

**STANDING RULES OF THE BOARD OF DIRECTORS OF
THE GREATER GAINESVILLE DOG FANCIERS' ASSOCIATION INC.**

Revised 8/28/2011

A. GENERAL STANDING RULES

Standing Rules are administrative guidelines with respect to the day-to-day operation of the Club. In no instance may the Standing Rule conflict with the provisions of the Constitution and Bylaws or the Code of Ethics of the Greater Gainesville Dog Fanciers' Association, Inc. (GGDFA).

1. The President shall maintain a current list of standing rules and they will be posted on the GGDFA website. A hard copy is available from the President.
2. The Secretary will send the standing rules to each new Officer/Board member within 2 weeks of their election to office.
3. The new Board shall review the Standing Rules annually.
4. These Standing Rules may be amended by a 2/3 vote of the Board of Directors present provided notice has been given; or by a 2/3 vote of the entire voting membership of the Board of Directors if no notice has been given.
5. Any motion that is duly passed by the GGDFA Board that is relevant to the Standing Rules shall be added without an additional vote.

B. GGDFA BOARD OPERATIONAL & VOTING POLICY

1. All Board communications shall be considered confidential.
2. A motion duly proposed must be voted on by at least 5 members of the Board to be adopted by a majority of the votes cast. The President will cast a tie breaking vote.
3. When necessary, the Board may conduct important Club business by scheduling a special meeting, a conference call or e-mail communication to include all Board members, if possible.
4. It is imperative that there will be "one voice" for the GGDFA and not 9 individual opinions. The Secretary shall be the Board member who responds to any non-routine correspondence, as well as disseminates any information to the general public.
5. The use of GGDFA letterhead/logo on communications outside the GGDFA Membership is subject to prior approval of the Board.
6. All Board members must conduct themselves in a tactful and diplomatic manner setting an example in public and ringside.
7. To avoid any conflict of interest, or perception of impropriety, any Officer or Board Member of the GGDFA, cannot accept, be seated on, or hold any other officer/board position of another all-breed dog club.
8. No current Board member shall personally exhibit any dog to another current Board member who is judging at any show.
9. It is expected that Board members will participate in all club functions as much as possible; and special attention devoted to the annual AKC show.
10. The Secretary will automatically update Standing Rules with motions made by the BOD on a continuous basis.

C. BUDGET & GENERAL FUNDS

1. All contracts/policies, whether new or renewals, must be reviewed and approved by the Board before being signed/paid. Contracts for show judges are exempt and covered under the Event Committee responsibilities.
2. The GGDFFA shall carry \$1,000,000 in General Liability Insurance.
3. The GGDFFA shall carry a \$1,000,000 Liability Insurance Policy for the GGDFFA Officers and Directors.
4. The Treasurer shall pay the following fees/dues annually:
 - a. The Florida Department of State, Division of Corporations (current fee is \$30.)
 - b. American Kennel Club Show and Obedience Application, and Rally Application.
5. The GGDFFA Treasurer shall maintain all club accounts. The President, 1st Vice President and Treasurer will be on all bank accounts. The Treasurer will be the primary check writer. The President and 1st Vice President will serve as back up in the absence of the Treasurer.
6. The Treasurer's books (regardless of term of office) shall be reviewed annually by a Certified Public Accountant and reported to the Board.
7. The Property Inventory Committee shall maintain an inventory of all equipment owned by GGDFFA. An inventory form will be filled out for each item held by any member or stored in a facility; such form to become a part of the club's financial records. The inventory shall include item, date of acquisition, date placed in service, purchase price, fair market value, warranty, serial and model numbers with a brief description (photo if possible), and percent of business use if applicable. Committee will provide the Treasurer with an updated listing at the beginning of each quarter (April, July, October, January).
8. Unless otherwise provided, no committee chairman, committee member or Board member can obligate GGDFFA funds without prior Board approval.
9. Any member of the Board and/or Committee who will incur expenses must receive prior approval of the Board. Exempt from this ruling are those who are appointed to do a specific job; e.g. printing & postage costs, Show Chair, etc. Original receipts must be included with all reimbursement forms sent to the Treasurer.
10. The Board will maintain each year \$1500.00 seed money in the Junior Showmanship Fund for stipends through 2012. Stipends will be awarded once annually. Applicants must have successfully gained invitation to and compete at the Westminster Kennel Club and/or AKC/Eukanuba National Championship as well as participated in two club activities outside of junior fund raising and participated in 50% of junior fund raising activities for the year. Recipients receiving the stipend must show proof of attendance and competition by a marked catalog and make a presentation to the membership of the trip.

D. BALLOTS, ANNUAL MEETING & MEMBERSHIP

1. The Secretary will submit to the membership the Nominated Slate and bios will be included in the monthly newsletter.
2. The GGDFFA Membership List and/or mailing labels will not be sold or shared. However labels or computer disk will be provided to the Newsletter editor.

3. The membership application will include a section where members request that they receive GGDFFA Newsletters via e-mail. All non-responses would be considered a decline of permission.
4. A membership directory with a current list of the members shall be published annually; preferably the following month after dues are delinquent. This shall also include a listing of the Board of Directors and Committees.
5. At year end, the secretary will present to the BOD those members who have 20 consecutive years of good standing for discussion/vote on lifetime membership.

E. GGDFFA NEWSLETTER AND WWW.GGDFFA.ORG

1. The following Standing Rules apply to the *Newsletter* ONLY:
 - a. The newsletter editor reserves the right to edit all copy. This may involve punctuation, style, or content. It is not our intent to alter meaning of any article; however, space may require that some sentences or paragraphs be deleted. Occasionally, a lengthy article may be divided, each section appearing in a different issue.
 - b. All issues shall include the disclaimer: “The opinions expressed in this newsletter are not necessarily those of the Newsletter Editor or those of the GGDFFA Officers and Board of Directors.”
 - c. All letters to the Editor from members will be published provided they do not contain anything of a slanderous nature or endorsement of a commercial product. Any letter concerning club policy shall be forwarded to the Board upon receipt, in order that they may be given an opportunity to publish an answer in the same issue in which the letter will be published.
 - d. Non-club member activities can be published in the Newsletter providing GGDFFA doesn’t sponsor the same activity.
 - e. The Membership Chairman shall submit to the Newsletter Editor the names of newly elected members so that they may be published in the next newsletter.
 - f. The minutes of the GGDFFA Meetings and all Board Meetings are to be published in the newsletter.
 - g. Prior to publication, each issue of the newsletter will be presented at the Board meeting for approval.
 - h. December newsletter will request current member information
2. The following Standing Rules apply to the website ONLY:
 - a. The scope of the GGDFFA website is both an educational forum concerning the purebred dog and a vehicle for the Board of Directors to communicate pertinent issues of interest to the club and the public. The website is not an advertising forum.
 - b. The website shall include the following disclaimer: “The opinions expressed on this website are not necessarily those of the Webmaster or those of the GGDFFA Officers and Board of Directors.”
 - c. All newsletters in color format will be posted on the website with the general membership and board meeting minutes extracted, except for brags.
 - d. The website host will be Network Solutions.

F. COMMITTEES

1. Subject to the approval of the Board, the President may appoint standing committees to advance the work of the club in any area which may well be served by committee. Such committees shall act in an advisory capacity to the Board and shall always be subject to the final authority of the Board. Special committees may also be appointed by the Board to aid it on particular projects.
2. All standing committee appointments will be made at the first meeting of the full Board following the Annual Election. These appointments will be published in the newsletter and on the GGDFFA website so that members will have ample time to volunteer to serve on these committees before appointments are finalized at the second board meeting.
3. All standing committee appointments when finalized will be published in the newsletter and on the GGDFFA website so that members will have contact information to be able to communicate with committee members.
4. The term for standing committee chairman and members shall run for 1 year beginning April 1 of each year.
5. Any committee appointment may be terminated by resignation, by a majority vote of the full membership of the Board upon written notice to the appointee; and the President, with the approval of the Board, may appoint successors to those persons whose service has been terminated.
6. A Chair will be appointed for each Committee. Committees shall be listed in the newsletter and in the Membership List.
7. No committee chairman or committee member can obligate GGDFFA funds without prior Board approval.
8. The Secretary must be copied on all correspondence of all committees, to maintain accurate club records.
9. Standing Committees shall be:
 - a. Awards and Recognition
 - i. Certificates of Appreciation will be awarded bi-annually (April & October) to club members who have provided a significant service to the club by their participation and work at club activities.
 - ii. An annual plaque will be presented at the conclusion of each club year to the Outstanding club member who has contributed the most to the mission of the club. The award will be determined by the President with the concurrence of the Awards Committee.
 - iii. Plaques will be awarded in April to all dogs earning AKC titles during the previous calendar year whose owners have actively participated in two club events the previous year. The owner must provide copies of the AKC certificate indicating the date and title awarded before March 15th.
 - b. Breeder Referral
 - i. Offer assistance in locating breeders while not endorsing or recommending specific breeders
 - c. By-Laws
 - i. Work on any necessary updates/revisions/edits to our current by-laws for presentation to the BOD.

- d. Disaster Planning
 - i. Establish and maintain a plan of action for the club and community in the event of a disaster in our immediate vicinity (hurricane, tornado, fire, etc).
 - ii. Keep available up-to-date information concerning preparation, first aid and available resources.
- e. Donation Review
 - i. All requests for donations are by written request to the committee which will then research the merits and make a timely recommendation to the BOD. Donations exceeding \$500 will be taken to the General Membership for voting.
- f. Education/Program
 - i. Arrange educational programs for monthly meetings, as well as any community educational programs.
 - ii. Advise the BOD and the Newsletter Editor of upcoming programs in time for information to be placed in the newsletter.
 - iii. Follow up with guest speakers to insure they have directions to meeting location and check on any presentation needs.
 - iv. A gift not to exceed \$25 will be provided to all other guest speakers. Club member arranging for the speaker is responsible for seeing that the gift is provided.
- g. Event Committee
 - i. The Show Chair will run the event committee meetings; will involve the event committee on most decisions when possible; will make independent decisions as needed before and during the event; and will report to the BOD monthly as well as the Event Committee.
 - ii. Make AKC application, coordinate, oversee and insure the productivity of all event activities.
 - iii. The Secretary of the Event Committee Meetings will record minutes and disburse to the Event Committee.
- h. FAKC Delegate
 - i. Attend FAKC meeting and workshops and present any written communication from FAKC throughout the year to members. Delegate will be reimbursed at the state approved rate for mileage plus any toll fees for attending.
- i. Hospitality
 - i. refreshments at meetings
 - ii. cards and/or flowers to club members who are ill, hospital-confined, or experience a death in their immediate family
- j. Historian
 - i. Maintain historical records of the club.

- k. Information Technology (website)
 - i. Maintain our website with current information. Recommend to the BOD any needed changes in the technology and methodology for the website.
- l. Junior Showmanship
 - i. Promote junior showmanship, support the training and boost the morale of juniors in our community.
- m. Legislative Liaison
 - i. Stay abreast of legislative proposals at the local and state levels. Advise the BOD and membership when additional action is needed.
- n. Match
 - ii. Match Secretary shall organize and coordinate the yearly match.
 - iii. Submit application to AKC, select judges, order ribbons/rosettes and establish subcommittees as needed to insure a successful, well attended match.
- o. Membership
 - i. Maintain a supply of Membership Applications for potential new members.
 - ii. Read new membership applications at meetings, communicate with potential new members.
 - iii. Follow-up with members who do not renew their membership.
- p. Newsletter
 - i. Editor of the monthly newsletter. Content should be of interest to the membership with an emphasis on club activities.
 - ii. Present the monthly newsletter to the BOD for approval prior to printing.
 - iii. Mail newsletter to the membership in time to reach all members 10 days before each monthly meeting as this is our official notice of meetings.
- q. Property Inventory
 - i. Maintain an inventory of all equipment.
 - ii. An inventory form will be completed for each item held by any member or stored in a facility; such form to become a part of the club's financial records.
 - iii. The inventory shall include item, date of acquisition, date placed in service, purchase price, fair market value, warranty, serial and model numbers with a brief description (photo if possible), and percent of business use if applicable.
 - iv. Committee will provide the Treasurer with an updated listing at the beginning of each quarter (April, July, October, January).
- r. Publicity
 - i. Communicate with the news media on club events to promote the visibility of GGDFFA activities in the community through newspaper, television, and radio coverage.
 - ii. Any written material provided to the media shall have approval of the BOD via the BOD representative on the committee.
- s. Training
 - i. Coordinate training classes in conformation, obedience and rally for the community.