

LYONS TOWNSHIP DOG TRAINING CLUB, INC.

BY LAWS

Approved at November 4, 2024 Board Meeting

ARTICLE I

Membership

Section 1. Application for Membership

Application for Membership may be filed with the Membership Chairperson after the applicant has registered and completed three, 8-week training class sessions (24 weeks), within an 18-month period. Application form, accompanied by dues payment and training fees, if applicable, and dog health information for the current year, shall be submitted to the Membership Chairperson, who will present it to the Board for approval:

- (a) The date the application is approved is the date the membership is activated. Training discounts apply for the session following membership approval.
- (b) Persons applying for membership and paying training fees and dues are eligible to train during the interim period between application and approval of the Board.
- (c) Full refund of monies will be made if, for some reason, the person is not approved for membership.
- (d) Membership that has lapsed for more than 1 year may be reinstated upon completion of two 8-week training class sessions (16 weeks) by reapplying as above.
- (e) The registration and session completion requirement may be waived for individuals joining the training staff.

Section 2. Fees

- (a) Attached hereto and labeled Exhibit A is the standard Fee Structure to cover the costs of all training offered by this club. Refunds or make-up sessions are not offered for missed classes.
- (b) Annual Membership Fee (AMF) shall be payable on or before February 1. Members will not be able to train until such fee is paid. The AMF enables members to train their dogs in all classes offered by LTDTC at discounted rates as offered in (c) below.
- (c) Training members may train up to two dogs under the Reduced Training Fee program for all classes, by participating in club sponsored activities earning points per activity. LTDTC's Board will determine the activities and the point values awarded for each activity, which will be published in EXHIBIT B to the By Laws. The Committee chair for each activity will have final approval of all points awarded.
- (d) Lifetime Members will receive free training for all classes.

Section 3. Code of Conduct

Instructors, members, students and guest trainers shall abide by the LTDTC Constitution, By Laws, and Policies and Procedures as adopted by the Board, governing all club activities and shall behave in a manner that is courteous and respectful and does not disrupt the operation or activities of the club. All instructors,

members, students, and guest trainers are responsible for ensuring their dogs do not eliminate inappropriately. In the rarest instance this does occur, they will ensure a quick clean-up. This includes elimination inside AND outside of the building.

Instructors, members, students and guest trainers shall avoid conduct that could put another person, dog or property at risk. The club promotes positive training methods, and harsh or abusive training practices are prohibited. Anyone violating this conduct is subject to discipline as described in ARTICLE VI of the LTDTTC Constitution.

ARTICLE II

Committees

Section 1. Committee Appointments

The President shall appoint, with the approval of the Board of Directors, those committees and committee chairs necessary to run the functions of the Club. Appointments shall be made no later than the second Board meeting of the fiscal year, except as otherwise noted in the Club's Constitution. Each appointee will serve until the second board meeting of the successive fiscal year. These committees shall have specific duties and responsibilities as designated by the Board of Directors. Notwithstanding the above timetable:

- (a) The Obedience Trial Chairperson, the Agility Trial Chairperson, the Rally Chairperson and Tracking Trial Chairperson are to be appointed one year prior to the date of the current respective trials. Each Chairperson shall have responsibility for all monies collected and disbursed as it pertains to their specific trial. Each Chairperson shall make a full accounting to the Board of Directors following each Trial.
- (b) The Auditing Committee, consisting of no less than three (3) persons, is to be appointed by the President during the month of October each year.
 - 1) The Committee shall mutually agree upon a Chair of the Committee
 - 2) The Committee shall have (1) one board member on the Committee.
 - 3) The Committee shall explicitly exclude the treasurer and any authorized signer of the bank account.
 - 4) For the Audit period, (the most recent calendar year), the Committee is responsible to:
 - a. Review financial activity
 - b. Review the supporting processes for compiling the financial statements
 - 5) The Committee's report will be given to the Board at the second regular Board meeting of the succeeding year of the audit period.
 - 6) The Auditing Committee shall be dissolved at the regular Board meeting following the Board Meeting where its report to the Board has been accepted.
- (c) The Nominating Committee - see Section V. of The Constitution.
- (d) At any appropriate time, the President may appoint, with approval from the Board of Directors, a successor to fill a vacancy that has arisen during the current fiscal year.

Section 2 Committee Termination

Any individual committee member or group committee appointment may be terminated by a majority vote of the Board of Directors present. Said individual or group committee will be served notice of the board's decision to terminate that committee appointment. The president, with the board's approval, may appoint (a) successor(s) to that (those) committee appointment(s) whose service has been terminated.

ARTICLE III

Website

Section 1. Club Website

The Club shall support and maintain a website. The address of the website shall be: www.ltdtc.org. The purpose of the Club website shall be:

- (a) Marketing of Club's training classes, trials, and other activities;
- (b) Providing on-line registration for classes;
- (c) Providing on-line information pertaining to club events;
- (d) Displaying information on classes, events, and other activities

The website may be discontinued by a majority vote of the Board of Directors should the use and effectiveness of the website deemed to be no longer appropriate to the Club's business. Timely and proper termination notice shall be given to the Web Administrator should the Club website be discontinued.

Section 2. Web Administrator

The President shall appoint, with the approval of the Board of Directors, the Club's Web Administrator who shall have, but not be limited to, the following duties.

- (a) Work with the website provider and the appropriate Club personnel to provide informational and technical support for the Club website.
- (b) Update the information displayed on the website, as necessary.

ARTICLE IV

Training Directors and Registrar

The President shall appoint, with the approval of the Board of Directors, the Director of Training and the Registrar. The Director of Training shall appoint, as needed, Assistant Director(s) of Training. For additional details, including terms, see Article IV of The Constitution.

Section 1. *Director of Training and Assistant Directors of Training

*Must be current club members.

Duties of the Director of Training and/or the Assistant Directors of Training include but are not limited to the following:

- (a) Appoint, remove and manage the staff of instructors as may be necessary to carry on the training activities of the Club, delegating to each of the instructors any duties with respect to training, as the Director, or his designee Assistant DOT may deem necessary.
- (b) Schedule instructors and assistant instructors for all class sessions.
- (c) Support Club registrar with respect to class schedule, weekly class setup, student issues, incoming student evaluation, and member class attendance.
- (d) Review, evaluate, approve training staff's attendance and reimbursement for positive reinforcement dog training; forward approved requests to the treasurer for payment.
- (e) The Director of Training will recommend to the board as necessary.
- (f) Review class curriculum and update homework sheets as needed.
- (g) Conduct a minimum of 2 instructor meetings a year for the purpose of reviewing class training issues, sharing training techniques, discussing class goals, and presenting new training techniques.
- (h) In the absence of a Director of Training, a committee of Assistant Directors of Training will ensure coverage of all the Director of Training responsibilities.

Section 2. Registrar

Duties of the Registrar include but are not limited to the following:

- (a) Respond to all inquiries pertaining to training classes and class schedules.
- (b) Receive and process all class registrations.
- (c) Record and in a timely manner, (by the third training class for the session or three weeks after which registration is initially closed for the training session), apply payment for accounts maintained on the Club's training and event registration system. Any funds in the form of cash or check for class sessions, guest training, and other activities are to be immediately given to the Treasurer for deposit into a Club approved bank account.
- (d) Set up and maintain class registrations assigning students to classes at the beginning of each session. Provide class rosters to instructors for all classes.
- (e) Collect health certificates for all new dogs that are registered for classes for the first time.
- (f) Provide the Director of Training and instructors with any requested reports or information pertaining to students or training classes.
- (g) Perform a reconciliation for monies received, details of credits issued, including a list of those receiving training who have not paid, i.e. instructors, board members, and students receiving credits.
- (h) Processing approved credits and recording any approved refunds in Dog Biz Pro.
- (i) May perform registrations of any individuals approved to join an already full class (and are not subjected to any additional service fee as outlined in Exhibit A.
- (j) For additional details, including terms, see Article IV of The Constitution.

ARTICLE V

Training

Section 1, Dog Training Classes

Classes will be developed by the Director of Training (DOT) and Instructors to train from puppy through the highest level of AKC competition classes. Training will concentrate on Agility, Obedience and Rally. Other training classes may be added as appropriate, as recommended by the DOT with input and final approval from the board. All classes will be based on positive motivational reinforcement training techniques for both the dog and the handler. All classes will be conducted with the approval of the Club's Board of Directors. A complete offering of training classes will be listed in summary on an Exhibit to the By Laws and a detailed descriptive class listing will be constantly published on the Club's website. Prerequisites will be listed as appropriate for all classes.

Section 2. Class Advancement

Advancing to higher level classes will be upon the recommendation of the Instructor and/or the Director of Training.

Section 3. Drop-In Training

Guest training will be available for competition level classes at the discretion of the Director of Training or the Assistant Director of Training. Additional information will be on an Exhibit to the By Laws and constantly published on the Club's website.

Section 4. Health Certificates

Upon registration, a current health certificate, signed by a veterinarian, for all new dogs (those who have never trained with LTDTC before.) This document states that the dog is free from symptoms of contagious or infectious disease, and provides attestation by the owner that said dog has not been exposed to distemper, parvovirus, kennel cough, or rabies. The certificate is required no later than one week prior to the start of class.

Section 5. Communication to Club of Health Concerns

Students must notify their class instructor(s) immediately (no greater than 24 hours) upon knowledge and/or confirmation of their dog's exposure to a potentially contagious illness.

Additionally, LTDTC will notify other students and instructors as follows:

- a) Contact immediately (no greater than 24 hours) your class students and fellow instructors.
- b) Contact club President and Registrar. The President has the final decision of whether or not to contact the membership.

Further, it is the owner's responsibility to maintain required healthcare of their animal, including regular vaccinations.

ARTICLE VI

Award Program

Section 1. Awards

Any member of the Club, in good standing, may earn Club sponsored achievement awards in Obedience, Agility, Rally, Tracking and Therapy. A handler must be a member, and train and/or instruct a minimum of sixteen (16) weeks within a twelve (12) month period with the Club to be eligible for a Club award.

The Board of Directors reserves the right to:

- (a) Approve all awards given.
- (b) Withhold any award.
- (c) Designate additional awards.
- (d) Make a final decision should a question arise as to eligibility for an award.

Generally, awards earned during the preceding year will be given at the annual awards dinner.

Section 2. Brag Book

The Brag Book is an ongoing historic record of achievements earned by LTDTC members. It is stored in a club cabinet at the training site. A member can add to it at any time. Brags can also be submitted online.

- (a) Owner name
- (b) Dog's name
- (c) Trial
- (d) Score
- (e) Legs/Title earned

Section 3. Club Clothing

- (a) Club Colors - official colors shall be red, black, and white.
- (b) Club Logo - The logo is available to members in the form of a patch, or merchandise. Any reproductions of this logo must be done in official club colors.
- (c) Logo items are either embroidered or screen-printed on merchandise.
- (d) Logo items are available by order through the logo chairperson or upon approval of the Board of Directors at Club events.

ARTICLE VII

Activities

The Club may sponsor the following activities during the current year:

- (a) Annual Awards Dinner
- (b) Picnic
- (c) Holiday Party
- (d) Obedience, Agility and Rally Trials
- (e) Tracking Tests:
- (f) Canine Good Citizen (CGC) Test
- (g) Therapy Dog Preparation
- (h) Obedience, Rally and Agility Correction Clinics / Fun Matches
- (i) Ben's Friends Visits
- (j) Other events as approved by the Board

ARTICLE VIII

Administration

Section 1- By Laws:

These By Laws can be amended at any regular meeting of the Board of Directors by a two-thirds (2/3) vote of the Board, provided that the amendment was submitted in writing at the previous regular meeting.

Section 2: Club Policy/Procedure Information

The Club shall maintain a share folder (or portal) for information that shall be made available to members or board members on an as needed basis.

Section 3: Data Retention:

Detailed documents that support financial transactions shall be maintained, in paper or electronic format, for seven years.

EXHIBIT A

FEE STRUCTURE

NON-MEMBER FEES PER DOG - EIGHT (8) WEEK SESSIONS

\$152.00	\$162.00
Basic 1	Agility Foundations 1
Basic 2	Agility Foundations 2
Novice Obedience	Agility 1A
Competition Obedience	Agility 2
Open	Agility 3
Utility	Agility 4
Rally	

LATE FEE

A **\$10 late fee** may be charged at the discretion of the Registrar to any student (members or non-members) if training fees are not paid by one week prior to the first night of training session.

SERVICE FEE

A **\$10 service fee** may be charged at the discretion of the Registrar to any student (member or non-member) requiring the Registrar to perform on-line registration on behalf of the student.

DROP-IN TRAINING

The following fees will be charged to those participating in classes offering drop-in training:

\$20 Class Fee	\$22 Class Fee
Novice and Competition Obedience	Agility 3
Open	Agility 4
Utility	***

REFUNDS

Refund requests will be granted when received 1 week prior to the start of class. Refunds may be subject to a 5% processing fee. In extreme circumstances, like health issues for the dog or trainer, or when aggression in a dog make group classes inappropriate, a partial refund may be offered; such requests should be sent to the Director of Training for consideration and appropriate response.

NON-MEMBERS ARE ELIGIBLE FOR MEMBERSHIP AFTER THE COMPLETION OF **TWENTY-FOUR (24) WEEKS OF REGISTERED CLASS TRAINING, within an 18-month period.** (Pending board review and approval of membership application).

Individual:	\$30.00
Family:	\$40.00

ANNUAL* MEMBERSHIP DUES: Due February 1st each year.

SEE EXHIBIT B FOR MEMBER TRAINING FEE PROGRAM

EXHIBIT B

MEMBER'S DISCOUNTED TRAINING FEE PROGRAM

Reduced Training Fee Eligibility Requirements

Training fee credits will be earned through the calendar year, which is January 1st through December 31st. A member is eligible for reduced training fees in the year following when the credits are earned. For example, a member who instructs a class will earn TWO points for instructing and if they train their dog in a separate class they will earn ONE point for training, for a total of THREE combined points for that training date. Committee Chairpersons with additional members would be responsible for assigning points to their committee members.

Annual Points Required for Member-Discounted Training Fees:

Points	Level	Class Fee
0-25	1	100%
26-50	2	50%
51-75	3	25%

The credits **must come from at least TWO** of the following categories.

1. Serve as an Officer, Board Member or Committee Chair

(a) Board:

The individuals noted below receive the following discount:

- i) NO CHARGE (free) for ONE dog and
- ii) A 50% discount on the SECOND dog.

- President
- Vice-President
- Secretary
- Treasurer
- Registrar
- Director of Training
- Assistant Director of Training

(b) Committee Chairs

Position	Points	Period
Awards	10	Calendar Year *2 per order
Membership	10	
Public Relations	10	
Social	5	
Nomination	3	
Auditing	3	
Logo	2*	
Ad Hoc	3	

2. Participate in Weekly Training

Position	Points	Period	Additional Details
Instructor	n.a.	n.a.	First dog FREE; Second dog 50%.
Assistant Instructor	n.a.	n.a.	First dog FREE; Second dog 50%.
Substitute Instructor	2	Per Class	
Student	8	Per Session	Must volunteer at at least ONE event per year to redeem points.

3. Assist with LTDTC Sponsored Events

Workers are responsible to log their times in the sign in books. Times that are not logged in and initialed by the chair will not be credited.

All Events:

Position	Points	Period
Chairperson	30	Per Trial Weekend
Hospitality Coordinator*	10	Per Trial Weekend
Hospitality Worker*+	3	Per Day
Set up/ Tear down	3	Per Hour

**Note: Hospitality Coordinator and Hospitality Worker roles cannot be combined into one role for increased points.*

+ The total points earned may not exceed a maximum of EIGHT points per trial weekend.

Obedience/Rally:

Position	Points	Period
Chief Ring Steward	5	Per Event
Steward	5	Per Shift (Morning or Afternoon)
Steward	12	Per Day

Agility:

Position	Points	Period
Ring Captain	10	Per Ring (Per Day)
Chief Course Builder	10	Per Ring (Per Day)
Volunteer Coordinator	5	Per Trial Weekend
Agility Ring workers*	1	Per Volunteer Slot or 12 Per Day

**Includes Scribe, Gate, Timer, Sheet Runner, Leash Runner, Bar Setter and Course Builder*

Tracking:

Position	Points	Period
Track Layer	10	Per Track
Cross Track Layer	5	Per Track
Driver	10	Per Day

Special Note: trial position descriptions may be found at AKC.org.

e. Matches

Position	Points	Period
Secretary	15	Per Match
Judge	5	Per Match
Steward	3	Per Match

4. Volunteer for Miscellaneous Club Activities*

Position	Points	Period
Ben's Friends	2	Per Visit
Committee Meetings	2	Per Meeting (virtual or live)
Create Weekly Agility Courses	2	Per Week

*Various other activities are included under this category, such as arranging a demonstration, organizing a seminar, organizing a club party, etc. These and other activities that would earn credits should be brought to the attention of the Membership Committee to be clarified. All points are to be awarded at the discretion of the committee chairperson.