

Oklahoma City Obedience Training Club

Rules and Regulations

Revised January 03, 2017

RULES AND REGULATIONS

OKLAHOMA CITY OBEDIENCE TRAINING CLUB, INC.

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RULES AND REGULATIONS

OKLAHOMA CITY OBEDIENCE TRAINING CLUB, INC.

I. Requirements for Membership

Article XI of the Club's Constitution has been interpreted that attendance at a Club meeting by a guest either before or after completion of the training requirements may be counted toward the required attendance provision as set forth in Article XI.

II. Training required for Membership

Article XI of the Club's Constitution has been interpreted that the training requirement for membership is not limited to Novice graduation. If the applicant's dog has attained a CD title, the applicant must have completed at least two courses at OCOTC.

III. Qualifications for OCOTC Officers

The following are the minimum qualifications for the OCOTC officers to be elected. Each candidate should be present and explain prior to the election his/her qualifications for the office to which he/she has been nominated.

PRESIDENT	Shall have been a club member for at least three years; and shall have held at least one other club office for at least one year.
VICE –PRESIDENT	Shall have been a club member for at least three years.
RECORDING SECRETARY	Shall be a club member skilled in typing and/or secretarial work.
CORRESPONDING SECRETARY	Shall be a club member skilled in typing and/or secretarial work.

TREASURER

Shall be a club members fully knowledgeable and experienced in keeping financial records.

TRAINING DIRECTOR

Shall have been a club members for at least three years; shall have participated in the training program as an instructor for at least two years; shall have trained a dog at least through a CDX title.

DIRECTORS

Shall have been a club member for at least two years.

Any of the above qualifications may be waived upon approval by the membership.

IV. Outgoing President as Director

The outgoing President shall automatically be a director for one year.

V. Regular Monthly Meeting

The regular monthly meetings of the Club, subject to change as provided for in the constitution, shall be on the third Thursday of each month. The time and location of any meeting can be decided by the Board of Directors no later than a month previous to the meeting involved except in the case of an emergency.

VI. Training Programs

Article VI of the Constitution and Bylaws, DUTIES OF OFFICERS AND DIRECTOR, is hereby interpreted to mean that the Training Director is empowered to recommend for approval by the Board of Directors, minimum qualifications for principle instructors and assistant instructors. Any deviation from the approved minimum qualifications must have the approval of the Board of Directors.

VII. Training Rules

A set of rules governing conduct and procedure in the Club's training courses shall be promulgated by the Training Director and, after approval by the Board, shall be distributed to all persons currently enrolled in the Club's training Courses. Such rules shall be reviewed annually by the Training Director and on his/her recommendation may be adopted by the Board without change or modification. However, at the time the Training Director's program is submitted to the Board, any changes or modifications to the Rules he/she wishes to incorporate shall be submitted for Board approval.

The handler of any dog exhibiting aggression in class will be asked to remove the dog from class in order that the aggressive tendencies may be evaluated. The aggressive dog will not be allowed back as a member of the class until such time as the Evaluator and/or Training Director as satisfied that sufficient progress has been made in dealing with those tendencies.

If a dog is removed from class for reasons of aggression, an OCOTC Incident Report will be filled out by the instructor(s), and the dog will be evaluated. The handler will be requested to sign the completed Incident Report and will be furnished a completed copy. The second copy will be retained in the files at the training site in an active file until such time as the dog is approved for return to class. The report will then be maintained, for statistical purposes only, in an inactive file at the storage facility.

VIII. Immunization

All dogs entering the training facility, whether enrolled or not, are required to present the same immunization certificates required by Club members and trainees.

IX. Children in Regular Training Classes

Children under twelve years of age who apply for training shall be accepted conditionally if the Training Director, after counsel with the parents of such applicants, deems it worth trying, and they shall be permitted to continue in the training courses at the discretion of the Training Director.

X. Dogs Trained by Persons other than Owner of Record.

The Board shall act on the application of any Club member wishing to train a dog not owned by him or a member of the household living under the same roof, whether or not the owner of record is a Club member.

XI. Discrimination in Training Classes

OCOTC, Inc., does not discriminate on the basis of race, color, national and ethnic origins or physical handicap in consideration of an applicant for enrollment in and attendance of the Club's training courses.

XII. Dues

The annual membership dues shall be as follows:

- A. Individual Membership:
 - a. Regular\$20.00
 - b. Reduced Fee Regular Membership (20 years or more) ...1/2 Regular
- B. Pre-Paid Lifetime Regular Membership\$500.00
- C. Associate Membership (Individual): Any Person who has not attained the age of 18 seeking membership in the OCOTC under an individual membership1/2 Regular
- D. Family Membership
 - a. Regular. Adults and children who are members of the family, living under the same roof. A person who has not attained the age of 18 shall be considered an Associate Member of the Family Membership under which they belong\$30.00
 - b. Reduced Fee Family Membership1/2 Regular
- E. Auxiliary Membership: Individuals who have not completed the requirements for regular membership but wish to participate in the OCOTC therapy dog program1/2 Fee
- F. Honorary MembershipNo Fee

Only 1/2 of the regular annual dues shall be assessed in the event membership is voted after six (6) months of the fiscal year has passed.

XIII. Training Class Fees

To qualify for Member reduced training fees, the member must meet the following requirements each year, in the year prior to receiving reduced training fees:

- a) Work (2) Club sponsored activities;
- Or
- b) Attend one(1) club meeting

The Training Director and assistants appointed by the Training Director (Assistant Training Director, Librarian, Registrars, Properties Chairman, Instructors, Web Master and Newsletter Editor) actively participating in the training program and Club Officers shall not pay a fee for training their dog(s).

Instructors teaching a class and not training a dog during the concurrent training session, shall be entitled to train an equivalent time during the subsequent year at no cost.

Any club member who trains more than one dog will be charge the full fee (or full reduced fee) for the 1st dog, and a decreased fee of \$25.00 per training course for any additional dog(s).

Charges for the Club’s Training Classes shall be as follows:

- A. Members and Non-Members\$95.00
- B. Member Reduced Fee 1st Dog\$70.00
- C. Member Reduced Fee Additional Dog(s)\$45.00
- D. Drop In fee – Members\$8.00
- E. Drop In fee – NonMembers\$15.00
- F. The Training Director, with approval of the Board, will set the training fee for special courses.

Drop-ins shall be allowed only upon express permission of the Training Director.

In the event only one class is offered in any particular training level and a trainee has more than one dog qualified to train in this level, the trainee may train both dogs for a single training fee.

XIV. Refund of Training Fees

A \$5.00 enrollment charge will be deducted from the full refund for Novice and Beginner courses, if the refund request is made within 7 days prior to the start of the course. No refunds will be made after the second meeting of the course. In extenuating circumstances, a refund may be authorized at the discretion of the Board upon written request.

XV. Reimbursement for Attendance at Seminars

1. Club members who are currently serving as instructors and who have taught the two previous courses, may be reimbursed for attending no more than two (2) seminars in any given year, providing:
 - a. A request for reimbursement is submitted in writing within three months of attending the seminar, to the Training Director, who shall submit it to the Board for action;
AND
 - b. A report on the seminar suitable for publishing has been filed with the editor of the newsletter;
OR
 - c. A video of the seminar is submitted to the club library.
2. The maximum reimbursement for any seminar may not exceed \$50.00.

XVI. Newsletter

If and when desired by the membership of the Club, a newsletter shall be edited and produced by a member of the Club. Such member shall be selected by the President and be approved by the Board of Directors.

This newsletter shall be considered the official publication of the Oklahoma City Obedience Training Club, and its content shall be under director of the Board, as to policy.

The newsletter editor shall adhere to the following guidelines:

The purpose of the OCOTC *Courier* is to disseminate club news and announcements, publish upcoming club events and present the club to the students and public in general. It should be borne in mind that the newsletter may be read

by and distributed to many people. It is the most visible printed information about the club.

The Editor is responsible for the accuracy of the information that is printed. For this reason, the editor should make every effort to see that he/she receives items, articles, etc., in writing rather than orally. This information should be presented in a timely manner. Additionally, the editor is responsible for delivering the *Courier* printed, made available to the members at school, emailed or mailed to those members not having a valid email address. This will require the editor to have a current mailing address, and/or current email address for all members and maintain these lists. The Editor is responsible for the mailing labels for those members not having a current email address.

The following items should be included in the newsletter:

1. Announcements of monthly meetings and notice of what may be discussed or voted upon at those meetings.
2. Report what happened at meetings, election of officers, appointment of committee chairs, and new member information.
3. Announcements of upcoming events/meetings that OCOTC will be holding or in which OCOTC members will/may be participating.
4. Reports by event chairmen following such events.
5. Announcement of dog related events in the nearby areas that may be of interest to OCOTC members and students.
6. Club members and/or students accomplishments.

The following items may be included in the newsletter:

1. Articles concerning animal health.
2. Articles concerning training.
3. Humorous articles that are in good taste.
4. Articles concerning dog activities/sports.
5. Ads (see Constitution Article VIII, Section 2(e)).

XVII. Qualifying Trial Prizes

An appropriate qualifying prize, as selected by the Trophy Committee shall be given for each class at our Annual Spring Trial.

XVIII. Obedience Plaques

The Club shall present at the Annual Christmas Party a plaque to each member who has earned a CD title with his/her own dog during the previous calendar year. All engraving shall be done at the expense of the Club. No more than one plaque is to be awarded to each dog. Date of subsequent obedience titles, i.e., CDS, and/or UD, when earned, shall be engraved on the plaque in the space provided, also at the expense of the Club. Should an advanced obedience title be earned by a dog which has not previously been awarded a plaque, one shall be given with the date engraved for the obedience title currently earned. These plaques should be given only to handlers who are already members of the club before the time of earning the title, and no exceptions should be made.

In order to receive a plaque, an obedience title may be earned and certified according to the rules set forth by the American Kennel Club.

A member may also receive a plaque if the following conditions are met:

1. The dog must be considered purebred by a national breed club or be a mixed breed registered with a national breed registry and that Club will be required to validate completion of the title and;
2. Qualifying scores are to be earned under judges approved by the American Kennel Club or national registries and the judge is to be advised in advance that the judging of this dog and handler is to conform to the Obedience Trial Standards and must be signed and verified by the judge.

If a title is certified by a national registry rather than the American Kennel Club, the initials of that Club will be engraved on the plaque followed by the title.

The responsibility of notifying the Recording Secretary of having earned an obedience title in advance of the date of presentation rests entirely with the individual members.

XIX. Challenge Trophy and Replica

The OCOTC's Challenge Trophy is to be awarded at the Club's regular meeting in the month following the month of the Spring Trial each year to the Club member whose dog attained the highest score among dogs owned, trained and

exhibited by Club members at the Club's Annual Spring Trial. Since this is a restricted award, it cannot be advertised in the Premium List or be awarded at the Spring Trial. The member winning the trophy shall retain possession of same until just prior to the Spring Trial of the following year, at which time it shall be returned to the Club for presentation. ***Outright ownership of the trophy shall be achieved by winning it three years in succession*** (not necessarily with the same dog). The name of the owner and of the dog winning the trophy each year shall be engraved on the trophy at the Club's expense.

A new Challenge Trophy will be initiated when the previous trophy has been retired (won outright) by a Club member.

At the same time each year, a miniature replica of the Challenge Trophy, suitably engraved shall be awarded to the previous year's winner for permanent retention by that member.

XX. Past President's Plaque

The Club shall present to the retiring President at a regular meeting a plaque of appreciation which shall be suitably engraved and which shall be as much alike each year as can be achieved. It shall be the responsibility of the Corresponding Secretary to obtain the plaque.

XXI. Arthur McCasland Memorial Award

The OCOTC shall set aside a sum of money with which to purchase a plaque to be known as the "Arthur McCasland Memorial Award" and which shall be presented annually according to the following procedure:

- A. The award shall be made to one member in good standing who shall have made the greatest accumulated contribution toward OCOTC from a standpoint of outstanding service, cooperation and sportsmanship.
- B. A board of three impartial judges; two of whom shall not be regular members of the Club, and one who shall be a regular member of the Club and a prior recipient of the award, shall be appointed by the President and approved by the Board of Directors to consider individual nominations for the award, in writing by any member of the

OCOTC at any time during the year. These written nominations shall be presented in a sealed envelope to the Chairman of the Committee. The nominations shall remain sealed until the Board of Judges begins its consideration of the nominations. The Board of Judges shall base its decision, which shall be final, on the above qualifications, and the identity of the person selected to receive the award shall not be revealed by the judges until the evening on which the presentation shall be made.

- C. The name of a nominee and the reason or reasons for his or her nomination shall be considered confidential and not discussed with any other club member or a member of the Board of Judges.
- D. Any member of the OCOTC in good standing shall be eligible to receive the Arthur McCasland Memorial Award, which shall become that member's permanent possession, according to the above procedure.

The award itself shall be a scroll-type plaque which shall be identical each year with the wording inscribed on the plaque left to the discretion of the Board of Judges, except that the sense of the inscription shall be similar from year to year.

XXII. Rhoda Barry Junior Achievement Award

The Rhoda Berry Junior Achievement Award may be offered at the annual picnic to one junior member 18 years or younger. It shall be a scroll-type plaque, which shall be identical each year, with wording inscribed thereon and the name of the recipient. Nominations for this award will be based upon service and sportsmanship and shall be submitted to a Chairperson appointed by the President. An Application form similar to the Arthur McCasland Memorial Award shall be used by members making nominations. The Chairman shall appoint two (2) former Arthur McCasland Memorial Award recipients who are not currently on the board, to serve on the selection committee with him/her.

XXIII. Jerry Lee Award for Outstanding Therapy Dog Team

The Jerry Lee Award for Outstanding Therapy Dog Team for therapy dogs working through Caring Canines North and South and OCOTC, may be offered at the annual volunteer recognition Pizza Party sponsored by the hospitals. The

award shall be a plaque and \$20.00 gift certificate to PetSmart or an equivalent store.

The Judges for the selection of the team shall consist of the President of OCOTC, a medical representative directly involved in the pet therapy program for each hospital site involved with the chapter and the OCOTC Therapy Dog Instructor.

Qualification for the award is to be:

1. Currently active Full or Auxiliary member in good standing with OCOTC.
2. An Associate member in good standing with TDI.
3. A member in good standing with the chapter affiliate.
4. The team must exemplify the mission and philosophe of Therapy Dogs International.
5. The team must follow the guidelines of TDI and OCOTC and be a one year active member of TDI, OCOTC and Caring Canines North and South.
6. Additional involvement with therapy work which might occur outside the club and which can be verified.

Applications for nominations for the award will be published once annually in the OCOTC newsletter and will be available through the hospital and/or club representatives.

XXIV. GAYLE BRYNER AWARD

To be awarded to a new member of (2) years of less. They should be actively competing in Rally or Novice and show a willingness to help the club. A letter will go out about the award for nominations. Three members are to serve on the selection committee. Award will be presented at the Summer Sizzler.

XXV. Drill Team

The Club approved the formation of a Drill Team to be composed solely of Club members which represent the Club at any functions in which it may be invited to participate, on approval of the Drill Team Director. The Drill Team Director shall be elected by the Drill Team membership, subject to the approval of the Board, and said Director shall have sole authority to devise exercises, accept trainees for the team, determine who is qualified to appear as a member of the Team, and to set the time and place of the practice sessions. Non-members who have applied for membership may, at the discretion of the Director be permitted to practice with the Team so they may join same fully qualified at such time as they may be elected to membership in the Club.

XXVI. Equipment Rental or Loan

Rental or loan of any and all obedience equipment which is the property of the OCOTC is forbidden.

XXVII. Safe Deposit Box for Care of Valuable Papers

For the safekeeping of the Club's insurance policies and the Bond for the office of the Treasurer, the President and Treasurer are authorized and directed to rent a safe deposit box.

XXVIII. Petitions

Petitions unrelated to dogs or obedience training should not be circulated at the training classes.

XXIX. Building Rental

The following are the guide lines to follow if there is an inquiry to rent the building.

1. The group renting would be of similar nature as a dog breed or animal club or groups that were approved to rent the building. All requests would be subject to review and approval by the Board.

2. Use of club property would be determined by the event. If it was determined that use of OCOTC equipment might be damaged or misused, then it could not be used by the renter
3. A club member will be required to be present during the period of the rental.
4. The time of the rental will not conflict with use of the building by OCOTC.
5. If the use of the building requires the mats and gates to be moved, renter will make arrangements to move the equipment and replace the equipment at the end of the rental. Renter will be required to clean up and remove any trash.
6. The rate of rent is \$25.00 for the first three hours and an additional \$10.00 per hour after three hours.
7. OCOTC will not be responsible for any injury of anyone attending the event held by the renter or damage to the property of the renter or persons attending the event.
8. Renter will be responsible for any damage to the OCOTC facility or loss of any equipment.
9. Point of contact with OCOTC will be the Vice President.

XXX. Baseline for Regulations

Effective with the approval of these regulations, any motions, past or future, approved in the minutes of a regular meeting of the club pertaining to the operations of the club, but not incorporated into the Regulations, shall have no official status in the governance of the club.

APPROVED BY THE BOARD
OF DIRECTORS, OKLAHOMA CITY
OBEDIENCE TRAINING CLUB, INC.

//signed//

Susan A McClintick, President
January 03, 2017