospective member(s) may introduce themselves to members at an LRCPV sponsored event, addressing any questions members may have, and their application will be read at the next scheduled meeting. Member voting shall be at that meeting.
- 3.3 Upon election into the Club, the Corresponding Secretary shall send a letter of welcome to the new member along with a copy of a current membership roster and list of committees. The application shall then be transferred to the Club Historian.
- 3.4 Upon denial of membership, the Corresponding Secretary shall send a letter of denial.
- 3.5 Membership lists will not be made available to non-members.

4 Attendance:

- 4.1 Along with the normal duties of the office, the Recording Secretary shall assume responsibility for keeping attendance records at meetings.
- 4.2 At each regular meeting of the Club the Recording Secretary shall take attendance of all persons at the meeting and it shall indicate whether they are a member or guest.

5 Historian:

- 5.1 The Club shall designate a Historian whose responsibility it shall be to gather and save copies of all newsletters, data and information regarding the Club, and, to keep it available for future reference.
- 5.2 The Recording Secretary shall turn all the minutes of the meetings from the previous past year over to the Historian after the Annual Meeting.
- 5.3 The Club shall sponsor a History Committee the purpose of which shall be; to collect articles and news items which relate to our breed, to collect and maintain photographs of Club functions, members, dogs, etc.

- 6 Website:
- 6.1 There shall be appointed a Webmaster Chairperson whose responsibility it shall be to maintain the Club website. This includes posting LRCPV officers, Club contact information, meeting notices, member brags, upcoming litter announcements, breeder list, items available in the Club library and any other items the Club agrees should be published for public information.
- 7 Programs:
- 7.1 The Vice President shall be the program chairperson appointed to arrange for meeting places and for programs of educational and/or informational value to the members, and to assist the Club in attaining its purpose and goals.
- 7.2 The Club may elect to offer informational programs at its meetings and functions. The cost of these programs shall not exceed \$300 per year without approval of the Board.
- 8 Hospitality:
- 8.1 The Chairperson of each event shall appoint a Hospitality Chairperson, if deemed appropriate.
- 9 Newsletter:
- 9.1 The Club shall sponsor a Newsletter and there shall be appointed a Newsletter Editor whose responsibility it shall be to see that the Newsletter is a publication reflective of the best interests of the Club, the breed and the sport.
- 9.2 The Newsletter shall be sent to all paid-up members, subscribers, reciprocating clubs, the Club Historian and others whom the Editor deems appropriate.
- 9.3 The Newsletter editor may publish titles and achievements earned by members' Labradors.
- 10 Labrador Rescue :
- 10.1 There shall be a Rescue Coordinator appointed to organize and manage rescue issues
- 11 Litter Information Program:
- 11.1 There shall be a person designated as Litter Information Program Chairperson whose responsibility it shall be to keep a record of, receive information on, and disseminate information about litters and dogs available to prospective Labrador Retriever buyers.
- 11.2 Only members of the LRCPV in good standing who have worked at least four (4) hours each at two events, as verified by the event chairperson, may list litters.
- 11.3 All dogs must be AKC registered to be listed by the Club.
- 11.4 Litters for which there is incomplete information, or for which there is unsatisfactory information, as required by the Litter Information Program, shall not be listed.
- 11.5 Both parents of listed litters must have had their eyes examined by a veterinary ophthalmologist and found clear of any hereditary eye defects. CERF or CERF exam form dated within twenty-four (24) months of the sperm collection or the breeding with a diagnosis of normal is required. Exception: frozen semen from deceased dog.
- 11.6 Both parents of listed litters must have had their hips and elbows radiographed at 24 months or later and certified by OFA or a similar recognized orthopedic organization to be listed. Preliminary clearances will be accepted for dogs up to 25 months of age.
- 11.7 Litters may be listed only if the owner or co-owner of the litter is a member of the LRCPV in good standing.
- 11.8 Individual dogs over the age of six (6) months may be listed only by a member of the LRCPV and are exempt from 11.5 and 11.6.
- 11.9 The following disclaimer is to be included on referral materials distributed to the public and in a newsletter litter listing: "The litters listed by the LRCPV are out of, or sired by, dogs owned by LRCPV members in good standing, however, the LRCPV does not guarantee or certify the services or goods of its members. Buyers should review carefully the breeding practices, guarantees and contracts of breeders before they buy."
- 12 Nominating Committee and Nominations:
- 12.1 When appointing the Nominating Committee chairperson, the Board shall consider experience and service in the Club to be an important qualification.
- 12.2 When making nominations for President, Vice President and the Board of Directors positions (excluding the Secretaries and Treasurer), the Nominating Committee shall not nominate any member for the same office that he or she has held for two years consecutively. This does not prohibit the nomination from being made from the floor.

Awards Program:

- 13.1 The Club shall sponsor an Awards Program the object of which shall be to promote spirit, morale and good sportsmanship among the members by rewarding certain achievements of members and their dogs. A committee shall be appointed to oversee the program. (See below)
- 13.2 General Award Guidelines
- 13.2.1 The award year begins on January 1st and ends on December 31 each year.
- 13.2.2 Awards are "earned" in the year in which the title was achieved according to the AKC's records.
- 13.2.3 Awards will be presented at the Annual Meeting.
- 13.2.4 The achievement must have been earned by a Labrador Retriever that was bred, owned or co-owned by a member.
- 13.2.5 It is the members' responsibility to keep the Awards Chair informed of their dogs' achievements.
- 13.2.6 Where a title must be won for a combined score award, the legs need not be earned within the same year as the award is earned.
- 13.2.7 Any questions, disputes or conflicts will be subject to the discretion of the Board.
- 13.3 Special prizes will be issued for the following achievements by our members and their dogs:
- 13.3.1 AKC Titles, Degrees, Awards And Certificates: This includes obedience, field, tracking, breed or any titles, degrees, awards, JAMs or certificates that are recognized by the AKC including CGC and TDI.
- 13.3.2 Highest Single Obedience Score: Awarded to the member's Labrador Retriever that earns the highest single score in any obedience class at an AKC licensed show during the year.
- 13.3.3 Highest Combined Obedience Score: Awarded to the member's Labrador Retriever that earns the highest combined score, in any three obedience trials at which the dog earned a "leg" toward an AKC Obedience Degree during the year. (Must have obtained the title).
- 13.3.4 Highest Number Of Obedience Championship Points: Awarded to the member's Labrador Retriever that earns the highest number of OTCH. points during the year. (With or without the title).
- 13.3.5 Highest Total Breed Points--Before Earning The "Champion" Title: Awarded to the member whose Labrador Retriever earning the highest number of championship points during the year - without earning the title.
- 13.3.6 First In Group Or Best Of Breed In A Specialty Show: Awarded to a member's Labrador Retriever that places First in the Sporting Group or Best of Breed in a Specialty Show.
- 13.3.7 Highest Field Points earned at a Single Event: Awarded to the member's Labrador Retriever that earns the highest single score at a field trial event during the year.
- 13.3.8 Highest Total Field Points: Awarded to the member's Labrador Retriever that earns the highest total score at a minimum of two field trials during the year.
- 13.3.9 Breeder's Award: Awarded to members for each dog that they have bred, but don't necessarily own, that earn AKC titles, degrees or certificates during the year.
- 13.3.10 Member Appreciation Award: Awarded to members for their active participation in Club functions during the year.
- 13.3.11 President's Award: The President may confer a special certificate honoring a member or members who was/were particularly helpful to the President in pursuing the objects of the Club during the prior year.
- 13.3.12 Dog World Award of Outstanding Service To Dogs: Awarded to the member whose service is extraordinary and long-lasting. It is intended to honor long-standing, hard working, unselfish individuals whose service is beneficial to the sport, the breed and the Club.
- 13.3.13 LRCPV Medal of Good Sportsmanship: Designed to honor the member whose contributions are important to the success of the Club Also, the candidate must demonstrate outstanding sportsmanship and a helpful attitude in any sport discipline; i.e., field, show, obedience, service, etc.

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Book and Video Library Committee:

- 14.1 The Club shall sponsor a Book and Video Library Committee that will be provided with funds as necessary to buy books and videos for the Club to be made available to members only.
- 14.2 All materials will be stamped with "LRCPV Library".
- 14.3 A report will be filed at the monthly meeting, and a copy sent or given to the Newsletter editor for publication, by the committee chairperson or a member of the committee, reporting on new acquisitions and the status of the library and borrower responses, if any.
- 14.4 Borrowers will be responsible for the library property they borrow. If any material is damaged (the extent to be ruled on by the Committee or the Board) the borrower must replace the item or pay the Club the full replacement value.
- 14.5 All library property will be administered by the committee chairperson under the direction of the Board and held by the committee chairperson unless on loan to a Club member. The committee chairperson will be responsible for all library property and for maintaining accurate records with respect to that property.
- 14.6 At such time as the chairperson of the Book and Video Library steps down or is requested to step down, all the library property and records shall be turned over to the new committee chairperson within 30-days.
- 14.7 Materials may be borrowed at the monthly Club meetings or a Club member may request that a book or tape be mailed to him or her. If the mail is used, a donation from the borrower is expected to cover the postage. The borrower should also pay return postage. The committee budget should cover any costs incurred and not reimbursed by the borrower.

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Club Inventory:

- 15.1 Committee chairs are responsible to maintain a list of inventory items for which their committee is responsible. The list shall be kept current and copied to the Corresponding Secretary.

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Financial controls:

- 16.1 The President is empowered to spend up to \$250 per fiscal year for unforeseen Club related expenses.
- 16.2 Each of the Secretaries is empowered to spend up to \$125 each per fiscal year for unforeseen Club related expenses.
- 16.3 The Treasurer is empowered to spend up to \$500 per fiscal year for unforeseen Club related expenses.
- 16.4 The policy for returned checks and outstanding debts shall be: 1) for first offenses when the obligation is satisfied and bank fees reimbursed, there shall be no further penalty; 2) for second offenses when the obligation is satisfied and bank fees reimbursed, the individual shall be placed on a cash, certified check or money order in advance only basis; 3) for third offenses, or when an obligation and bank fees have not been satisfied, the individual shall be prohibited from making entries at Club events, from making financial commitments to the Club and shall be suspended from membership and from all Club privileges.
- 16.5 Prolonged indebtedness or refusal to pay legitimate obligations to the Club by a member shall be construed and interpreted as conduct prejudicial to the best interest of the Club and shall be considered sufficient grounds for discipline under Article VI of the Bylaws of the Club.
- 16.6 The process for settlement of returned checks shall be for the Treasurer to write a cordial letter to the writer of the check requesting payment of the amount of the check and any bank fees incurred within ten (10) work days of its return. If no response is received within the specified time, the second step shall be for the Treasurer to issue a demand letter, mailed "certified return receipt," giving an additional ten (10) working days to satisfy the debt. Demand letters are to be copied to the President. Failure to pay the debt by the end of the designated period shall result in appropriate legal action, warning to superintendents and event secretaries who manage LRCPV shows and to the AKC.
- 16.7 The Treasurer shall be responsible for monitoring the Club's insurance coverage and policies and for reporting any changes to the Board of Directors.
- 16.8 Charitable contributions may be approved by the Board of Directors.