

SANTA ANA VALLEY KENNEL CLUB, INC (SAVKC)  
Standing Rules

Adopted by the Board of Directors and General Membership April, 9<sup>th</sup>, 2019

I. MEMBERSHIP

- a. The SAVKC membership list is not to be made available to non-members. Exception, AKC.
- b. If a person becomes a member in November/December, their membership dues will carry through the following calendar year.
- c. Receiving the Paws for the News or other communications is not evidence of current membership.

II. CLUB IDENTIFICATION

- a. Club colors are Teal, Dark Blue and Burnt Orange.

III. MEETINGS AND VOTING

*Board Meetings:*

- a. The President has the authority to poll the Board and change the Board meeting date.

IV. GENERAL MEETINGS:

- a. Meetings will be held the second Tuesday of every month except December. Changes in the day, hour and place will be determined by the Board of Directors.

V. ELECTIONS:

- a. A person making a nomination must be a member in good standing. If there is a question of that person's eligibility, it must be raised at the time of the nomination.
- b. A person is not eligible for nomination if their membership has lapsed and will be ineligible until their membership has been in effect for at least six months prior to the election.
- c. The Recording Secretary will prepare ballots prior to the meeting. The President will appoint one to two members to assist the Membership Director in giving ballots to members in good standing.
- d. The President will appoint two (2) "tellers", who shall be members in good standing eligible to vote, but not a candidate for the current election, to count the ballots.

VI. DIRECTORS AND OFFICERS

*Elected Officers by Membership:*

- a. Officers to include: President, Vice President, Recording Secretary, Corresponding Secretary,  
Treasurer, Delegate to the American Kennel Club
- b. Directors (4)

- VII. RESPONSIBILITIES: For full job descriptions for Officers and Directors, see “Club By-laws”, a copy of which is attached hereto and is a part hereof.
- VIII. SPECIAL RESPONSIBILITIES OF VICE PRESIDENT:
- a. The Vice President shall provide for educational and/or entertainment programs for the regular monthly meetings.
- IX. SPECIAL RESPONSIBILITIES OF SECRETARY:
- a. The Secretary shall maintain the official documents of the SAVKC including By-laws, Rules of Order, Standing Rules, and Minutes.
  - b. The Secretary will promptly submit to the Webmaster approved minutes from General and Board meetings to be posted on the Website.
- X. SPECIAL RESPONSIBILITIES OF CORRESPONDING SECRETARY:
- a. The Corresponding Secretary shall keep an up-to-date list of members, and will maintain and handle all correspondence. He/she will notify members of upcoming meetings and elections, notify members of their election to office or appointment to committees.
  - b. The Corresponding Secretary (Membership) shall prepare materials for new members, i.e. membership form, By-Laws, history of SAVKC, Officers of the Club, Website address, list of programs and activities, and volunteer form for Show.
  - c. The Corresponding Secretary shall communicate with the Editor of the Paws for the News so that new members may receive their Paws for the News the month after their membership is approved.
- XI. SPECIAL RESPONSIBILITIES OF TREASURER:
- a. The Treasurer will only read those checks written over the amount of \$25.00 at the Board and General Meetings.
- XII. RESPONSIBILITIES OF ALL DIRECTORS:
- a. The Directors shall be actively involved in all phases and duties for the Show and Match, including prior and day-of responsibilities.
  - b. Provide Show and Match Chairpersons with suggestions for judges.
  - c. Set and approve all event committee and membership in each committee.
- XIII. CHAIRS/COMMITTEES
- Appointed Assignments:*
- a. Chairs: Match Chair and Achievement Awards Chair.
- Standing Committees:*
- b. Show Committee, Judges Selection Committee, Audit Committee, Standing Rules Committee, and Top Dog Committee.

XIV. RESPONSIBILITIES:

- a. Show Chair shall be elected by the general membership for a term of two (2) years.
- b. Committee assignments appointed by the President will be approved by the Board.
- c. The President is an Ex-officio member of all committees except the Audit Committee.
- d. Committee assignments will be reviewed each year by the newly elected Board.
- e. At the July meeting, the President shall appoint a committee to review and establish Standing Rules and present any changes before the Board.

XV. FINANCE

- a. Checks returned unpaid to the Sana Ana Valley Kennel Club for any reason will be assessed the Club's bank fee plus any and all service incurred.
- b. Three officers (Treasurer, President and Secretary) are authorized to sign bank checks with two signatures required.
- c. All non-budgeted expenses over \$100.00 must have prior approval of the Board of Directors.
- d. At the June meeting, the President shall appoint an audit committee to review the financial records for the previous fiscal year (July -- June). The audit findings will be reported at the July Board meeting.

XVI. SHOWS AND MATCHES

*General Information:*

- a. On the **day** of the show, the Show or Match Chair is in charge.
- b. A set of AKC guidelines for the Show or Match Chair shall be maintained by the SAVKC Secretary.
- c. The Board shall select the Best in Show and Best in Match judges.
- d. The Treasurer shall prepare a financial report of the Show/Match and make copies available to the Board within 60-days following the close of the Show/Match.
- e. Board members may steward at the SAVKC shows; they shall not steward or judge at Club Matches, except the Obedience/Performance Rings they may steward but NOT judge.
- f. All Directors must be available for assignments at Show and Matches for any/all duties.
- g. An information booth is to be present at the Show to disseminate information.

XVII. MATCHES

- a. The Match Chair, following appointment, is expected to attend all Board Meetings before and the meeting after the match for the final report. They will be answerable to the Board.
- b. The Match Chair shall be appointed by the President (with Board approval), five months prior to the month of the Match.
- c. The Match Chair shall, at least two months before the Match, present the complete slate of judges and assignments for Board approval.

XVIII. SHOWS:

*General Information:*

- a. Members will not receive any remuneration for any services rendered at shows or matches. Veterinarians are exempt from this rule.
- b. Officers, Directors, Show Chair, Committee Chairs including judging committee, may not exhibit or own/co-own a dog exhibited at our regular Show.
- c. If a member's name appears in the premium list who has not served as an Officer or Director for a minimum of one year, he/she will be eligible to compete at the SAVKC Show.
- d. The Board shall approve the selection of show site, judges, show superintendent, and all fees charged by the Club. No commitment may be made without prior approval of the Board.
- e. The SAVKC's Show Chair shall direct the use and location of all generators. Vendors shall comply with local ordinances related to the use of generators.

XIX. JUDGES:

- a. All judges are to supply the Club or Show Chair with receipts for reimbursement of their expenses when applicable. Judges are requested to utilize the most economical airfares and the SAVKC will advance money for the air tickets when a judge is taking advantage of lower fares well in advance of the Show. The Show Chair is authorized to handle each situation.
- b. The fees charged by the judges hired for a show will not be included when the minutes are read at the General Meeting.
- c. All Judges receiving in excess of \$600 for their services, exclusive of expenses, shall provide SAVKC with a W-9 before payment shall be received. This Rule shall always be in accordance with US IRS Regulations.
- d. It is the SAVKC's policy to attempt to hire Best in Show judges from the local area, with a delay period between assignments at the SAVKC of a minimum of five years.
- e. Only the Show Chair or his designee may contact judges.

XX. VENDORS:

- a. Concessionaires must agree to their space assignment and pay in advance of the show.
- b. Show photographers must give the Club a full set of pictures in digital or print format (i.e. Best in Show, Group 1's, High in Trial and Best Jr. Handler) or pay the Booth space fee.
- c. All Vendors shall agree to and comply with any and all Rules set forth by the SAVKC.

XXI. AWARDS:

- a. The trophies in obedience/RALLY at the Shows shall be as follows: 1<sup>st</sup> place is the same as BOB, 2<sup>nd</sup> place is the same as BOS. The 3<sup>rd</sup> and 4<sup>th</sup> places are the same as BOS or graduated sizes smaller. (requires update to AKC Rules. Cheryl- Please provide list)
- b. The SAVKC has accepted a Challenge Trophy donated by Mr. and Mrs. N. Reese to be offered for Best in Show. It is given in memory of their Greyhound, CH Aroi Talk of the Blues. The trophy is to be presented at the Sunday show and is to be maintained and kept by the Show Chair until it is retired.

*Challenge Trophies:*

- c. For permanent possession, to be won three times by the same owner, not necessarily with the same dog nor at consecutive shows. Trophies will remain in the possession of SAVKC until retired.

*Challenge Trophy (Sunday)*

- d. Terrier Group. The members of SAVKC offer for First in the Terrier Group the Marcia Martin Memorial Trophy, a cold cast Miniature Schnauzer Trophy on a Hardwood base to be presented at this show only.

XXII. SPECIALTY CLUBS:

- a. Specialty Clubs holding a specialty show in conjunction with our AKC licensed shows will be reimbursed \$2.00 per dog entry (waiting for to confirm with Bradshaw).
- b. SAVKC will provide rosettes for BOB, BOS, BOW, WD, WB, and \$20.00 for the BOB rosettes. If there is a supported entry, the entrants will receive rosettes for the top five wins.
- c. If the Specialty Club intends to have supported entries, a letter of intention from the Breed Club is required no later than March 1 of the Show year. Subject to approval of the Show Chair, the Specialty Club may select a judge from the SAVKC's panel to use in their Specialty.

XXIII. AWARDS

*Achievement Awards: Conformation and Performance*

- a. Those members who have obtained qualifying titles in the Award Year, defined as December 1 through November 30, are eligible for a SAVKC Award if one of the owners of the dog has been a member in good standing of the SAVKC for a minimum of six months.
- b. For a child to be eligible for a Club award, a dog must be registered and co-owned by a Member.
- c. If one of the owners of an All-Breed Best in Show or High in Trial winner at an AKC Licensed Show is a member in good standing, they are eligible for a Special Award (one dog per year).
- d. It shall be the responsibility of all eligible members to report their eligibility to the Awards Chair by submitting the Awards Chair with a copy of the AKC notice of Championship or Title.

- e. The deadline for applying for an achievement award will be at the November general meeting of each year.
- f. At the discretion of the Board and the Award Chair, there can be an extension to the deadline of the November meeting to mid-December if the Awards meeting is to be held in January and not at the December Holiday meeting.
- g. There will be one award offered for each title. Awards must be applied for in the Award Year they are won.
- h. A co-owner may at his own expense order a duplicate award. The order must be placed before the closing date for the annual awards.

XXIV. SPECIAL AWARDS: Best In Show or High In Trial at All-Breed Shows

- a. One of the owners of the dog must be a SAVKC member and must have been a member in good standing for a minimum of one year.
- b. The award must be from an AKC Licensed All Breed Show.
- c. There will be only one Special Award per dog per Award Year.
- d. Verification for the award is the responsibility of the owner. The owner must send a copy of the award listed in the Gazette or from the AKC Website, indicating the show or trial. The award must be applied for within the current Award Year.
- e. Trophies will not be mailed. They must be picked up at the Award meeting.

XXV. PUBLICATIONS (Paws for the News)

- a. Only SAVKC members in good standing are entitled to receive the official publications of the Club.
- b. Only SAVKC members in good standing may have their “brags” published.
- c. All articles and “brags” must be submitted in writing.
- d. Brags will be accepted for new litters, however, advertisements for sale will not.
- e. No brags for judging assignments, handling, advertising, etc. will be accepted.
- f. The Paws for the News will accept advertisements for dog-related equipment for sale, at no charge to the member, if space is available.
- g. All deadlines for submissions for the Paws for the News are at the discretion of the Editor.
- h. The Editor shall submit invoices to the Board for publication of the Paws for the News.
- i. The SAVKC and Editor assume no responsibility for errors in printing and reserve the right to edit all copy.

XXVI. WEB SITE

- a. The President, with Board approval, shall appoint a Webmaster, which will include responsibility for all publicity and social media sites.
- b. The Webmaster shall maintain or cause to be maintained the domain with the approval of the Board.
- c. The Webmaster shall submit to the Board the fees and costs of maintaining the website.
- d. The SAVKC Webmaster and Editor reserve the right to edit all copy.
- e. The same rules governing Paws for the News content shall apply to the Website.

XXVII. TRAINING CLASSES

- a. At the July meeting, the President, with Board approval, shall appoint a training class Chair who will be responsible for ensuring training is scheduled and staffed by qualified trainers, as defined by the Board.
- b. Dogs must be at least three (3) months of age and have age-appropriate vaccinations to participate in training classes.

XXVIII. STANDING RULES REVISIONS

- a. At the July Board meeting, the President shall appoint a committee to review the established standing rules and present any changes to the Board for their approval and vote.
- b. Motions adopted by the Board, which affect the management of the Club's affairs, shall be (1) reflected in the Standing Rules, and (2) maintained by the Secretary, and (3) be available at all times to the General Membership.
- c. These rules remain in effect until the Board rescinds them by majority vote.

July 2018 Standing Rules Review Committee, appointed by President Keith Hicks:

Jill Dominguez  
Tammy Porter  
Cheryl Malooly