

# GLKC STANDING RULES and POLICIES

## Updated September 2025

*Standing Rules/Policies may be amended by a majority vote at any meeting of the general membership. They are meant to be information and guidelines not contained in the Bylaws.*

### Sections:

1.0 MEMBERSHIP DUES, RESPONSIBILITIES, AND PRIVILEGES

2.0 MONTHLY MEETINGS, NEWSLETTER, WEBSITE, DIRECTORY/HANDBOOK, AND MEMBER RECOGNITION

3.0 GENERAL OPERATING POLICIES

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### 1.0 MEMBERSHIP DUES, RESPONSIBILITIES, AND PRIVILEGES

GLKC offers four types of memberships:

**Individual Membership** is open to all persons eighteen years of age and older who are in good standing with the American Kennel Club and who subscribe to the purposes of the Club.

**Family Membership** is open to all persons in a household who are in good standing with the American Kennel Club and shall be entitled to all the privileges of individual membership and must include at least one adult over 18 years of age. Any member under the age of 18 is ineligible to vote or hold office.

**Associate Junior Membership** open to all persons age 8 to 18 who are in good standing with the American Kennel Club and who subscribe to the purposes of the Club with those members entitled to all the privileges of regular membership except for the right to vote and hold office.

**Lifetime Honorary Membership** is an honor bestowed to an individual based on at least twenty years membership and exemplary service to the Club who is in good standing with the American Kennel Club and who subscribes to the purposes of the Club and shall be entitled to all the privileges of regular membership and shall be exempt from paying dues. Nominations for Lifetime Honorary Membership shall be made, in writing, to the Vice-President for review by the Board prior to presentation for a vote by the membership.

#### 1.1 Dues

Annual membership dues are \$45 for a single membership, \$60 for a family membership, and \$20 for a junior handler (under 18 years) membership for both new and renewing membership. All memberships renew on January 1 of each year. New members whose second reading is after October 1st will have the first-year dues applied to the following year's renewal membership dues. This new policy goes into effect on January 1, 2023.

#### 1.2 Membership Requirements

GLKC offers its members many discounts and benefits and, in return, expects every member to help keep all activities going, help maintain our training building, and participate in club membership business meetings.

Membership requirements credited in any calendar year entitle the member(s) to discounts and benefits in the following calendar year. New members will have prorated requirements for benefits in the year they join and the following calendar year (see below under "New members").

**Volunteer Worker Hours** for continuing members: Beginning January 1, 2016 each voting member (18 years and older) must donate 12 volunteer hours per year to the club to continue receiving members benefits in the following year. Family memberships may have more than one voting member and 12 volunteer hours must be

donated per voting member per family membership, however members within a family membership may share the responsibility for completing this requirement any way they choose (ie. In a family membership with two voting members, one member may work 6 hours and the other may work 18 hours, or any combination to equal 24 hours.) Any hours worked beyond the 12 donated hours per voting member in each calendar year will be paid at the rate of \$1 *GLKC Credit* per hour worked (\$1 *GLKC Credit*=\$1, usable for GLKC classes, events and ring rentals, as allowed).

At the end of each year, with their membership renewal, each voting member who is short of the required 12 donated hours has the option of “purchasing” up to 2 volunteer hours for \$50 per hour (this may not be paid in *GLKC Credits*, but must be paid in cash), in lieu of working those hours. (A family membership with two voting members may purchase up to 4 volunteer hours to apply toward the required 24 hours.)

- **Cleaning Teams:** Beginning January 1, 2016 each membership (single or family) will be assigned to a cleaning team and must clean as many times per year as that team is scheduled. Each year some teams may be assigned to clean once and some teams may be assigned to clean twice, but all teams share the cleaning responsibility equally. Each member must record their own hours on the “Volunteer Work Hours” sheet, filling in date, job (“CL” for cleaning), and time to the nearest half hour to be accurately credited for hours worked AND service on a cleaning team. The time will be applied to the donated 12 hours or, after these 12 hours are met, paid at the rate of \$1 *GLKC Credit* per hour worked. In addition, each club member who works on a cleaning team will earn a \$5 *GLKC Credit*, to be paid quarterly by the Credit Treasurer.

If a member is unable to clean on the date their team is assigned, they may trade with another club member, but must still clean as many times during the year as their team is assigned.

Cleaning after a club event does not count toward the cleaning requirement.

**New members** will be assigned to a team. Cleaning team participation will be prorated, depending on the month membership begins and that prorated participation will be required to be eligible for benefits the following year.

- **Short falls:** *If, at the end of a calendar year, a member has not met the membership requirements (volunteer hours and cleanings) benefits will be suspended for the following year. They will have two options for reinstating member benefits:*

*Option 1) They may reinstate benefits in the year following the short fall by making up all the remaining hours and cleanings required by their membership level. They will then have to work the required number of hours and cleanings to earn member benefits for the following year.*

*Option 2) They may waive benefits for the entire year following the requirements short fall and have all hours and cleanings worked in the year following the short fall go toward member benefits in the next year (i.e. No member benefits for one year and begin earning benefits for the following year). They may not apply any hours or cleanings from the short fall year to the following year’s hours or cleanings.*

*It is the member’s responsibility to inform the board which option they choose. If no option is selected, Option #1 will be the default.*

- **New Members:** Each voting new member will be eligible for club benefits in the year they join when they have paid the prorated membership fee, and worked six volunteer hours in service to the club. When that is accomplished a new member may need to work additional hours (depending on the month they joined) and work on a cleaning team once or twice to retain those benefits in the following calendar year. (Note that all memberships end on December 31 of each year, regardless of when started, and must be renewed for the next year.) Hours worked by new members in the first year of membership will do double-duty, counting toward initial benefits eligibility AND counting toward the requirement for benefits in the following year. See table and explanations below.

| Month of new membership | Work hours required in the first year of GLKC membership before benefits can be enjoyed (per voting member) | Additional work hours required in the first year for benefits to continue in the following year (per voting member) | Total work hours required in the first year of membership for benefits to continue in the following year (per voting member) | Number of times cleaning team participation is required in the first year of membership for benefits to continue in the following year |
|-------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
|-------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|

|                              |   |   |    | (per membership)                                                                 |
|------------------------------|---|---|----|----------------------------------------------------------------------------------|
| January, February & March    | 6 | 6 | 12 | As many times as assigned to a cleaning team from membership date to end of year |
| April, May & June            | 6 | 6 | 12 |                                                                                  |
| July, August & September     | 6 | 3 | 9  |                                                                                  |
| October, November & December | 6 | 0 | 6  |                                                                                  |

91 • **Rejoining members** (prior GLKC members rejoining the club):

92 *Rejoining members will have two options regarding member benefits in the year they rejoin the club:*

93 *Option 1) They may earn benefits in the year they rejoin by working all the hours required by their membership*  
94 *level. They will then be required to work an equal number of hours to earn member benefits for the following*  
95 *year.*

96 *Option 2) They may waive benefits in the year they rejoin and have all volunteer hours worked in the year they*  
97 *rejoin go toward member benefits in the following year. They must work the full number of volunteer hours*  
98 *required for their membership level before the end of the year to earn benefits in the following year.*

99 *It is the member's responsibility to inform the Board which option they choose. If no option is selected, Option #1*  
100 *will be the default.*

103 Examples:

- 104 1) If a new single membership begins in July, that member must work 6 hours in service to the club and will  
105 then receive full membership benefits for the remainder of that calendar year. They must then work an  
106 additional 3 hours and work at least once on a cleaning team before December 31 of that year to be eligible  
107 for club benefits in the following calendar year. When those requirements are satisfied and they have paid  
108 the membership renewal fee for the following year, they will enjoy club benefits for the entirety of the  
109 following year.
- 110 2) If a family membership consisting of two adults begins in September those two members must work 12  
111 hours (6 hours each, individually or shared) in service to the club and will then receive full membership  
112 benefits for the remainder of that calendar year. They must then work an additional 6 hours (3 hours each,  
113 individually or shared) and work at least once on a cleaning team before December 31 of that year to be  
114 eligible for club benefits in the following calendar year. *Note that the cleaning team requirement is per*  
115 *membership. Both members are encouraged to work on their cleaning team, though one member may*  
116 *satisfy the requirement.* When those requirements are satisfied and they have paid the membership  
117 renewal fee for the following year, they will enjoy club benefits for the entirety of the following year.

119 • **Lifetime Honorary Members:** In recognition of their service to the club, Lifetime Honorary Members will  
120 be eligible for class discounts without regard to yearly cleaning or volunteer hour requirements.

121 • **Benefit Eligible Notification:** A list of current members' eligible for benefits will be made available for  
122 instructors, coordinators, and the Treasurer at the building and updated as needed.

124 1.3 MEMBERSHIP DISCOUNTS AND BENEFITS:

125 Members who meet the requirements stated above in a calendar year will be eligible for discounts and benefits,  
126 as stated below, in the following calendar year. Members who join part way through a calendar year must meet  
127 the requirements, as shown above, before being eligible for discounts and benefits.

128 "Eligible members" are those members who have met the membership requirements for the previous year (or in  
129 the case of new members, the year and month membership began.)

- Eligible members will enjoy a discount on all GLKC training classes. If membership requirements have not been met in the previous year, the member will be ineligible for discounts and will pay the non-member fee for classes until the outstanding requirement are met.
- Eligible members will enjoy a preference over non-members when enrolling or registering for new class sessions. This benefit will be in the form of an “early sign-up period” prior to any remaining open class spots being made available to non-members. Class instructors will designate the “early sign-up period” when notifying members and the Education Committee Chairman of upcoming class session starts.
- Eligible members will pay the discounted member ring rental rate as described under “Ring Rentals”. If membership requirements have not been met in the previous year, the member will be ineligible for discounted member ring rental rates, will pay the non-member ring rental rate, and follow all the non-member ring rental rules until the outstanding requirements are met.
- Eligible members may have a personal code to the automatic door lock, giving them access to the building for personal training opportunities. If membership requirements have not been met in the previous year, the member will not be allowed a door code until the outstanding requirement is met. (If the member already has a door lock code it will be temporarily disabled until the requirements are met.)

#### 1.4 PAYMENT AND USE OF GLKC CREDITS

The GLKC is a club that encompasses a wide variety of members whose common interest is dogs and dog activities. All club members are expected to participate in ongoing functions to support the goals of the club. The GLKC is unique in that the hours worked by members for GLKC, over and above the annual volunteer hours requirement, are appreciated and will be rewarded. GLKC Credits are available in denominations of \$1, \$5, \$10 and \$20.

##### 1.4.1 GLKC Credits

- During the calendar year, the first 12 hours of volunteer time per voting member goes to the club as part of the membership requirement to receive class, seminar, and activity discounts in the subsequent calendar year. Additional hours worked (in half hour increments) accrue at the rate of *\$1 GLKC Credit* per hour worked.
- Volunteer hours are to be recorded at <https://tinyurl.com/GLKCVolForm>. Activity and date are required.  
**Members are responsible for recording their own hours.**
- Hours worked will be totaled and compensated on a quarterly basis. Any earned credits will be posted on the bulletin board at the club building or mailed to members on the following schedule:  
January, February & March Credits will be disbursed in April  
April, May & June Credits will be disbursed in July  
July, August & September Credits will be disbursed in October  
October, November & December Credits will be disbursed in January
- Committee participation:
  - **Committee Chairs** may be compensated 12 volunteer hours/year. Compensation must be requested by the Committee Chair using the online volunteer reporting site on a quarterly basis. Co-chairs must share the total compensation. (Effective January 1, 2024)
  - No hours can be earned for committee participation or meetings.
- Any special circumstance of hours volunteered in the club’s behalf must be reviewed by the Board before being approved and issued.
- GLKC Credits will be given for work done at the following: Conformation Shows, Trials/Tests, and Cleaning/Maintenance of the building/property ONLY.
- Worker credits are given by the Chair or Chief Ring Steward at club events to members and nonmembers who contribute at least half a day (or 4 hours) of volunteer time before/during/after a show or trial. These may be used for any fee that GLKC charges including trial entries that are secretaried by GLKC.

##### 1.4.2 Compensation for Specific Activities

- Shows & Trials (major events) –
- Key Workers: The Trial Chair of an event will identify positions that require “Key Workers”. Key workers are defined as taking responsibility for a critical job for a minimum of one full day of an event. Key Worker positions are not those listed in the per-class worker sign up. When the Key Worker position is shared, designated compensation will be shared.  
Key Worker positions include, but are not limited to, Trial Secretary, Chief Ring Steward, Chief Course Builder, Awards Chair, Hospitality Chair, Grounds Chair, Lure Operator, Paddock Master, Hunt Master, Chief Timer and Volunteer Coordinator.
- Since the AKC designates each day of a show/trial as a separate event, the hours below are for each day of the event.
  - The Secretary (when applicable) will receive 12 GLKC Credits in addition to hours worked.
  - Other Key Workers:
    - Agility Trials: credits equal to 3 runs per day plus hours worked for GLKC members.
    - Obedience Trials: credits equal to 1 run per day plus hours worked for GLKC members.
    - Conformation Trials: \$50 in credits per day plus hours worked for GLKC members.
    - FastCat Trials: credits equal to 2 runs per day plus hours worked for GLKC members.
    - If a worker is not running a dog in named trial they will be compensated by equivalent worker credits.
- Show N Go activities:
  - The SNG coordinator will earn GLKC Credits for the time worked and receive free runs.
  - Member volunteers can earn GLKC Credits for time worked OR get one free run.
- Cleaning & Maintenance:
  - At the discretion of the Cleaning Team Captain, members will receive a minimum of one \$5 GLKC Credits, plus an additional one GLKC Credits for each hour worked.
  - Members who do general or specialized maintenance for the building or equipment will receive 1 GLKC Credits for each hour worked. Some specialized building/maintenance jobs will have specific GLKC Credits regardless of the time worked and a listing of these jobs is posted on the bulletin board.

#### 1.4.3 GLKC Credit Use:

GLKC Credits may be used for any GLKC fee, with the following limitations, and may be transferred/given between members.

- The maximum credit usage for GLKC classes, events and ring rentals is limited to 50%. GLKC sponsored seminars are exempt from this rule and credit usage will be decided on an individual basis.
- Credit use for events is limited to those that are hosted by the GLKC only.
- A portion of the annual membership dues may be paid with GLKC Credits as described below:
  - Single memberships may pay **\$22** of the total \$45 membership fee with *GLKC Credits*.
  - Family memberships may pay **\$30** of the total \$60 membership fee with *GLKC Credits*.
  - Junior memberships may pay **\$10** of the total \$20 membership fee with *GLKC Credits*.
- GLKC credits may be used by members or nonmembers.
- GLKC credits have no expiration date.

## 2.0 MONTHLY MEETINGS, NEWSLETTER, WEBSITE, DIRECTORY AND HANDBOOK, AND MEMBER RECOGNITION

### 2.1 MEETING TIME AND PLACE

- Meetings will be held at 7:00 p.m. on the second Thursday of the month. Meetings are convened at the GLKC building unless otherwise noted.

## 2.2 SPECIAL MONTHLY MEETINGS

- January Annual Awards Dinner
- Dinner Meetings (two or more)
- November Election of Officers

## 2.3 MEETING ETIQUETTE

- During the official GLKC meeting, there should be minimal conversations. The meeting will flow more quickly and smoothly if all appropriate business is conducted without waiting for side conversations to be completed.
- Behavior deemed inappropriate by AKC standards (i.e., profanity, personal attacks, alcoholic beverages at events) will not be tolerated.
- Dogs are welcome at meetings if they are well behaved and quiet.
- PROGRAMS: Out of respect for an invited guest speaker, side conversations and visiting should be kept for before and after the meeting. It is disrespectful to have a speaker try to talk over conversations. It is also easier for members to hear the program without extra noises.

## 2.4 NEWSLETTER

- The monthly newsletter shall be called Greater Lafayette Kennel Club's *Nose for News*.
- The NSL should include: the place, date and time of the next general meeting; the minutes of the previous month's meeting and Board meeting if applicable; Treasurer's report; and future events. It should be sent via email to the membership in a timely manner. Members without access to email may request a printed copy be mailed.
- The NSL may contain announcements of any dog or kennel club's events, programs, seminars, etc.
- The NSL may accept short classified advertisements from members for dog equipment and related items for no fee. Announcements of classes, taught by members outside the auspices of the GLKC, will require a fee determined by the Board. There will be no advertisements accepted for dogs at stud, or dogs or litters for sale. These rules apply to postings on the bulletin board as well. If a member wishes to have a dog achievement Brag published in the newsletter the Brag must be given to the newsletter Editor in writing or sent via email. Brags reported at a general meeting may be sent to the newsletter editor via mail or email for publication in the newsletter. If a member has a brag and can't attend the general meeting, they can send a description of the accomplishment to the newsletter Editor via email stating: dog's call name, registered name (if desired), new title/accomplishment, and date of achievement. An appropriate donation should be submitted to the treasurer.
- News items should be submitted to the Editor no later than one week after the monthly meeting for inclusion in the next newsletter.

## 2.5 WEBSITE

- The GLKC has a website: [glkc.org](http://glkc.org) which contains general information: current calendar of activities, classes offered, various activities and events, directions and a map to the building, and cleaning team assignments.
- Permission to link this site from another can be obtained from the Board.

## 2.6 MEMBERSHIP DIRECTORY AND HANDBOOK

- The Corresponding Secretary will publish a Membership Directory, to be distributed in March. It will include all pertinent information about current members, the Constitution and the Bylaws and Standing Rules/Policies.

## 2.7 MEMBER RECOGNITION

### 2.7.1 BRAGS

- Members will have an opportunity to announce the accomplishments of their dogs at monthly meetings with an appropriate donation.

- Brags of dog achievements reported at a general meeting must be given to the newsletter Editor in writing or sent via mail or email if the owner wishes it to be published in the newsletter.
- If a member has a Brag and can't attend the general meeting, they can send a description of the accomplishment to the newsletter Editor stating: dog's registered name, call name, new title/accomplishment. An appropriate donation should be submitted to the treasurer.
- Each year the membership will vote on a specific dog charity to which the brag donations will be given.

#### 2.7.2 AWARDS-YEAR END

- GLKC members' dogs which have earned awards from AKC and other dog organizations for the prior year will be identified at the January GLKC meeting. The GLKC will have a plaque with all the previous years' new titles to be hung at the building. GLKC will pay for one plate per dog, limit of two dogs per member. If more than one plate is needed to display one dog's titles or a member wishes to add plates for additional dogs, the additional cost is the responsibility of the member.
- All GLKC members' dogs are eligible to earn the AKC Canine Good Citizen certificate, thus all members' dogs are eligible to be honored on the club plaque. The form for awards information will be included in the December issue of *Nose for News*.

#### 2.7.3 –AWARDS-MEMORIAL

- As a tribute to member's dogs who have gone to the Rainbow Bridge, the GLKC will establish a Memorial Wall. Members may submit a picture of their dog along with any titles to the designated person who will then scan the picture and place it in a frame. The cost of \$15 per dog has been established for supplies.

#### 2.7.4 AWARDS-SPECIAL ACHIEVEMENT

- Any current member whose dog has achieved an advanced conformation or performance championship, in any venue, will be publicly recognized with an individual plaque at the building. This plaque will have a picture submitted by the owner and appropriate titles and dates on it and \$90 per plaque has been approved.
- An obedience trophy/award to honor Lyn Kettering will be sponsored on an annual basis by GLKC at each obedience trial. The Board approved \$50 per trial day be allowed for this trophy/award. This award will be given to the High Scoring Novice A dog.
- A Best in Show trophy/award to honor Chuck Kline will be sponsored on an annual basis by GLKC at each breed show. The Board approved \$125 for this award.
- A Best in Show Owner Handled trophy/award to honor Sandy Dukes will be sponsored on an annual basis by GLKC at each breed show. The Board approved \$125 for this award (for each day of the show).

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### 3.0 GENERAL OPERATING POLICIES

#### 3.1 ABUSIVE HANDLING

- The Greater Lafayette Kennel Club will not tolerate animal abuse. Any person seen hitting, kicking, pinching, using harsh collar/leash corrections, or using abusive language will be excused from the premises with no fees refunded.
- Any person's behavior that could cause harm to a dog, emotional or physical, could be termed abusive. A grievous disregard of this policy will result in disciplinary action as described in Article VI, Sec 2 - Charges.

#### 3.2 DOG BEHAVIOR POLICY

*While recognizing that the owner has complete responsibility for their dog's behavior, the Greater Lafayette Kennel Club members and Board of Directors are committed to having a facility that is safe for both dogs and owners. In order to protect our students, instructors, exhibitors and dogs, the following dog behavior policy will be enforced by the Board of Directors:*

- Any behavior by a dog that could cause harm, emotional or physical, could be considered inappropriate behavior and subject to punitive action. Such behaviors include but are not limited to, physical contact, intimidation and aggression. Minor mouthing in play or barking, although offensive, will not fall into these categories.
- In the case of inappropriate interactions between dogs, the following steps must be taken.
  - The dog that initiated the inappropriate action must leave the building immediately.
  - The instructor/coordinator/assistant will inspect the dogs for any wounds resulting from the incident. First aid will be provided and, if necessary, the owner should seek veterinary care for a wounded dog.
  - Using the provided form, instructors will file an incident report, in the designated folder of the file drawer, for all incidences of inappropriate behavior regardless of how minor and even if contact is not made. The instructor will then contact the head of the educational committee, who will then alert the rest of the committee and the club president.
  - If physical injury occurs to either a dog or human, the incident report must be signed by the instructor/assistant and by both handlers. If possible, photographs should be taken to document the injury.
  - All bites will be reported, by the head of the education committee, to the board president within 3 days and a written report, including descriptions of the incident written by all involved parties, sent within two weeks. (Email/fax is acceptable.)
- If a written report is filed, an appointed mediator not involved in the incident, may be appointed by the board to meet with all parties to document details so that the board can determine what action, if any needs to be taken before the dog is allowed in the GLKC building. This action may include, but is not limited to, behavior modification, counseling, muzzling, leash control at all times, and/or suspension of the dog (not owner) from the facility for a designated period of time. A recommendation shall be given to indicate when the dog may return to events at the GLKC.

The Board of Directors will be the final authority for resolving all incidents in a fair and timely manner.

### 3.3 NOMINATIONS AND ELECTIONS (ADDENDUM TO ARTICLE IV, SEC 4)

- The Nominating Committee shall ask each incumbent officer if they are willing to continue in the office they hold. Before contacting members to be a candidate for an office, the committee should check on the candidate's attendance at general meetings, helping at events, and how long they've been a member.
- Only one member per family is allowed to serve on the Board of Directors.
- Absentee ballots are permitted for Election of Officers and Member Directors. A ballot can be requested from the Corresponding Secretary and returned to the Nominating Committee at the GLKC post office box by the date indicated. The ballot should be placed in a plain, unmarked envelope and sealed. This envelope is placed in another envelope which is addressed to the designated nominating committee member. The absentee ballots will be opened at the general meeting when all ballots are tabulated.
- In the event there is only one nomination per office, and there are no nominations from the floor at the October meeting, the Recording Secretary shall cast one ballot for the slate of Board of Directors for the whole membership at the November meeting.

### 3.4 REIMBURSEMENT OF EXPENSES

- Any expense incurred by a member in relation to club business and supplies shall be itemized on a "Request for Reminbursement Form" and submitted to the Treasurer accompanied by an original or clear copy of dated receipts(s). Expenses are subject to board approval unless previously authorized.
- Requests for reimbursement should be submitted as soon as possible but no later than 30 days after purchase. If submitted more than 30 days after purchase, expenses may be reimbursed with GLKC Credits or may be considered a tax-deductible donation to the Club.
- The GLKC is exempt from paying sales tax on most purchases. The Indiana Department of Revenue requires a separate Non-Profit Tax Exemption Certificate specific to each vendor. DOR requires these transactions to be invoiced directly to the GLKC and paid directly via GLKC funds. In order to take advantage of these savings,

purchases for non-food/non-beverage items over \$100 shall only be made by the Treasurer, President, or authorized designate to be paid using a GLKC account.

- Shows/Trials/Seminars/Matches:

- Receipts for reimbursement for expenses incurred need to be turned in for reimbursement to the CHAIRMAN/COORDINATOR of the event for approval within two weeks of the event; they should NOT be submitted directly to the Treasurer. The treasurer will provide Request for Reimbursement Forms to the chairman/coordinator prior to the event and this form must accompany original or clear copies of dated receipts. Requests for reimbursement not turned in within the required time period may be reimbursed with GLKC Credits or may be considered a tax-deductible donation to the club.
- The Chairman/Coordinator must approve and turn in all bills/receipts and Request for Reimbursement Forms to the Treasurer within one month of the event.
- All judges' gifts, hospitality favors, and awards are not to exceed \$25 per judge. Any amount over \$25 needs approval by the event Chairman. This excludes anything that is required by AKC (for example, ribbons). Meals for the judge and snacks and water for judges and workers are exempt from the limit.
- Food may not be sold at any event.

### 3.5 CYBER SECURITY

- GLKC login credential access is to be limited to GLKC members with a club business requirement for such access by approval from the Board.
- GLKC website and login credentials are not to be shared with anyone outside of the GLKC membership for any reason.

## 4.0 CLASSES OFFERED BY GLKC

### 4.1 CLASS POLICIES

- All classes taught at the GLKC building will use positive training methods. The club will not tolerate any harsh treatment of dogs or the appearance of such.
- Any collar (training or show) permitted under AKC rules is allowable for use in the GLKC building and in classes for that specific sport. Instructors are permitted discretion to decide which sanctioned collars will be used in their classes. Electronic and prong collars are specifically prohibited.
- Retractable leashes are not allowed inside the building.
- The Board has set the minimum number of students for all classes (except Competition Obedience) to be 4 dog/handler teams and the maximum of 8 teams, unless approved by the Education Committee. Each team can consist of only one dog and one handler for any Beginning, Pre Novice and Advanced Beginning classes.
- Class Drop-In nights (other than Conformation) held between class sessions will be limited to students currently enrolled in that class. Between class session drop-in rate will be \$10 per person. These special sessions will be limited to no more than 2 per month (exceptions may be approved by the Education Chair). Students not previously enrolled in the class who meet the minimum class requirements may be admitted with instructor approval at a rate of \$10 per person.
- Guest students may attend no more than 2 classes per session (other than conformation) at a rate of \$20 per class for benefits eligible members or \$25 per class for members not eligible for benefits and non-members.
- Conformation class fees are \$10 per class for benefits eligible members or \$15 per class for members not eligible for benefits and non-members.
- Classes on meeting nights: Classes are normally suspended the night of the general meeting. If a class is to be held, it *must end at least 15 minutes before the meeting*.

### 4.2 CLASS REGISTRATION

- Any student (in private or group classes) must have signed a liability form and presented proof of current vaccination verification on the veterinarian's letterhead or invoice to participate in any class offered by GLKC. The current vaccination verification should be presented in January of each year for continuing students; all forms will be kept on file at the building. GLKC will accept titer results with official documentation from a veterinarian. Since the rabies vaccination is an Indiana State law, this must be done on a schedule recommended by the veterinarian. Bordetella is required only for all dogs under 1 year.
- All registration forms should state the member and non-member price. They should also include this disclaimer approved by our attorney:  
*By registering for a Greater Lafayette Kennel Club class I understand that I have enrolled my dog at my own risk and release GLKC, its officers, instructors and members from all responsibility in case of injury, illness, death, loss or damage to myself, my family members, my dog or any property, while at GLKC. Proof of rabies vaccination, conforming to Indiana State Law, must be provided to GLKC and kept current. In addition, I understand that GLKC encourages me to establish with my veterinarian a vaccination and internal/external parasite prevention protocol for my dog. I also understand that if my dog acts aggressively toward another dog or person, or is not controllable we may be asked to leave the class and no refund of fees will be given.*
- All Junior Handlers' parents/guardians must fill out a release for students under age 18 to be kept with the registration form. A parent/guardian must remain on-site while their child is in a GLKC class or ring rental.

### 4.3 CLASS FEES

- Class fees are payable, in full, at the time of registration.
- Credit usage for class fee payments is limited to 50% of the total class fee.
- Refunds for unattended classes will be considered if due to: a) injury or illness of handler or dog, or b) extenuating circumstances that will keep handler or dog from class for an extended amount of time. Refunds will be reviewed and prorated on a case-by-case basis by the Education Committee Chair. All refunds are subject to board approval. All refunds will be given in GLKC Worker Credits which can be used toward another club activity.
- By default, bitches in heat may continue in class wearing appropriate covering. A refund for missed classes will not be given if owner chooses to not attend class while bitch is in heat. However, if the instructor determines that bitches in heat are not appropriate for the class environment, the instructor may request that the bitch abstain from class while in heat, in which case a refund may be requested for missed classes.
- A student joining a class midway through the session may pay prorated fees.
- Fees should be turned into the Treasurer within 2 weeks of the start of a class session, but all monies should be turned in at the same time, even if it is later than 2 weeks.
- Junior Handlers (under 18 years old) enrolled in regular adult classes shall pay half the posted fee. Junior Handlers pay regular member fees for ring rent.
- Non-member Student Class Discount:
  - Non-members who are full-time students, 18 years of age and older, are eligible to pay the membership fee for all GLKC classes. They must possess a student I.D. card and must include a copy of proof of student status with the class enrollment form.
  - Those qualifying for the Student Class Discount may earn GLKC credits by volunteering as a non-member at all approved GLKC events and activities. In addition, they may earn credits by speaking at a club meeting (must be scheduled through the current GLKC Vice-President) on a dog related topic or other opportunities as approved by the board.
  - Those qualifying for the Student Class Discount do not have GLKC-membership status regarding membership requirements or other benefits.
- Dogs who have been adopted from a Humane Society or breed rescue group are eligible for a one-time \$10 discount for their *first* GLKC class.

- 4.4 CLASS INSTRUCTORS/ASSISTANTS: Due to insurance requirements, all instructors and assistant instructors who conduct instructional classes for GLKC must be GLKC members in good standing.
- An assistant instructor may be utilized for 4 or more dog/handler teams for all classes.
- Instructor incentive: Lead and assistant instructors may request compensation in the form of GLKC Credits or volunteer hours, as detailed below:
  - Lead instructors may be compensated as follows:

| Number of students | Lead instructor incentive                                                        |
|--------------------|----------------------------------------------------------------------------------|
| 4-5 students       | 15 credits per class in each session or 2 credit hours per class in each session |
| 6-8 students       | 20 credits per class in each session or 2 credit hours per class in each session |

- Assistant instructors may be compensated at a rate of \$10 GLKC Credits per class in each session OR 1 volunteer hour per class in each session.
- A Class Report form must be filled out in full when submitting a request for instructor incentives and sent to the designated person(s).
  - Lead instructors may request a key fob to the building for their personal and class building access. Key fobs may not be loaned/given to any other person for any reason.
  - Board approval is required for reimbursement of the AKC Canine Good Citizen evaluator certification fees.

## 5.0 GLKC SPONSORED EVENTS

### 5.1 GLKC TRIALS

- The building may not be available for ring rent the day before a trial, seminar, or SNG.
- Junior handler trial entry fees will be discounted by 50%.
- Judges for events shall be reimbursed the current mileage allowance as specified by the IRS. They also need to fill out an expense sheet, either their own or ours, detailing items expensed. If their judging fee is \$600 or more, they must include their Social Security number for the federal 1099 form. It is recommended that two checks be written: one for the fee and one for expenses.
- Event Chairmen/Secretaries, who are permitted by the AKC to enter *that* competition, should limit their entries to ensure proper performance of their duties. The Trial/Show Chairman and Trial Secretary, when applicable, will be issued \$90 GLKC Worker Credits per day at the conclusion of the event.
- Meals with judges, related to Events, may be paid for the Chair and Secretary.
- A proposed budget is to be submitted and approved by the Board for all GLKC activities before any financial commitment. For AKC Events, the budget must be approved by the Board prior to submitting the application. The Chair and Secretary must be identified when requesting the AKC application fee from the Treasurer.
- Each Chairman of an event should have job descriptions available for each position required for that event.
- All Trial/Show Chairs/Chief ring Stewards/Committee members should be aware of the AKC policies on Dealing with Misconduct. Any incidences of abuse by an exhibitor should be reported to the Trial/Show Chair immediately. Any GLKC member has the authority to tell the exhibitor that such conduct is contrary to AKC and GLKC policies and they may be subject to a Bench Hearing if continued. All witnessed incidents need to have written documentation regardless of a Bench Hearing. State the name of the exhibitor, dog's name, time, date and any other pertinent information.
- The Trial/Show Chair can make the decision on a refund of an entry fee for just cause on a case-by-case basis.
- The Indiana State Sales Tax exemption is to be used for club purchases whenever possible. See Section 3.4 Reimbursement of Expenses for more information.

## 5.2 THERAPY VISITS, DEMONSTRATIONS AND OTHER EVENTS

- Club members and dogs who represent GLKC must meet at least one of the following criteria:
  - Have passed the AKC CGCA test
  - Be a certified therapy dog
- GLKC has liability insurance that covers all club members for all GLKC sponsored events and activities.
- The GLKC Board of Directors must be notified of and approve all events in advance.
- Dogs must wear flat collars that are easily removed in the event a patient/student would get their hand in the collar (no slip or prong collars are allowed by the certifying organizations).
- Dogs should be clean and have no open wounds.
- The Board must know of any event/visit/demo promoting or handing out information about GLKC that is going on with members using the GLKC name. Otherwise, members are welcome to do these visits at their own risk and liability.
- There is an annual AKC compliance report requested for each outside activity. Dates, times and target audience are needed; this information is sent to the Vice President.

## 5.3 GLKC SPONSORED SEMINARS

- Lead GLKC class instructors can register as an auditor at no charge. For a working spot, the lead instructor can pay the difference between the auditor rate and the working spot rate. GLKC seminars need not be in the area that the instructor teaches.
- Assistant GLKC class instructors can register as an auditor at half the cost of the auditor fee. For a working spot, the assistant instructor can pay the difference between their auditor rate and the working spot rate. GLKC seminars need not be in the area that the assistant instructor teaches.
- Coordinators for GLKC sponsored seminars, may attend the seminar at no cost.

## 6.0 BUILDING AND EQUIPMENT MAINTENANCE & RENTAL

*ALL MEMBERS are charged with the responsibility for \*their\* building and grounds. Be sure doors are locked and lights turned off. Report any broken equipment or building concerns to the Building Manager promptly via email or telephone.*

### 6.1 GENERAL GUIDELINES

- There is NO SMOKING permitted in the building.
- The building may not be available for rent the day before a trial, seminar, or SNG. This time is used for setup. AKC rules state that no equipment for an agility or obedience trial may be used 24 hours before the trial.
- Only information of interest to all members about dog activities/services, rescue dogs and classes out of the area are allowed to be posted on the bulletin boards.
- Building or equipment concerns should be communicated to the Building manager as soon as the problem is discovered.
- LIABILITY ISSUES: Please be aware of liability issues regarding safety in the building and on the grounds.
- All members should be alert for leaks, broken equipment, low supplies, member's crates that have food or water left in/around/under them, etc. and report any concerns to the Building Manager **IMMEDIATELY** via email or phone. Please, do not leave notes on the board.

### 6.2 DOG CRATES

- Personal dog crates may be brought to the building for use while there and must be removed when you leave the building. No personal crates may be left at the building.
- Club-owned dog crates are available for anyone to use while at the building. Please leave them clean and in good condition and return to their storage location (if applicable) when finished.

### 6.3 BUILDING SECURITY

Make sure all doors are locked when leaving the building.

### 6.4 LIGHTS AND FURNACES

- The thermostats are to be set at *no lower than 58° in the winter*.
- Make sure all lights (except security lights) are off when leaving the building.

### 6.5 CLEANUP AND BUILDING POLICIES

- Clean up buckets hold cleanup supplies and are near each ring. Follow the instruction sheet inside the bucket.
- All dog waste must be removed from the building and disposed of in the dumpster.
- No liquids, other than water, are allowed on the agility turf.
- A protective mat must be used under crates on the turf.
- Be aware of all posted Building Rules and Policies, clean up, aggressive dog and abusive/harsh handling policies.

#### 6.5.1 CLEAN UP/DOG WASTE POLICY

1. Each handler is responsible for cleaning up after their dog fouls inside the building during a ring rental, class or event. If a dog urinates on the building, A/C unit or other outside structure, it should be rinsed with water.
2. If a handler properly cleans up after their dog fouls inside the building, following the instructions posted at the building, there is no penalty.
3. If a handler does not clean up after their dog fouls inside the building following the posted cleaning protocol, the following consequences apply:
  - First incident: handler is required to review the cleaning protocol and watch a video about how to use the carpet cleaner. In addition, the handler must work on an additional cleaning team beyond what is required for that year.
  - Second incident: \$25 fine. Must be paid to the treasurer by cash or check.
  - Third or more incidents:
    - If fouling inside the building is happening during ring rental time, ring rental privileges will be revoked for 6 months.
    - If fouling inside the building happens during class time, the dog will be excused from the class and no refund will be given. The dog may not take another class for 6 months.

### 6.6 EQUIPMENT

- Do not let dogs run loose on small ring mats as this tears them
- Move equipment with care to prevent breakage and damage; if you are not familiar with how a piece of equipment should be moved, ASK. Agility equipment must be lifted and NOT dragged across the agility mats.
- NEVER stack any equipment.
- Put conformation and obedience equipment against the wall after using.
- Straighten observers' chairs to orderly fashion and return all gates to original placement.
- Agility equipment can stay in its original locations, but if you've moved anything please put it back.
- Arrange extension cords for fans so that they do not present a hazard.

### 6.7 CLEANING TEAM GUIDELINES

*The cleaning schedule will be posted on the bulletin board at the club building. One person from each team will be the designated Team Captain and arrange for their team to clean the designated weekend and make sure they have a key to get into the building. Cleaning can be done any time there is not a class or activity in session. When planning a cleaning session, check with the Building Scheduler to make sure it doesn't interfere*

with club activities. Team members and the Building Scheduler should be notified at least two weeks in advance to set a cleaning date and time.

A "Cleaning Team Checklist" is available at the building and should be used by the cleaning team to make sure all chores are completed. All members should sign the back of the checklist where indicated and the completed checklist left on the volunteer hours bulletin board. All cleaning team members are responsible for recording their hours on the volunteer hours sheet.

## 6.8 BUILDING RENTAL

- Anyone renting the building/grounds needs to provide a copy of their liability insurance. This also applies to vendors who are selling goods at events at the building.
- The rental rate for the building/grounds is \$625 for the first day and \$375 for each additional day. An exception may be made for charitable organizations with a GLKC member/sponsor in attendance. The charge will be determined on a case-by-case basis. The member will be responsible for all aspects of maintaining the building, grounds, and club rules. A list detailing responsibilities of the member in charge is available from the Building Manager.
- A separate check for \$250 (refundable cleaning/damage deposit) is required. If the building/grounds are left in good order, all of the deposit will be returned. If it is necessary to hire someone to clean the building/grounds, then that charge will be deducted from the deposit.
- If an event/activity is expected to have over 35 attendees, the renter must pay \$75 per day for rental of two portable restrooms. The current portable restroom rental rate is \$75 per day. The Building Manager will make the rental arrangements.
- If a renter requests labor/help from a GLKC member(s) for their event, compensation is payable to the person working.
- For any nonmember building/grounds rentals, a GLKC member must be in attendance to monitor activities, supply restroom, check equipment, and check parking. This is an agreement with the landlord in order for us to \*sublet\* the building. This person will earn volunteer hours. A Building Rental form is available at the building.

## 6.9 GLKC EQUIPMENT RENTAL

- A refundable security deposit is required on all rented equipment and will be returned if equipment is returned in good condition. Security deposit rates are as follows:
  - \$125.00 for obedience equipment
  - \$315.00 for agility equipment and.
- Equipment rental rates are as follows:
  - \$35.00 for conformation
  - \$35.00 for obedience
  - \$220.00 for agility
- Timing Equipment is not available for rent.

## 6.10 EQUIPMENT LOANED TO GLKC

- Equipment loaned by members, for GLKC activities, is covered under our insurance policy as long as a form is signed concerning **Care, Custody & Control**. Forms are available in the beige file cabinet and given to the Treasurer.

## 6.11 RING RENTALS

General Ring Rental Policies:

Ring rentals are intended for personal practice for dogs and their handlers.

Due to increased usage and high demand for the agility ring, all members, instructors, cleaning teams, and activity coordinators are reminded that the ring must be returned to working order after each building cleaning, class,

rental, or activity. All beginner equipment should be placed to the sides of the ring along a wall and all contact equipment returned to full height. Gates should be returned to their usual place.

- Classes, activities, and scheduled ring rentals take precedence over drop-in ring rental. For example, if a member is there for an unscheduled ring rental and a cleaning team shows up to clean or a scheduled ring rental arrives, the member must leave the ring and/or wait until they are finished.
- Members can reserve a ring at a specific day/time on a continuing basis for one calendar month at a time no more than one week before the requested time. This is subject to class scheduling.
- If a ring has been reserved and renter does not show up and has not canceled at least 1 hour in advance, payment is still due.
- Due to liability concerns, all ring renters using the agility ring must have completed a beginning agility class with their dog or have trained another dog in agility.
- The rings are not available for rental for 15 minutes before and 15 minutes after a scheduled class. They may also not be available the day before any major event at the building.
- Ring reservations can be made by contacting the Building Scheduler. Members may self-schedule by using the online reservation calendar at <https://glkc.skedda.com/booking>
- Members may drop-in and rent any ring if it is available.
- All ring rentals, reserved or drop-In, MUST BE PAID FOR AT THE TIME OF THE RENTAL. Place the appropriate fee in the designated envelope and drop in the Treasurer's drop-box in the kitchen.
- Anyone in the building and associated with a ring rental must sign the Ring rental/liability sheet regardless of who uses the ring and/or pays for the rental. This includes members and non-members; ring users, rental hosts and guests. This includes members who use the ring on Free Friday.
- Ring rentals cannot be used for group instruction or events.
- All Ring Rentals are for no less than half hour blocks.
- Groups may use one payment envelope.
- Anyone renting the ring under the age of 18 must be accompanied by a parent/guardian or club member over the age of 21.
- Discount eligible members may request a door lock code from the building scheduler for building access for personal training opportunities.
- Junior handler non-members will pay 50% of the usual non-member ring rental rate.
- Non-members must follow all rules as stated above under Ring Rental.
- A member must be present during ring rentals by non-members.
- When a non-member is renting a ring, the host-member must also sign the Ring Rental/Liability sheet and the ring rental payment envelope.
- Nonmembers may pay with cash, check, or GLKC Credits. No more than 50% may be paid with GLKC Credits.

#### 6.11.1 RING RENTAL RATES

**The Discounted ring rental fee applies to Benefits eligible members only. Members who have not met the requirements for discounts in the previous year and new members who have not met the initial requirements must pay the Full ring rental fee designated for Benefits ineligible members and non-members until the requirements are met.**

**A maximum of 50% of ring rental fees may be paid with GLKC Credits. The remainder must be paid by cash/check.**

**If any Benefits-ineligible GLKC member and/or non-member is part of the ring rental group, the Full ring rental fee applies.**

**Ring rental groups will decide how to share the ring rental fee.**

Ring rental rates are listed below.

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|                          | Discounted ring rental fee                                      | Full ring rental fee                                                                                                      |
|--------------------------|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Who is renting the ring? | All Benefits-eligible GLKC members only<br>(maximum of 4 users) | Any combination of Benefits-eligible members, GLKC Benefits ineligible members and/or non-members<br>(maximum of 4 users) |
| How much to pay          | \$10/half hour                                                  | \$20/half hour                                                                                                            |

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6.11.3 FREE FRIDAYS (President's note: Due to class scheduling, Free Fridays are temporarily being scheduled on Saturday. This is not part of the Standing Rules, but a temporary accommodation).

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- The club will attempt to schedule one Free Friday a month.
- On designated Fridays from noon to midnight all of the rings will be available for the use of our membership only. If more than one member wants to use a particular ring for training, members should take turns using the ring.
- Free Fridays are not a time where any member can profit from the use of the building.
- All members who use the ring on a Free Friday must sign the Ring Rental/Liability sheet.
- Before leaving, members should ensure all lights are turned off, dog waste removed, and the doors are locked.

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#### 6.11.4 PRIVATE LESSONS

- Ring rental fees, as stated above, will apply for private lessons.
- Participants must submit a copy of their dog's current vaccination records.
- Participants must sign the Ring Rental/Liability sheet.
- Private instructor fees are not set by GLKC.

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#### 6.11.5 RING RESERVATIONS

Ring reservations may be made by contacting the Building Scheduler. Members may self-schedule by using the online reservation calendar at <https://glkc.skedda.com/booking>. Contact the building scheduler for an invitation to Skedda.

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Revised September 19, 2025

Deb Biesemeier

Updates approved by membership through June 2025