

THE BRANDON KENNEL CLUB OF MISSISSIPPI, INC.
STANDING RULES

- 1.00 DISTRIBUTION. A copy of the Standing Rules of the Brandon Kennel Club of Mississippi, Inc. shall be furnished to each member upon request.
- 2.00 GENERAL INSTRUCTIONS FOR OFFICERS AND COMMITTEE CHAIRPERSONS.
- A. Each committee chairperson (except the Nominating Committee) is appointed by the President and the chairperson may select one or more members to serve on his committee. After selection of his committee, the chairperson should notify the President of the names of the committee members. Committee chairpersons are encouraged to communicate with his committee members, set proposed goals and accomplishments for the year and delegation of duties. Committee reports should be given at the monthly general membership meetings or given to the President.
 - B. All officers and committee chairpersons should be familiar with the Club's Constitution, Bylaws and these Standing Rules and refer to them for specific duties.
 - C. All officers and committee chairpersons should consult the file of his predecessor.
 - D. Where applicable, make every effort to attend Board meetings, general membership meetings, and special or show committee meetings. If unable to attend, please submit his report to the President.
 - E. Utilize the club's monthly newsletter to get his committee information out to the general membership. Be aware that the Secretary will announce at each meeting the deadline for the next issue of the newsletter.
 - F. Keep a file of all correspondence and materials relating to his office or committee work. At the end of his term, files are to be delivered to his successor within fifteen (15) days, but not more than thirty (30) days following the Annual Meeting in January. If no successor has been appointed, deliver the files to the President. Destroy files containing obsolete material and correspondence. Files of officers and committee chairpersons to be delivered as aforesaid should consist of:
 - a. Information files of the current year plus files from any prior years.
 - b. Necessary permanent files (such as reports, records, minutes, guidebooks, show catalogs, show photographs, rules, forms, etc.)
- 3.00 OFFICERS.
- 3.01 PRESIDENT.
- A. Shall be the chief officer of the Club.
 - B. Shall appoint all chairpersons for standing and/or special committees, except the Nominating Committee.
 - C. President or Treasurer may sign checks. If a form is not available to bring to the club meeting, the President should accompany the Treasurer to the bank for the purpose of signing the appropriate signature cards.
 - D. Secure all files from his predecessor and make sure that all other files are turned over to the appropriate officers and committee chairpersons from the outgoing officers and committee chairpersons.
 - E. Correspond with each officer and committee chairperson at the beginning of the year to discuss goals for the year and the duties of each officer and chairperson.
 - F. Read and become familiar with the Club's Constitution, Bylaws and these Standing Rules.
 - G. Supervision of all officers and committee chairpersons is the responsibility of the President. It should be made clear to all officers and committee chairpersons that they are expected to attend board, general membership, show and special meetings.
 - H. President's by-word should be "Tact." Explanation and patience serve to accomplish far more than argument. The President should never argue with a member.
 - I. President does not introduce business from the chair, but has it introduced by a member or the Secretary.
 - J. President's first responsibility is to the membership. The President must remain neutral on all matters, refrain from personal comment, and permit full discussion, being certain that final determination of all matters is by the members and not by the Board of Directors alone. The Board of Directors makes recommendations to the members, but the members have the right to accept or reject any recommendation of the Board of Directors.
 - K. In operation of the Club, the President must follow the Bylaws, Standing Rules and other policies which have been heretofore decided by vote of the members.
 - L. President is an ex-officio member of all committees, except the Nominating Committee.
 - M. Except when necessarily absent, the President presides at all meetings of the Board of Directors and the general membership.
 - N. If for any reason the President cannot be present for a meeting, he should alert the Vice President in advance, providing a copy of a typed agenda and information regarding all items of anticipated business.
 - O. President may cast the deciding vote in the event of a tie on any matter pending before the Board of Directors or general membership meeting.
 - P. The President may exhibit at our shows but should not have personal contact with the judge(s) to whom he will be exhibiting.

3.02 VICE PRESIDENT.

- A. Shall preside in the absence or disability of the President.
- B. Shall take an active role in the solicitation of new members.
- C. Shall have personal contact with the membership and encourage participation.
- D. Should enforce the Code of Ethics and report any violations to the Board of Directors.
- E. The Vice President may exhibit at our shows but should not have personal contact with the judge(s) to whom he will be exhibiting.

3.03 SECRETARY (also includes duties of Recording Secretary).

- A. Shall notify all officers and board members of their election to office.
- B. Shall issue notice for all meetings of the Club and/or Board.
- C. Shall compile a roster of the names, addresses, telephone numbers, and e-mail addresses, if any, of all members. Work closely with the Treasurer in maintaining this list as dues are paid and members are added or dropped.
- D. Shall keep and maintain a permanent record of all important documents and papers to include the Club's minutes, newsletters, membership applications, correspondence, show catalogs, advertisements, show photographs, contracts, etc.
- E. In February, the Secretary shall promptly complete and submit an update membership roster to AKC along with a list of new officers, public education coordinator, breeder referral contact and legislative liaison.
- F. Shall keep the Club informed of all correspondence from AKC and other sources.
- G. Upon receipt of a membership application, the Secretary shall publish in the club's newsletter a brief synopsis of all pertinent information of the application to include the names of the sponsors.
- H. In the absence of the President and Vice President at the meeting, the Secretary shall preside.
- I. Responsible for preparing any relevant correspondence necessary to carry out the business of the Club as directed by the President, Board of Directors, or membership.
- J. For our annual shows, make sure that the Club's show applications and emergency/disaster plan are timely submitted (by appropriate Chairpersons) to AKC along with the proper fees. Make sure that the club's compliance form is completed and submitted shortly after the show applications are submitted.
- K. Shall keep an updated AKC Show Manual on file and provide Show Committee Chairpersons with copies of pertinent information.
- L. After the quarterly Board Meeting or any Special Board Meeting, the Secretary shall present all recommendations of the Board to the Club for discussion and vote.
- M. Shall be responsible for taking and transcribing the Minutes of each meeting of the Board of Directors, general membership, or any other special meeting as designated to include any Bench Trial Show Committee hearing. Minutes should be prepared in a careful and unbiased manner, and should be brief, business-like and an unemotional account of the transaction of business of the Club. Because minutes are a part of a permanent history, care should be taken to have names spelled correctly and all information with accuracy. An Order of Business should be prepared with the assistance of the President, and a copy submitted to the President prior to each general membership and Board meeting.
- N. The Secretary may exhibit at our shows but should not have personal contact with the judge(s) to whom he will be exhibiting.

3.04 TREASURER.

- A. Shall be the custodian of the funds, securities and property of the Club and shall keep regular books of account.
- B. Shall familiarize himself with the Bylaws, Standing Rules, and the "Duties of the Treasurer".
- C. Shall take care of securing bond each year.
- D. Shall send out dues notices in December to the membership and collect and deposit all membership dues.
- E. Shall work closely with the Secretary to keep accurate membership records. After dues renewals are received and by the January meeting, the Secretary should be advised as to which members did not renew their memberships. The Treasurer should contact each non-renewing member prior to February 1st to ascertain why they did not renew.
- F. Shall deposit and disburse all funds and issue all checks. The outgoing Treasurer should set up a meeting with the incoming President and Treasurer to change the bank signature cards and addresses on the accounts. This can be taken care of as soon as the books are ready to be closed out and turned over to the incoming Treasurer.
- G. Shall prepare a monthly financial report, itemizing each of income and each disbursement for presentation to the Board and/or membership. The bank statement should be reconciled monthly. Two copies of the report are prepared for the President and Secretary for inclusion in the minutes. Copies of the report should be circulated to the members at the monthly meeting.
- H. Shall pay bills and statement received during the month as they become due.
- I. Shall maintain a permanent file of all financial records, reports and ledgers. These must be kept for a period of seven years in addition to the current year. Retain all other miscellaneous financial data and correspondence for a period of seven years in addition to the current year.
- J. Shall be responsible for collecting all cash from our shows and making a timely deposit.
- K. Shall have cash available for our shows for catalog sales, pay cleanup crew, etc.

- L. The Treasurer may exhibit at our shows but should not have personal contact with the judge(s) to whom he will be exhibiting. It is recommended that the Show Chair collect the bills from the judges, present those to the Treasurer, and deliver the checks to the judge.

4.00 BOARD OF DIRECTORS.

- A. Shall be comprised of President, Vice President, Secretary, Treasurer, and five other persons.
- B. The Board of Directors is elected by the membership and empowered with such authority therein to manage the affairs of the Club and serve the best interests of the Club.
- C. The Board shall make its recommendations to the Club, but the members have the right to accept or reject any recommendation of the Board of Directors.
- D. Board meetings are held quarterly.
- E. Notice of the time and place for the quarterly Board Meetings shall be sent by U.S. Mail, telefacsimile, or electronic mail by the Secretary at least 10 days prior to the date of the meeting.
- F. Special Board Meetings may be called by the President; and shall be called by the Secretary upon receipt of a written request signed by at least three members of the Board. Such meeting shall be held in the greater Brandon area at such place, date, and hour as may be designated by the person authorized herein to call such meeting. Notice of the Special Board Meeting stating the purpose of the meeting and that no other business shall be transacted, shall be sent by U.S. Mail, telefacsimile, or electronic mail by the Secretary at least 5 days and not more than 10 days prior to the date of the special meeting.
- G. A majority shall constitute a quorum for any Board Meeting or Special Board Meeting.

5.00 STANDING COMMITTEES.

5.01 PROGRAM.

- A. Responsible for securing programs to hold at the Club's monthly meetings.
- B. These programs are to be relevant and of general interest to the Club as a whole.
- C. Advertise programs in the Club's newsletter as well as getting information out to area clubs, prospective new members, etc.

5.02 LEGISLATIVE LIAISON.

- A. Listed with AKC by the Secretary as the Club's contact for anti-dog and/or dog related legislation.
- B. Advise club of any national dog legislation received from AKC.
- C. Stay abreast of any proposed dog-related bills, legislation, or ordinances on the state and local level and advise the Club accordingly.
- D. Be Club's representative with state and local government concerning any dog-related bills, ordinances, legislation, etc.

5.03 PUBLIC EDUCATION COORDINATOR.

- A. Listed with AKC by the Secretary as Club's contact for public education.
- B. Maintain supply of educational materials for use by Club at all Club functions to include shows, matches, seminars, CGC tests, etc.
- C. Answer inquiries from the public and supply information.
- D. Prepare and maintain booth at our annual shows.
- E. Handle publicity for the club as it relates to the community.

5.04 BREEDER REFERRAL.

- A. Listed with AKC by Secretary as Club's contact for breeder referral.
- B. Answer inquiries from public.
- C. Maintain and update the Club's Breeders' Directory every two years (or yearly if need arises).
- D. Have Club's Breeders' Directory available at all club functions to include shows, matches, seminars, CGC tests, club meetings, etc.

5.05 NOMINATING COMMITTEE.

- A. Appointed by the Board at the 3rd quarter Board meeting.
- B. Present a slate of nominations for officers and board to the Club at the November meeting pursuant to the Club's Bylaws.

5.06 CLUSTER COMMITTEE.

- A. Beginning in January, 2006, and each January thereafter, the President shall appoint a maximum of three members to serve a one-year term.
- B. Shall serve with members of another club(s) to oversee all aspects of a Cluster show including the Show Committee of each club to assure continuity and quality control.

- C. It is recommended that a minimum of one member who served the previous year on the Cluster Committee be re-appointed.
- D. The President may serve as a Cluster Committee member.

6.00 SHOW COMMITTEE (STANDING COMMITTEE).

- A. Each club participating in the Cluster will have its own Show Committee, however, the committee chairs from each club are encouraged to communicate with each other and work together whenever possible to avoid duplication of efforts, minimize expenses, and to assure continuity for a well-organized cluster.
- B. Each Show Committee Chair shall prepare a post-show report briefly outlining problems and suggestions for improvement. The report should be presented to the Club with a copy to the Cluster Committee.

6.02 SHOW CHAIR.

- A. Shall serve the club as Show Chair on the days of our annual shows. Oversee the entire running of the show to include any problems that may arise during the show.
- B. Shall provide to the Cluster Committee a list of each show committee chair(s) with telephone numbers prior to the Cluster.
- C. Shall designate appropriate person/group who will be in charge of taking admissions, if applicable, at our shows and present to the club for approval.
- D. Shall coordinate and hold a minimum of two Show Committee meetings prior to the shows. These meeting may be held in conjunction with the Club's regular monthly meeting provided notice has been given to all committee chairs prior to the meeting.
- E. Shall inform all Show Committee members and the President of all show-related deadlines.
- F. Shall prepare and submit the Club's show applications.
- G. Shall present Premium List proof to the Club.
- H. Shall work with Judge's Chair to insure the Judging Panel is timely filed.
- I. Shall work with Emergency Coordinator in making sure that the Emergency/Disaster Plan is filed timely with AKC along with applications.
- J. Shall secure all contracts with superintendent, show photographer, and stewards association and present to club for vote.
- K. Shall collect judges bills during the Cluster and submit to Cluster Treasurers for payment and deliver checks to the judges.
- L. Shall hold a post-show committee meeting, obtain reports from all committee chairs and present to the Cluster Committee, and file a copy of these reports, along with your own report, with the Cluster Secretary.
- M. The Show Chair may not exhibit on any day of the Cluster during the year he serves as Show Chair; however, dogs he owns or co-owns may be exhibited for him by whomever he designates.

6.03 JUDGES COMMITTEE.

Shall consist of a three-member committee. Roles within the committee are Judges Hospitality Coordinator, Judges Chair, and Advisor.

A. JUDGES HOSPITALITY COORDINATOR.

- a. Shall arrange hotel, transportation, and other needs of our judges.
- b. Shall familiarize himself with the Club's *Criteria for Judges Selection & Hospitality*.
- c. Both clubs' Judges Hospitality Chairs shall coordinate and jointly make general hotel reservations no later than March and provide specific information as it is received from the judges in October.
- d. Judges Hospitality Chair shall send hospitality letters to all judges by August. Upon receipt of accommodation data sheet, both clubs' Judges Hospitality Chairs shall give accommodation information to the hotel and hospitality information to each Club's Hospitality Chair.
- e. Judges Hospitality Chair shall prepare welcome bags and general information necessary for judges to include details of shuttle arrangements to the show site and airport, area restaurants, etc.
- f. Judges Hospitality Chair shall follow up with hotel to check each judge's arrival.
- g. Judges Hospitality Chair shall coordinate with each Club's Obedience Chair the transportation arrangements necessary to get obedience judges to their assignments an hour before the show.
- h. The Judges Hospitality Chair may exhibit at our shows.

B. JUDGES CHAIR.

- a. There will be a joint effort between the Judges Chairs from each club in regard to the selection and hiring of judges. Each club will be allowed to hire provisionals, maximum allowed by AKC, for educational purposes, if so desired.
- b. Shall take names from the membership and secure competent, well-rounded judges for our shows that will pull an entry. Requests for judges shall be made at the Club's monthly meeting and/or through the Club's newsletter.
- c. Shall maintain and update the "Master Judges' Request Roster".

- d. Shall familiarize himself with the Club's *Criteria for Judges Selection & Hospitality*.
- e. Both clubs' Judges Selection Chairs shall meet to jointly select judges for the Cluster and make contact with the judges and subsequently forward contract letters to the judges within 5 days of hiring.
- f. Both clubs' Judges Selection Chairs shall meet and jointly make assignments for the Cluster and subsequently forward assignments to judges.
- g. Prepare and timely submit judging panels to the Show Chairman for submission to AKC for his Club.
- h. Both club's Judges Selection Chairs shall jointly work two years in advance in selecting judges for the subsequent year's Cluster.
- i. The Judges Selection Chair may exhibit at our shows.

C. ADVISOR.

- a. Shall oversee all aspects of the Judges Committee and provide guidance.
- b. The Advisor may exhibit at our shows.

6.04 BUILDINGS.

- A. Shall work jointly with Cluster's other club Buildings Chair to accomplish duties.
- B. Shall be in charge of handling everything pertaining to the indoor areas (buildings) of our show.
- C. Shall work closely with Grounds Chair.
- D. Shall secure the show building, execute the contract and secure emergency facility names and phone numbers. Shall provide Cluster Secretary with a copy of the contract.
- E. Shall prepare building for show and cleanup during and after show.
- F. Shall arrange for security.
- G. Shall coordinate with Committee Chairs and the show site, the necessary number of tables and chairs needed.
- H. Shall secure vendors to fill all available booth space, collect all monies and remit to Cluster's Joint Treasurers.
- I. Shall mark off grooming area and vendor space.
- J. Shall provide signs for building relative to setup, crating, ex-pens, and various aspects of the show.
- K. Make sure that everything is running smoothly with vendors during our show.
- L. Shall follow up with the vendors on the last day of our Cluster to see if there were any problems.
- M. The Buildings Chair may exhibit at our shows.

6.05 GROUNDS.

- A. Shall work jointly with Cluster's other club Grounds Chair to accomplish duties.
- B. In charge of handling everything pertaining to the outdoor areas (grounds) of our show.
- C. Shall work closely with Buildings Chair.
- D. Shall collect reservations for Handicapped parking.
- E. Shall coordinate RV parking, hook ups, etc., with Fairgrounds personnel. (Fairgrounds Commission is in charge of collecting any fees for RV parking.)
- F. Shall prepare grounds for show and cleanup during and after show.
- G. Shall maintain outside area for ex-pens and make sure sanitary measures are taken to keep odor under control.
- H. Shall provide signs for outdoors relative to parking, ex-pens, and various aspects of the show.
- I. The Grounds Chair may exhibit at our shows.

6.06 TROPHY.

- A. Each club is responsible for its own trophies including expenditures.
- B. Shall secure trophies for your club's shows for Best in Show, all Group placements, High in Trial, High Combined, and all Obedience class placements.
- C. Shall solicit trophy donations for breed or special trophies from the membership.
- D. Shall timely submit trophy list to Show Chair or superintendent for Premium List.
- E. Shall prepare trophy table and give out trophies at the shows.
- F. The Trophy Chair may exhibit at our shows.

6.07 PUBLICITY AND PROMOTION.

- A. Both club's Publicity and Promotion Chairs shall jointly handle all publicity in connection with the Cluster both before and after.
- B. Shall work with local or state convention and visitor's bureau to promote our shows. (The Jackson Convention and Visitor's Bureau may be one source of information and help in carrying out the duties of this committee.)
- C. Shall maintain a file of names and addresses of all television, newspapers, and radio stations along with the name of the individual with whom contact should be made. All radio and television stations offer free advertising through PSAs (Public Service Announcements) for non-profit organizations. (If there is an admission charge, the word "donation" needs to be used in the release/announcement.)
- D. Shall maintain a file of all veterinarians, animal hospitals, groomers, animal supply companies, etc., in the area.

- E. Shall have photographs, if necessary, from previous show available for use by the media. (Photographs should be on file with the individual club's Secretary.)
 - F. The Publicity & Promotion Chair may exhibit at our shows.
- 6.08 OBEDIENCE CHAIR.
- A. Shall oversee the obedience trials of your club.
 - B. Shall serve on any bench show committee pre-hearing and/or hearing concerning any obedience-related matter.
 - C. Shall work closely with Judges Selection in the selection of competent obedience judges.
 - D. Shall work closely with Buildings regarding ring set up, ring requirements, crating, etc.
 - E. Shall work closely with Judges Hospitality in coordinating getting judges to their assignments on time.
 - F. The Obedience Chair may exhibit at our shows.
- 6.09 ADVERTISING.
- A. Shall secure advertising for show catalog.
 - B. Shall collect all monies and remit to Treasurer.
 - C. Shall follow up with all advertisers and/or sponsors with a "thank you" on behalf of the shows/cluster.
 - D. Shall work on obtaining sponsorship for our shows/cluster either from local or national level.
 - E. The Advertising Chair may exhibit at our shows.
- 6.10 CATALOG SALES.
- A. Shall sell catalogs at the show.
 - B. Shall serve as announcer on the P.A. system (or be responsible for a substitute).
 - C. Shall arrange for relief and other club members to assist.
 - D. Each Club member is entitled to one free catalog.
 - E. The Catalog Sales Chair may exhibit at our shows.
- 6.11 HOSPITALITY.
- A. Shall provide for all hospitality functions for the day of the show to include meals, beverages and refreshments.
 - B. Shall provide for exhibitor hospitality, if applicable.
 - C. Shall obtain from Judges Hospitality Chair, each judge's drink preferences, food allergies, special dietary needs, etc.
 - D. On the day of the show, shall set up and maintain the judge's table in each ring with hospitality items, i.e., mints, wet ones, paper towels, and stock the cooler under each judge's table with assorted beverages, i.e., water, soft drinks, juice, and the judge's drink preference.
 - E. The Hospitality Chair may exhibit at our shows.
- 6.12 EMERGENCY COORDINATOR.
- A. Shall work with Show Chair on submitting Emergency/Disaster Plan timely to AKC.
 - B. Shall be responsible for making sure someone with CPR experience is available during show hours.
 - C. The ER Coordinator may exhibit at our shows.
- 6.13 HOTEL LIAISON.
- A. Each Club's Hotel Liaison shall work jointly to accomplish tasks.
 - B. Shall call hotels in the area to find suitable accommodations for exhibitors for our shows.
 - C. Shall provide hotel information for the Premium List.
 - D. Shall provide a letter to each hotel listed in the Premium List regarding our shows and providing contact information with cell number for any problems along with a notice to exhibitors which shall be put in the rooms.
 - E. Shall provide items for waste disposal at each hotel listed in the Premium List.
 - F. Shall follow up with hotel managers immediately after our shows.
- 7.00 SPECIAL COMMITTEES.
- 7.01 MATCH CHAIR.
- A. Shall select date and place for match and present to Club for approval.
 - B. Shall submit the match application to AKC.
 - C. Shall run all aspects of its match, to include, but not limited to, selecting and contracting judges, obtaining judges' gifts, advertising, and obtaining ribbons and supplies (armbands, judges sheets, etc.).
 - D. Shall coordinate members for ring set up and clean up, stewarding, taking entries, etc.
 - E. If a match is held at the cluster by either Club, all expenses and revenues shall be directed to the joint cluster account. All revenues from the match will be used to fund the operations of our next cluster and not to the benefit of the club sponsoring the match.
 - F. Shall be responsible for including all Match information in the Premium List if held in conjunction with the shows.
 - G. The Match Chair is not allowed to show at the Match.

- 8.00 STANDING RULES – PROCEDURES FOR ADOPTION, AMENDING, RESCINDING AND SUSPENDING.
- 8.01 ADOPTION. Standing Rules shall be approved by the Board of Directors at any meeting of the Board of Directors and adopted by majority vote of the membership at any regular or special call meeting.
- 8.02 AMENDMENT OR RESCISSION. These Standing Rules may be amended or rescinded by a two-thirds (2/3) vote of the membership without previous notice, or a majority vote of the members present with previous notice.
- 8.03 SUSPENSION. Any Standing Rule may be suspended for the duration of a single meeting by a majority vote. Such suspension may be a longer period if specifically ordered by the Board.