

**Supplemental Policies and Procedures
Of
Emerald Dog Obedience Club, Inc.
Revised August 1996
Amended September 20, 2000
Revised November 29, 2001
Revised March 18, 2009
Revised April 2012
Revised January 10, 2016**

The following Policies and Procedures may from time to time be changed by a vote of the membership. This document is to be distributed with the Constitution and By-laws to prospective members.

Membership Policies and Procedures

1. Dues for the current year as stipulated by membership vote at the annual meeting are:

\$25.00 for Individual or Family Membership types
\$15.00 for Associate Membership

2. Membership Dues will not be prorated. If an applicant for membership meets all membership requirements as specified on the application and submits dues by Oct. 1, and their application is approved by the Board and the membership between Oct. 1 and the first meeting of the new year, their dues shall be deemed paid for that new year.
3. Persons who have submitted membership application to the EDOC board may enroll in a training class with payment of the reduced rate new member-fee only if applicant has complied with all requirements as stated on the membership application and has Board approval to be presented to the membership for election to membership.
4. Associate members are not eligible for reduced-fee obedience classes.
5. An Associate member may transfer to Individual or Family membership status. If the transfer is before July 1, additional dues equal to that paid by Individual or Family membership will be paid with transfer request. If request is after July 1, no additional assessment will be made. An Associate must complete the application process, as would a person applying for Individual or Family membership but note that this is a status transfer.
6. Additional responsibilities and privileges for members are described in the "Duties and Privileges of EDOC Members."
7. No EDOC member will solicit instructional services (including giving private lessons in obedience, agility, conformation handling, tracking or any other dog sport or activity) at EDOC's training facility to any other member or non-member for personal monetary gain.
8. Members will always be mindful that EDOC classes are the financial foundation for maintaining and supporting our training facility. To that end, members should promote EDOC classes whenever possible.

Training Classes

Fees for classes will be set by the Training Director with board approval prior to the start of class session. Class fees will not be prorated. A student may enter a class late with instructors consent.

Tracking Classes

Fees for classes will be set by the Tracking Coordinator with board approval prior to the start of class session. Class fees will not be prorated. A student may enter a class late with instructors consent.

EDOC Expense Reimbursement Policy

Members who incur expenses while carrying out the work of the club will be reimbursed upon presentation of written receipt to the Treasurer. Reimbursement for an individual item over \$25 must receive Board approval prior to incurrence of the expense.