



Labrador Retriever Club  
of Greater Boston

# Standing Rules

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UPDATED: OCTOBER 18, 2023

**NOTE: The Standing Rules may be changed by a 2/3 majority of the Board or a simple majority vote of the Board at the meeting following submission of change in writing to the membership (RONR).**



# Labrador Retriever Club of Greater Boston

## VERSION HISTORY

October 18, 2023	Added Charitable Donations
March 8, 2023	Added Electronic Communications
January 11, 2023	Added language to clarify that written letters of support are not required
June 24, 2022	Added language to clarify Membership Voting
	Reformatting of document
May 23, 2021	Update to Facebook Group policies
October 20, 2020	Addition of Brand Design Guide
February 15, 2020	Addition of FaceBook Group policies
March 24, 2019	Addition of new Committee guidelines
	Reformatting of document
February 2019	Addition of Lifetime Membership



# Labrador Retriever Club of Greater Boston

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# Labrador Retriever Club of Greater Boston

## **LIFETIME MEMBERSHIP – ARTICLE I, SECTION 1**

A Lifetime Member should be an individual who is a longtime member of the Club and has inspired other members in an exceptional way, so as to influence the evolution of the Club. Although service to the Club as a board member or officer is highly valued, it should not be a prerequisite for the recognition of other significant contributions to the Club and to the Labrador Retriever breed. Lifetime Membership is intended to recognize a member's service, mentorship and longevity.

For consideration, candidates for Lifetime Membership should have been members of the Club for at least 20 years and not be currently active on the Board of Directors. Lifetime Membership may be conferred by an eighty percent (80%) vote of the Board of Directors.



# Labrador Retriever Club of Greater Boston

## **MEMBERSHIP – ARTICLE 1, SECTION 3**

1. The names, interests and biographies of the applicants for membership shall be read into the Secretary's minutes and shall be published in the members-only section of the "Ottertales" website. Each applicant for membership shall apply on a form which shall provide that the applicant agree to abide by Code of Ethics of the Labrador Retriever Club of Greater Boston.
2. Applicants for membership must attend at least two LRCGB meetings or events with their sponsor. It is recommended that new members attend a meeting or Club Function within six months following acceptance.
3. The Labrador Retriever Club of Greater Boston is a working membership club. Each member must make a significant contribution for the betterment of the Club of a minimum of 10 hours per calendar year.
  - a. Failure to fulfill this requirement will result in a change in the membership type from Full Membership to Associate Membership status.
  - b. Lifetime members are exempt from this requirement.
  - c. Contributions such as, serving as an Officer or Board Member, working a day at any of our events, submitting articles to members-only section of the "Ottertales" website, raffles, educational activities, serving on committees or any other designated functions will meet this requirement. Meetings and events will have a sign in sheet for attendees / volunteers. Persons finding it difficult to find working spots should contact membership chair for guidance.
  - d. From the date a new member is elected, they have until the end of the following calendar year to complete the membership requirements.
  - e. While benefits will accrue to the entire household, each membership is entitled to one vote.



# Labrador Retriever Club of Greater Boston

## Requirements and Benefits

Requirements and benefits based upon membership status are:

	<b>Full</b>	<b>Associate</b>
<b>Requirements:</b>		
Membership Dues	\$30	\$30
Working Hours	10	--
<b>Privileges &amp; Benefits:</b>		
Voting rights	Yes	No
Eligible to serve on board	Yes	No
Committee membership	Yes	Yes, except as (co-) chair
New member sponsor	Yes, after two years as member	No
Litter listing/referral service	Yes	No
Kennel listing on website	Yes	No
Ottertales (newsletter)	Yes	Yes
Access to members website	Yes	Yes
Annual Awards	Yes	No
Eligible for early registration for club events	Yes	Yes
Delaney WMA access under Club permit	Yes, having met additional Field Committee requirements	No
Event registration fees	Full membership level	Non-member level



# Labrador Retriever Club of Greater Boston

## **NEW MEMBERSHIP PROCEDURES**

Expedient review of, and voting on, new membership applications is critical for the health and reputation of the Club. To ensure a rapid turnover of new applications, the following process shall be applied, in accordance with Article I, Section 3 of the By-Laws.

### **Endorsement:**

The requirement for "endorsement of two Voting Members of the Club who are in good standing" is fulfilled by having two such sponsors sign the respective section of the application form; formal letters of support are not required.

### **First Reading:**

- Each application is to be read at the first meeting of the Club following its receipt.
- If a Club meeting is not scheduled within 60 days, applications may be shared with the membership by posting the application on the Club's website (member-only section), and the membership shall be notified via email by the Corresponding Secretary.
- Either of the above will be considered a first reading.

### **Voting on new applications:**

- At the next Club meeting following the first reading as defined above, the application shall be voted upon.
- If a Club meeting is not scheduled within 60 days following the first reading, the Board may set aside a portion of the next scheduled Board Meeting(s) to vote on new applications that have received a first reading. Such meeting shall be considered a Club meeting as required by the By-laws for the purpose of voting on membership applications. Written notice of each such meeting shall be sent by the Corresponding Secretary to the Membership at least 10 days prior to the date of the meeting.
- In either scenario, affirmative votes of 2/3 of the Voting Members present and voting by secret ballot at that meeting shall be required to elect the applicant.



# Labrador Retriever Club of Greater Boston

## MEETINGS

1. LRCGB Club and Board Meetings (ARTICLE II) will be held on the second Wednesday of designated months, unless otherwise dictated by the Board.
2. The Annual Meeting (ARTICLE IV, Section 2), Special Club and Board Meetings (ARTICLE II) and Committee Meetings (ARTICLE V) are exempt from this time frame.





# Labrador Retriever Club of Greater Boston

## **NOMINATIONS – ARTICLE IV, SECTION 4**

1. The candidate for nomination as President shall have previously served on the Board and, if asked, be willing to be nominated for a second term.
2. The candidate for Corresponding Secretary should be willing, if asked, to be nominated for a second term.
3. The Nominating Committee shall nominate a minimum of one quarter of the Board members who have previously served on the Board.
4. The Club shall hold a club meeting between January 15 and February 29 to allow nominations to be made by any Voting Member in attendance. This club meeting may be held in conjunction with a Club event.



# Labrador Retriever Club of Greater Boston

## COMMITTEES – ARTICLE V

1. The follow shall always be established as Standing Committees:

- a. Awards & recognition
- b. Communications (website, Facebook, newsletter, breeder referral, etc,)
- c. Companion Dog Events (Agility, Obedience, Rally, Tracking, etc.)
- d. Conformation (Specialty, Supported Entry, Match, etc.)
- e. Education
- f. Field (Working Certificate, Hunting Test, grounds lease, etc.)
- g. Finance
- h. Membership

2. The President shall serve as ex-officio member of all committees. He/She may delegate the Vice President to serve in his/her stead.

3. President's Committees --To be determined at the President's discretion.

4. Every Board member shall serve on at least one (1) committee.

5. Charter

All Committees shall have a mission statement which reflects their purpose, primary goals and objectives, and includes tasks/functions and responsibilities of the Committee. The Committee may advise incorporating significant operating principles into the Standing Rules of the Club.

6. Membership & Chairperson

With rare exception, committee participation is open to all members in good standing (Full Members and Associate Members). At least one [annual planning] meeting per year shall be publicized to the entire Club membership. Written notice of Committee meetings shall be sent at least ten days in advance. At least one board member should serve on each Committee.

The Chairperson is appointed by the Board, or the Board may delegate the appointment to the members of the Committee.

7. Reporting Responsibilities

Committee chairs should submit a written Committee report at each BOD meeting. The Committee should provide regular updates for the Club's website and is encouraged to make use of the Club's Facebook page for notices.



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## 8. Fiscal Responsibilities

Each Committee should prepare an annual fiscal plan to manage its income sources, expenses and cash flow needs. The plan's objective shall reflect that the Committee's combined activities break even or generate a modest profit on an annual basis. New events requiring advance club funding or annual plans that the Committee expects will not break even must be approved by the Board. Entry fees for all events should be reviewed by the committee and set annually.

If an Event Chair anticipates that unforeseen overruns of the event budget will be significant (over 20% of the plan or \$500, whichever is greater), s/he must notify the Committee Chair and Treasurer to develop a strategy for mitigating the loss. All expenditures must be approved by the Event Chair; expenditures >\$500 must be approved by the Committee Chair. All contracts exceeding \$2,500 shall be reviewed and executed by the Treasurer or President. Refunds, other than those specified in the licensed event rules, will be left up to the discretion of the Event Chairperson (with the advice of the Committee Chair).

Financial reports shall be prepared for each event and reconciled by the Committee Chair, Event Chair and Treasurer. At the end of the calendar year Committee Chairs shall reconcile the overall financials of the committee with the Treasurer.

## 9. Committee Work

When developing its annual plan, the Committee should consider adequacy of resources (including volunteers, manpower, equipment, grounds and facilities) before committing the Club to hosting an event. Each Committee should develop a plan to attract and mentor new Committee members.

The Committee may form sub-committees within its structure to carry out its objectives.

Significant Committee policies should be published on the members-only section of the Club's website.

Each licensed event shall designate an Event Chair and a [experienced] Co-chair. The Event Chair is authorized in all matters of the event, and the Co-chair must be prepared to be in charge of the event if the Chair is unable to fulfill those duties.

Where applicable, the Committee should develop a judges' selection process that is discrete and respectful while embracing member input and maintaining the Club's philosophies.

Change of dates or venue of a licensed event requires Board approval.



# Labrador Retriever Club of Greater Boston

## *Background to Guidelines for Committees (from member feedback):*

Committees are where most of the Club's actual work happens, and where members forge friendships.

Committees plan, organize and manage the numerous events that we host. They handle the Club's communications, arrange for recognition and awards for outstanding member achievements, process new membership applications and renewals, and plan educational activities. In addition to Standing Committees we occasionally create ad hoc committees for specific purposes, with limited lifetime.

All committees are not equal. Their focus and responsibilities vary widely, and this may require them to adopt operating principles best suited to their specific purpose. Yet, there are some common principles all committees are expected to follow as closely as possible. These guidelines are designed to ensure that our committees operate efficiently, create an inclusive and inviting experience for our members, and engage in open communication with the membership and the board.

A well-functioning committee creates something of value to the Club but is also a venue for members to have fun and enjoy camaraderie!

### Clarity of Purpose

All committee members should have a clear understanding of what the committee's responsibilities are and what the expectations are for the committee's output. Having a charter crafted by its members and approved by the Board helps create clarity and ownership. A clear long-term vision and specific annual goals can make a committee stay focused and productive.

### Transparency and Inclusivity

"Big" meetings (to be defined by the committee; e.g., annual planning meetings, licensed event de-briefings) should be announced to the entire membership. This helps attract new committee members and maintain transparency.

Most committees will include a Board member to ensure communications and alignment between Board and committee. By providing regular reports to be attached to the BOD minutes which are published on our website, members can feel included and kept informed about the club's activity planning and may see opportunities to help or participate. Committees may wish to have a page on the Club's website to facilitate communication with the general membership.

### Fiscal Responsibility

The Club has limited resources, so all committees need to carefully manage their expenses. Committees responsible for organizing Club activities should strive to make a modest profit to contribute to the Club's overall costs or at least break even. To avoid detrimental surprises, committees need to work with the Board in



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advance if they expect to generate an annual net operating loss. Profit & Loss statements serve as a planning tool and should be produced for each event and to avoid gaps, reconciled with the Treasurer's records.

## Committee Culture

Most importantly, working on a committee should be fun! Good committees keep producing opportunities for ongoing engagement of its current members while attracting new members from the membership pool. Input should be sought from each committee member, and members should feel their views and perspectives are being heard and appreciated.

Each committee needs a chair or two co-chairs. Chairs and more experienced committee members can create opportunities and grow participation by offering mentoring to others. There should be clear expectations on time commitment and workload for all participants-- what are the specific jobs, tasks, etc. Nobody should feel they are compelled to do all the work.

Written principles on how to get results on subjective issues can help avoid stalemate and personal bias. These written principles should be accessible to all members, and publishing them in the Club's Standing Rules, committee policies or elsewhere on the Members-only section of our website will support that philosophy.



# Labrador Retriever Club of Greater Boston

## FACEBOOK GROUP POLICIES (FEB 2021)

### Overview:

Our Facebook (FB) Group is a forum for community engagement. FB Group members can post, share, ask, brag, and generally support each other. It is open to the public and non-club members can join the group if they complete a short set of questions. All FB Group members must follow the rules of our Group.

We will revisit these policies in 12 months (Feb 2022) and update if necessary. The CommsComm will report new FB Group members at BOD meetings.

### The Process to Join the LRCGB Facebook Group

Anyone interested in joining our Facebook group must answer these 3 questions.

- 1) Are you a member of the LRCGB, AKC, HRC, UKC, or other formal dog club?  
If yes, which one(s)?
  - 2) Why are you interested in joining this group and how did you hear about our FB group?
  - 3) Will you read and abide by the Guidelines for Posting our Code of Conduct?
- 
1. The requester must also confirm they agree to the group rules by checking the FB box.

Club Members may invite FB Friends into this group, however they will be redirected to answer the 3 Questions (and confirm agreement to the rules), just as non-referred requesters.

Only moderators and administrators can see these answers.



# Labrador Retriever Club of Greater Boston

## Our FB Group Description

This Facebook Group is an open forum for LRCGB Members, friends of the LRCGB, and potential members – to exchange ideas, promote our Club's events, brag about our successes, and swap stories of our loveable Labs.

The Labrador Retriever Club of Greater Boston is a lively community of dog lovers who are crazy about this friendly, active and outgoing breed of sporting dogs. We breed, show, hunt, do therapy work, compete in obedience, rally, tracking, agility, and field – and of course, just enjoy our Labs as family. Check out our activity calendar and experience our community first hand: <https://lrcgb.org/activities>.

Please note that membership in this Facebook Group does not constitute membership in the LRCGB - a 501(c7) organization. FMI about membership visit <https://lrcgb.org/membership>.

FMI on the Labrador Retriever breed, visit our parent club at <http://thelabradorclub.com>.

Only Administrators and Moderators may approve membership into our Facebook Group, and they will apply these guidelines:

Requesters will be confidently approved if they're:

- A current or former club members
- Known friends of the LRCGB
- Their answers to the 3 qualifying questions are dog-friendly
- **They also chk the box confirming they read the rules**

Requesters will not be approved if:

- It's a FaceBook Page; unless the page is known to be the only FB presence of a friend of the LRCGB. Example: Jim Pickunka's Pondview Kennels
- Their answers to the 3 qualifying questions are not dog-friendly.



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- ***If the requester answers the 3 Qs but does not chk the box confirming they read the rules, they will not be admitted into the FB group.***

## **Administrator(s) & Moderator(s)**

Administrators manage the access rights to Moderators and Administrators. Since they hold the keys to our FB group, this role is reserved for a vital few:

1. Active President
2. Active Corresponding Secretary
3. Active Communications Committee Chair

Moderators approve new members to the FB group and help monitor the posts and conduct of group members. All administrators are also moderators, ex officio

Additional moderators are:

1. The current Board of Directors
2. Membership Chair
3. Willing members of the Communications Committee

## **FB Group Rules**

### **1. FB Group Membership**

This is an open forum for LRCGB Members, friends of the LRCGB, + potential members. Membership in this FB Group does not constitute membership in the LRCGB - a 501(c7) organization.

### **2. Looking for a puppy? Want to place an older dog?**

Our non-profit status prohibits pups to be promoted (bought / sold / even placed) on this page. Posts will be denied. FMI on finding a breeder visit [www.lrcgb.org](http://www.lrcgb.org) or email [litters@lrcgb.org](mailto:litters@lrcgb.org)

### **3. Same goes for promoting your business or kennel.**

Selling your old dog-related equipment is okay but promoting your business, service, or kennel is prohibited.

### **4. Brags are fun! And RFHs are, well, helpful.**

Go ahead! Brag! We want to celebrate with you! Make it personal and include pictures with you and your pups. Requests For Help are great! There's probably another in our group who wants to know too.





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**5. Keep your posts to Labradors and dog-related info.**

Political posts related to rules+regs for breeding, training, and animal welfare are okay. Posts+comments referring to general world politics are simply not welcome here. It will be deleted.

**6. Comments and opinions belong to the author.**

Unless otherwise noted, posts + comments belong to the author and are not intended to reflect the opinions or philosophies of the LRCGB.

**7. All opinions will be treated with mutual respect.**

If a member personally attacks another with words that are harmful or threatening, that member will receive a warning. Upon second warning, the violator will be evicted from the group.

**8. Do not post graphic or disturbing ....**

No disturbing photos, videos and other media in this group. If you are not sure about the content that you want to post, email the group admin [CorrespondingSecretary@lrcgb.org](mailto:CorrespondingSecretary@lrcgb.org)

**9. Remember to agree to these guidelines.**

To join our FB group, you must click the box that says you've read these guidelines. And welcome!

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These were our original Guidelines and Code of Conduct before they were mashed together to accommodate FB's space limitations. Or more recently, adjusted for clarification.

## Guidelines for Posting

1. Keep the posts to Labradors and dog-related info.
2. Political posts related to rules + regs for breeding, training, and animal welfare are okay. Posts and/or comments referring to general world politics are simply not welcome. Your post/comment will be deleted and you risk getting evicted from the group.
3. Excitement about upcoming litters are okay and even encouraged. Selling your old used dog-related equipment is also okay.
4. But you cannot \*sell\* puppies or advertise your business or kennel.
5. Requests for Help (RFH) are welcome. Especially when asking our knowledgeable members about their experience with.....



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6. Brags are fun! Make it personal and post pictures with both you and your pups.
7. Comments and opinions belong to the author and are not intended to reflect the opinions or philosophies of the LRCGB.
8. Failure to abide by these guidelines and the Code of Conduct (below) will be subject to a firm warning as a first offense. Second offense will result in the indefinite removal from the group. This removal may be appealed to the LRCGB Board of Directors.

## Code of Conduct

2. There will be no cursing, rants, or trolling in this group – ever.
3. All opinions will be treated with mutual respect.
4. If a post or comment generates responses that suggest the post is inappropriate for this group it may, at the discretion of the group admin, be considered trolling and admin or moderators may turn off commenting.
5. If a member personally attacks another member with words that are harmful, threatening or not in-line with our mutual respect policy, that member will receive a warning. Upon second warning, the violator will be evicted from the group.
6. Do not post graphic or disturbing photos, videos and other media in this group. If you are not sure about the content that you want to post, email the group admin [CorrespondingSecretary@lrcgb.org](mailto:CorrespondingSecretary@lrcgb.org)



# Labrador Retriever Club of Greater Boston

## **BRAND DESIGN GUIDE**

To ensure consistent branding and avoid confusion, anything featuring the Club logo — letters, flyers, event premiums, clothing, communications to members or the public, etc — shall follow the Club's Brand Design Guide, which defines the official logo and approved variants.

The most recent version of the guide can be found on the club website at <https://lrcgb.org/brand-design-guide>.



# Labrador Retriever Club of Greater Boston

## **EMAIL COMMUNICATIONS**

The LRCGB uses a broadcast email service for official club communications.

We respect each member's privacy. We will keep all member e-mail address confidential. We will not sell, rent, lease, or share our members' data with third parties.

We respect member permissions. We will not promote or advertise events or activities that do not directly serve the LRCGB, our parent club, the Labrador Retriever Club (LRC), or the American Kennel Club (AKC).

To protect the LRCGB's broadcast sending reputation we will only send emails to people who have agreed to receive them.

By joining the LRCGB, members agree to receive club-communications via email, but they may opt out at any time.



# Labrador Retriever Club of Greater Boston

## CHARITABLE DONATIONS

- Community: We recognize that our retriever community reaches beyond our backyard – past the borders of Greater Boston and broader than the Labrador Retriever. The LRCGB's charitable donations are a function of the club's reserves and severity of need. In addition to direct donations to charities, gifts can be in the form of flowers/fruits/ham/etc. or cash as below:
  - Death of member: \$100-150
  - Death in immediate family (spouse, (step)child or parent): \$50-75
  - Catastrophic incidents:
    - In-the-field/fancy Injury
    - Unfair loss of income
    - Tragic losses (fire, earthquakes, tornadoes, floods, theft) – especially when our dogs are affected.
    - Limits/Conditions:
      - If the club reported a surplus in the prior year, donations are allowed up to \$250 for extended community; up to \$500 for an LRCGB member.
      - If the club reported a deficit in the prior year, donations are allowed up to \$150 and \$350, respectively.
- Annual surplus: LRCGB is a non-profit corporation. Accordingly, at the end of each year, a net cash flow surplus from the year will be allocated as follows:
  - Up 25% to New England rescue organizations or national aid organizations supported by the Labrador Retriever Club, Inc. or the American Kennel Club which benefit Labrador Retrievers, as designated by the BOD.