

Louisiana Capital City Obedience Club, Inc.



CONSTITUTION & BY-LAWS

Amended August 2024

CONSTITUTION AND BY-LAWS OF L.C.C.O.C.

(Amended through January 2022)

CONSTITUTION

ARTICLE I. NAME AND OBJECTS

Section 1:

The name of the Club shall be LOUISIANA CAPITAL CITY OBEDIENCE CLUB, INC.

Section 2:

The objects of the Club shall be to:

- a) further the advancement of all breeds of purebred dogs;
- b) conduct dog shows (i.e., field trials, tracking tests, obedience and/or agility trials and sanctioned matches) under the rules of the American Kennel Club;
- c) promote fellowship, friendship and good sportsmanship among dog lovers.

Section 3:

The Club shall not be conducted nor operated for profit and no part of any profits or remainder or residue from dues or donations to the Club shall inure to the benefit of any member or individual.

ARTICLE II. MEMBERSHIP

Section 1: Eligibility.

There shall be three types of membership:

- a) Active renewable family memberships open to all persons sixteen years of age and older who have completed one training class or are in the process of completing one fully paid training class (obedience or agility) and who are in good standing with the American Kennel Club and who subscribe to the purposes of this Club and the Rules and Regulations of the American Kennel Club.
- b) Probationary memberships open to those persons whose membership applications have been accepted but have not yet been voted on for full active membership.

Associate memberships open to all persons sixteen years of age or older who wish to train their dogs in Puppy, Beginners or suitable classes under the guidance of experienced trainers as outlined in the Club's Statement of Policy incorporated into this Constitution and By-Laws. The sole purpose of associate memberships shall be to promote dog citizenship in our community and to encourage associate members to pursue probationary and active renewable memberships as outlined in Article II, Section 1 (a).

- c) If a person does not have a dog or has a dog which is ineligible for training (i.e. too old), that person

may apply for membership without having to pay for a class at the time the application is submitted. However, if the member becomes the owner of a dog who is eligible for training then, at that time, the member will pay for the first class taken. The board of directors must approve any other mitigating circumstances.

While membership is unrestricted as to residence, the Club's primary purpose is to be representative of the breeders and exhibitors in its immediate area.

Wherever members or memberships are referred to in this Constitution and By-Laws, it is to be defined as Active Renewable Memberships (as defined in Article II, Section 1(a) and not Probationary Memberships or Associate Memberships (as defined in Article II, Sections 1(b) and 1(c).

Section 2: Dues.

- a) Active renewable family membership dues shall be established by vote at a regular Club meeting providing notice of any proposed change has been included in the notice of meeting, payable on or before the first day of November of each year. No member may vote whose dues are not paid for the current year. Membership dues must be paid to the Membership Chairperson before the election of officers at the November meeting in order for the member to vote in the election of officers at that November meeting. New memberships shall be assessed prorated dues between election to membership and the following November 1st. All members shall owe dues on November 1st for the ensuing year.
- b) Probationary membership dues (or Application Fee) will be established at the Annual Budget Meeting and approved along with the Budget by vote at the January Club meeting.
- c) Associate membership dues are as set forth in Section 13 of the By-Laws.

Renewals: Renewals of memberships paid between February 1st and November 1st will be assessed a \$10.00 late fee. Renewals after November 1st will not be accepted; new application for membership must be made.

Section 3: Election to Membership.

Each applicant for membership shall apply on a form as approved by the Board of Directors and which shall provide that the applicant agrees to abide by this Constitution and By-Laws (a copy of which shall be given at this time), and the Rules and Regulations of the American Kennel Club along with payment of dues as described in Article II, Section 2(b). The application shall state the name, address, and occupation of the applicant, the applicant shall have taken or be in the process of taking a fully paid class (either obedience or agility) before applying for membership and shall carry the endorsement of his/her training instructor of the one mandatory class session attended plus one other member.

Experienced people that are known to club members and have a documented record in AKC Companion Dog Sports or the equivalent, may ask the Board of Directors, through the Membership Coordinator, for an exception to the class requirement as a requirement for membership. The exception will be granted upon the majority vote of the Board of Directors. In fairness to other applicants, those applicants granted an exception will be required to pay the full price of a regular class at the non-membership rate upon being voted in by the membership.

All applications are to be filed with the Membership Chairperson and each application is to be read at the first membership meeting following its receipt. Applications shall be accepted as read unless an objection is made by a voting member, at which time the applicant will be asked to temporarily leave the room and a discussion

will be held on acceptance or rejection of the application. Rejection must receive a 3/4 majority vote of those members present. This vote does not have to be by secret ballot. The President will inform the applicant of the outcome of the vote on his application for membership. If rejected, the Secretary shall confirm in writing to the applicant that his application was rejected.

Probationary members will be required to attend three membership meetings unless approved by the board due to mitigating circumstances. At the first meeting attended, they will be introduced as a probationary member with notice of this published in the next month's newsletter; after attending their second meeting, notice will again be published. At the third meeting attended, a vote will be taken on their membership. All three un shall occur within a rolling six-month period not to exceed twelve months from the initial application date.

An affirmative vote of three-fourths (3/4) of the voting membership present shall be required to elect the applicant to membership. Election of new members will be held as the last order of business of the membership meeting. The President will ask the probationary member to temporarily leave the room at which time discussion will be allowed and a vote will be taken. The President will then notify the probationary member of the results of the vote. Upon election to Active Membership, dues will be due as described in Section 2(a) and payable at this time.

Probationary members who have been rejected by the Club may not re-apply within six months after such rejection.

Section 4: Termination of Membership.

- a) Resignation. Memberships may be terminated by resignation. Any member in good standing may resign from the Club upon written or verbal notice to the President or Secretary; but no resignation may be accepted from a member who is in debt to the Club.
- b) Lapsing. A membership shall be considered as lapsed and automatically terminated if such member's dues remain unpaid ninety (90) days after the first day of November. Returning lapsed member(s) may reapply for membership within two years from the date of the automatic termination and be voted on by the club at a regular meeting without attending three meetings. Lapsed memberships that have extended more than two years past the date of the automatic termination will be required to reapply for membership and attend three meetings.
- c) Expulsion. A membership may be terminated by expulsion as provided in Article VI of this Constitution.
- d) Financial Obligation. A membership shall be terminated thirty (30) days after the due date of voluntary financial obligation; however, it may be reinstated by fulfillment of the obligation. In no case shall membership be renewed until the obligation is satisfied.
- e) Falsification of membership application information.
- f) A current member that opposes the readmission of a previous member, with cause, can voice their concern publicly with the membership or confidentially with the board. Such reapplications shall be considered by the Board of Directors, which shall then make recommendation to the Membership.

ARTICLE III. MEETINGS AND VOTING

Section 1:

- a) Club Meetings. Meetings of the Club shall be held in the City-Parish of Baton Rouge on the fourth Tuesday of each month, at such hour and place as may be designated by the By-Laws. The quorum for such meeting shall be 20% of the members in good standing and never less than five (5) voting members.
- b) Special Club Meetings. Special Club meetings may be called by the President, or by a majority vote of the members of the Board who are present and voting at any regular or special meeting of the Board, or by the Secretary upon the receipt of a petition signed by five (5) members of the Club who are in good standing. Such special meetings shall be held in the City-Parish of Baton Rouge and at such hour and place as may be designated by the person or persons authorized herein to call such meetings. Notice of such meetings shall be given each member five (5) days prior to the date of the meeting, and said notice shall state the time, place, and purpose of the meeting, and no other Club business may be transacted thereat. The quorum for such a meeting shall be 20% of the members in good standing and never less than five (5) voting members.
- c) Board Meetings. Meetings of the Board of Directors shall be held as needed in the City-Parish of Baton Rouge prior to the regular Club meeting, at such hour and place as may be designated by the By-Laws. The quorum for such a meeting shall be a majority of the Board.
- d) Special Board Meeting. Special meetings of the Board may be called by the President. Such special meetings shall be held in the City-Parish of Baton Rouge and at such hour and place as may be designated by the person authorized herein to call such a meeting. Notice of such meeting shall be given to each Board member at least five (5) days prior to the date of the meeting. Any such notice shall state the purpose of the meeting and no other business shall be transacted thereat. A quorum for such a meeting shall be a majority of the Board.
- e) Voting. Each member in good standing, whose dues are paid for the current year shall be entitled to one family vote at any meeting of the Club at which he is present. Any one family member, sixteen years of age or older, may vote on any subject at any one time. Proxy voting shall not be permitted at any Club meeting, election or Board meeting.

ARTICLE IV. DIRECTORS AND OFFICERS

Section 1: Board of Directors.

The Board shall be comprised of the President, Vice-President, Secretary, Treasurer, Obedience Training Director, Agility Training Director, and three (3) other persons all of whom shall be members in good standing and all of whom shall be elected for one-year terms at the Club's annual meeting, as provided in Article V, and shall serve until December 31st of each year when their successors take office. General management of the Club's affairs shall be entrusted to the Board of Directors.

Section 2: Officers.

The Club's Officers, consisting of the President, Vice-President, Secretary, Treasurer, Obedience Training Director, and Agility Training Director shall serve in their respective capacities with regard to the Club and its meetings and the Board and its meetings.

- a) The President shall preside at all meetings of the Club and of the Board, and shall have the duties and powers normally appurtenant to the office of President in addition to those particularly specified in this Constitution and By-Laws. The President has no vote at the Club meetings and Board Meetings except to break a tie vote. The President may serve as ex-officio member of all committees except the Nominating Committee. The President shall sign the adopted minutes of all meetings.
- b) The Vice-President shall have all the powers and exercise the duties of the President in case of the President's death, absence or incapacity. The Vice-President shall be the Chairman of the Nominating Committee. The Vice-President will also be Chairperson of all trials held within the twelve (12) month period beginning six (6) months after taking office at the Annual Meeting. The Vice President (Trial Chairperson) shall assume office immediately after his election at the Annual Club meeting rather than January 1st.
- c) The Secretary shall keep a record of all meetings of the Club and of the Board and all matters of which a record shall be ordered by the Club, including maintaining a roll register as part of the minutes. He/she shall have charge of the correspondence, notify members of meetings, notify new members of their election to membership, notify Officers and Board Members of their election to office, keep a roster of the members of the Club with their addresses (to be revised by December 31st of each year), and carry out such other duties as are prescribed in this Constitution and By-Laws.
- d) The Treasurer shall collect and receive all money due or belonging to the Club and receipt therefor. He shall deposit same in a bank satisfactory to the Board, in the name of the Club. His books shall be open at all times for inspection and he shall report at every meeting the condition of the Club's finances and every item of receipt or payment not before reported. The Treasurer shall present a written yearly report of the Club's accounts at the Annual Meeting of the Club; copies of such report shall be available to all members.
- e) The Obedience Training Director shall be Chairman of the Obedience Training Committee which shall be appointed by the Board of Directors. He shall be responsible for carrying out the training program adopted by the Club and for updating this program. He shall be responsible for obtaining and appointing training instructors and for furnishing each instructor with a detailed teaching outline and an updated manual of teaching methods and procedures as approved by the Training Committee. He shall conduct instructor teaching seminars and shall hold a training seminar when the club directs for the benefit of the members. The teacher for the seminar shall be selected by the Training Director with dates and expenses approved by the Board. The Training Director shall have obtained at least a C.D.X. degree on one dog to qualify for the directorship. The Training Director shall assume office immediately after his election at the Annual Club meeting rather than January 1st.
- f) The Agility Training Director shall be Chairman of the Agility Training Committee which shall be appointed by the Board of Directors. He shall be responsible for carrying out the training program adopted by the Club and for updating this program. He shall be responsible for obtaining and appointing training instructors and for furnishing each instructor with a detailed teaching outline and an updated manual of teaching methods and procedures as approved by the Training Committee. He shall conduct instructor teaching seminars and shall hold a training seminar when the club directs for the benefit of the members. The teacher for the seminar shall be selected by the Agility Training Director with dates and expenses approved by the Board. The Agility Training Director shall have obtained at least an Open Agility title (either Standard or Jumpers) on one dog to qualify for the directorship. The Agility Training Director shall assume office immediately after his election at the Annual Club meeting rather than January 1st.

Section 3: Vacancies.

Any vacancies occurring on the Board during the year shall be filled for the unexpired term of office by a majority vote of all the membership at its first regular meeting following the creation of such vacancy.

Section 4: Attendance of Officers and Board Members at Meetings.

If any Officer or Board Member misses a meeting, he must see to it that a written report of his office is rendered at the meeting, and he must obtain an excuse for his absence from the President. If any Officer or Board Member misses two (2) consecutive meetings or more than three (3) meetings in any calendar year, he automatically relinquishes his office, unless in the opinion of the Board, there are extenuating circumstances that excuse his absence.

ARTICLE V. CLUB YEAR, ANNUAL MEETING, ELECTIONS

Section 1: Club Year.

The Club's official fiscal year shall begin on the first day of January and end on the 31st day of December.

Section 2: Annual Meeting.

The annual meeting shall be held in the month of November at which time directors and officers for the ensuing year shall be elected by secret written ballot from among those nominated in accordance with Section 4 of this Article. They shall take office on the first day of January and each retiring officer shall turn over on the first day of January to his successor in office all properties and records relating to that office.

Section 3: Elections.

The nominated candidate receiving the greatest number of votes for each office shall be declared elected. The four nominated candidates for other positions on the Board that receive the greatest number of votes for such positions shall be declared elected. The President shall appoint three (3) members at the November meeting to count the ballots following voting, report the winners to the President, and destroy the ballots immediately thereafter. These three (3) members may not be from the Nominating Committee, not are candidates, nor be members who have nominated a candidate from the floor.

Section 4: Nominations.

No person may be a candidate in a Club election who has not been nominated. As stated in Article IV, Section 2, of this Constitution, the Vice President shall be Chairman of the Nominating Committee. This committee shall be composed of the Chairman and the two immediate past presidents of the Club -- if acceptable to the membership. If one or both are not acceptable, the membership must elect the remaining members of the committee. The election must be completed at the September Club meeting.

- a) The Committee shall nominate one candidate for each office and four candidates for the four other positions on the Board; and after securing the consent of each person contacted, shall immediately report their nominations to the President in writing; who shall then present the nominations to the membership at the October meeting.
- b) Additional nominations may be made at the October meeting, by any member in attendance, provided that the person so nominated does not decline when his name is proposed, and provided,

further, that if the proposed candidate is not in attendance at this meeting, his proposer shall present to the President a written statement from the proposed candidate signifying his willingness to be a candidate. No person may be a candidate for more than one position, and the additional nominations that are provided for herein may be made only from among those members who have not accepted a nomination of the Nominating Committee. Only one member of each family may be nominated for any position.

- c) Nominations cannot be made at the annual meeting or in any manner other than as provided in this section.

ARTICLE VI. DISCIPLINE

Section 1: American Kennel Club Suspensions.

Any member who is suspended from the privileges of the American Kennel Club automatically shall be suspended from the privileges of this Club for a like period.

Section 2: Charges.

The Board of Directors with a two-thirds (2/3) vote of those present at a Board meeting, or any member may prefer charges against a member for alleged misconduct prejudicial to the best interests of the Club. Written charges with specifications must be filed in duplicate with the Secretary. The Secretary shall promptly notify the Board which shall meet and fix a date of a Board hearing, not less than three (3) weeks nor more than six (6) weeks thereafter. The Secretary shall promptly send one copy of the charges to the accused member by mail together with a notice of the hearing and an assurance that the defendant may personally appear in his own defense and bring witnesses if he wishes, as well as counsel.

Section 3: Board Hearing.

Should the charges be sustained after hearing all the evidence and testimony presented by complainant and defendant, the Board may, by a majority vote of those present, suspend the defendant from all privileges of the Club for not more than six (6) months from the date of the hearing. And, if it deems that punishment insufficient, it may also recommend to the Membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his fellow members at the ensuing Club meeting which considers the Board's recommendation. Immediately after the Board has reached a decision, its findings shall be put in written form and filed with the Secretary. The Secretary, in turn, shall notify each of the parties of the Board's decision and penalty, if any.

Section 4: Expulsion.

Expulsion of a member from the Club may be accomplished only at a meeting of the Club following a Board hearing and upon the Board's recommendation as provided in Section 3 of this Article. Such proceedings may occur at a regular or special meeting of the Club to be held within sixty (60) days but not earlier than thirty (30) days after the Board's recommendation of expulsion. The defendant shall have the privilege of appearing in his own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Board's findings and invite the defendant, if present, to speak in his own behalf if he wishes. The meeting shall then vote by secret written ballot on the proposed expulsion. A three-fourths (3/4) vote of those present at the meeting shall be necessary for expulsion. If expulsion is not so voted, then the membership must vote on the Board's recommendation of suspension.

Section 5: Recall.

Any officer of the Club may be recalled by signature of two-thirds (2/3) of the members on a petition requesting such a recall. In the case of recall of the President, the Vice-President shall automatically assume the position of President. Other vacated offices shall be filled by election with all nominations coming from the next membership meeting with election at the same meeting.

ARTICLE VII. AMENDMENTS.

Section 1: Amendments to the Constitution.

Amendments to the Constitution may be proposed by the Board of Directors or by written petition addressed to the President signed by twenty percent (20%) of the membership in good standing. Amendments proposed by such petition shall be promptly considered by the Board of Directors and must be submitted to the members with recommendations of the Board by the Secretary for a vote within three (3) months of the date when the petition was received by the President.

Section 2: Amendments to the By-Laws.

Amendments to the By-Laws may be proposed by the Board of Directors or by written petition addressed to the President signed by twenty per cent (20%) of the membership in good standing. Amendments proposed by such petition shall be promptly considered by the Board of Directors and must be submitted to the members with recommendations of the Board by the Secretary for a vote within one month of the date when the petition was received by the President.

Section 3: Voting on Amendments.

The Constitution and By-Laws may be amended by two-thirds (2/3) vote of the members present at any regular meeting or special meeting, provided the proposed amendments have been included in the notice of the meeting.

ARTICLE VIII. DISSOLUTION.

Section 1: Dissolution.

The Club may be dissolved at any time by the written consent of not less than two-thirds (2/3) of the members. In the event of the dissolution, whether voluntary or involuntary or by operation of law, none of the property of the Club nor any proceeds thereof or any assets of the Club shall be distributed to any members of the Club but after payment of debts of the Club, its property and assets shall be given to a charitable organization, for the benefit of dogs, selected by the Board of Directors.

BY - LAWS

Section 1.

Robert's Rules of Order (Revised) shall be accepted as the authority for the conduct of all meetings to which they are not inconsistent with the By-Laws or the special rules of order of this Club.

Section 2.

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

Roll Registration
Minutes of Last Meeting
Minutes of Last Board Meeting
Report of the President
Report of the Secretary
Report of the Treasurer
Report of the Obedience Training Director
Report of the Agility Training Director
Committee Reports
Election of Officers and Board (At Annual Meeting)
Unfinished Business
New Business
Election of New Members
Adjournment

Section 3.

At meetings of the Board, the order of business, unless otherwise directed by a majority vote of those present, shall be as follows:

- Minutes of Last Meeting
- Report of the President
- Report of the Treasurer
- Committee Reports
- Unfinished Business
- New Business
- Adjournment

Section 4.

The President shall be responsible for obtaining a meeting place and for notifying the committee or person responsible for notifying the Board and the members of the meeting place.

Section 5.

The President shall set the time and place for Board meetings and shall notify the members of the Board of the time and place.

Section 6.

At the January Board meeting, both retiring and new officers shall attend with full voice in the proceedings, but only the new Board shall vote.

Section 7.

At the January Board meeting, the new President shall present all of his committee chairmen except the chairmen of the Training, Trial and Nominating Committees who are specified in the Constitution. The new President shall also introduce all budgets as set forth in the accounting procedure that is part of this By-Laws and obtain approval from the new Board. Except as otherwise specified in the Constitution, all committee chairmen shall be responsible for selecting the members of their respective committees. The list of committee members shall then be submitted to the Board for approval at the February Board meeting.

Section 8.

At the January membership meeting the President must present these committee chairmen and budgets to the membership, which must be approved by a majority vote of the members attending the meeting.

Section 9.

The Board may remove any committee chairman, except those specified in the Constitution, if six (6) members of the Board vote that his performance is not in the best interest of the Club.

Section 10.

A simple majority vote of the members at any Club meeting can override a vote of decision of the Board or any Committee.

Section 11.

The Board can vote an appropriation for any one total project up to \$300.00 only; over \$300 must be approved by a simple majority vote of members at any regular meeting or special Club meeting (budgets included).

Section 12.

No person has authority to obligate the Club for any payment of monies or contractual agreement without permission of the Board or membership. Furthermore, no chairperson, board member, or anyone in charge of a budget item, may overspend the budget without permission of the Board or membership as per Section 11 of the By-Laws.

Section 13.

Training fees shall be determined by the appropriate Training Director and/or Training Committee and then approved by the club. Active members in good standing may be charged a discounted fee for obedience classes as recommended by the Obedience Director and approved by the membership for any active member or family member that is training a dog owned by them. Refunds on new registrations will be made through the second week of class. After this, refunds will be made only at the discretion of the appropriate Training Director.

Section 14.

A family is defined as a mother, a father, a wife, a husband, and a natural or adopted child living in the same household. Brother, sister, aunt, uncle, etc. are not considered as a family member by the Club. The person applying for membership determines the Club definition of family.

Section 15.

- a) The President must establish, as a standing committee, a membership communications publication. The editor shall be chairman of the committee and shall be granted an uncensored policy of content for said publication. However, editorials, letters to the editor and letters to the general membership shall be contained within separate pages to be distributed only to club members with full voting privileges.
- b) The President must establish a Publicity Committee and appoint a Chairperson. This Committee shall be responsible for all publicity as directed by the President.

Section 16.

- a) Obedience training instructors shall have obtained at least a C.D. degree on one dog to qualify as an instructor for the Beginners and Novice classes; a C.D.X. for Open class; a U.D. degree for the Utility class. These qualifications may be waived by the Training Committee when absolutely necessary. Instructors must have Active Renewable Family Memberships with voting privileges and be in good standing with the Club. THIS requirement cannot be waived.
- b) Agility training instructors shall be appointed by the Agility Training Director.

Section 17.

All persons authorized to sign checks on the Club account shall be bonded, by a recognized and solvent surety company authorized to do so and doing business in the State of Louisiana, for the sum of five thousand dollars (\$5,000.00); the premium for which shall be paid by the Club.

Section 18.

ACCOUNTING PROCEDURES. All money is to be kept in the general fund bank account under the control of the Treasurer. Money removed from this account is to be by check only with the check stub clearly indicating the payee and for what payment was made. Invoices are to be noted as to the number of the check used for payment. Money income is to be deposited to the general fund with a notation on the bank deposit slip as to who made payment and for what. A general fund accounting book is to be kept by the Treasurer and it shall show the number of the check, the date of issue, payee, service or material, deposits made, by date and a running balance of the money in the bank.

An inventory of all capital equipment is to be kept on an annual updated basis by the Treasurer. However, the Trial Committee Chairman shall furnish the Treasurer with a physical inventory of this equipment showing its condition by September 30th of each year.

All money paid to the Club for training fees and/or equipment is to be recognized with a triplicate copy receipt. All information is to be recorded on these receipts; such as date, name of payee, amount, for what payment was made, and the signature of the collector. The person making the payment is to receive the original copy

irregardless if paid by cash or check; the first duplicate copy is to be forwarded to the Treasurer; the second duplicate (triplicate) is to remain in the receipt book for auditing purposes. The receipt copies forwarded to the Treasurer are to be filed in a permanent file and be available for auditing purposes.

All monies collected must be delivered to the Treasurer no later than ten days after the event or function unless otherwise directed by the Board.

Budgets are to be established for the following activities: Trial, Training Classes, Matches of all types, Annual and Special Awards, and the Club Newsletter. These budgets will be submitted to the Board of Directors by the incoming President and approved or amended by the Board. The Treasurer will keep a separate bookkeeping record of each budget. Any budget approved by the Board becomes money spent against the general fund and is no longer money available for any other purpose. In the event there is not sufficient cash in the general fund to finance a budget, this budget may be funded by a deficit amount until sufficient cash is available to meet the budget commitment. Budgets will be established in January of each year. In accounting, the Trial and Trophy Sub-Committees will be considered as one overall account as they both have to do with one event.

Any payments made by the Treasurer for any purpose other than approved budget accounts must be authorized by a disbursement voucher signed by the President of the Club. Budget accounts disbursements will be made with such a voucher signed by the Committee Chairman. However, no deficit disbursement will be made on any budget account unless authorized in writing to the Treasurer by the Board of Directors, under the signature of the Club President.

Club activities that might necessitate the collection of money other than the aforementioned activities will operate by agreement between the particular committee Chairman and the Treasurer. The Treasurer will issue any required receipts to the committee Chairman. Activities of this type are the Annual Picnic, Christmas Party, etc.

The Treasurer shall keep a current record of the general fund bank account, a general fund book, a monies deposited receipt book, a monies received receipt and a disbursement voucher file, an accounting book for each budget established, a general capital equipment record and a record of any special accounts established by the Club. At each meeting of the Board, the Treasurer will submit a written report on all accounts in sufficient detail to clearly indicate the current condition of each account. This report shall contain a summary of all committed money and the current available cash for the use of the Club's general activities. The Treasurer shall also prepare a written yearly report to be presented at the Annual meeting of the Club regarding its total financial condition.

The Club President may appoint an Auditing Committee composed of three (3) club members to determine if all accounts are being administered properly. This committee shall report to the Board within two (2) months as to the conditions of these accounts. The Treasurer shall then prepare a written yearly report to be presented at the Annual meeting of the Club regarding its total financial condition.

All reports of the Treasurer and Auditing Committee shall become a permanent part of the meeting minutes of the Board of Directors.

Section 19.

A portion of membership dues is to be designated in the Annual Budget towards the purchase of trophies for the Trials. Special trophies can still be donated.

STATEMENT OF POLICY

Revised January 2022: It shall be the policy of Louisiana Capital City Obedience Club, Inc., to limit and restrict the instruction and training of dogs and their handlers in competitive obedience and Rally to members of the Club only. Competitive obedience refers to the Novice class for a Companion Dog (CD) title; Open class for a Companion Dog Excellent (CDX) title; Utility class for a Utility Dog (UD) title, and Rally class for a Rally Novice (RN) and higher titles. Associate members may participate in advanced competition classes only upon recommendation of the Obedience Training Director and approval of the instructor. Fees for associate members shall be as set forth in the Constitution and By-Laws of the Club.

Effective June 28, 1983: Subscription to the Club's newsletter for non-members will be a minimum of \$5.00 per year.