STANDING RULES
OF THE GEM CITY DOG OBEDIENCE CLUB, INC.
as approved on November 7, 2003 and amended November 4, 2008, August 6, 2012, September 10, 2012, March 4, 2013, May 6, 2013, June 2, 2014, February 10, 2019, January 26, 2025, and October 18, 2026.

PREAMBLE: These Standing Rules, as defined in Robert's *Rules of order; The Modern Edition*, set forth key policies, customs, and traditions of the Gem City Dog Obedience Club, Inc. These Standing Rules also implement, focus, define, and clarify the broad purposes, objectives, duties, and procedures set forth in this Club's Constitution and By- Laws. However, the Standing Rules are not a part of the Constitution or the By-Laws, and may not override, amend, or supersede any part of either document. Thus, nothing contained in these Standing Rules shall be construed as conflicting with any part of the Constitution or the By-Laws of this Club.

AMENDMENT: These Standing Rules may be amended at any time, by either of two methods: *Method One* is approval by a majority vote of members present at any Membership Meeting, provided a quorum is present. *Method Two* is approval by a majority vote of voting Board members present at any Board meeting, provided a quorum is present. It is preferred, but not required, that proposed amendments to these Standing Rules be submitted in advance, in writing. Any member in good standing may propose an amendment to these Standing Rules.

Commented [SD1]: This part means we can just do the changes needed.

MAINTENANCE: The Secretary shall record in the respective meeting minutes, verbatim, the text of any Standing Rules amendments approved by either method, and maintain a copy of such amendments, for periodic posting to, and republication of the Standing Rules, as amended, as directed by the Board. A copy of the current Standing Rules, with all current amendments, is to be made available for reading by any member or applicant member, at the club facility or as otherwise directed by the Board.

Re By-Laws, ARTICLE I **-- MEMBERSHIP:**

Re Section 1, "Good Standing" Defined: For purposes of membership eligibility as set forth in the By-Laws, "in good standing" with the AKC and similar organizations simply means the prospective GCDOC member is not in a disciplinary status with any such organizations for dog abuse, falsifying documents, unsportsmanlike conduct, or other such misconduct. "Good standing" does not mean the prospective GCDOC member must be a member of any such organization.

Re Section 1, Service Requirements for Membership: GCDOC is an all-volunteer, nonprofit organization with no paid employees. To achieve the objectives of this Club, each member and applicant member is expected do his or her "fair share." Therefore: *To become a member,* an applicant member must first have worked to support club functions and accumulate at least 10 volunteer hours within the twelve-month period prior to election to membership. *To remain a member,* each member must accumulate at least 20 volunteer hours each club year. The service requirements need to be met and hours accumulated between October 1st and September 30th

each year. These are *minimum* service requirements, but it is expected that most members and applicant members will do significantly more than their "fair share" to help this club meet its objects. The Board shall develop appropriate procedures to implement this Standing Rule. *See also,* "Requirements for Applicant Membership," below.

(A) Voucher Awards and Volunteer Hours

Objective: Provide small, equitably distributed incentives for active participation in the Club's management, maintenance and profitability.

As an all-volunteer organization, Gem City Dog Obedience Club has no employees. While the Organization does pay for services as needed, the Club thrives on the hard work of volunteers.

As a thank you for the services provided to the Club, all members are eligible to earn vouchers that can pay for class fees for all Gem City Dog Obedience Club classes and seminars[1]. Some vouchers can also be used for cost savings on trial/test entries.

Vouchers are awarded in two forms: Service and Blue-Ribbon. All vouchers can also be used for $20 off the cost of club sponsored seminars (limit 1 voucher per seminar).

Blue-Ribbon vouchers may be used to defray the cost of trial/test entries (each voucher = $20.00 value). Service vouchers cannot be used to defray the cost of trial/test entries.

Vouchers are earned as follows:

Service vouchers:

Each year[2], members who record a minimum of 50 volunteer hours will receive service vouchers, at the rate of one voucher per twenty-five hours worked in the year.

Some volunteer jobs are performed on a regular basis and require special commitments of the volunteers. These jobs receive volunteer credit of 2 hours for each hour worked. These jobs include: land maintenance, building cleaning, practices, and set up/tear down for trials/tests. From time-to-time, the Gem City Board will offer bonus hours for specific tasks. Double hours can only be authorized by a Board vote except as stated in this policy.

Blue Ribbon Vouchers:

Registrars and board members receive 1 Blue Ribbon Voucher per 8 week training session of service, provided the board member attends 2/3 of board meetings held throughout the year.

All lead and assistant instructors earn 1 voucher for each class taught per session. To receive

[1] *Seminar usage is limited at 1 voucher per seminar fee.*

[2] *Club year is October 1-September 30*

a voucher, the volunteer must complete requirements of his/her commitment by attending at least 6 of the 7 weeks of classes.

Volunteers performing Cleaning and Maintenance tasks earn 1 Blue Ribbon Vouchers for each 8 hours worked.

Volunteers who assume leadership roles in hosting trials/tests earn Blue Ribbon vouchers using the following table. Each amount is per trial/test day.

Note: a trial day is defined as two (2) or more classes.

	Agility	Obedience Conformation	Barn Hunt /Freestyle
Secretary (Per Ring for Agility)	2	2	**
Trial Chair (Per Ring for Agility)	1	1	**
Scheduler	1	NA	**
Ring Steward/Worker Coordinator	1*	1	**
Food Chair (Per Ring for Agility)	1	1	**
Chief Course Builder	1*	NA	NA

* *One per ring. For agility trials, there is a chief course builder and chief ring steward for each ring*

** *Blue Ribbon Vouchers will be awarded at the discretion of the director, following the limits used for Obedience/Conformation and Agility trials/tests.*

Pet Therapy Visits: Pet therapy hours up to 50 per year will count toward service vouchers and reduced dues. Pet therapy hours do not count toward the club minimum of 20 hrs annually. Additional work hours apply to service vouchers.

Re Section 2, Dues. Dues for regular memberships are currently prorated depending on hours of service. Dues for family memberships are established for the regular member with an additional fee for each adult, plus $1.00 for each junior member. For purposes of this Section, family membership is intended to apply to immediate family - children, brother, sister, parent, etc.

Re Sections 2 and 5, Reinstatement of Lapsed Membership: Reinstatement of Membership shall be at the discretion of the Board of Directors, upon the receipt of a letter of request for reinstatement, accompanied by a reinstatement fee, currently $15.00, plus the current membership dues. Reinstatement is only available in the first year after a lapsed membership.

Re Section 3, Requirements for Applicant Membership:

(A) Prospective members may apply to the club at any time. The fee for the applicant member is $30 and may be changed by changing the Standing Rules. Applicants must actively participate in two classes, pay the membership fee, sign the waiver, and volunteer at least ten hours in order to be considered for full membership.

(B) For any prospective applicant member who is a member of another training facility and who is sponsored by two Gem City members, the fee should be no more than $100 to become a "dual" member."

(C) Each applicant member applying for membership shall apply on a form as approved by the Board of Directors. The form shall contain the applicant's agreement to abide by the Constitution and By-Laws and these Standing Rules, along with the standard Waiver of Liability. The application shall state the name, address, and phone number of the applicant, and any other relevant information requested by the Membership Chair. The application shall be endorsed by the Membership Chair prior to submission for approval.

(D) Once all the requirements are met for consideration of full membership, the applicant should be present at the membership meeting at which they are voted. The applicant may submit a formal request to the Board to allow someone else to stand up for them at the Membership Meeting if it is impossible for them to attend.

Re Section 3, Membership Categories.
There are currently five Membership categories: Regular, Family, Junior, Associate, and Lifetime. These are defined in the Bylaws.

Re By-Laws, ARTICLE II - MEETINGS: Sections 1 through 5, "Dayton, Ohio, **Metropolitan Area" Defined:** For purposes of this Article, "the Dayton, Ohio, metropolitan area" is presently considered to be the area within, or within 25 miles of, the city limits of Dayton, Ohio
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Re By-Laws, ARTICLE III- DIRECTORS AND OFFICERS:

Re Section 2, (A)(B) President, Vice President The President and Vice President may, without board approval, spend up to $75 each or $150 collectively. All transactions shall be presented at the next board meeting

Re Section 3, (A) Membership The Membership Chair may appoint a committee which shall be responsible for creating and maintaining the digital services of membership, including club communications, membership directory, and the calendar of meetings and events.

Re Section 3, (B) Registrar
The Registrar shall appoint and Chair a Registration Committee. This committee assists the Registrar in executing all facets of his/her duties under the By-Laws and these Standing Rules. Committee members are assistant Registrars for Obedience, Agility and Conformation classes.

The Registrar or assistant Registrars shall answer telephone and other inquiries from the public concerning GCDOC training classes. They shall explain GCDOC class requirements and prerequisites, schedules, and placements, and process class applications, fees, and supporting documentation. They shall prepare and update class rosters, and shall arrange for appropriate reception and processing of handlers and dogs/puppies for at least the first two classes each session.

Re Section 3 (C): Board Members at Large are expected to volunteer to chair at least one committee. Not later than the December Board meeting, the Board members shall indicate to the President which committee or committees they prefer to chair.

Re Section 3 (D, E, & F) Directors of Obedience, Agility and Conformation:

(A) Each training Director shall chair a committee of instructors and/or members from his or her respective training area and shall appoint such co-chairs, committee members and subcommittees as may be desired or necessary to further the club's training program including, but not necessarily limited to Classes, Fun Matches, Show n' Gos, Sanctioned Matches, Licensed Dog Shows, Tests, and/or Trials. He or she shall appoint a subcommittee on equipment, to be in charge of training equipment, maintaining an inventory of same and being responsible for delivery and storage of equipment as required by the club.

(B) Each training Director shall establish an annual budget for his/her program, including income and expenses from all sources - classes, trials, tests, etc., and working with the Treasurer present this budget for the year for approval by the Board.

(C) On taking over his or her duties each training Director, in coordination with his or her committee, is to submit to the board an outline of a proposed training program in sufficient time to obtain approval before starting classes. It is not mandatory that the training Director do the actual training, but he or she shall be responsible for appointing trainers as he or she deems necessary and for acquainting them with the training program.

1. Where appropriate the committee shall prepare outlines and handouts for instructors and handlers. The committee shall also monitor training classes and recommend improvements for future classes in order to maintain the highest standards in training of dogs and their handlers/owners. They shall consider feedback on course success from instructors, handlers, Registrars, judges, and any others offering comments.

2. Instruction will emphasize safety, enjoyment, and positive motivation.

(D) Each training Director may arrange for continuing education programs or seminars for instructors and members.

(E) Each training Director or his or her designated representative shall determine whether a member or nonmember may substitute, in lieu of beginner classes, more advanced classes or

advanced training. Such approval may be necessary to meet applicant membership or other requirements.

(F) Each training Director shall, in coordination with the Registrar, carry out a systematic plan of registering applicants for appropriate classes and all matters pertaining thereto.

Re By-Laws, ARTICLE V - COMMITTEES:

(A) **Awards/Entertainment Committee.** The Chair shall be appointed by the President. This committee monitors titles, degrees, awards, certifications, and other recognition received throughout the year by members' dogs. They organize an annual awards banquet, to distribute awards as set forth in By-Laws ARTICLE VII.

(B) **Cleaning Committee.** The Chair shall be appointed by the President. This committee is primarily responsible for the interior cleaning of the club's training facility. They clean the floors and matting, remove dog fur and other debris, remove trash, and obtain cleaning and sanitation supplies, presenting receipts thereof to the Treasurer for reimbursement. They bring items needing maintenance or repair, or posing a safety hazard, to the prompt attention of the Maintenance Committee and the Board. They do whatever is necessary or appropriate to ensure a clean and sanitary training facility.

(C) **Finance Committee.** The Chair shall be the Treasurer, and additional members may be appointed by the Chair. They are charged with providing all appropriate assistance to the Treasurer in ensuring proper safeguarding and control of all club accounts, receipts, and assets. They assist the Treasurer and work with the Directors of Obedience, Agility and Conformation in preparing any needed budgets and forecasts. This committee, in coordination with the Ways and Means Committee, Obedience, Agility and Conformation committees and other committees as appropriate, shall conduct periodic inventories of club owned and bailed assets, and ensure adequate insurance coverage thereof.

1. All bills must be submitted to the Treasurer within 60 days of invoice date or they will not be reimbursed.

(D) **Hospitality Committee.** The Chair shall be appointed by the President. This committee shall oversee the welcoming of visitors to the Club, and the providing of refreshments for Club Meetings.

1. **Sunshine** The Sunshine Chair shall have the responsibility of sending expressions of congratulations, get well, sympathy or condolence upon such occasions as the injury, serious illness, hospitalization, surgery, birth of a baby, death of a Member or Members' immediate family or death of a Member’s dog.
    a. In all instances a card should be sent
    b. The membership shall be notified at the Sunshine Chair's discretion.

c. For any member in good standing at the loss of their dog, whether or not that dog participated in GCDOC classes or events, some token of remembrance, not to exceed $50, should be sent. This might include but not be limited to: flowers, a gift basket, or in the case of a death, a memorial contribution to a charity. If another member could visit, a simple rose in a bud vase would be appropriate. The choices are unlimited, but the thoughtfulness and caring of our club is priceless. These are the circumstances that should require more than a card: The club shall offer to provide a memorial stone.
    1. Hospitalization, inpatient surgery, or out-patient surgery requiring a lengthy home stay.
    2. The death of a member or immediate family member.
    3. A memorial stone for the death of a dog.
    4. A baby gift for a birth.

d. In the instance of the death of an active club member or their spouse flowers may be sent.

(E) **Land Committee.** The Land Manager is the Chair of this committee and may appoint others to serve, including a landscaping sub-committee.

(F) **Maintenance Committee.** The Chair shall be appointed by the President. This committee shall inspect the club premises on a regular basis, and identify interior and exterior items needing repair or maintenance. The committee shall perform minor repairs and maintenance, soliciting such assistance as necessary from the membership and the Board. The Chair shall report all items requiring, in his or her judgment, major repair or maintenance, to the Board, and shall report all safety hazards to the Board immediately.

(G) **Publicity Committee.** The Chair shall be appointed by the President. This committee shall promote the club wherever and whenever needed or appropriate, using newspapers, radio, television, telephone books, and other media. Such functions include disseminating information on training classes, and the scheduling, organization, and conduct of obedience or agility related demonstrations. This committee shall also maintain the calendar for the year.

(H) **Ways and Means Committee.** The Chair shall be appointed by the President. This committee develops and implements various fundraising programs to help support the club and pay its operating expenses. These programs may include, but aren't limited to, raffles and the sale and promotion of various dog toys, treats, and accessories. This committee shall coordinate with the Treasurer to ensure prompt and proper deposit of all receipts generated by this committee, as well as prompt payment of all obligations.

(I) **Other Committees and Subcommittees.** New committees may be appointed at any time, as set forth in the By-Laws. ARTICLE V, Section 1. In addition, any committee chair may appoint such subcommittees as appropriate to implement committee functions and

objectives. Such new committees and subcommittees may help the club meet changing needs and membership desires. Members are always encouraged to chair, or serve on, such new committees and subcommittees. Such committees might include: Earthdog, Flyball, Rally Obedience, Weight Pull, Tracking, Lure Coursing, etc.

Re By-Laws, ARTICLE VI -- TRAINING CLASSES:
Re Sections 4: The nonmember fee for obedience and conformation classes is $70 for seven weeks. Agility classes are $90 for an seven week session. The fee for members and service dogs and the first class for a rescue is one half that for nonmembers. Vouchers may be used at the value of $35/class. Agility classes require a voucher and $10/cash.

(A) **Guidelines for Agility Classes and Trials**: Every effort will be made to accommodate all handlers/dogs when registering for the class of their choice. The following guidelines will be used in accomplishing this:

1. **Class size for any regularly scheduled agility class will be set by the Director of Agility.** On occasion, we will offer Specialty Classes which are classes which are not offered on a regular basis, or which have some circumstances outside the realm of a regularly offered class. Specialty classes will be designated on the registration sheet for classes that session
2. A handler may register for multiple classes if registering multiple dogs; however, a handler may register each dog in only ***one regular*** class. Additional "specialty" classes may be taken while also registered for a regular class.
3. Handlers may not enter multiple dogs in the same class. *(Exception to this rule is dependent upon class size and is at the discretion of the registrar and instructor.)*
4. Only the dog that is registered for a class may attend that class, with exception of a medical condition at which time, a dog running the same level may be substituted with registrar's notification.
5. All dogs must be pre-registered for a class. To be guaranteed a spot in the class for the next session, the dog must have attended 5 out of 7 classes for the previous session.

Re By-Laws, ARTICLE VII -- ANNUAL AWARDS: Annual Awards shall normally be presented at an Annual Awards Banquet as set forth below.

(A) **Policy**. Gem City Dog Obedience Club's policy is to recognize all types of titles, degrees, and certifications awarded by all appropriate nationally and internationally recognized dog organizations. Members receiving awards must be active members of the Gem City Dog Obedience Club.

(B) **Description Of Current Annual Awards.** Any member may turn in his/her scores/ titles to the Awards Committee starting January 1 and ending December 31. All scores/ titles should be submitted in the form requested by the Awards Committee. The first year a member earns an award he/she receives a plaque with his/her name engraved at the top and a brass plate with his/her dog(s) accomplishments engraved. Each subsequent year an engraved brass plate is given to be attached to the plaque. Special honors, such as High in Trial, will be

engraved on the plate. Those earning the Canine Good Citizen or Therapy designation will receive a certificate.

Obedience Special Awards - A special engraved gift is given to these annual winners who have submitted titles and/or scores.

(A) **Highest Scoring Dog - AKC.** This award is presented to the handler/dog team who scored the highest point value while competing in regular classes at an American Kennel Club trial.

(B) **Highest Scoring Dog - UKC**. This award is presented to the handler/dog team who scored the highest point value while competing in a United Kennel Club trial.

(C) **Highest Scoring Dog - CKC.** This award is presented to the handler/dog team who scored the highest point value while competing in a Canadian Kennel Club trial. The trophy is kept at the training building.

Special Awards

(A) Agility - Highest Title in a Registry – CPE, Regular and Veteran - C-ATE, C-ATCH, Enthusiast – CT-ATE, CT-ATCH Specialist – CS-ATE, CS-ATCH; AKC, MACH, PACH; UKC, UATC, UATCHX, GRACH.

(B) Conformation - Best in Show, and Best in Group - O**wner handled in AKC, UKC or IACBA.**

(C) Obedience – Medal of Honor is awarded for **AKC, UDX , UD,** and higher **and UKC UUD** and higher.

(D) Rally Obedience – **Medal of Honor** is awarded for **AKC RAE** and higher, **UKC – UROC, URX, UROG: APDT/World Cynosport – ARCHX, ARCHEX, ARCHMX,** or **C-Wags ACE** or higher**.**

(E) Freestyle WCFO – Medal of Honor is awarded for passing the highest level available Proficiency Test, earning a **Champion Title**, or **Perfect Dance Partner Title (PDP).**

(F) Earthdog AKC – Medal of Honor is awarded for dogs earning the **Master Earthdog Title**.

(G) Dock Jumping Medal of Honor is awarded for **(UKC)** – **Grand Distance Jumping Titles**, **Ultimate Air Dogs National Titles**.

(H) Barn Hunt - RATCH or higher**.**

(I) ***Denise Davidson Memorial Trophy.*** *This trophy is presented to the handler/dog team who had the highest AKC score in Novice A.*

(J) ***Scotty Meyer Sportsmanship Award****. This award honors one special person who has promoted the club and dog sportsmanship. The individual makes a quality contribution to the success of most events sponsored by the club, and is eager to help both the beginner person and the more experienced dog handler. Nominations are accepted in writing by the Chair of the Awards committee. The person receiving the most nominations will be announced by the previous year's winner at the Annual Awards Banquet.*

(K) Starline Nunley Memorial Award. This award is an intermittent award honoring a Member who does something break-through to improve the world as it relates to dogs or the dog/ human relationship within our community. This person will have been instrumental in the development of an ongoing canine welfare or canine/handler focused initiative in the community outside the Gem City Dog Obedience Club. This award may not be awarded every year. In the event there is more than one candidate and the Board feels more than one is qualified, then more than one individual can be honored, Nominations for this award are accepted in writing.

(L) Club Special Awards. From time to time the board of directors may vote to award a special honor to a member who has shown outstanding achievement in the field of dog sports.

Re By-Laws, ARTICLE XI -- DISCIPLINE.
Re Section 1. The By-Laws provide for suspension or expulsion based on dog organization disciplinary action or other charges based on misconduct. The contemplated suspensions from other dog-related organizations envision suspensions for cause, such as for maltreatment of dogs or falsification of documents, and do not encompass mere lapse of membership for nonpayment of dues in such other organizations. Adhering to the following guidelines will help to avoid such unfortunate incidents and enhance the effectiveness, public image, and member enjoyment of this club.

GUIDELINES FOR MEMBERS' CONDUCT:
Members are expected to promote high standards of ethics, mutual cooperation, training, and sportsmanship at all times. Resolve any conflicts with other members in a professional and courteous manner. Help other members to succeed, and take personal joy in their accomplishments when they do so. A success by any member is a success for all members. Handling and training methods and techniques should be based upon humane training, kindness, positive motivation, and reward, exercising only sufficient firmness as each individual dog requires. Do not train while angry; bad temper from any handler, whether directed toward a dog or toward another human, has no place at GCDOC. Self-defense, or defense of another human or of a dog, will be the only acceptable reasons for severe handling. Good sportsmanship is expected, not only in the ring, but outside the ring as well. Members must strive to present themselves in a manner which will always reflect credit upon, and enhance the reputation of GCDOC, as well as the sport of dog obedience and similar dog-related activities. Members should treat judges, stewards, and members of other dog-related organizations, as well as the public, with the same high standards of courtesy, sportsmanship, and professionalism they are expected to accord one another. Members (other than associate members) are expected actively to support GCDOC classes, functions, events, and activities. The amount of support each

member can give will vary from individual to individual. However, all members are encouraged to give the maximum support they can, as often as they can.

Training Guidelines

(A) CANCELLATIONS AND REFUNDS: For a refund the class registrar must be notified by the end of the first full week of a new class session, a $10.00 cancellation fee will be deducted. After the cancellation deadline a voucher to reschedule the class will be issued. Extenuating circumstances will be reviewed on an individual basis by the instructor and registrar.

(B) Dogs should be on lead in the building during training classes, except when doing classroom off-lead work. In agility, dogs not under instruction will be on-lead or securely crated. “On lead” means to keep dogs close to the handler, not at the end of a 4 or 6-foot lead.

(C) It is always the responsibility of the handler to clean up any accidents created by his/her dog. Waste should be disposed of in receptacles provided, or placed in a bag and disposed of in the dumpster outside the building.

(D) It is permissible to bring children; however; they must sit quietly in one place during the entire training session, and may not be on the training floor. Children should be advised never to approach a dog that is crated, or reach their fingers or hands toward a dog without first asking and receiving permission. If your child becomes a Junior member he/she may train if a parent, guardian or responsible adult is present, following the same guidelines as members and applicant members. It is also permissible to bring a family member or friend to watch as you train your dog.

(E) As long as there is an obedience ring not in use, you are welcome to train your dog. Please do not enter a ring when another member is training, without first asking and receiving permission. Many advanced exercises require the entire ring and cannot be taught with other people and dogs in the ring. Please limit your ring time to fifteen minute blocks when other members are waiting to use the ring.

(F) Members may train at all Gem City facilities as long as a release of liability is on file. It is recommended to have another person with you when you are training.

1. Before using the agility equipment outside of class, first-time handlers must complete the beginner series of agility classes and be familiar with the safety rules for all obstacles. Exception: If an instructor is supervising practice.
2. Food treats should not be thrown in tunnels or on obstacles.
3. No person should be on the agility equipment at any time.

(G) For safety reasons, there will be times when the building/Land will be closed to training. These include when the building is being cleaned (weekly by the cleaning committee and/or when other special cleaning/maintenance is commissioned), during building/Land

maintenance, and during trials, work days or other special events. When possible, a sign will be posted on the door to alert members arriving at the building that it is temporarily closed to training.

Training Safety

Any Board member, Committee Member, instructor or assistant, who notes any dog, child or adult human whose behavior appears to pose a threat to the safety of that dog, child, or adult, other dogs or humans, or to pose a threat of damage to equipment or other property is empowered to intervene and correct the situation if possible, otherwise direct the owner, parent or guardian, or adult to remove the dog or child, or his or her self, and file an incident report to the board.

1. An incident report must be filed if there is an act of dog aggression, attack, or bite that takes place toward another dog or human in class, on Gem City property or at any Gem City event.
2. An incident report shall also be filed if there is an incident of unsafe, disruptive, or unruly behavior by an adult or child that resulted in the adult being directed to remove him or herself, or the child's parent or guardian being directed to remove the child.

Crating Guidelines

(A) Any dog that is crated must be quiet.
   1. Barking/lunging dogs may not be left in crates.
   2. Any dog continuously barking and whining in a disruptive manner cannot be left in a crate.

(B) Dogs should be under control and should not be sniffing or bothering a dog that is crated.

(C) Crates may only be left in the building while in use during training, instructing, or trial attendance.

Use of the Gem City Property

A current Release of Liability Form must be on file at the club. A $5 deposit is required to have a key to the property and keys are available through the Land Manager. Only Regular and Family members may obtain a key to the land. You may use the fenced, gated 10 acres at any time there is not a scheduled trial, test, or activity, however not before daylight in the morning, and 10:00 p.m. is the curfew for lights off and the gate locked. During months when classes are in the training building 8:00 p.m. is the curfew for lights off and gate locked. The only exceptions are scheduled events at the land or winter classes outdoors. Any individual who violates these guidelines will be brought before the board and dismissal from membership in the club may result.

Land Use Guidelines (GCDOC land is defined as the fenced acreage located at 524 Valleycrest Dr.**,** Dayton OH 45404)

(A) During classes dogs must be on lead or under full control. When setting a course dogs should either be crated or tied at the base of the fence line.

(B) All dogs exiting cars or waiting for class to begin must be on lead adjacent to the ring, parking and picnic areas.

(C) The fenced ring is for classes and practice only. It is not to be used to exercise dogs off lead.

(D) When exercising your dogs off lead, do so in the clear field area East (opposite the ring) away from the ring and parking areas. Those who are there to exercise their dogs should park away from the ring and well beyond the Lenehan Building. Dogs must be under control both on lead and when off lead. Only two dogs per handler may be off lead at any one time.

(E) Handlers must clean up after their dogs anywhere on the property and use provided trash containers to dispose of the waste - do not use port-a-potties for this purpose. Wet Spots in the ring must be sprayed with X-O provided in bottles around the ring area.

(F) When using the property during times when there are no classes, there should be another person with you for safety.

Land Use Guest Provisions

- A non-member user is defined as an adult with dog(s) who is not a family member of a GCDOC member; family member is a spouse, child, parent or person related to GCDOC member by consanguinity or affinity.
- Non-member users of the land must be accompanied by a GCDOC member in good standing and will not have access to a key to GCDOC land.
- Non-members use of the land is identified as exercising and socializing dogs, training that does not include the agility equipment or earth dog dens, and activities that do not damage and/or alter the land. They may not enter the fenced in agility area and shall not use the storage building, water or hoses.
- Non-member users of the land must sign a release of liability and acknowledge the rules for use of the land; written rules will be attached to the release; appropriate forms will be kept at the land or made available for GCDOC members wishing to have guests accompany them at the land.
- Non-member users are responsible for their dogs at all times and shall have their dogs under reasonable control. They shall not be allowed near the agility rings during classes or practice.
- Fees for non-member users are as follows:
  A. Per day fee: $ 5.00
  B. Monthly fee: $20.00
  C. Annual fee: $60.00

- Fees and executed forms will be collected by the GCDOC member who is accompanying the non-member at the land; fees and executed forms will be deposited in a designated location at the land or the locked box in the building.

- The number of non-member users accompanying a GCDOC member at any one time shall be limited to 4 persons or 8 dogs. No member or non-member may have more than two dogs on or off lead at any one time.
- Failure to comply with this policy may subject the GCDOC member to discipline by the club and/or rescission of key privileges to the land.

Re By-Laws, ARTICLE XIV -- ORDER OF BUSINESS:

Membership Meetings: At membership meetings, all persons entering the meeting site must check in at a membership table. At the table, the member's name, personal information and dues payment will be verified. All non-voting members will be given different colored nametags to wear. This will allow for easier identification of members for voting purposes, as well as help all attendees get acquainted.

Parliamentary Authority: Issues of parliamentary procedure, where not otherwise covered in the Constitution, By-Laws, or the Standing Rules, may be addressed by referencing the most current edition, as available at the Meeting, of *Roberts Rules of Order, Modern Edition*.

Brag Box: This is a GCDOC custom. At the discretion of the President. a “brag box” may be passed, normally upon adjournment of the membership meeting. The “brag box,” usually a hat, tin or basket, is passed to accept donations (generally a nominal sum, such as $1.00) from any member, or other attendee, who desires to tell the meeting about any recent accomplishments of the donor's dog(s), self, or family. Persons who do not wish to submit a “brag” may also give a donation. Proceeds of the “brag box” may be donated to a specific, worthy dog-related cause, or to support the club or any of its activities.

Rental Policy: The board of directors will appoint a board member to execute all rental agreements. The appointee shall have the boards authority to negotiate rates other than those suggested below. All seminar presenters shall be approved by the board prior to completion of the rental agreement.

A) **Northcutt:**

1) Northcutt per day
   a) Member/Non-Member entire building $500, Front room $100, Turf room $400
   b) Charitable not for profit entire building- $50
   c) Trials held by other clubs entire building (includes volunteer workers) - $750

(B) **Land:** The fee to rent the land is $175 per day

(C) **Agility Equipment:** Flat fee of $500 for use of equipment.

Electronic Timer Policy:

(A) Timers may be used at all Gem City trials under supervision of trained members.

(B) Timers may be used for Show n Go's or special open agility dates under supervision of trained members.

(C) Timers may not be used routinely for classes.

(D) Timers may not be rented to other organizations.

Seminar Reimbursement Policy:
An instructor who attends a seminar related to his/her activity (i.e. obedience seminar for obedience instructor) may request either $50 or up to 25% of the seminar fee (with a maximum of $250 for a $1,000 seminar) following the seminar and with proof of attendance. If the member wishes reimbursement, he/she must commit to teach a minimum of two 8-week sessions for the club. Retroactive instruction does not apply. Reimbursement requests must be pre-approved by the director of the activity to be considered and only one reimbursement per year is allowed.

APPROVAL: The foregoing Standing Rules were adopted and accepted by a majority of the members present at the membership meeting held November 7, 2003. They were revised from time to time by the Board of Directors, most recently on October 18, 2026 and therefore shall be and are hereby declared effective and operative, as evidenced by signatures of the President and Secretary hereunto affixed.

Michelle Colette — Michelle Colette, President

Rachel Corbett — Rachel Corbett, Secretary