

Emerald Dog Obedience Club, Inc.

Supplemental Policies

The following Supplemental Policies may from time to time be changed by a vote of the membership (see below). This document is to be distributed with the Constitution and Bylaws to prospective members.

A. Dues and Fees.

1. Dues for the current year will be determined at the October meeting in accordance with the Bylaws.

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 October 1, and their application is approved by the Board and the membership between October 1 and the first meeting of the new year, their dues shall be deemed paid for that new year.

3. An Associate member may transfer to Individual membership status. If the transfer is before July 1, additional dues equal to that paid by Individual 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 membership but note that this is a status transfer.

4. Event Fees. Fees for any EDOC event, trial, test and/or seminar shall be set by the Board.

5. Training Classes. Fees for classes will be set by the Training Director with Board approval. Class fees will not be prorated. A student may enter a class late with instructor's consent.

6. Tracking Classes. Fees for classes will be set by the Tracking Coordinator with Board approval. Class fees will not be prorated. A student may enter a class late with instructor's consent.

7. Class Fee Reduction. Members are eligible to enroll in training classes at a reduced rate. The schedule of rate reduction is as follows:

- a. New member – 10% reduction from public rate for first year of membership.
- b. Individual member- 20% reduction from public rate after first year of membership.
- c. Honorary member – Four (4) free classes during the club's fiscal year. Any other classes beyond this number in the year will be charged a 20% reduction from the public rate.

- d. Associate member – no reduction; pay public rate.
- e. Instructor – For each class serving as instructor, earn one class at no charge.
- f. Training Director or Building Manager – free classes while serving in these positions.
- g. Persons who have submitted membership application to EDOC 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.

B. Membership Privileges.

1. Newsletter. All members will receive EDOC's newsletter. The newsletter is mailed to those who request an emailed or printed copy. A fee may apply for a mailed printed copy.

2. Website. All members will also have access to Members Only portion of EDOC's website.

3. Individual and Honorary Membership Privileges (i.e., does not apply to Associate members).

a. Wall of Fame - Members' dogs are eligible for inclusion in the EDOC's "Wall of Fame" for dogs earning Obedience UD, Rally Master, Tracking Dog Excellent, Variable Surface Tracking, or Scent Work Master titles.

b. Memorial Donation - Members are eligible for a Memorial Donation to be made by EDOC to selected, dog-oriented charitable organizations for the loss in a member's household or of a member's dog.

c. Awards - Members are eligible to receive awards for AKC titles earned during the prior year. A certificate only will be awarded for non-AKC titles.

d. Key holder - Members become eligible to be a training building key holder after two years of membership. The member will make a request to become a key holder to the Board. The member will pay a non-refundable key fee (\$100.00 at this time) if approved.

e. Drop-in fee - Members are eligible to use the training building to train individually (i.e. not as part of a scheduled class) with a key holder with payment of a "drop-in" fee. Key holder is also subject to payment of the drop-in fee. Member and non-member drop-in fees are posted on the bulletin board. The fee is to be placed in the designated drop box with a note identifying the purpose and payer.

f. Members are eligible to borrow books, tapes ***and other material*** from the EDOC library.

g. Members are eligible to rent club equipment for a nominal fee, upon Board approval.

h. Members are eligible to rent the training building at a nominal fee upon Board approval. Use must be personal in nature, not related to dog training instruction for a fee to the public, nor any function that the member would collect an admission or any other kind of fee for member or non-member attendance. Rental agreement and liability waivers will be required.

4. Associate Membership Privileges.

a. Associate members will pay the public class fee rates.

b. Associate members will pay the non-member “drop-in” fee if using the training building to train individually with a key holder.

C. Policies.

1. EDOC training classes will stress positive training methods.

2. **Expense Reimbursement.** Members who incur expenses while carrying out the work of EDOC 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 except those normal expenses incurred in connection with a routine trial or test.

3. 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.

4. 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.

D. Expectations of Membership.

1. It is expected the members will attend regular meetings in the months of January, March, May, July, October and December with full voting privileges (except Associate members).

2. It is expected the members will volunteer for club sponsored events or positions, including:

a. Obedience and Rally Trials— Trial Chair, Trial Secretary, Trophy Chair, Hospitality, Raffle Chair, Chief Ring Steward, Ring Steward, set up and/or tear down.

b. Tracking Tests – Test Chair/Secretary, Chief Tracklayer, Tracklayer, Cross Tracklayer, Pole Carrier, Driver, Hospitality.

c. Scent Work Trials – Trial Chair, Trial Secretary, Volunteer Coordinator, Steward, Hospitality.

d. Demonstrations – Chair, organize and/or work.

e. Training Classes – Training Director, Instructor, Assistant Instructor, CGC or Trick Dog Evaluator.

f. Seminars -Organize, worker.

g. Training Building – Building Manager, Cleaning, Maintenance.

h. Other Volunteer Opportunities - Newsletter, Webmaster, TLC Chair, Membership Chair, Library Chair, Awards Chair, Brunch Chair, Picnic Chair, Holiday Party Chair, Meeting Program Chair, Tracking Coordinator.

E. Amendment.

1. Amendments to the Supplemental Policies may be proposed by the Board of Directors or by a written petition addressed to the Secretary signed by 10 percent of the membership in good standing. Amendments submitted by petition shall be submitted to the members at the subsequent meeting of the full membership.

2. The Supplemental Policies may be amended by majority vote of the members present at any regular or special meeting called for that purpose, provided there is a quorum as determined under the Bylaws.

F. Reference Calendar of Bylaw dates: (dates can only be changed with a Bylaw Amendment).

1. At or before first meeting in January – Dues are due.

2. January Annual meeting – election of officers and directors.

3. By February 1 – Dues delinquency notice to unpaid members.

4. February 15 – Membership terminates by lapsing (unpaid dues.)

5. February 15 – Quorum set for Club meetings at 15% of the membership.

6. February Board meeting – Budget due to Board.

7. During September – Board appoints Nominating Committee.

8. October meeting – Dues determined.
9. By November 1 – Nominating Committee meets.
10. During November - Statement of Dues to membership.
11. By November 15 – Nominations due to Secretary.

G. Revisions.

1. Revised August 1996.
2. Amended September 20, 2000.
3. Revised November 29, 2001.
4. Revised March 18, 2009.
5. Revised April 2012.
6. Revised January 10, 2016.
7. Revised October 16, 2019.
8. Revised and Amended (incorporated Duties and Privileges) April 15, 2020.
9. Revised October 16, 2024.