

Mid-Coast Kennel Club of Maine, Inc.



**Standing
Rules**

Policies

Procedures

Updated: March 2024

TABLE OF CONTENTS

- Standing Rules..... 6**
- AKC References 6**
- Mid-Coast Kennel Club Rules of Governance 6**
 - State of Maine and Federal..... 6**
 - MCKC Documents 6**
- Standing Rules Definition 6**
- Process for Creating and Modifying Standing Rules..... 7**
- Procedures and Checklists 7**
- Meetings and Voting (Bylaws 2.1-5, 4.2)..... 7**
 - Types of Meetings..... 7**
 - Club Meetings 7
 - Special Club Meetings 7
 - Board Meetings 8
 - Special Board Meetings..... 8
 - Annual Meeting..... 8
 - Robert’s Rules of Order 8**
 - Meeting Notification 8**
 - Meeting Agenda / Order of Business (Bylaws 9)..... 8**
 - Voting 8**
 - Election to Membership..... 9**
 - Membership Dues..... 9**
 - Termination of Membership..... 9**
 - Meeting Types Summary Matrix 10**
- Role of the Board of Directors..... 11**
 - Management of Club Affairs 11**
 - Membership and Dues..... 11**

Club and Board Meetings	11
Appointment of Board Members, Officers, and Committees	11
Discipline	11
Policies	11
Obligations of Individual Board Members	11
Calendar Recap of Board Tasks	12
January	12
April.....	12
May.....	12
August.....	12
December	12
Club Finances	12
General Responsibilities of the Treasurer (Bylaws 3.2)	12
Monthly Reporting	12
Annual Meeting	12
Accounts, Authorized Signatures and Authorities	13
Annual Budget	13
Bonding Insurance	13
Conditions of Bonding Insurance	13
Tax Reporting	14
Registered Agent	14
Corporate Tax Exemption Renewals	14
Required W9, 1099-NEC and 1096 Forms	14
Accounting Firm	14
Auditing	14
Event Responsibilities	14
Review and Payment of Event Expenses	14

Review Checking Account for Uncleared Checks	15
Prepare and Distribute Exhibitor Refund Checks	15
Financial Results of Each Event	15
Insurance	15
Certificate of Insurance	15
Membership Dues (Bylaws 1.2, 1.4).....	16
PayPal.....	16
QuickBooks.....	16
Administrative and Event Budgets.....	16
Support Funds.....	17
Committees (Bylaws 5).....	17
Standing Committees.....	17
Obedience and Rally	17
Agility	17
Conformation	17
Tracking	17
Membership	17
Website and Social Media	18
Community Outreach	18
Rules	18
Nominating Committee (Bylaws 4.4).....	18
Special Committees	18
Key Responsibilities for All Committees	18
Document Storage and Access on Google Drive.....	20
Agenda for Meetings	21
Minutes for Meetings.....	21
Access Settings for Documents on the Drive.....	21

File Naming Protocol..... 21

Spelling and reference conventions:..... 21

Policies 22

Social Media and Electronic Communications 22

 Meaning 22

 Guidelines..... 22

 Expressing Concerns..... 22

 Violations 22

 Official Communications..... 22

Philanthropic Donations 23

 Use of Allocated Funds 23

 Criteria for Non-scholarship Donations 23

 Required Information 23

STANDING RULES

AKC REFERENCES

The American Kennel Club provides guidance to clubs regarding the creation of rules governing a club. The paragraph below is taken from the [AKC webpage pertaining to Bylaw Information](#).

*The rules governing a club, beginning with the highest authority, are applicable Laws of the State in which the club is incorporated; Constitution and Bylaws; Rules of Order (parliamentary procedure); and **Standing Rules**. Most corporate statutes usually provide clubs with latitude since they refer most issues back to the bylaws. There will be cases where the bylaws are silent, and the statutes will prevail.*

In addition, the [AKC has established recommended best practices](#). These topics are an excellent resource for identifying topics for Standing Rules. Best Practices have been documented for the following topics:

- Club Events
- Club Finances
- Legislation
- Membership

MID-COAST KENNEL CLUB RULES OF GOVERNANCE

STATE OF MAINE AND FEDERAL

The Mid-Coast Kennel Club (MCKC) was granted the status of a Non-Profit Corporation in the State of Maine on June 22, 1984. Additionally, the club was made exempt from Federal Income tax on December 31, 1986, under the provisions of the **Internal Revenue Code Section 501(c) (4)**. The club's State of Maine's Registered Agent is required to annually file an Annual Report with the State, and the club's Secretary to file a Form 990 with the IRS. The income of the club must be reviewed by the club's Treasurer annually to ensure the required filings has not changed.

MCKC DOCUMENTS

- Constitution (on the club's website)
- Bylaws (on the club's website)
- Rules of Order - Robert's Rules of Order Newly Revised, 12th edition (resides with the club president)
- Code of Ethics (on the club's website)

STANDING RULES DEFINITION

The following general definition of Standing Rules will be used:

Standing Rules are those rules that relate to the details of club administration. These rules are adopted by the Mid-Coast Kennel Club (MCKC) to cover the management of the club and its activities.

No Standing Rule may, in any way, change or modify the club's Constitution or Bylaws.

PROCESS FOR CREATING AND MODIFYING STANDING RULES

1. Substantive changes, deletions or additions to the Standing Rules may be proposed by the Board, the Standing Rules Committee, or any member. Such proposals will be handled as follows:
 - a) The Club secretary will send a draft electronically to the membership.
 - b) Members will have at least 14 days to review the draft.
 - c) At the next General Meeting following the review period, the membership will discuss the proposal, and will decide by a simple majority vote whether to adopt it as is, adopt it with modifications, or reject it. If modifications are substantial, the membership can decide to revisit a modified proposal at a subsequent meeting.
2. The following changes to the document will not require membership review or approval and will be the responsibility of the Rules Committee:
 - a) maintenance updates – at the direction of the Board
 - b) inclusion of newly approved policies
 - c) minor corrections

PROCEDURES AND CHECKLISTS

While identifying ideas for the club's Standing Rules, committee members should also start a list of procedures and checklists that would benefit the club. Lessons are learned at many of our events that would be great to have documented for future use.

MEETINGS AND VOTING (BYLAWS 2.1-5, 4.2)

TYPES OF MEETINGS

Five types of meetings are specified in the Bylaws:

- Club Meetings
- Special Club Meetings
- Board Meetings
- Special Board Meetings
- Annual Meeting

CLUB MEETINGS

Are currently held on the *second Thursday of each month at 7:00PM via Zoom*. Notice of the meeting will be sent to the club membership via an email by the club secretary at least seven days prior to the meeting. This notice will include the meeting agenda, pertinent material for the meeting and a Zoom link to access the meeting. Prospective club members are encouraged and welcomed to join. Upon the recommendation of a current member, the Zoom link may be provided by the secretary.

A roll call of members present will be taken by the secretary and the presence of a quorum will be confirmed, that is fifteen percent of the voting members in good standing.

SPECIAL CLUB MEETINGS

Are held as required, in accordance with the Bylaws (Article 2, section 2). The club secretary will confirm the presence of a quorum, that is fifteen percent of the voting members in good standing.

BOARD MEETINGS

May be called prior to the monthly club meeting at the discretion of the President. Notice of the meeting, including the agenda, will be emailed to the club members by the secretary at least 7 days prior to the meeting. The club secretary should confirm the requirement for a quorum has been met, that is the majority of the board. Only board members can vote at board meetings.

SPECIAL BOARD MEETINGS

May be called by the President, or by the Secretary upon a written request signed by at least three board members, in accordance with the Bylaws (2.4). The club secretary should confirm the presence of a quorum, that is the majority of the board.

ANNUAL MEETING

Shall be held in the month of April, at which the officers and directors for the ensuing year (April to April) shall be elected. New officers take over immediately following the election. The Treasurer will provide a written account of all monies received and expended during the previous fiscal year at the annual meeting.

ROBERT'S RULES OF ORDER

Robert's Rules of Order, Newly Revised, shall govern the club in all cases that are applicable and in which they are not inconsistent with the Bylaws and any other special rules of order the club may adopt. Based on Robert Rules of Order, the process of making a decision is done through a motion, which is a proposal to do something. The formal steps in handling a motion are the making of a motion, having a second, stating the motion, having debate on the motion, putting the motion to a vote, and announcing the results of the vote.

MEETING NOTIFICATION

Notification of all meetings are communicated to club members by email. Members who do not use email must notify the secretary and request that meeting information be mailed via USPS. The club is not responsible for USPS delays in receiving the mail.

MEETING AGENDA / ORDER OF BUSINESS (BYLAWS 9)

Bylaws 9.1 identifies the order of business for meetings of the club.

Bylaws 9.2 identifies the order of business for meetings of the board. Changes can be directed by majority vote of those present.

It is the responsibility of the president to establish the agenda for club, board and annual meetings. Club members who would like to add an item to the agenda for club meetings should contact the president or the secretary in writing at least 14 days prior to the meeting with their request. The agenda for meetings will be assembled by the secretary in consultation with the president. The president will approve the agenda and inform the secretary at least 10 days before the meeting. The agenda will include the Zoom link for the meeting. The agenda will follow the order of business as described in Bylaws 9.

Whenever possible, written reports from the officers and committee chairs will be attached to the agenda. Documents requiring action at the meeting such as the minutes will also be attached. Whenever possible, items requiring action at the meeting must be included on the agenda and circulated to members prior to the meeting.

VOTING

Single members, up to two members of each Family Membership over the age of eighteen and Lifetime members, who are in good standing, whose dues are paid for the current year, and who are present at the meeting, shall be entitled to vote at any club or special club meetings. It is the responsibility of the secretary to identify individuals who are not voting members and the responsibility of the treasurer to identify individuals whose dues have not been paid.

Junior and non-voting members may voice their opinions on the topics/issues.

In most cases, a *counted show of hands vote* will take place and a motion will pass with a majority vote of those present. The exceptions are discipline (Bylaws 6), Amendments (Bylaws 7) and dissolution (Bylaws 8).

ELECTION TO MEMBERSHIP

See Bylaws 1.3. The membership application (revised 6/21) is posted on the club website.

MEMBERSHIP DUES

See Bylaws 1.2. For 2022/2023 the annual dues for a Single Membership \$20; Family \$25; Lifetime and Junior \$0.

TERMINATION OF MEMBERSHIP

See Bylaws 1.4.

MEETING TYPES SUMMARY MATRIX

	Schedule	Notice by secretary	Quorum	Agenda	Who may attend	Who may vote
Club	monthly	7 days	15% of voting members	The president sets the agenda. Club members may request an item be added to the agenda by submitting a request to the President or the Secretary at least 14 days in advance of the meeting. The President will finalize the agenda and transmit it to the secretary at least 10 days prior to the meeting.	Club members and guests	Voting members of the club
Special Club	Meetings may be called by: 1. President 2. Majority of board members 3. Petition of 5 club members (to secretary)	At least 5 days and not more than 15 days	15% of voting members	No business other than for the purpose of the special meeting	Club members	Voting members of the club
Board	Prior to the monthly meeting at the discretion of the president.	7 days prior to the meeting	Majority of the board	The president sets the agenda. Board members may request an item be added to the agenda by submitting a request to the President or the Secretary at least 14 days in advance of the meeting. The President will finalize the agenda and transmit it to the secretary at least 10 days prior to the meeting.	Board members and club members (If circumstances require that the board meet in executive session, club members will be excused until the executive session ends)	Board members
Special Board	Meetings may be called by: 1. President 2. Petition of 3 board members (to secretary)	At least 5 days and not more than 15 days	Majority of the board	No business other than for the purpose of the special meeting	Board members and club members (If circumstances require that the board meet in executive session, club members will be excused until the executive session ends)	Board members

ROLE OF THE BOARD OF DIRECTORS

MANAGEMENT OF CLUB AFFAIRS

- “General management of the Club’s affairs shall be entrusted to the Board of Directors.” (Bylaws 3.1)
- Conduct an annual review of all club records at a board meeting prior to the annual April club meeting. (Bylaws 3.1)
- Designate the bank(s) to be used by the club. (Bylaws 3.2.d)
- Designate the amount in which the Treasurer shall be bonded. (Bylaws 3.2.d)
- Propose amendments to the Constitution or Bylaws. (Bylaws 7.1)
- Consider proposed amendments to the Constitution or Bylaws and make recommendations to membership. (Bylaws 7.1)
- Determine disposition of assets after dissolution, in accordance with Bylaws Article 8. (Bylaws 8)

MEMBERSHIP AND DUES

- Change dues amount by majority vote by Feb. 1 each year, or they stay the same. (Bylaws 1.2)
- Approve changes to the member application form. (Bylaws 1.3)
- Waive attendance requirements for a prospective voting member. (Bylaws 1.3)
- Grant 60 days grace period for a delinquent member [one who has not paid dues for 60 days after the May 1 due date]. (Bylaws 1.4)

CLUB AND BOARD MEETINGS

- Designate the day, hour and place of club meetings. (Bylaws 2.1)
- Call a special club meeting by majority vote of those present and voting at a board meeting. (Bylaws 2.1)
- Hold board meetings, at the discretion of the President, prior to club meetings. (Bylaws 2.3)
- Waive the meeting attendance requirement for board members by majority vote. (Bylaws 3.3)

APPOINTMENT OF BOARD MEMBERS, OFFICERS, AND COMMITTEES

- Fill board and officer vacancies, by majority vote, except that a vacancy in the office of President shall be filled automatically by the Vice President. (Bylaws 3.3, 4.3)
- Appoint inspectors of election, if needed, to assist with ballot counting at the annual meeting in April. (Bylaws 4.2)
- Select the nominating committee and name its chair, by the December club meeting. (Bylaws 4.4)
- Appoint standing committees and special committees each year, by the May club meeting. (Bylaws 5.1)
- Terminate a committee member’s appointment and appoint a successor. (Bylaws 5.2)

DISCIPLINE

If a club member is charged with misconduct, decide whether to entertain jurisdiction. If so, hold a hearing, in accordance with Bylaws 6.2-4. (Bylaws 6.2)

POLICIES

Philanthropic Donations Policy: On an annual basis, identify the dollar amount that should be proposed to the membership for philanthropic donations.

OBLIGATIONS OF INDIVIDUAL BOARD MEMBERS

Board members must attend meetings. Absence from 3 consecutive board meetings means removal from the board. (Bylaws 3.3)

CALENDAR RECAP OF BOARD TASKS

JANUARY

- Change dues amount by majority vote by Feb. 1 each year, or they stay the same. (Bylaws 1.2)

APRIL

- Conduct an annual review of all club records at a board meeting prior to the annual April club meeting. (Bylaws 3.1)
- Appoint inspectors of election, if needed, to assist with ballot counting at the annual meeting in April. (Bylaws 4.2)

MAY

- Appoint standing committees and special committees each year, by the May club meeting. (Bylaws 5.1)
- Propose a designated amount for philanthropic donations

AUGUST

- Grant 60 days grace period for a delinquent member [one who has not paid dues for 60 days after the May 1 due date]. (Bylaws 1.4)

DECEMBER

- Select the nominating committee and name its chair, by the December club meeting. (Bylaws 4.4)

CLUB FINANCES

The following procedures have been established to ensure the club has sound financial stewardship in place, in accordance with the AKC guidance on *Managing the Club Finances*.

GENERAL RESPONSIBILITIES OF THE TREASURER (BYLAWS 3.2)

In addition to the responsibilities identified in the Bylaws, the Treasurer is responsible for:

- Reconciling the bank accounts on a monthly basis
- Managing the club's credit card and PayPal accounts
- Reporting in a timely manner the financial results of each event
- Following up on any checks outstanding for more than 90 days

MONTHLY REPORTING

Monthly, the Treasurer prepares a report to reflect the conditions of the club finances. In addition to a summary of the cash assets, the following statements are distributed to the board members for their review.

- Reconciliation Report (contains a written account of all monies received and expended)
- Bank Statement (contains the current Certificate of Deposit balance)
- Credit Card Statement
- PayPal Statement
- Administrative Account Detail (year to date)
- Social Fund Balance
- Outstanding dues as required

The credit card has a credit card limit of \$1,000. Annually, a credit card limit increase is requested.

ANNUAL MEETING

The Treasurer shall provide a written account of all monies received and expended during the previous fiscal year (January through December). The board will conduct an annual review of all records of the club prior to the annual April meeting. (Bylaws 3.1-2)

ACCOUNTS, AUTHORIZED SIGNATURES AND AUTHORITIES

The club currently has the following accounts established with different levels of authority. Currently two individuals have access to both the Checking Account and Certificate of Deposit.

The checking account, certificate of deposit, debit card and credit card are with Camden National Bank in the club’s name. The banking institution is designated by the board.

	Treasurer	Vice President	Secretary
Checking Account	X	X	Online Deposit Only
Certificate of Deposit	X	X	
Debit Card	X		
Credit Card	X	X	
PayPal	X		

Online services are used for: banking, credit card and PayPal.

ANNUAL BUDGET

By request of the President, the Treasurer shall prepare and present an annual budget of all overhead expenses projected for the current fiscal year. The budget should include, but not be limited to, income: membership dues, donations, CLYNK, interest; expenses: insurance, website, software, supplies (checks, postage), trailer registrations, club meetings (Zoom and/or facility), in memory donations, tax filing, professional services (accountant).

It is the responsibility of the Committee Chairs to provide event and discretionary fund budgets (donations, membership expenses, ...).

BONDING INSURANCE

It is the responsibility of the board to determine the amount the Treasurer should be bonded.

Effective April 2023 MCKC carries a Bonding Plus insurance policy with R.V. Nuccio & Associates (RVNA) with a coverage limit of \$50,000. This policy provides crime insurance protection including the following coverages:

- Volunteer dishonesty
- Forgery or alteration
- Theft, disappearance and destruction of money and securities

CONDITIONS OF BONDING INSURANCE

It is a coverage requirement of RVNA that MCKC installed and maintains the following accounting procedures throughout the coverage period:

- There will be no pre-signing of blank checks.

- A monthly bank reconciliation (re-balancing of the checkbook) will be performed by an organization officer other than the Treasure; this forces discovery of deposits which should have been made but have not been made.

This responsibility will be fulfilled by a board member that does not have signature authorization to the checking account or credit card. For 2023/2024, Ted Williams has this responsibility. At the monthly club meeting he will report the finding of the reconciliation following the Treasurer's report. The findings will be entered into the meeting minutes.

TAX REPORTING

- As a non-profit organization, the club is required to file annually with the State of Maine and the IRS. Federal Filing – The IRS states that if an organization normally (three-year average) has gross receipts of \$50,000 or less, it may submit the form 990-N. This is an electronic notice that requires much less information than the Form 990-EZ and Form 990. As of the 2022 filing, MCKC submitted a 990-N. Based on projected gross receipts for 2023, the 990-N can no longer be used for the 2023 filing since the \$50,000 threshold will be exceeded. Federal filing is due by May 15th.
- State of Maine – Maine requires an Annual Report to be filed by June 1. Since the report contains the names and addresses of board members, it is filed following the Annual Elections in April. The state charges a fee of \$35.

REGISTERED AGENT

The treasurer serves as the Maine Registered Agent. The registered agent is responsible for receiving legal documents from the state. It is the responsibility of the treasurer to report any changes in the name or address of the Registered Agent.

CORPORATE TAX EXEMPTION RENEWALS

MCKC has a corporate tax exemption as a Social Welfare Organization 401(c)(4). The state does not require a corporate Tax Exemption Renewal.

REQUIRED W9, 1099-NEC AND 1096 FORMS

MCKC is required to request a completed W9 form from any independent contractors it hires and pays \$600 or more in a given calendar year. The Treasurer requests the completion of the form at the time the event fees are submitted for reimbursement. Currently this applies to some judges and the agility trial secretary.

By January 31, a 1099-NEC is prepared and sent to the independent contractor by the club's accounting firm. A 1096 is submitted as an accompanying document to the 1099's. The 1096 is officially known as the *Annual Summary and Transmittal U.S. Information Returns* and is a summary document.

ACCOUNTING FIRM

The club currently uses the accounting services of Conston & McIsaac CPAs in Bar Harbor.

AUDITING

The financial books shall be open for inspection by the board at all times. It is at the discretion of the board to call for an audit.

EVENT RESPONSIBILITIES

REVIEW AND PAYMENT OF EVENT EXPENSES

The Treasurer or Vice President will pay expenses and fees submitted for payment. A receipt should be provided for all payments. It is the responsibility of the event member who contracted the services to approve the bill for payment.

REVIEW CHECKING ACCOUNT FOR UNCLEARED CHECKS

Prior to an event, the Treasurer should review the checking account transactions online to ensure all checks have cleared. In the event a check has not cleared, the Treasurer will notify the Event Secretary for collection of the funds along with a \$25 fee.

PREPARE AND DISTRIBUTE EXHIBITOR REFUND CHECKS

Upon the request of the Event Secretary, the Treasurer will prepare exhibitor refund checks. The checks can be distributed at the event by the Event Secretary or mailed by the Treasurer.

FINANCIAL RESULTS OF EACH EVENT

It is the responsibility of the Treasurer to provide a detailed financial report following each event. The report will account for all income and expenses and identify if the event had a surplus or a deficit. The report should be completed in a timely manner, reviewed by the event chair and secretary and distributed to the board. At the next club meeting, the summary of the financials is presented to the membership.

INSURANCE

Below is the club's current Insurance coverage:

Coverage	Carrier	Limits
Liability	United Insurance Group	\$1,000,000
Directors and Officers	R.V. Nuccio & Associates Insurance	\$1,000,000
AD&D Medical Plus	R.V. Nuccio & Associates Insurance	\$50,000
Property/Equipment Insurance	R.V. Nuccio & Associates Insurance	\$35,000
Crime Insurance	R.V. Nuccio & Associates Insurance	\$50,000
Auto Insurance	United Insurance Group	\$1,000,000

On an annual basis, a physical inventory of equipment should be taken to ensure adequate property insurance is in place. The current policy is for replacement value.

It should be noted, there is **no insurance coverage for training classes held in which participants include non-members.**

The club currently carries auto insurance for its two trailers. The coverage includes liability (1M), medical payments, physical damage, comprehensive and collision.

CERTIFICATE OF INSURANCE

Many facilities require the club to show proof of insurance prior to utilizing their site. It is the responsibility of the event chair or secretary to request a Certificate of Insurance at least one week prior to the event date. The request should be emailed to the Treasurer and include the dates for the event, physical name and address of the site/facility and whom the certificates should be mailed to. Certificates can be sent to multiple people and or companies and mailed via the USPS or email. The Treasurer will submit the request to the insurance company who will distribute the Certificate(s) as requested. A copy will be emailed to the Treasurer and forwarded to the requestor.

MEMBERSHIP DUES (BYLAWS 1.2, 1.4)

Dues are payable on or before the first day of May. During the months of February and March a notice is included in the club meeting minutes. The notice includes the dues amount (set by the board at the February meeting) for individuals and family memberships. Based on the current roster (maintained by the Secretary), during the month of April, the treasurer sends out an email to club members who have yet to pay their annual dues. A follow-up notice is sent on May 1st to members with dues unpaid.

At the May club meeting, the Treasurer will provide a list of unpaid dues. A membership will be considered as lapsed and automatically terminated if membership dues remain unpaid by June 1st. The board may grant an additional 60 days of grace to such delinquent members in meritorious cases.

PAYPAL

PayPal can be used for payment of membership dues and contributions to the Social Fund. Since a fee applies, it is historically not used for sponsorships or advertising fees. It is up to the discretion of the Event Committees to decide if PayPal can be used in support of their events. PayPal is not used for entry fees.

It is the responsibility of the treasurer to transfer funds from PayPal to the club's checking account on regular time intervals. Amounts paid via PayPal are entered into QuickBooks.

QUICKBOOKS

The treasurer uses QuickBooks bookkeeping software. The application is used to record all income and checks written, monthly reconciliation of the bank statement, reporting of financials for all events, monthly and annual reports. Monthly, an Administrative and Social Fund detail report is provided to the board.

ADMINISTRATIVE AND EVENT BUDGETS

1. Following the annual election of the board, the Treasurer will establish an Administrative Budget, including but not limited to income from dues, donations and Clynk; and costs for insurance, meeting space, web site, video conferencing, contributions, membership recognition, miscellaneous supplies, and general advertising. The Budget will be presented at the June meeting.
2. Finances for each event will be accounted for and reported on separately. Events are defined as key club activities that the club funds. This would include, but not be limited to: Conformation Shows, Obedience, Rally, and Agility Trials, and Tracking Tests.
 - a) Each event committee will create a preliminary budget to present and review at a club meeting. Ideally this should be done prior to the submission of the AKC event application or at a minimum two months before the premium is published.
 - If the event income sources are not anticipated to cover all of the event related expenses, the event committee will propose other revenue sources or recommend funds be used from the club's savings.
 - The voting membership should approve the proposed preliminary budget.
 - b) The reconciled income and expenses of the event will be assessed and compared to the preliminary budget within 30 days following each event. It is understood that some income and expenses might still be outstanding within this time frame and should be identified.
 - If in reviewing the income versus expenses there was a significant deficit, it will be the decision of the voting club membership if such an event should continue to be offered in the future.

SUPPORT FUNDS

Support Funds are monies raised through donations and/or fund-raising events sponsored by the club or individuals, such as exhibitor raffle, fund raising classes/workshops, trick and CGC tests, etc. In general, these are activities that are not directly associated with hosting a specific event. Those making the donation or sponsoring an event to raise money will specify what the funds are to be used for.

Specific support fund records will be established for the following categories and reported on by the Treasurer:

- Conformation
- Tracking
- Obedience
- Rally
- Agility
- Club Administrative Expenses
- Social Fund

COMMITTEES (BYLAWS 5)

STANDING COMMITTEES

OBEDIENCE AND RALLY

Purpose: To recommend and oversee events, learning opportunities and trials. To appoint and support trial and/or event committees and present a budget for events to the club for approval, apply to AKC to hold matches and trials, hire judges for trials and to ensure that equipment for all Obedience and Rally trials is in acceptable condition, conforms to AKC regulations, and is available for trials and events. The committee may also make recommendations to the club for approval of the purchase of new equipment. Other responsibilities include answering obedience and rally-related inquiries on MCKC social media platforms.

AGILITY

Purpose: To recommend and oversee trials and events, educational opportunities, appoint and support trial and event committees, present a budget to the club for approval for all events and trials, apply to AKC to hold trials, hire judges for trials and to ensure that all equipment is in acceptable condition, conforms to AKC regulations and is available for trials. The committee may also make recommendations to the club for approval of the purchase of new equipment. Other responsibilities include answering agility-related inquiries on MCKC social media platforms.

CONFORMATION

Purpose: To recommend and oversee Conformation shows, considering or reporting to the club membership other conformation activities (classes, matches and seminars), appoint and support Show Committees, present a budget to the club for approval of yearly Conformation shows and to ensure that all equipment for Conformation shows is in acceptable condition and available for shows. Other responsibilities include answering conformation-related inquiries on MCKC social media platforms.

TRACKING

Purpose: To recommend and oversee tests and educational programs pertaining to tracking, appoint and support Tracking Test committees. Other responsibilities include answering tracking-related inquiries on MCKC social media platforms

MEMBERSHIP

Purpose: To promote club membership by attracting and welcoming new members, retaining members through a feeling of community, promoting educational and training opportunities in all areas of interest to club members and the community, organizing year end awards and celebrations and offering bulk orders of club apparel.

WEBSITE AND SOCIAL MEDIA

Purpose: To maintain the MCKC website and Facebook page to ensure that the information is well organized, timely and accurately reflects the club's activities and purpose. The Secretary is responsible for monitoring emails and questions that are posted, and coordinating responses to all inquiries in a timely manner.

COMMUNITY OUTREACH

Purpose: To seek out ways the club can help our community, including but not limited to therapy visits and philanthropy. The committee will receive, assess and make recommendations for monetary contributions for approval by the club membership.

RULES

At the October 2019 MCKC club meeting it was agreed that a committee would be formed to document the Standing Rules for the club. Standing rules are those rules that relate to the details of club administration. No standing rule, may, in any way, change or modify the club's Constitution or Bylaws.

It is the responsibility of the committee to maintain the *MCKC Policies, Standing Rules and Procedures* document. At the direction of the board, the committee may also be asked to review, revise and propose changes to the MCKC Constitution, Bylaws and Policies. A process has been established for creating and modifying the Standing Rules; this process is included in the document. Any changes to the Constitution or Bylaws must follow the procedures identified by the AKC.

NOMINATING COMMITTEE (BYLAWS 4.4)

Each year the board of directors, prior to the December meeting, shall select a nominating committee consisting of three members and two alternates. The nominating committee is responsible for nominating one candidate for each office and for each position on the board of directors according to the Bylaws. On or before the 1st of February, the committee reports their nominations to the Secretary in writing.

SPECIAL COMMITTEES

Special committees may also be appointed by the board for special projects. (Bylaws 5)

KEY RESPONSIBILITIES FOR ALL COMMITTEES

All Standing Committees and Event Committees should be familiar with the AKC requirements and follow the identified rules and procedures.

1. Nominate a Chair and Secretary as appropriate; one person may satisfy both positions. Notify the club Secretary of the selections.
2. Establish a timeline and budget(s)
3. Key items for standing committee events:
 - A. Determine if the standing committee will serve as the specific event committee. If not, identify the event committee
 - B. Identify event date
 - C. Identify site/facility

- D. Identify judge(s)
- E. Identify event Superintendent and/or Secretary
 - Superintendent: These individuals/organizations are in business to help clubs produce and manage their events. They are the club's agent in the production of the club's dog show. To superintend events under AKC rules, an individual/organization must hold a license from the AKC.
 - Secretary: For some events, a superintending organization is not used. Instead someone (usually a member) will act as the event Secretary. This person would receive entries, process them, etc.
- F. Create a preliminary budget (may be based on historical data, projections, quotes from vendors/suppliers, etc.) and profitability/loss statement.
- G. Gain agreement from the voting membership at a club meeting to hold the event.
- H. Submit required application to the AKC.
- I. Create, submit and distribute all required documents within the timelines specified in the AKC event manuals.
- J. Each event committee is responsible for the contracting/hiring of service providers/vendors, purchasing of supplies, marketing the event, recruiting of volunteers and running of the event. Note: expenditures must be identified in the event budget. Both the President and Treasurer must approve any non-recurring individual contract (for example, an expense that did not occur in a previous held event of the same type, a novel expense or not a typical operating cost) indebteding the club for \$2,000 or greater. In addition, the event committee should highlight any significant increase (20% or greater) in a contract amount from the previous event. The committee should be prepared to make a recommendation if the increase can be absorbed, suggestions to offset it or to change vendors.
- K. After the event, at a club meeting, review the financials of the event, lessons learned, and suggested improvement for subsequent events.

DOCUMENT STORAGE AND ACCESS ON GOOGLE DRIVE

All club files are maintained on Google Drive. Members can access files using links that are emailed to them. Members can view files but not edit them. File access is controlled by the Secretary. Members who are developing working documents for the club may request editing access to some documents by emailing the Secretary.

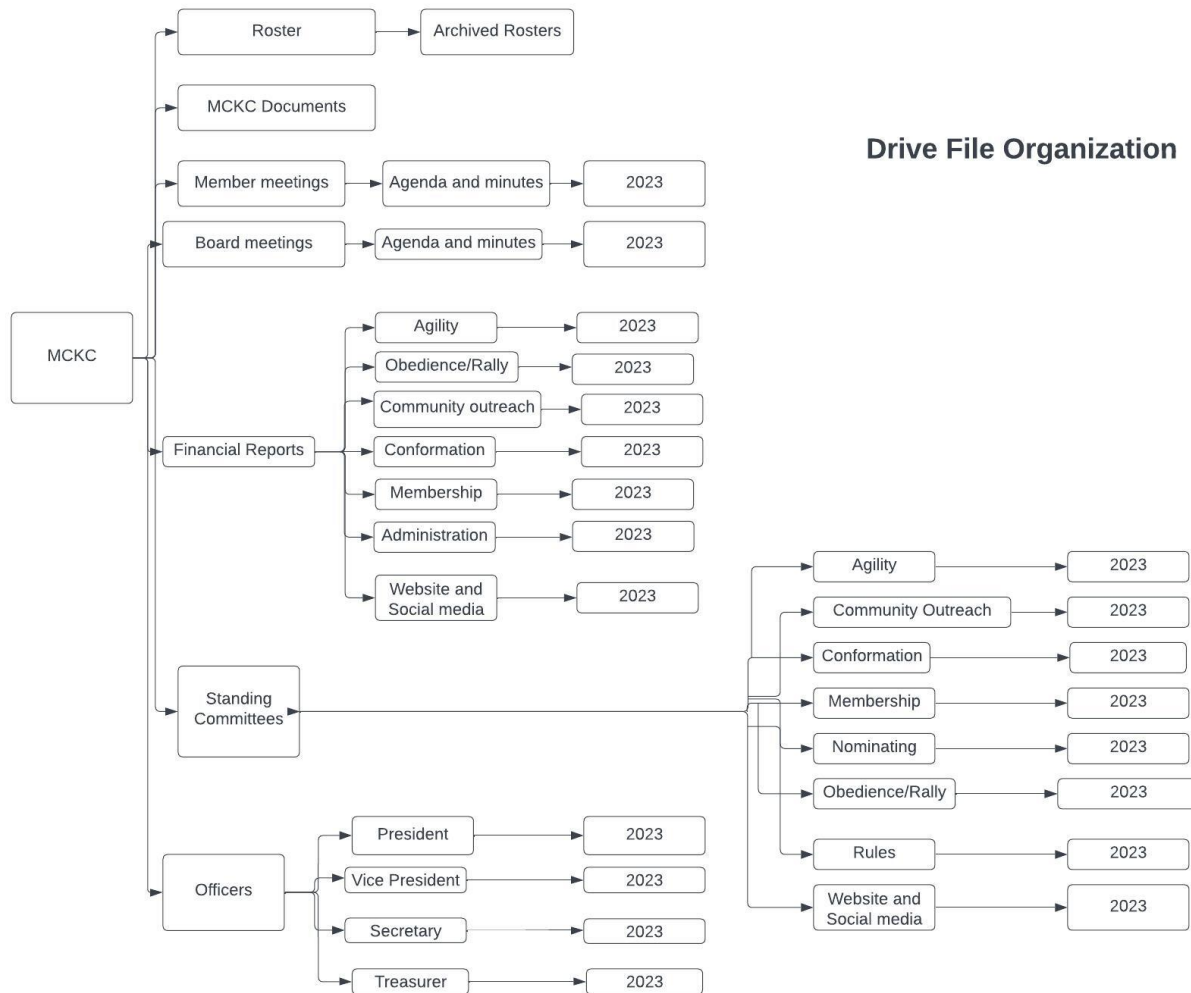


Figure 1: Organization of the club files on Google Drive

Figure 1 shows the organization of the files on the drive. There are seven main folders.

1. The *Roster folder* contains the current club roster, a subfolder to archive rosters from previous years, and a list of standing committee members and chairs.
2. The *MCKC Documents folder* contains all the club's official documents such as the Constitution, Bylaws, Code of Conduct and Rules.
3. The *Member Meetings* folder contains the agenda and minutes for the club meetings. Minutes and agenda are stored in folders for each year.
4. The *Board Meetings* folder contains the agenda and minutes for the board meetings. Minutes and agenda are stored in folders for each year.

5. The *Financial Reports* folder contains subfolders for each of the Standing Committees and a folder for Administrative reports. All reports are stored in the respective folder in a subfolder for each year.
6. The *Standing Committees* folder contains subfolders for each of the Standing Committees. All committee reports are stored in the respective folder in a subfolder for each year.
7. The *Officers* folder contains a sub folder for each of the four club officers. All officer reports are stored in the respective folder in a subfolder for each year. File names for officer reports use the same format described above.

AGENDA FOR MEETINGS

Officers and committee chairs submit reports to the secretary at least one week prior to the monthly member meeting. The secretary uploads these reports to the appropriate folder. The agenda is prepared by the president and submitted to the secretary at least 10 days prior to the meeting. The secretary creates links to the location in the drive to each of these reports and adds them to the agenda. The agenda also includes the link for the Zoom meeting. The agenda will be added to the appropriate member meeting folder and a link to the agenda will be emailed to all members at least one week before the meeting. A similar process will be followed for the board meetings.

MINUTES FOR MEETINGS

Minutes are prepared by the Secretary following the meetings. The minutes include links to all reports and documents discussed at the meeting. The minutes are added to the appropriate member meeting folder and a link to the minutes is emailed to all members for review prior to the next meeting. This link is also included in the agenda for the next meeting.

ACCESS SETTINGS FOR DOCUMENTS ON THE DRIVE

Documents that are shared with the membership will be listed as General Access/ Anyone with link / Viewer. This means anyone with the link can view.

FILE NAMING PROTOCOL

A standardized format is used to name reports and documents that are specific to meetings. This consists of the year, month and day followed by the title of the file. For example, the correct file name for the minutes for a meeting on February 9, 2023 would be **20230209 minutes.docx**. This format will be used for all member and board meeting files.

Spelling and Reference Conventions

This section is to provides guidance and consistency on spelling and reference conventions.

Mid-Coast Kennel Club of Maine:

Mid-Coast (hyphen)
Abbreviation MCKC

bylaws:

bylaws (no hyphen) for generic reference (<https://www.adamsdrafting.com/bylaws/>)
Bylaws (capitalized) for specific document (https://www.answers.com/english-language-arts/When_do_you_capitalize_the_word_bylaws)
bylaws reference convention: e.g. Bylaws 3.1 = Bylaws, Article three, section 1

email:

email (no hyphen) (<https://www.latimes.com/socal/burbank-leader/opinion/tn-blr-me-aword-20190711-story.html>)
Modern usage is not to capitalize words like Club, Board, Committee except when referring to the official name of the entity (<https://www.linkedin.com/pulse/when-capitalize-groups-board-company-department-committee-watson>)

POLICIES

POLICIES

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

The purpose of the Mid-Coast Kennel Club's (MCKC) use of social media is to increase member engagement, raise awareness of club activities, increase participation in club events, acknowledge members' successes, share photos of club events and recruit new members.

MEANING

For this policy, "social media and electronic communications" includes MCKC online services and tools used for site publishing, sharing, and discussing information. Social media includes, but is not limited to:

- Website
- Facebook
- Instagram
- Twitter
- YouTube
- Blogging sites

GUIDELINES

It is encouraged to comment and create dialogues between social media users – share, like, comment, and post.

- Be smart about what you post and remember that anything you post can create a permanent online record.
- Be positive and respectful of other views and opinions.
- Encourage others to engage in positive interactions on social media.
- Content that may be considered disrespectful, dishonest, offensive, harassing or damaging to the interests, image or reputation of the club, members, or others is not allowed.
- When posting or commenting, be respectful of trademarks, copyrights, and intellectual property.
- Individuals are personally responsible for what they post on the MCKC's social media channels. Individuals may be held liable for contents deemed to be libelous, obscene or that infringes copyright.
- Disparaging comments about dogs or individuals, and one-sided accounts of private disputes are not allowed.
- Personal attacks and characterizations that question a person's motives are not allowed.
- Do not post a person's private information including home address, telephone number, or date of birth.
- Divisive topics like religion or politics are not allowed.

EXPRESSING CONCERNS

If you don't like something about a post you view, address it in a private message.

- If you believe further action is necessary, report the post to the social media administrator, or to the MCKC's board of directors.

VIOLATIONS

MCKC social media channels are monitored on a regular basis for content appropriateness.

- Posts or comments that are deemed to be a violation of this policy will result in the removal of content.
- Destructive or negative users may be blocked and removed from engaging with the MCKC's social media channels.

OFFICIAL COMMUNICATIONS

Official club communications are not spread through social media. The MCKC's private membership email distribution list serves as the communication source to club members and should only be used to share club business.

PHILANTHROPIC DONATIONS

In accordance with the Constitution of MCKC the club may donate a specified amount based on current club financial resources each calendar year to organizations, institutions or individuals who meet the application criteria set by the club.

The amount available in a given year will be proposed by the board and approved of the membership at the annual meeting in April.

The proposal will specify the portion of the allocated funds available for a scholarship for a Maine resident in good academic standing majoring in a canine science at a Maine based college or university. The remaining funds could go to organizations (e.g. AKC, Animal Shelters), police/fire departments, research, or individuals (e.g. Maine persons or junior handlers who are competing on the national or international level in our program areas). Under exceptional circumstances additional funding may be approved at later times in the year.

USE OF ALLOCATED FUNDS

The purpose of the donations is to support the health and welfare of dogs and to support the program areas of the club: agility, conformation, obedience, rally and tracking. These include, but are not limited to: canine health research; shelter assistance; scholarships for vet techs or vets; equipment for search and rescue or police/fire dogs; training for invasive plant search dogs; support for assistance dogs; travel support for international competitors; scholarships for junior handlers and other areas as they arise.

CRITERIA FOR NON-SCHOLARSHIP DONATIONS

Applications will be received at any time during the year and rated by the Community Outreach Committee for recommendation to the membership for approval. Any member can submit an application for a non-scholarship donation. The scale for rating the donations includes:

- Alignment to the MCKC Constitution 40%
- Implementation Plan and timeline 30%
- Local Impact 30%

More than one application may be funded in any given year.

REQUIRED INFORMATION

The applicants must include in the application:

- full and complete information on the organization/institution/person seeking the funding (including address, phone, names and contact information, emails, and information/description/legitimacy about the entity)
- amount of funding requested
- purpose of the funds
- implementation plan
- timeline
- local impact
- agreement to allow MCKC to publicize the donation
- agreement for a final report back to MCKC on the use of the funds