

Pacific Crest Keeshond Club
Standing Rules
(Revised July 2009)

STANDING RULES are those motions which establish a policy of the Club which is valid until rescinded or modified by a subsequent motion or rendered invalid by, or incorporated into, new or amended By-Laws.

The date in parenthesis following a Standing Rule denotes the date of the membership meeting at which such action was taken.

If a Standing Rule has been overlooked, in your opinion, please contact the Secretary (to verify the date of the membership meeting at which the motion in question was passed) and then forward this information to the Board for action.

All of the foregoing material, along with the Constitution, By-Laws and the Membership Roster should comprise your PCKC notebook.

NOTE TO COMMITTEE CHAIRMEN AND MEMBERS

Please read the section(s) of these Standing Rules that apply to your committee. These rules are a guideline to help you understand your duties and PCKC policies.

ARTICLE V., SECTION 1.a. of the PCKC By-Laws states:

“The Board may each year appoint standing committees to advance the work of the Club in such matters as specialty shows, obedience trials, trophies, annual prizes, membership and fields which may well be served by committees. Such committees shall always be subject to the final authority of the Board. Special committees may also be appointed by the Board to aid it on particular projects.”

I. CLUB ACTIVITIES/PUBLIC EDUCATION COMMITTEE

A. Fun Day

This Subcommittee shall arrange for Club sponsored events i.e. Fun Days, Health Days, Holiday Party and the Holland Happening Parade.

Responsibilities

1. Coordinate all phases of activity required to present a Club sponsored event - fun day and/or other social event, i.e. set the date, pick the place, organize the activities, publicize the event, etc.

2. The Chair shall submit a budget for approval by the membership prior to the expenditure by the committee of any Club funds.

B. Program

It is the responsibility of the Program Subcommittee to provide interesting and informative programs at Club meetings and/or other Club functions.

C. Public Education & Publicity

The purpose of this Subcommittee shall be to promote and facilitate the education of Keeshond owners, the general public and PCKC members in such areas as dog owner responsibility; Keeshond health and welfare; and canine behavior.

Public Education Responsibilities

1. All materials prepared by this committee for public distribution shall be presented to the Board for review and approval.
2. The Public Education Subcommittee will represent the Club and work with other organizations and individuals toward the promotion of responsible dog ownership including the voluntary spaying/neutering of pets.
3. Members are encouraged to submit information to this committee for inclusion in committee reports.

Publicity Responsibilities

It is the responsibility of the Publicity Committee to advertise Club meetings and functions.

A. Forms of publicity include:

1. Prepare and distribute Club event flyers, i.e. through the mail and at dog shows.
2. Distribute Club business cards to dog related organizations and businesses.
3. PCKC web page.

II. CLUB AWARDS COMMITTEE

This committee has the responsibility for accumulating the information for the PCKC Club Awards. These trophies shall be awarded at the annual Christmas Party to those members who have earned American Kennel Club (AKC), Canadian Kennel Club (CKC), United Kennel Club (UKC) and/or International All Breed Canine Association (IABCA) titles on their Keeshond(en).

A. Traditional Club Award Rules

1. Any or all titles must be received while a member of PCKC.
2. Dogs must be owned or co-owned by a PCKC member.
3. Awards are to be given only on proof of having earned the title(s). (Photocopy of AKC, CKC, UKC or IABCA Certificate)
4. AKC, CKC, UKC or IABCA verification of title(s) and completed award application are to be submitted to the Awards Chairman no later than November 1.
5. An award will be presented for the initial title earned by a member. Each additional title will be represented by a wood mounted engraved plate fixed to hang from the bottom of the award.
6. Club Award rules and application will be published in the July/August and September /October issues of the Bulletin. Applications will also be available from the Awards Committee and on the Web site.
7. The award will be of wood. On each Traditional Award will be a Keeshond head medallion and an engraved plate.
8. The award will be engraved with the dog's registered name and title earned at the Club's expense according to Rule 1 above.

B. Additional Performance Awards (other than AKC, UKC, CKC or IABCA)

1. Due to the increased interest in Dog Sports and competitions, the Club will make available a Performance Plaque.
2. Any or all titles must be received while a member of PCKC.
3. Dogs must be owned or co-owned by a PCKC member.
4. Awards are to be given only on proof (photocopy of certificate) of having earned the title(s) from these Registry Clubs: North American Dog Agility Council (NADAC), Canine Performance Events (CPE), Teacup Dogs Agility Association (TDAA), Australian Shepherd Club of America (ASCA), American Herding Breed Association (AHBA) and/or Association of Pet Dog Trainers (APDT).

5. Verification of title(s) and completed award application are to be submitted to the Awards Chairman no later than November 1.
6. The Performance Award will be of wood with Pacific Crest Keeshond Club printed on the award. Each title will be represented by a wood mounted printed strip fixed to hang from the bottom of the award.
7. The award will be printed with the dog's registered name and title earned at the Club's expense.
8. Members may have the Award engraved at their own expense but member must abide with the November 1 deadline each year.

III. CLUB INFORMATION COMMITTEE

The Club Information Committee will consist of at least two qualified members in good standing. The current web master for the Club will be an additional member of this committee.

A. Responsibilities

1. Provide Club and/or breed information and refer calls to appropriate committees on Club events open to the public.
2. Refer calls regarding requests for puppies or adults to member breeders and/or the Rescue Committee.
3. Send breeding information packet, if possible, to people who wish to breed their pet Keeshond including the Club's Code of Ethics.
4. Maintain a current list of recommended handling classes, obedience classes and behavior specialists.

B. Additional Rules Governing the Club Information Committee

1. Club members providing this service will be reimbursed for their long distance charges up to \$15.00 each month and postage and printing.
2. The Club Information Committee's phone numbers will be printed on the Club business card and publicity flyers and in Club ads.
3. This committee is limited to members in good standing who are appointed by the Board and who are not currently breeding Keeshonden.

IV. HOSPITALITY COMMITTEE

This committee will assign host(ess) duties, send appropriate cards (to sick members) and perform other social amenities on behalf of the Club.

V. LIBRARY/HISTORIAN COMMITTEE

The Library Committee shall be responsible for the operation of the Club library, purchasing material related to the Keeshond and dogs in general as seems desirable to the membership.

A. Responsibilities

1. Maintain a current file of all library material belonging to the Club.
2. Make all materials available for borrowing by Club members at the regular meetings of the Club. Materials may be checked out for a two month period.
3. Keep accurate records of the checking out, returning and final disposition of the books, periodicals, videos, etc.
4. Publish a list in the Bulletin of new material as it becomes available.
5. Mark all materials "Property of PCKC".
6. Notify borrowers who have items overdue for three or more months.
7. Members who have books or videos overdue for more than six months will be considered not in good standing until the library material is returned or replaced.

8. Lost, damaged or materials not returned in a timely manner must be replaced or the cost of replacement reimbursed to the Club by the borrower.

The Historian is responsible for collecting and preserving records of PCKC to reflect the history of the Club.

VI. MEMBERSHIP COMMITTEE

This committee is generally responsible for all duties and information regarding membership application and records.

A. Responsibilities

1. Provide information, requirements and procedures for membership to prospective Club members.
2. Establish, maintain and provide membership application forms in the form required by the Club.
3. Follow and coordinate the following procedures in the processing of prospective new member applications:
 - a. Reading the new application(s) (which have been collected with one-year's dues) before the Board.
 - b. Reading the application(s) before the next general membership meeting followed by voting on the application.
4. Preparing and distributing new member packets to new members which are to contain the following:
 - a. Current PCKC Constitution and By-Laws and Standing Rules.
 - b. Current Membership Roster.
 - c. Copy of Code of Ethics signed by new member.
 - d. Club and breed profiles.
 - e. Information on Keeshonden and any National Clubs.
5. Give copies of approved applications to Membership Chair.
6. Give checks from approved applicants to Treasurer.
7. Give new member information to the Secretary and Editor of the Bulletin.

VII. MISCELLANEOUS

1. Standing and Special Committees are to keep report and planning files so paperwork can be passed on to new committee chairs. (10-14-77)
2. Complaints by non-members about PCKC members are to kept in Secretary's files. (2-18-78)
3. Correspondence read at meetings to be included in minutes in condensed form. (5-2-79)
4. Committee reports given at meetings must be given to the Secretary in written or typed form for inclusion in the published minutes. (10-4-92)

VIII. PUBLICATIONS COMMITTEE

The Publications Committee shall organize, prepare and publish items of general importance and news to the membership of the Club.

The chair of the Publications Committee is the editor of the *Bulletin* and will be responsible as far as is possible for the authenticity, accuracy and freedom from bias, discrimination and prejudice of the material contained therein. It is the responsibility of each officer, committee chair and individual member to provide material to this committee for inclusion in the *Bulletin*.

1. The *Bulletin* will be distributed six times a year starting in October. (5-2-79) (Amended by board 10-4-92)
2. Members are permitted 1/4 page advertising per issue at no cost as space permits and it need not be canine oriented. (Board 10-4-92)

IX. RESEARCH AND EDUCATION

The purpose of this committee shall be to keep the membership up to date on recent canine health research as it pertains to the Keeshond through reports at meetings and publication in the *Bulletin*.

X. RESCUE COMMITTEE

The purpose of the Rescue Committee shall be to rescue, arrange foster care and to place homeless Keeshonden in approved homes.

A. Responsibilities

1. Evaluate health and temperament to determine adoptability.
2. Arrange for safe, loving foster home(s) for adoptable Kees if no permanent home is immediately available.
3. Groom and take care of immediate health needs, i.e. fleas, inoculations, spaying or neutering.
4. Advertise for adoptive home(s) in local papers.
5. Interview prospective adopters to determine suitability.
6. Apply to Club for reimbursement for expenses over and above the reasonable amount received for the dog which could include basic vet check, inoculations, spay/neuter fee, shelter adoption fee, foster care and cost to advertise.
7. Be prepared to take dog back if adoption doesn't work out.
8. Be a source for help and advice to the new owners, especially for first time Kees owners

XI. SPECIALTY SHOW COMMITTEE

It shall be the responsibility of the Specialty Show Chair to organize, coordinate and execute all matters pertaining to the specialty show and to appoint a Specialty Show Committee as needed.

A. Correspondence

1. The Specialty Show Chair is responsible for obtaining the proper specialty show application forms and forwarding same to AKC by the Specialty Chair with the appropriate fees in ample time to fulfill the requirements of AKC.
2. The Specialty Show Chair shall affect all correspondence, coordination, etc., connected with the specialty show. All official correspondence with AKC shall be sent through the Specialty Chair.
3. The Club Secretary will mail all copies of official correspondence received from AKC concerning the specialty show to the Specialty Show Chair.
4. The Specialty Chair will mail all copies of official correspondence to the AKC with tracking requested.

B. Finances

1. The Specialty Show Chair shall submit a budget for approval by the membership prior to the expenditure of any funds. The budget shall be submitted to the Board no later than two months preceding the date of the specialty show.
2. The Specialty Show Chair is allowed revolving funds.
3. The Specialty Show Chair will submit a financial report to the Treasurer within four weeks after the specialty show date.

C. Judges

1. The Specialty Show Chair will secure a specialty show judge from the list of approved judges. The selection of the Specialty judges will be decided by the Board.

D. Miscellaneous

1. A check list shall be forwarded to each succeeding Specialty Show Chair and used for all the minute details and due dates to prevent possible oversight.

2. The succeeding Specialty Show Chair shall be appointed by the Board immediately following the specialty show and shall function through the following specialty show.

E. Specialty Show Secretary

1. The Board shall appoint a Specialty Show Secretary and secure AKC approval of this appointment.

2. The Specialty Show Chair is responsible for forwarding to the Specialty Show Secretary all necessary information in ample time to fulfill AKC requirements.

XII. TROPHY COMMITTEE

The Trophy Committee shall be responsible for ordering all trophies, ribbons, etc. for PCKC supported entries at local all-breed shows and for the Club Specialty Show.

A. Duties and Prerogatives

1. Contact Trophy Chair of designated shows in due time to get PCKC trophy(ies) into the premium.

2. Deliver trophy(ies) to designated show at designated time and pick up any unawarded trophy(ies).

3. The Trophy Committee may accept trophy donations from any individual, club, business or organization for PCKC supported entries or Specialty Show.

4. The Trophy Committee Chair shall submit a budget for approval by the membership prior to expenditure of club funds.

5. Trophy donations shall be in addition to the trophy budget.

6. Each trophy shall be labeled with an attached identification tag bearing the PCKC logo and including name and date of show, placement and donor's name(s).