

**Albany Obedience Club, Inc.**  
***Policy-Forming Decisions***

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## **MEMBERSHIP**

### **M1-Dues**

- The dues shall be as follows: \$50 for a single membership, \$60 for a family, and \$25 for an associate. A single membership is available to a senior citizen (65 or older) at \$35 (11/15). The reinstatement fee is eliminated. All members sending in their-dues on or before February 1 shall pay the stipulated annual dues. Those who renew their membership after February 1 shall pay a late fee of \$20 in addition to their dues.
- Members who have not obtained the designated number of volunteer points for the prior year will be assessed an additional \$5 per point not obtained. If there is a situation of national or health security (ie. act of God: unrest and/or pandemic), the Board of Directors is authorized to temporarily reduce or eliminate the number of yearly points needed by members during that year.
- A member whose membership has lapsed for one year has to go through the initiation process again. If the membership cap has been reached, the lapsed member must wait to reapply until new members can be accepted. (revised 11/2020; 3/22)

**M1.1** Deleted 3/22.

### **(M2)**

Moved to T14 (3/22)

### **M3**

Conditional Members will have one year from their date of acceptance as Conditional Members to complete the AOC Conditional Membership requirements and apply for Active Membership. (see M6). Conditional Members who do not complete the Conditional Membership requirements within the year must reapply for Conditional Membership and start the process over again in order to apply for Active Membership. (revised 7/2012; 3/22; 3/24)

### **M4**

All dog breeds owned by a member should be on the Membership List and updated annually. (10/05)

### **M5-Building Key**

- A person must be an active member in good standing for 6 months and attend at least one membership meeting (after the meeting at which they were accepted into the club) to be eligible to receive a key.
- Subject to the approval of the Training Coordinator, Conditional Members teaching a class are eligible to receive a key during the relevant session; the key is to be handed in at the end of that session. (5/19; revised 3/22)

## **M6-Conditional Membership**

- The Albany Obedience Club, Inc requires Conditional Members to take classes, attend membership meetings and volunteer. Membership applications will be accepted by the membership coordinator during the months of April and October. (11/21)
- Conditional members are required to attend (2) full class sessions at full price before becoming eligible for member rates. Classes taken at AOC within the two years prior to application for conditional membership will count towards this requirement.
- Conditional Members are required to attend (2) full class sessions. Teaching a full class session, with the approval of the Training Coordinator, is recognized as attending a full session. (5/19)
- Conditional members must acquire five volunteer points, meeting attendance not included.
- Conditional Members are required to attend at least half of the regular Membership Meetings held in the year.
  - At their first meeting, Conditional Members are to receive a copy of the volunteer policies.
  - At their second meeting, Conditional Members are to fill out a membership application and present it to the Membership Coordinator.
  - At their final required Membership Meeting,-Conditional Members may be voted on for acceptance into the Club.
- Members will receive a copy of the C&BL and Policies after being voted into the Club.

*Effective date 1/1/13*

*revised 3/22; 7/23*

## **M7**

AOC Membership shall be capped at 210 Memberships. (1/2013)

## **M8**

Any member who has not returned overdue borrowed AOC property will not be able to renew his/her membership unless the property is returned (in same condition as when borrowed) or sufficient payment is made to replace or repair the property prior to the membership renewal cutoff date. (07/08)

## **BEGINNERS**

B1-Moved to C9. (3/22)

B2-Moved to T24. (3/22)

B3-Changed to T22. (8/16)

B4-Deleted. (8/16)

B5-Moved to T14. (3/22)

B6-Changed to T23. (8/16)

## **TRAINING**

### **T1**

Dogs should be on leash or crated, except when they are working. (10/05)

### **T2**

Any member wishing to serve as a class instructor must be approved by the Training Coordinator and, if inexperienced as an instructor, must serve an apprenticeship.

### **T3**

No Club member may train in AOC classes any dog(s) belonging to a non-member unless the non-member fee is paid.

**T3.1** In special circumstances, a member can petition the Board of Directors for permission to allow an unpaid non-member to run the member's dog in class.

**T3.2** In special circumstances, a member can petition the Board of Directors for permission to participate in a class with a dog they do not own. (3/22)

## **T4-Use of the Building and Grounds**

The Albany Obedience Club (AOC) building and grounds shall be utilized for purposes to benefit club members in good standing through the provision of meetings, classes, training sessions, show and go run-thrus, and club sponsored events, including sanctioned trials or seminars, and in compliance with the Town of Bethlehem Resolution dated December 6, 2000. (3/2010)

The building and/or grounds may not be loaned, rented or used by any entity without sanction from the board and membership. When reviewing proposals to use the building and/or grounds, the granting of its use should specifically support the objectives of the club, including the provision of community service to not-for-profit or community-based organizations, particularly organizations serving youth, through means such as education and/or training which promote responsible dog ownership.

No prior agreements regarding usage of the building and/or grounds shall receive "grandfather" status. Each request by entities to hold events at the building and/or grounds must designate effective dates and times. If approved, these dates may not be altered or extended without specific consent from the board. Entities approved to utilize the building and/or grounds must provide a Certificate of Insurance, as appropriate, and individually signed release forms for each non-member attendee, as appropriate.

Any proposal to utilize the building and/or grounds must be accompanied with a list of AOC members in good standing who are committed to supervising the event(s).

Non-members may utilize the building and/or grounds to participate in public events such as designated trials, show and go run-thrus, seminars, or any board sanctioned special event intended to promote responsible dog ownership or as permitted by Section T 4.1 and T4.3 of this Part.

**T4.1** The building is available during non-class and non-event periods of time. Any use of the building, other than scheduled classes (11/15), year-round is \$5 per hour per person; \$25 per hour for non-members accompanied by a member. Signup is limited to 2 hours maximum per person; full hours only. (3/2010; revised 3/22)

**T4.2.** Use of the outdoor property for training purposes, other than scheduled classes (11/15), is \$5/visit for members and \$25/visit for non-members; non-members must be accompanied by a member. The property may be used, except during a trial, as long as the use does not interfere with classes or events taking place. (3/2010; revised 3/22)

**T4.3.** Guests must sign their full name on the sign-in sheet. Members are responsible for the actions of their guests. (3/2010)

**T5**

Everyone must clean up after his/her own dog.

**T6**

Class fees are \$6 per member per hour (11/15) for each scheduled class. Instructors and assistants will be issued non-transferable coupons following the completion of the class session. These coupons may-be used only for future class enrollment fees or for open floor training fees and must be presented for use at that time. (3/2010; revised 3/20/14; revised 3/22).

**T7**

No protection work or training shall be done on the property. (3/03)

**T8**

Members of Albany Obedience Club will not make or endorse referrals on behalf of AOC.

**T9**

The Registrar will decide which classes can accept applications from non-members on a "space available" basis. (10/05)

**T10**

Deleted 3/2021

**T11**

Any incident of a dog attacking, or attempting to attack another dog or a person on AOC grounds must be brought to the attention of an instructor and training coordinator who in turn must notify the entire board.

- For a first or minor offense the Board may recommend steps to allow the dog on the grounds. This may include use of a muzzle, double collar or any other training device/method permitted by AOC policy. All minor sanctions will be reviewed upon the handler's request after a minimum of 8 weeks.
  - A second or greater offense could involve further steps; outside training with a behaviorist could be required. Non-compliance with the recommendation of the board could result in suspension for the dog until it can be shown there is a change in behavior. Proof of change from a behaviorist or professional dog trainer would be required in writing and must be approved by the Board. The dog would then be placed on probation, with possible restrictions.
  - If the handler disagrees with the Board's decision at any stage in the process, they may appeal the decision at either a special or general membership meeting.
- (3/2021; revised 3/22)

## **T12**

At the discretion of the Training coordinator, class fees may be refunded to handlers excused from class. (10/05)

## **T13**

Attendance of all conditional members is to be recorded and reported to the Membership Coordinator at the end of each session. (10/05; revised 3/22)

## **T14**

Members with a dog new to AOC classes will not be required to take a foundational obedience class. They will be placed in a class appropriate for their level of training at the discretion of the Training Coordinator or training committee. (10/05; revised 3/22)

- Dogs going into the Agility Foundations Program must meet a Beginners Obedience Class prerequisite or demonstrate a solid foundation in obedience. Additionally, dogs must be evaluated by the instructor in an environment that is similar to the actual class setting before being accepted into the class.
- Non-members and Conditional Members who have completed class prerequisites at a location other than AOC are subject to evaluation and approval by the Training Coordinator, or someone from the Training Committee, before being accepted into the class. (8/16; revised 3/22)

**T14.1** The Instructor will determine whether or not a dog is ready to move up to the next class. The instructor must notify the Training Director if a dog is not ready to move to the next level class.

- An exception will be allowed if the instructor of the next class determines that the dog is capable of working at the necessary level of proficiency, and the instructor of that class must notify the Training Director prior to class registration. (3/2021)

## **T15**

Deleted. (8/16)

## **T16**

Instructors at AOC will not teach the alpha roll. (7/05; revised 3/22)

## **T17**

Bitches in season are excluded from AOC property. (1/08)

## **T18**

Deleted (3/22)

**T19**

Children under the age of eighteen accompanied by a member may watch a class, provided:

- The permission of the instructor has been granted. This permission may be withdrawn by the instructor at any time, including during the class.
- The child is not disruptive.
- The child is strictly supervised by a parent/guardian or by an adult who holds the written permission of the parent/guardian to do so. (11/16)

**T20**

Children under the age of eighteen who participate in 4H or other youth programs held at AOC are entitled to take classes at the membership rate. The child must be supervised either by a parent/guardian, or by an adult who holds the written permission of the parent/guardian to do so. (11/16; revised 3/22)

**T21**

Once per calendar year, any member can buy a discounted book of three coupons for non-member guest visits for \$45. The coupons will be valid for one year from the date of purchase. The member must be present at time of use. (5/15)

**T22**

Moved to T14.1 (3/22)

**T23**

A limit of 12 dogs per class outdoors and 10 dogs per class indoors may be exceeded only at the discretion of the instructor. (8/16; revised 3/22)

**T24**

Training Class fees are to be returned if it is impossible for the person enrolled to start classes due to circumstances beyond his/her control. (revised 3/22)

**T25**

The use of club property or facilities for personal profit by any individual is prohibited, except for specific activities offered by the Club for the benefit of the Membership as a whole. (3/23)



## **AWARDS AND PLAQUES**

### **A1**

Members' names should be listed with dogs' names when announcing titles won.

### **A2**

One plaque will be given to each member's dog obtaining a title and/or championship.

Subsequent

titles and/or championships for that dog will be engraved on the plaque. The honor system will be used regarding titles other than those given by AKC. The Club will pay for engraving on plaques for recognized titles or achievements. Award plaques must be picked up within 3 months after the Awards Banquet. Those plaques not picked up will become the property of AOC and will be recycled. If an owner of such a plaque desires one in the future, he/she will have to buy a new plaque and pay for any replication of previous engraving.

### **A3**

AOC will pay for plaques, engraving and plates for recognized titles.

- A member must participate in at least one volunteer activity in the prior year for each AOC Award Plaque to be provided or updated for the member
- Canine Company visits do not count toward Award Plaques.

### **A4**

Members who have earned nationally recognized therapy dog titles may have the titles engraved on their plaques at Club expense. (revised 3/22)

### **A5**

Canine Company participants who have completed 12 visits per year receive an engraved plaque instead of a certificate. Members are responsible for submitting in writing a list of events in which he/she has participated.

## **FINANCES**

### **F1**

The Club will secure liability insurance. Limits are to be determined by the Board of Directors.

### **F2**

All estimates of purchases, other than normal operating expenses, are to be brought before the membership for approval. The Board of Directors can approve emergency expenditures; however, the membership must be informed of such expenditures at the next membership meeting. (10/05; revised 3/22)

### **F3**

Any authorized member anticipating an expenditure of Club funds over \$100 must obtain Board approval prior to making a commitment.

- An advance of up to \$200 for an event may be obtained with approval from the event chairperson.
- An event chairperson must submit to the Board of Directors anticipated expenses at least two months prior to the event. (10/05; revised 3/22, 3/23)

### **F4**

The club is to reimburse its representatives for reasonable expenses incurred in attending meetings of the Association of Obedience Clubs and Judges, ADOA, and Associated Dog Clubs of NYS. A delegate must be named by the club to have a vote at the Association meetings and to receive reports by mail.

### **F5**

Every year, a committee of two, with an alternate, shall be chosen at the February Standing Committee Meeting to audit the Treasurer's books. The report is to be completed by the annual meeting the following January. (10/05)

### **F6**

Deleted. (8/16)

### **F7**

The Treasurer and the President are to sign all Club checks for non-common expenditures of \$2000.00 or more. Any other check may be signed by either the Treasurer or President. Non-common expenditures are defined as expenditures outside of routine Club business. (10/05; revised 3/23)

### **F8**

Albany Obedience Club insurance does not cover independent therapy dog visits by handlers who are not sponsored or recognized by AOC or The Canine Company.

**F9**

When repairs or maintenance to the building or grounds is necessary, there should be at least three bids sought for the work. If three bids cannot be obtained, then a good faith effort should be shown that the bids were sought. (10/05)

**F10**

The treasurer is given the authority to transfer money from the savings account to the checking account whenever necessary.

**F11**

All financial reports on regular accounts and special shows and events will be published in the Tailwagger issue following the meeting at which the report is presented. (Revised 3/22)

**F12**

AOC members and members of other dog clubs who wish to include a flyer for dog-related events in the Tailwagger may do so for a flat fee of \$100 (7/04; revised 3/22)

## **DUTIES OF THE OFFICERS**

### **D1**

Deleted. (3/22)

### **D2**

Policy-forming decisions are to be excerpted from the minutes on a yearly basis in November by the Recording Secretary. Copies of the newly revised policies will be made available at the January meeting. (10/05)

### **D3**

The insurance policy is to be kept by the Treasurer.

### **D4**

AOC Board and Officers shall also be the officers of the Canine Company.-(Revised 3/22)

## **TAILWAGGER**

W1-Moved to F11. (3/22)

W2-Moved to F12 (3/22)

## **MISCELLANEOUS**

### **C1**

A Club scrapbook is to be kept. Anyone having material shall give it to the Historian.

### **C2**

A Bulletin Board Committee Chairperson shall be nominated at the Standing Committee meeting in February, and shall be responsible for providing an up-to-date bulletin board at the training quarters. Two bulletin boards should be kept. One for club related information and one for general dog information. Included on the Club Bulletin Board should be:

- Current Constitution and Bylaws
- Current Policies
- New policies as passed during the year (10/05; revised 3/22)

### **C3**

For any Club trial, the Club will pay for the dinners of the President, Trial Secretary and Show Chair (or their representatives) at a single Judges' dinner. (10/05; revised 3/22; 11/23)

### **C4**

Hard copies of the membership list will be available upon request at the March membership meeting. Requests must be made at least two weeks in advance of the meeting. (Revised 3/22)

## **C5**

Cards are to be sent to members on the following events: illness, birth, marriage, etc. In the event of death of a Club member or immediate family member (mother, father, husband, wife, brother, sister, children) flowers or an equivalent donation will be sent with a maximum expense of \$100. (*Revised 7/23*)

## **C6**

Hors d'oeuvres at the Awards Banquet will be paid for by the Club.

## **C7**

No crates will be left in the building except for those that have been donated to the Club. These are for anyone's use as needed. All other crates and x-pens must be removed after the end of a trial or other event. (10/05)

## **C8**

The AOC Seminar Committee may facilitate a variety of educational and training/working seminars for club members and/or the public, as approved by the Board of Directors. Seminar coordinators shall be eligible for a waiver or discounted registration fee due to responsibilities that may impact their full participation in the event, as follows:

- Coordinators who attend educational seminars shall be eligible for a reduced rate at 50% off the AOC member registration fee.
- Coordinators who attend training/working seminars as an auditor shall be eligible for a waiver of the AOC member registration fee.
- Coordinators who attend training/working seminars as a working participant/team shall not be eligible for a waiver or discount and must pay the full AOC member registration fee.
- All other AOC members who volunteer to aid in preparation for the seminar events, including, but not limited to hospitality, event preparation, and event clean-up, shall ~~only~~ be eligible only for volunteer points as determined by the Seminar Committee and Volunteer Coordinator.

(03/2012; revised 3/22)

## **C9**

Dogs brought into the club should have proof of DHL, Parvo and Rabies vaccines (or relevant titers). (10/05; revised 3/22)

## **C10**

Policy-Forming Decisions may be amended by a two-thirds ( $\frac{2}{3}$ ) majority vote of the Members present and voting at any regular Membership meeting, or by the Members present and voting at a special Membership meeting called for the purpose. Any proposed amendments must be conveyed to the Membership at least thirty (30) days prior to the Meeting date, either by e-mail or other electronic means (eg, Website, FaceBook) or by publication in the Tailwagger. Any

proposed amendments must be embodied in the call for the meeting. Amendments become effective upon adoption unless otherwise specified.