



*Labrador Retriever Club of Greater Boston*

# Standing Rules

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## *Labrador Retriever Club of Greater Boston*

### **Version History**

March 2019      Addition of new Committee guidelines  
                     Reformatting of document

February 2019    Addition of Lifetime Membership

**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).**



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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.



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### **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.



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### 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***

### **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.



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### **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.





## **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.



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### **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 debriefings) 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 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



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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.