

**BY-LAWS
Of
4RK9's INC.**

ARTICLE I - NAMES AND OBJECTIVES

SECTION I.

The name of the Club shall be 4RK9's, Inc. 4RK9's Inc. is officially associated with the United Kennel Club, Inc.

SECTION II.

The objectives of the Club shall be:

- a) To promote the sport of dog agility in the State of Iowa
- b) To conduct licensed agility and obedience trials and matches for dogs under the rules of the U.K.C.
- c) To conduct educational seminars/workshops/classes/fun matches which shall be open to people interested in training dogs.
- d) To provide input for further development of any of the national agility clubs for dogs.
- e) To take an active interest in the welfare, popularity, and understanding of dogs and dog owners alike in the community.
- f) To devote all funds accruing to the corporation to the above purposes, as well as to the orderly operation of the corporation, or to make specific donations to such charitable or civic organizations as shall be approved by a majority vote of those in attendance and voting at a corporation meeting.
- g) To take such further actions as the corporation deems proper and in furtherance of the above purposes and/or in furtherance of the welfare, popularity and understanding of dogs.

ARTICLE II - MEMBERSHIP

SECTION I.

Eligibility. Active membership shall be open to all persons 18 years or older, who subscribe to the purposes of this Club. In addition, there will be a Junior Membership open to persons ages 8 to 18. Membership is to be unrestricted as to residence.

SECTION II.

Election of Membership. Each applicant for membership shall apply on a form approved by the Board of Directors and which shall provide that the applicant agrees to abide by these By-Laws and the Rules of the U.K.C. The application shall state the name and occupation of the applicant and it shall carry the endorsement of three Active Members with at least one year membership. Accompanying the application, the prospective member shall submit dues payment and initiation fee for the current year. The dues will be refunded if membership is denied. All applications are to be filed with the Membership Secretary.

Upon submission of an application and dues as set forth above and following attendance of at least one meeting prior to applicant's first reading, such applicant shall be considered a Provisional Member of the Club. Each application is to be read at the next regular meeting of the Club at which the Provisional Member is present.

SECTION III.

Members.

- (a) **Provisional Member.** Provisional Members shall not be entitled to vote at Club meetings and shall attend at least one meeting prior to completion of the following. To be considered for membership, Provisional Members must fulfill the following requirements:
- (1) Complete one 4RK9's agility or one 4RK9's obedience standard (7-8 week) class at current class fee or attend seven 4RK9's scheduled agility or obedience open workouts at current training fee;
 - (2) Complete twelve (12) hours of work for the club. Includes each member of a family membership application. A Junior applicant must complete eight (8) hours whether as an individual or as part of a family membership.
 - (3) Complete the Membership Application Form including three (3) signatures from Active Members with at least one (1) year membership each.
 - (4) Fulfill the above requirement within one year of applicant's initial meeting;
 - (5) Following completion of the above, applicant shall attend a general club meeting for introduction and the first reading of their application. At least one sponsor must also be present at the applicant's first reading.
 - (6) Applicant shall then attend a second general club meeting for the second reading of their application and shall submit their name for election as a Member. The Provisional Member's application for membership shall be decided by the majority vote of those Active Members in attendance and voting at the Club meeting. Election shall be by written ballot and applicants will be notified by mail within 7 days of acceptance or denial of membership.
- a) **Active Member.** An Active Member is a member who is at least 18 years old and who has fulfilled all provisional requirements, set forth in (a) above. Active Members must fulfill all membership responsibilities to enjoy all privileges of the Club, including rights to vote on matters before the Club membership.
- b) **Junior Member.** A Junior Member shall be between the ages of 8 and 18, shall have fulfilled all provisional requirements and be sponsored by an Active Member who shall be responsible for the Junior Member's conduct. Junior Members shall enjoy all privileges of the Club, except voting or holding office.
- c) **Non-Active Member.** A Non-Active Member is a member who has fulfilled all provisional requirements, set forth in (a) above. Non-Active Members have not fulfilled all membership responsibilities and receive only limited privileges of the Club. A Non-Active Member shall not be entitled to vote on matters before the Club membership.

SECTION IV.

Dues. The dues shall be as decided by the Board and notice of such dues shall be distributed to each member at least ten (10) days prior to the Annual Meeting preceding such year, and/or shall be included in the Club newsletter prior to such Annual Meeting. The amount of the yearly dues may be changed by the majority vote of the Active Members present at any regular meeting. Dues are to be payable on or before the first day of the fiscal year.

SECTION V.

Termination of Membership. Membership may be terminated:

- a) **By Resignation.** Any member in good standing may resign from the Club upon written notice to the Membership Secretary; but no member may resign when in debt to the Club. Dues obligations are considered a debt to the Club and they become incurred on the first day of each fiscal year.

- b) By Lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid for thirty (30) days after the first day of the fiscal year. However, the Board may grant an additional thirty (30) days of grace to such delinquent members in mitigating circumstances. In no case may a person be entitled to vote at any Club meeting whose dues are unpaid as of the date of that meeting.
- c) By Expulsion. A membership may be terminated by expulsion upon a vote of the majority of the Board at any Board meeting, and/or as provided in Article VII below.
- d) A member who has been terminated has the right to appeal such action to the Board at the next meeting of the Club following their receipt of notification of termination, in accordance with Article VII, below.

SECTION VI.

An applicant for membership who has not been accepted by the Club may re-apply after six months from the date of the Club's vote.

ARTICLE III - MEETINGS

SECTION I.

- (a) Annual Club Meetings. The Annual Meeting of the members of the Club shall be held in Iowa during the first month of the fiscal year. The officers of the Club shall be elected at that time. Written notice of such meetings be distributed to each member of the Club at least ten (10) days prior to the Annual Meeting and/or shall be included in the previous month's newsletter. This meeting has no quorum requirement.

SECTION II.

Regular Meetings. Regular meetings of the Club shall be held as designated by the majority vote of those present at any regular meeting. Each Active Member present shall be entitled to one vote. A simple majority will decide club business.

SECTION III.

Special Meetings. Any member of the Board may call special meetings. Notice of such special meetings, stating time, place and objective must be made by the Membership Secretary to each member of the Club at least 72 hours prior to the date of the meeting. A quorum must be present at any special meeting at which official business is to be transacted. A quorum shall consist of 20% of the Active Members of the Club in good standing.

SECTION IV.

Board Meetings. Any member of the Board may call board meetings. A quorum of a majority of members of the Board must be present to conduct business. An annual meeting of the Board shall be held within the month preceding the Club's Annual Meeting.

ARTICLE IV - DIRECTORS & OFFICERS

SECTION I.

There shall be a Board of seven (7) members ("the Board"), including five officers and two directors.

- (a) Tenure of Board. All officers shall be elected to serve terms of one year. All Directors shall be elected to serve for two years. The first year, one director will be elected for a one-year term and one director will be elected for a two-year term. In subsequent years, each term will be a two-year term. Each officer may succeed him/herself in the same office. Each officer may not hold an office for more than two consecutive terms.

- (b) The Board shall authorize only transactions that are in keeping with the objectives of the Club and acceptable business procedures. The Chair of the Board shall give regular reports of these transactions to the membership.

If a decision of the Board has been questioned, the membership shall be notified of such issue at the time the notices are sent out for the next Club meeting. The matter shall be placed on the agenda for that meeting.

The Chair of the Board shall be elected for a term of one year at the first meeting of the Board by a majority vote of the Board. The Chair shall be one of the Directors. The first order of business of the Board shall be the election of the Chair. The President of the Club shall conduct the election. Immediately upon being elected, the Chair shall preside at all Board meetings. The Chair shall notify all members of the time and location of the meetings. The Chair shall prepare and distribute to the members of the Board at or before each meeting an agenda for matters to come before the Board at such meeting. In the event the Chair is not present at a Board Meeting, the Vice-President shall preside.

SECTION II.

Officers. The officers of the club shall be a President, Vice-President, Recording Secretary, Membership Secretary and Treasurer.

To hold office a member must have attended 1/3 of the regular meetings of the Club in the previous 12 months and be an Active Member in good standing with a minimum of one year membership.

- (a) President. The President shall preside at all meetings of the Club and shall have the duties and powers normally associated with the office. The President may vote on all questions submitted to the Club. The President may appoint various committees to perform certain duties and cancel such appointments, subject also to the approval of the Board.
- (b) Vice-President. The Vice-President shall, in the absence or disability of the President, perform the duties of the President. The Vice-President shall in the absence of the Chairman of the Board, preside over the Board. It shall be the Vice President's responsibility to maintain correspondence with the U.K.C and other national dog agility and obedience clubs.
- (c) Recording Secretary. The Recording Secretary shall keep a complete record of all meetings of the Club and of any matters that shall be ordered by the Club. This record shall be included in the Club's newsletter. The Recording Secretary shall give each member of the Board at or before each Board meeting a copy of the Board's minutes from the prior meeting.
- (d) Membership Secretary. The Membership Secretary shall keep a complete record of all membership applications. The Membership Secretary shall notify each new member of acceptance into the Club, and shall make available to all members a current copy of the By-Laws and a list of the membership, its Officers, Directors and Committees. The Membership Secretary shall keep a roll of the members and their addresses. It shall be the Membership Secretary's responsibility to see that members are notified of all meetings.
- (e) Treasurer. The treasurer shall collect and receive all moneys due or belonging to the Club and make receipts and records of all transactions. The Treasurer shall deposit, in the name of the Club, the same in an insured bank(s) and/or Savings and Loan Institution(s) satisfactory to the Board. The Treasurer will hold the savings account passbooks. The Treasurer shall pay all bills and expenses of the Club from its funds, provided such payments are approved by the majority of the Club's members or by the Board. A current

Treasurer's report shall be given at each meeting and included in the club's newsletter. The financial records are permanent records that shall be kept by the Treasurer. The financial records should be reviewed and the checkbook balanced at least bi-monthly.

The officers authorized to withdraw money from the accounts will be the Treasurer, President, Vice-President, with one signature being required. Upon request, the financial records shall be open for inspection. Immediately after the election of new officers, the financial records shall be presented to the Board for review. A report shall be given to the membership at the next meeting.

SECTION III.

Vacancies. Any vacancies occurring on the Board, or in any Office during the year, shall be filled for the unexpired term of office by a majority vote of the members of the Board at its first meeting following the creation of such vacancy.

ARTICLE V

THE CLUB YEAR, ANNUAL MEETING, ELECTIONS

SECTION I.

Club Year. The Club's Fiscal Year shall begin on the first day of January and end on the 31st day of December. The Club's Official Year shall begin immediately at the conclusion of the election at the annual meeting and shall continue through the election at the next annual meeting.

SECTION II.

Annual Meeting. The Annual Meeting shall be held in the month of January at which Officers and Directors for the ensuing year shall be elected by secret written ballot from among those nominated in accordance with Section V of this Article. Newly elected officers and directors shall take office immediately upon the conclusion of the election, and each retiring officer shall turn over to his successor all properties and records relating to that office within ten (10) days after election.

SECTION III.

Absentee Ballots. Absentee voting shall be allowed providing the ballot is submitted to the Membership Secretary in writing prior to the meeting when the vote is to be taken. Absentee voting shall be allowed only for the voting in election of officers or on amendments to the Constitution and By-Laws.

SECTION IV.

Elections. The nominated candidate receiving the greatest number of votes for each Office or Director shall be declared elected.

SECTION V.

Nominations. No person may be a candidate in the Club election who has not been nominated. To be nominated for an office, a member must have attended 1/3 of the regular meetings of the Club in the previous 12 months and be an Active Member in good standing with a minimum of one year membership. During November, the Board shall appoint a Nominating Committee consisting of three (3) Active Members. The Board shall name a Chair of the committee, whose duty shall be to call a meeting on or before December.

- (b) The Committee shall nominate at least one candidate for each open position on the Board.
- (c) The Committee shall notify each nominee.

- (d) Additional nominations may be made at the meeting prior to the annual meeting by any member in attendance provided that the nominee does not decline when his/her name is proposed.
- (e) All nominations for office must be distributed to each member of the Club at least ten (10) days prior to the Annual Meeting and/or shall be included in the Club newsletter which follows such nomination.

ARTICLE VI - COMMITTEES

SECTION I.

The newly elected Board shall meet prior to the next scheduled general club meeting and appoint such committees as needed for the orderly operation of the Club.

SECTION II.

Any committee appointment may be terminated by a majority vote of the full membership of the Board upon written notice to the appointee. The Board may appoint successors to those persons whose service has been terminated.

SECTION III.

One member of the Board shall be an ex-officio member of each committee. This member will act as the liaison between the Board and the committee. No committee shall be comprised of only Board members.

ARTICLE VII - DISCIPLINE

SECTION I.

United Kennel Club (UKC), North American Dog Agility Club (NADAC), United States Dog Agility Association (USDAA) or American Kennel Club Suspension (AKC) or any national dog club. Any member who is suspended from the privileges of the UKC, NADAC, USDAA, AKC or any national dog club automatically shall be suspended from the privileges of this Club for a like period. Any member who has been fined by the UKC, NADAC, USDAA, AKC or any national dog club shall be suspended from this Club until such time that he/she is back in good standing with said national club. They have a right to appeal suspension of their 4RK9s membership to the Board.

SECTION II.

Expulsion of a Member. The Board reserves the right to approve or revoke membership in accordance with Article II, above, at any time.

SECTION III.

Removal of Board Members. Any Board Member of this Club may be removed by a majority vote of the Board membership present at a regular meeting for inattention to his/her duties or for conduct unbecoming an officer. Any Board Member who fails to attend two (2) consecutive regular or executive meetings without a valid excuse as interpreted by the Board shall be deemed subject to removal, and shall have his/her office declared vacant. The Board shall appoint a successor to serve until the next regular election.

SECTION IV.

Appeals. Any member or prospective member adversely affected by any Board or membership action may appeal such action to the Board at the next Board meeting, provided written notification of and the

grounds for such appeal is provided to the Board within five (5) days prior to such meeting. The vote of the majority of the Board at such meeting shall be dispositive of any such appeal.

ARTICLE VIII - AMENDMENTS

SECTION I.

Amendments. These By-Laws may be amended by a 2/3 majority vote of Active Members present and voting at any regular or special meeting, but the proposed amendments must be embodied in the notice of any such meeting and distributed to each member at least two (2) weeks prior to the date of such meeting.

ARTICLE IX - DISSOLUTION

SECTION I.

Dissolution. The Club may be dissolved at any time by the written consent of not less than 2/3 of all *Active* members. After payment of all debts of the Club, its property and assets shall be distributed to such charitable organizations as may be designated by the majority of the *Active* members.

ARTICLE X - ORDER OF BUSINESS

SECTION I.

At meetings of the Club, the order of business so far as the character and nature of the meeting may permit, shall be as follows:

- Call to order
- Guests welcomed
- Minutes of the Last Meeting
- Treasurer's report
- Report of the Board
- Committee reports
- Unfinished business
- New Business
- Election of officers
- Adjournment

SECTION II.

At meetings of the Board and at general club meetings, roll shall be recorded. Relevant business shall then be conducted.

ARTICLE XI - PARLIAMENTARY RULE

At the discretion of the President, Roberts Rules of Order (Revised) shall prevail and govern the conduct of parliamentary procedure in this Club where no method is provided in these Constitution and By-laws.

ARTICLE XII - NOT-FOR-PROFIT STATUS

This corporation is organized and shall operate as a not-for-profit corporation for the purposes stated above. Any income received shall be applied only for the non-profit purposes and objectives of the Corporation, and no part of the income shall inure to the benefit of any Board member, officer or member.

ARTICLE XIII - LIMITATION OF LIABILITY

Directors, officers, Employees and Members of the Club are not liable on the Club's debts nor obligations, and Directors, officers, Employees, Members, or other volunteers are not personally liable in such capacity for any claim based upon an act or omission of the person performed in the discharge of the person's duties, except for a breach of the duty of loyalty to the Club; for acts or omissions not in good faith or which involve intentional misconduct or knowing violation of the law; or for a transaction from which the person derives an improper personal benefit. The private property of the Directors, Officers, Employees and members shall be exempt from corporate liability to the extent and manner provided by the laws of the State of Iowa.

ARTICLE XIV

The foregoing By-Laws were approved and adopted by the Board of Directors of 4RK9's, Inc. this 23rd day of July, 1995.

Susan Hansen, President
Jeffery W Mullen, Vice-President
Patricia Anderson, Recording Secretary
Mark Roling, Corresponding Secretary
Mary Beth Haley, Treasurer

The foregoing By-Laws were revised, approved and adopted by the Board of 4RK9's, Inc. this 30th day of April, 2001.

Melanie Crane, President
Mary Frank, Vice-President
Kay Lowe, Recording Secretary
Robin Morris, Membership Secretary
Lou Ann O'Malley, Treasurer
Amy Mullen, Chair of the Board/Director
Doreen M. (Sue) Thompson, Directory

2004 Current Executive Board:

Pam Lorenzen, President
Liz Drexler, Vice-President
Lou Ann O'Malley, Recording Secretary
Kim Anderson, Membership Secretary
Cindy James, Treasurer
Glenda Fillenworth, Chair of the Board
Helen Venneman, Director

4RK9s MEMBERSHIP HANDBOOK 2004

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Important Dates and Deadlines
(See Weather Related Cancellations for more information.)

General Membership Meetings:

2nd Monday of each month

7:30 – 8:30 pm

At the Club building, unless otherwise noted.

Meetings count 1 hour towards the 12 hours needed for active membership.

Board Meetings:

When needed.

Meeting Agenda:

Distributed no later than one week prior to the meeting. Suggestions/requests for agenda topics must be turned into the President no later than one week prior to the meeting. New topics presented at the meeting will be discussed if time allows or may be tabled until the next meeting.

MEMBERSHIP – BENEFITS & RESPONSIBILITIES

Membership Dues (annual fee)

\$20 Single \$30 Family \$10 Junior (Age 8-18)

A family is defined as anyone living under the same roof.

Annual fee is due on or before January 1st of each year or person will have to re-apply for membership and fulfill ALL requirements before being reinstated.

Members who join on or after October 1st will be considered paid in full for the following year.

ACTIVE MEMBER

Single Member: Donates 12 hours each 6-month block (January through June; July through December). This will be prorated depending on date of membership.

Family Members: Donate 12 hours per person each 6-month block (January through June; July through December). Each member of the family must have completed the requirements to become a member before being allowed family membership status. This will be prorated depending on date of membership.

Junior Member: Donates eight (8) hours each 6-month block (January through June; July through December). This will be prorated depending on date of membership.

Benefits of being an Active Member (see following page for more benefits)

1. Receives monthly newsletter
2. Eligible to vote
3. Eligible for key rental program
4. First opportunity to sign up for seminars
5. Eligible for special “members only” events
6. Full-time training facility with classes, fun matches, seminars, and free time available (see key rental program).

NON-ACTIVE MEMBER

A Non-Active Member is a person who has fulfilled the initial membership requirements but has not completed the required hours of work for the club per six (6) month block (see above).

Benefits of a Non-Active Member

1. Receives monthly newsletter
2. Use of full time training facility during open workouts, fun matches, seminars, and classes.

EXCEPTIONS may be granted by petitioning the Board.

Additional Active Member's Benefits

Class Fees Members receive 25% off class fees. Effective November 1, 2001.

Active Member Upon Active Member's renewal of membership at end of fiscal year, he/she will receive a certificate for ½ equivalent value of a standard class. This certificate may be used for a class, key rental, or seminar fee.

Building Committee Members Members putting in twelve hours (per six month block) on the Building Committee will receive a "1/2 Class" Coupon.

Instructors (Responsible for all aspects of instructing a class.)

Standard Receive certificate for equivalent value

Mini-course Receive certificate for equivalent value

Special Receive certificate for equivalent value

** Available to Active Members only. During the first six months of becoming an inactive member, that member may still instruct/assist a class if they meet the requirements needed to teach that class. However, that member will only receive credit toward hours and not the certificate.

Assistants (Works with the instructor. Responsibilities will vary at the request of the instructor.)

Standard Receive certificate for ½ equivalent value

Mini-course Receive certificate for ½ equivalent value

Special Receive certificate for ½ equivalent value

** Available to Active Members only. During the first six months of becoming an inactive member, that member may still instruct/assist a class if they meet the requirements needed to teach that class. However, that member will only receive credit toward hours and not the certificate.

Apprentice (Someone who is interested in becoming an assistant or instructor. Shadows the instructor to learn as much as possible. Some "hands on" with the dogs. Active/Non-Active members only and Provisional members.)

Hours credit only

Helper (Setting up & moving equipment per the instructor's request.)

Hours credit only

Observer (Someone who wants to watch and learn how the class is taught.)

Courses Defined

Standard	7-8 weeks	\$85
Mini-course	4-5 weeks	\$42.50
Special	1-2 hours	fee to be determined

Fun Matches

Judges	Receive two runs at no charge. Any additional runs at current fee. Includes non-members.
Stewards	Receive one run at no charge. Any additional runs at current fee. Includes non-members.

MEMBERSHIP – HOW TO BECOME A MEMBER

1. Attend one general club meeting prior to completion of the following. If interested in becoming a member, applicant will receive a copy of the handbook and be placed on the mailing list for the newsletter and other general announcements.

Each applicant must complete the following (within one year of the applicant's initial meeting):

2. Seven (7) week class or seven workouts.

3. Twelve (12) hours of work for the club.

****If a family is applying, each member of the family must complete twelve (12) hours.**

****If a Junior member applies (person 8-18 years old), they must complete eight (8) hours of work for the club.**

****This work can include but is not limited to setup/tear down for fun matches or trial; work as a Steward, Gatekeeper, Timer, Registrar, etc. at fun matches or trial; work on a committee; build/repair equipment, etc.**

4. Complete the Membership Application Form including three (3) signatures from Active Members with at least one (1) year membership each.

****Two people from the same family cannot sponsor an applicant.**

Following completion of the above, applicant shall attend a general club meeting for introduction and the first reading of their application. At least one sponsor must also be present at the applicant's first reading.

Applicant shall then attend a second general club meeting for the second reading of their application and to submit their name for election as a Member. Election shall be by written ballot and applicants will be notified by mail within 14 days of acceptance or denial of membership.

Membership Dues

Initiation Fee:	\$20 Single	\$30 Family	\$10 Junior (Age 8-18)
Annual Fee:	\$20 Single	\$30 Family	\$10 Junior (Age 8-18)

A family is defined as anyone living under the same roof.



4RK9s Dog Agility Club

Membership Application Form

Name _____ Application / Renewal Date: _____

Address _____ City _____ State _____ Zip _____

Phone (____) _____ E-mail Address _____

Occupation _____ Work Phone (optional) (____) _____

**** If filing a RENEWAL application, skip to "jobs" interested in. ****

What levels of obedience training have you completed / titles earned? _____

What levels of agility training have you completed / titles earned? _____

What breed(s) of dogs do you own / train? _____

What are your goals with your dog(s)? _____

What are your goals with the club (how would you like to contribute)? _____

Are you or have you ever been suspended/fined by any national dog club? ____ No ____ Yes

If yes, explain: _____

Initiation Fee:	\$20 Single	\$30 Family	\$10 Junior (Age 8-18)
Annual Fee:	\$20 Single	\$30 Family	\$10 Junior (Age 8-18)

Club Sponsors (only Active Members with at least one year membership are eligible to be sponsors)

Signature: (1) _____ (2) _____ (3) _____

Please check three of the following "jobs" you are interested in learning about and/or doing for the club:

____ administration	____ stewarding	____ fun match committee
____ teach obed/agil classes	____ training coordinator	____ trial chairperson/co-chair
____ class coordinator	____ hospitality	____ building maintenance/cleanup
____ equipment maintenance	____ publicity	____ other: _____

I agree to abide by the By-Laws of this club. Signed: _____

Any misleading information shall be subject to immediate dismissal.

Office use:

Date of Initial Meeting: _____ First reading _____ Second reading: _____

Mail to Membership Secretary: 910 2nd Ave SW, Cedar Rapids, IA 52404

4rk9s Key Policy rev. 02-04

Active members with twelve hours of recorded **approved* volunteer time during a six-month period are eligible for key rental. First time key rental requires a \$20 key deposit, which will be refunded upon return of the keys. Key rental must be purchased in a six-month block, January-June or July-December. Only the active member who is renting the key is eligible to use the key. Guests and non-active members cannot use these keys.

**Approved* volunteer time is considered instructing, class coordinators, cleaning the building, helping at trials, helping at any 4rk9s sponsored event or match, attending a monthly meeting, holding a position which requires ongoing work at the building, or serving on the executive board. Volunteer hours not listed above will need the board's approval, exceptions will be granted if you email any board member and gain the boards approval.

Committee, Instructor or Board Member Access Key Option

Any active member sitting on the board, committee member, class coordinator or instructor is eligible for an "access only" key. These keys allow the active member the ability to perform their tasks without requiring them to "rent" a key. You may use the key for access to the building for training purposes *only if* you pay the five-dollar training fee for each training session used. Only the assigned member can use the access key, with the exception that they temporarily loan it out for another member to perform duties required at the building. The keys cannot be loaned out for others to train.

To acquire an access key you will need to contact the membership secretary who will disburse the keys and track them for security reasons. If you have a duty that is not listed above you may email any board member and ask for board approval to obtain a key.

KEY RENTAL PROGRAM

Who: 4RK9's Active Members Only
Junior Members must be accompanied by a parent/legal guardian or responsible adult approved by the parent/legal guardian.
Members' dog(s) only.

An Active member who has not rented a key may be admitted by the Active Key Member but is required to pay the current Workout training fee.

NON-members are allowed only to "view" the building or visit with the Active Member while the Active Member is training. Non-members are not allowed to work their dog(s) during unscheduled building hours.

When: The Active Key Member may use the building at no additional fee during any unscheduled building hours (ie: classes, seminars, fun matches, etc.).

Deposit: Twenty dollars (\$20). Full refund upon return of key.

Purchase Requirements: Keys are only rented in two 6-month blocks:
January through June, July through December
Cost for new members will be pro-rated based on the month started. New members may elect to purchase a key anytime during their first six months of membership. After the first six months, key must be purchased for the regular six-month blocks noted above.

Monthly Fee: Single Membership: \$120 per 6-month block

 Family Membership: \$120 per 6-month block for first member
 \$60 per 6-month block for each additional member

 Junior Member independent of a Family Membership:
 \$60 per 6-month block

Payment is due in full prior to the start of each 6-month block. Separate post dated checks for each month may be given to Treasurer who will deposit these checks on the first of each month.

Fee Refund: Only available in the case of an injury or severe illness to the handler or dog disabling either from training for more than one month period.

EXCEPTIONS may be granted by petitioning the Board.

Class Coordinator General Information 2004

Standard classes are 7 weeks long, Tues./Thurs. 7-8 & 8:15-9:15. \$85
Mini classes are 4-5 weeks long, \$12 per week.
Members receive 25% discount

Weekend courses offered on occasion. No more than one course at a time will be scheduled for weekends.

Advertising: Call Rilda Fish (Public Relations) for all newspaper advertisements

Agility Class Coordinator Duties

Contact instructors
Schedule classes
Collect payment
Collect registration forms
Prepare instructor packets (ready night of first class):
 Registration Forms/
 Vaccination Papers (to be filed at the building)
 Final Class Roster/Attendance Sheet
 "House" Rules
 Evaluation forms
 Completion Certificates (if applicable)
Email new course schedules to members
 Collect evaluation forms at end of course
Contact website coordinator with new course schedules
Pickup messages from phone at club
Contact students
Mail or email forms requested by students
Confirm students spot in class

Obedience Class Coordinator Duties

Contact instructors
Schedule classes
Collect payment
Collect registration forms
Prepare instructor packets (ready night of first class):
 Registration Forms/
 Vaccination Papers (to be filed at the building)
 Final Class Roster/Attendance Sheet
 "House" Rules
 Evaluation forms
 Completion Certificates (if applicable)
Email new course schedules to members
Collect evaluation forms at end of course
Contact website coordinator with new course schedules
Pickup messages from phone at club
Contact students
Mail or email forms requested by students
Confirm students spot in class

Class Offerings:

Obedience

Puppy Kindergarten
Home Obedience I
Home Obedience II
Canine Good Citizen
Novice Trial Obedience
Open Trial Obedience
Utility Trial Obedience
Trial Information Class

Agility

Intro to Agility I
Intro to Agility II
Intermediate Agility
Handling & Sequencing
Just For Fun
Games
UKC Agility
Trial Information Class

Other

Conformation
CGC Test
Tracking

Class Payment Policy

Maximum number of students

Total class size is determined by the Instructor unless specified below.

Beginner Level Classes: max 5 dogs per instructor/assistant (including Beginner Agility, Advanced Beginner Agility and Basic Obedience)

Reserving a spot in a class

Payment holds your spot in a class. No exceptions. Payment may be in the form of a check and/or coupon.* Payment will be accepted on a first come first serve basis. In the event that in one day's mail, more payments are received than spots left available, the envelopes will be drawn at random until the remaining spots are filled.

*If a member wants to use a coupon for a class they have not yet received, send payment as normal with a note indicating your desire to swap the coupon for the check at a later date but prior to the start of the class.

Payment must be mailed directly to the coordinator. If payment is mailed to the club building by mistake, you must notify the appropriate coordinator so it can be picked up from the building. Note that this may delay your opportunity of reserving a spot in a class.

Notification that a class has filled will be emailed (or mailed) as soon as it fills.

Once the class is full, a waiting list will be kept in the event someone is unable to attend the class and a spot opens up. Payments from those on the waiting list will be returned within a week of the start of the class unless otherwise requested by the student. Those people on the waiting list will be notified (via email or mail) of a future class of the same or similar type one week prior to the official announcement of that class. This notification does not reserve a spot in the class, but gives that person an opportunity to mail in payment prior to the official announcement.

Checks are held until the class has started unless otherwise requested by the student.

Building Policies & Rules

Shock Collars:

The use of shock collars in the building is PROHIBITED.

Bitches "in season":

Bitches in season (in heat) will NOT be allowed in classes or workouts.

One exception: Members with keys may train at the building with a bitch in season ONLY IF (1) the female is wearing doggie panties, and (2) no one else is in the building working out at the same time.

General Rules:

- Proof of vaccinations (rabies) must be on file before your dog is allowed to use facilities.
- NO physical abuse of the dog will be tolerated. You may be asked to leave. The instructor's ruling is final.
- Aggressive dogs will NOT be allowed on the grounds. The instructor's ruling is final.
- Do NOT allow your dog to sniff or closely approach other dogs unless you have permission from the other dog's owner.
- Clean up after your dog(s) inside and out. Cleanup material is available. Ask for them if your dog has an accident.
- Do NOT allow your dog to go on any equipment they have not been properly trained on.
- NO personal property may be left on the premises without permission.
- Only club members may keep their crate(s) in the building on a regular basis. There is a limit of two crates per member and three crates per family membership allowed to be kept at the building. Members need to be considerate in the fact that there are several members with several dogs and not a lot of crating space in the building.
- The Club shall exclude any wolf or wolf hybrid from any club function. This exclusion shall not apply to functions where the sanctioning body, such as UKC, allows wolf or wolf hybrid participation.

BEHAVIORAL AND PERFORMANCE POLICY

It is 4rk9's policy to provide the majority of training opportunities in-group classes, however if a club member deems that a dog and handler can best be served through private lessons, the following procedures should be followed.

Every effort should be made to assure safety of the dog, handler and instructor.

No one is required to offer his or her services as an instructor.

Dog must be taking classes or enrolled in an upcoming class of 4RK9's for these lessons.

Instruction time should be scheduled for a time when the building is not normally in use.

Club members should be notified by e-mail **48 hours** in advance that the building would be in use at a specific time.

Private instruction time will be limited to a half-hour costing \$45. The instructor will collect the fee.

The number of private lessons will be kept at a minimum.

The goal of private instruction is for the dog to be able to return to group classes, whenever possible.

Behavior Guidelines

A non-contact incident of aggression with a person or dog will result in a written warning regarding the dog being disciplined from a 4RK9s activity. After _____ written warnings, the membership will decide if the dog is to be:

- Banned permanently
- One-year suspension
- Musseled
- No action taken

A dog who has a contact incident of aggression will be immediately suspended from all club activities until a meeting of the general membership, where a course of action can be decided upon. Options same as above.

A bite is any contact with the skin.

Any bite incident will result in the instructor suspending the dog immediately, writing up an incident report and having all parties involved write up an incident report.

Copy of written warnings and incident reports are to be kept with the Recording Secretary and club President.

Appeal Process:

- One appeal allowed
- Simple majority rules
- 2/3 vote to overturn the decision

Class instructor guidelines:

- Club profile to be refilled out prior to each class. No exceptions.
- Instructors will read guidelines/class rules to each class the first night.
- Incident report forms will be kept in box with the instructors.

Weather-Related Cancellations

Any 4RK9s class or meeting will be canceled if Kirkwood Community College has canceled its classes due to threatening weather.

Only exception is if Alliant Energy shuts the school down due to excessive heat. In this case assume the class or meeting is being held unless you receive an e-mail (or phone call) canceling the event

In the event Kirkwood Community College is out of session, assume the class or meeting is being held unless you receive an e-mail (or phone call) canceling the event.

A make-up class will be arranged by the instructor who will contact each student.

Meetings will be postponed one week (to the 3rd Monday).

Nominating Committee Responsibilities

From our By-Laws:

SECTION V.

Nominations. No person may be a candidate in the Club election who has not been nominated. To be nominated for an office, a member must have attended 1/3 of the regular meetings of the Club in the previous 12 months and be an Active Member in good standing with a minimum of one year membership. During November, the Board shall appoint a Nominating Committee consisting of three (3) Active Members. The Board shall name a Chair of the committee, whose duty shall be to call a meeting on or before December.

- (a) The Committee shall nominate at least one candidate for each open position on the Board.
- (b) The Committee shall notify each nominee.
- (c) Additional nominations may be made at the meeting prior to the annual meeting by any member in attendance provided that the nominee does not decline when his/her name is proposed.
- (d) All nominations for office must be distributed to each member of the Club at least ten (10) days prior to the Annual Meeting and/or shall be included in the Club newsletter, which follows such nomination.

Preliminary Ballot

This ballot can be included in the December newsletter or mailed to each member with the candidate names gathered so far.

Explanation / Instructions for Final Ballot

Must be distributed to each member at least ten days prior to the Annual Meeting AND with enough days allowed in which absentee ballots can be returned to be included.

Final Ballot Mailing:

- One Ballot (or two if family membership applies)
- One Ballot Only Envelope (or two if family membership applies)
- One Self-Addressed Envelope
- Reminder of Annual Meeting & Agenda

Only ACTIVE members (min. 12 hrs each from July – Dec 2001) who are in good standing are qualified to vote. This means no outstanding money owed to the club and membership dues are paid.

Ballot Instructions:

1. Mark an X in the box for your selection of candidates for the Board positions.
2. Enclose Ballot only in small Ballot Only envelope. Seal. Do not write anything on this envelope.
3. Enclose Ballot Only Envelope in larger Self-Addressed Envelope. For family memberships, enclose both Ballot Only Envelopes in the larger Self-Addressed Envelope.
4. Your return address must be on the larger Self-Addressed Envelope. This applies to absentee as well as ballots brought to the meeting.
5. Mail envelope to the club building or bring to the meeting.

At the meeting:

1. Note – the absentee ballots will be collected from the building late on date determined and brought to the dinner.
2. Envelopes with Return Addresses will be marked against the list of Active Members to ensure no duplicates. The outer envelope will be opened and thrown away. The Ballot Only Envelopes will be placed in a box.
3. The Ballot Only Envelopes will be opened and votes tallied.
4. Final results will be announced by the President.

**IF YOU MAILED IN THE “PRELIMINARY” BALLOT,
IT WILL BE THROWN AWAY AND WILL NOT COUNT.**

**4RK9 CERTIFICATES
REDEMPTION RULES
(Updated May, 2006)**

Starting May 2006 all certificates issued will be worth \$42.50. Instructors will receive two certificates and assistants will receive one. If you own any \$85 certificate they still can be redeemed for that price.

1. Active members will no longer be issued a certificate at the end of the year starting December 2006.
2. Instructors will be given two certificates. Assistants will be given one certificate.
3. Multiple certificates can be redeemed for Classes, Dues, and Key Rental.
4. Only a combination of certificates that equal one full class (\$85) can be used for seminars. The balance will be paid in cash or by check.
5. All certificates expire in two years from their issue date effective with certificates dated May 2006.
6. Members subtract \$42.50 per certificate from membership price for classes.
Examples:
7 week class cost \$63.75. You can turn in two certificates or one full certificate (\$85 if you have any) and get the class for free OR you can turn in a certificate (\$42.50) and pay \$21.25.
7. No "change" will be given if redemption of certificates is greater than class, etc.
8. Obedience and Agility Coordinators receive two certificates every 6 months.