



St. Croix Valley Kennel Club, Inc.

Policies and Procedures

1. General Information

- Original permanent club records may not be distributed. Copies may be made upon request.
- Permanent club records shall consist of:
 - ✓ Minutes of Board meetings
 - ✓ Minutes of general meetings
 - ✓ Minutes of any special meetings
 - ✓ Correspondence with other clubs
 - ✓ Correspondence with the AKC such as copy of Statement of Compliance (original will be kept by Show Chair), after-election annual report to AKC of election of new officers, all correspondence from AKC regarding rules and regulations pertaining to the club or our shows or matches.
- As these files grow, older items may be disposed of with Board approval.
- As the Club has a long-term agreement with the Washington County Agricultural Society which operates the county fairgrounds on which our show grounds are located,
 - ✓ The Board shall appoint an Ag. Society Chair. The club will pay his/her dues, as well as the

dues of others appointed to the Committee by the Board.

- The Washington County Agricultural Society requires that the Club carry general liability insurance for our shows.

2. Duties of Officers

Officers of the Club shall be determined by the newly elected Board at the first Board meeting following the Annual Meeting.

- **President**
- **Vice President**
- **Corresponding Secretary**
 - ✓ Shall hold new membership applications until voted on by the Club, and will then notify new members of their acceptance. Will promptly get new member's dues to the Treasurer. Will maintain a file of membership applications.
 - ✓ The newly elected Corresponding Secretary shall, within seven (7) days of taking office, send the names and addresses of the new officers to the AKC.
 - ✓
- **Recording Secretary**
 - ✓ Shall provide a printed copy of the minutes of the general meetings to the newsletter editor in a timely fashion so that they may be printed in the following newsletter. A synopsis of the Board meeting will be presented at the next general meeting after the Board meeting.
 - ✓ Shall provide copies of the minutes of Board and general meetings to each Board member before the next meeting.

- ✓ Shall be responsible for updating this Policies & Procedures manual as policies are added, deleted, or changed.
 - ✓ Shall be responsible for notifying the appropriated person regarding action that occurs at meetings which affects them.
 - ✓ Shall produce a new Club Directory every two (2) years in May of the even numbered year. Additions, deletions and changes will be printed in the newsletter.
- **Treasurer**
 - ✓ Shall deposit all incoming monies within thirty (30) days of receipt.
 - ✓ Shall provide a written monthly report for distribution at all general membership meetings.
 - ✓ (By-laws) All checks shall be signed by either the Treasurer or the President.

3. Standing Committees

- The standing committees shall include the following:
 - ✓ 4H Training
 - ✓ Ag Society
 - ✓ AKC Public Education
 - ✓ Audit
 - ✓ Dog Legislation
 - ✓ Grounds Manager
 - ✓ Historian
 - ✓ Holiday Party (December Meeting)
 - ✓ Librarian
 - ✓ Newsletter
 - ✓ Program Coordinator
 - ✓ Show
 - ✓ Sunshine
 - ✓ Website
- The program coordinator shall be a member of the Board.

4. Membership

- A membership application packet shall contain: application, Constitution & By-Laws, Policy & Procedures, meeting dates, club information brochure, and request for biography for newsletter.
- A welcoming letter shall be sent to each new member, along with a current membership directory.

5. Newsletter

- Minutes of the previous general membership meeting shall be printed in the newsletter, to be provided by the Recording Secretary.
- The Newsletter shall publish updated member information including: new members' name, address and phone number and any name changes, additions or deletions that may occur.
- A brief resume of each new member shall be published in the newsletter.
- The newsletter shall be considered the Official Publication of the Club and as such shall carry notice of meetings, dues, etc. Because it contains the notice of the next meeting, according to the By-Laws it shall be mailed at least ten (10) days prior to the meeting.

6. All-Breed Shows & Matches

- It will be the responsibility of the Show Chair to complete and file the required Statement of compliance with the AKC. Copies shall be kept on file by the Show Chair and Recording Secretary.

7. Historical Facts

- The Club was established in 1969, meeting for the first time in Marine on St. Croix, Minnesota.

- The first match of the Club was held in 1973, and the first all-breed show in 1975.
- These Policies and Procedures were first adopted in 1995 and most recently amended in 2004.