



CLEARWATER KENNEL CLUB

Policy and Procedures Manual

INTRODUCTION

The Clearwater Kennel Club is pleased to provide this manual for our members. Certainly, this Club has attained many goals since its formation in 1941. Improvements are not made automatically but rather developed from hard work. Our Club is no stranger to adversity, hard work, and terrific social events. It is all that a successful Club must be in order to benefit its membership, the community, and our dogs. Congratulations to all Clearwater Kennel Club members. It is your commitment to the Clearwater Kennel Club that is the main ingredient to our success.

DISCLAIMER

These Policies and Procedures are intended to supplement the By-laws and elaborate on the responsibilities and duties of Officers and Committees. These Policies and Procedures are not intended to cover every situation that may arise over time. In any situation not specifically addressed, the By-laws should be researched for authority.

CODE OF ETHICS

Inasmuch as the members of the CKC admittedly have more than a passing interest in purebred dogs, they accept the many responsibilities that accompany the privilege of ownership. Among these responsibilities is the willingness to:

- 1) Maintain all dogs in their care in a clean and healthy environment.
- 2) Provide quality medical care.
- 3) Serve as a reliable source of breed information.
- 4) Be familiar with the standard of one's breed(s) and with the basic laws of genetics.
- 5) Provide buyers with an evaluation of their dogs according to the official breed standard.
- 6) Use for breeding only registered adults which are of sound temperament and free from disqualifying faults and disabling defects.
- 7) Recognize that there is an obligation to these animals so produced and to be willing to take them back should they not fit into their new environment, making an intelligent decision to do what is best for the animal.
- 8) Never knowingly consign animals so produced to pet stores, wholesale establishments, or raffles.
- 9) Maintain all records in accordance with the AKC requirements.
- 10) Strive to display good sportsmanship in all matters.



OFFICERS

PRESIDENT

According to the By-laws, Article IV, Section 2, the President will conduct the membership meetings and preside over the Board Meetings. The President is an ex-officio member of all standing committees. The President is expected to represent the entire membership without prejudice of bias. Should the President fail to be able to preside in an unbiased neutral manner, then the President must step aside according to the President Section in Robert's Rules of Order.

VICE PRESIDENT

According to the By-laws, Article IV, Section 2 (b), the Vice President will perform the duties of the President should the President become absent or incapacitated.

RECORDING SECRETARY

According to the By-laws, Article IV, Section 2 (c), the Recording Secretary will transcribe the minutes of all membership and Board Meetings and will be the central record keeper for the Club reports and records. Records are generally defined as Match Reports, Show Reports, Meeting Attendance Records, and other materials as directed by the Board of Directors.

CORRESPONDING SECRETARY

According to the By-laws, Article IV, Section 2 (d), the Corresponding Secretary will originate all Club correspondence subject to approval by the Board of Directors. Reading of incoming mail will be accomplished at the next meeting of the Board. The Corresponding Secretary will be responsible for the following regarding memberships:

- Maintain pending applications.
- Maintain approved applications.
- New member notifications.
- Maintain current role of members.

When the actions are completed, the documents are to be placed with the Recording Secretary for permanent filing.

TREASURER

According to the By-laws. Article IV, Section 2 (e), the Treasurer will receive and disburse all Club monies. The Treasurer will also maintain Club records for the preparation of federal income tax returns. The Treasurer will be responsible for obtaining insurance for the Club and its activities. The Treasurer will work with the Corresponding Secretary regarding dues payments on new members and dues renewals. The Treasurer will report to the Board of Directors on adherence to budget parameters for all Club functions and committees. The Treasurer will provide the Board and the General Membership with a report on the finances at each meeting. The books



must be made available as soon as possible after the end of the fiscal year so that the Audit Committee may complete the audit by the required deadline of March 31 of each year per Article IV, Section 2 (e).

BOARD MEMBERS

See By-laws, Article IV, Section 1

RETIRING OFFICERS AND COMMITTEE CHAIRS

In accordance with Article V, Section 2, all retiring Officers are required to turn over to their successor all properties, records, and correspondence as promptly as possible but no later than February 1, if a January show is held or January 1, if a January show is not held. Committee Chairs are likewise expected to turn over all records and materials pertinent to that committee as soon as possible, after a new Committee Chair is appointed. These appointments are usually made each year at the February Board Meeting but may occur anytime of the year as circumstances dictate. Any retiring Chair that refuses to turn over records and Clearwater Kennel Club property to their successor is subject to full disciplinary action per Article VII, Sections 2, 3, and 4.

MEMBERSHIP

MEMBERSHIP APPLICATION

A sample membership application is included in the Appendix of this manual. All members of the Clearwater Kennel Club, by signing their membership application, agree to the following: “I hereby apply for membership to the Clearwater Kennel Club and agree to abide by the Constitution and By-laws of the Clearwater Kennel Club and the rules of the American Kennel Club and to support the Clearwater Kennel Club through attendance of Club meetings and by active participation of Club work.”

ANNUAL MEMBERSHIP DUES

All annual dues are to be paid by the beginning of the fiscal year which commences January 1st. We allow a 90-day grace period for members’ convenience. However, payments received after January will incur a late fee:

DUES SCHEDULE: January \$25; February \$30; March \$35

Failure to pay the dues by January 1st results in the member being ineligible to vote as the membership is considered lapsed. The grace period is only there to prevent a member from having to reapply for membership. Payment of dues during the grace period will enable the person to vote once payment has been confirmed and funds have cleared the bank.



At the end of the 90-day grace period the Treasurer will notify the Corresponding Secretary of all members' status. The Corresponding Secretary will compile the latest membership list to be added to the website membership database.

MEMBERSHIP MEETINGS

New members are to be inducted in accordance with Article II, Section 3 of the current Clearwater Kennel Club By-laws. Members are expected to attend meetings, participate in the various Club functions, and adhere to the Policy and Procedure Manual as well as the Clearwater Kennel Club Constitution and By-laws. Meetings are currently held on the third Tuesday of each month in the greater Clearwater area, or virtually as approved by AKC. Board Meetings are currently held on the first Tuesday of each month in the greater Clearwater area, or virtually as approved by AKC. Variations may occur as designated by the Board of Directors.

REIMBURSEMENT POLICY

A payment of mileage expenses is reimbursed to Delegates, who are designated to attend meetings on behalf of Clearwater Kennel Club (i.e., Delegates to FAKC or FCP) when meetings are outside Pinellas County. Reimbursement shall be at the current recognized government rate per mile. The AKC delegate will be reimbursed for meals, round trip economy air fare, plus cost of transportation to and from the meeting place. Car rental must be approved by the Board.

VOLUNTEERING AT THE ANNUAL SHOW

A Club member working a minimum of 4 hours per day at our January shows will be provided with the following:

- 1) A parking pass, catalog, breakfast, and lunch. (No "to go boxes" please.)
- 2) If you are showing, you are not permitted in the hospitality tent when judges are present.
- 3) A working member will be provided with a hotel room the night prior to our shows. Your work time must start by 7 a.m., or before, and you must refrain from showing a dog that day.

MEMBERSHIP HOLIDAY PARTY/MEAL

Regular Members will receive the cost of the Holiday meal by completing at least 5 participation credits annually from the following qualifying items:

- 1) Attending monthly General Meetings (each monthly meeting earns 1 credit)
- 2) Serving on a Committee
- 3) Presenting an Educational Program or discussion at one of the monthly General Meetings
- 4) Working 4 hours at the annual shows (each 4 hours of work earns 1 credit)
- 5) Helping on a Show project (for example, setting up prior to the Show)

The Recording Secretary will maintain a spreadsheet and will notify members of their status prior to the November Meeting. Members may contact the Recording Secretary during the year if they have any questions regarding their status.



STANDING COMMITTEES

Committees may be designated a yearly budget as set by the Board of Directors when a Committee Chairperson is appointed by the Board. Each Committee Chairperson shall give a recommendation to the Board regarding their future expenditures for the year, so that the Board can recommend a reasonable amount in each Committee's budget. It shall be the responsibility of the Chairperson of each Committee to stay within the budget set by the Board of Directors

AUDIT COMMITTEE

The Audit Committee will consist of two people: at least one Board Member and a second Member in good standing. The responsibility of this committee is to receive books from the Treasurer as soon as possible after the end of each quarter. All audit reviews of these records are to be made and completed in time for a report to the Board at the next Board Meeting in accordance with Article IV, Section 2 (e). A further responsibility of this committee is to determine that the insurance required by the By-laws and these Policies and Procedures are duly enforced. This committee may be asked from time to time to review records turned over from past Officers and Committee Chairs to the new Officers and Chairs.

BUDGET COMMITTEE

The Budget Committee will establish a budget for yearly expenditures and income, prior to the March Board Meeting.

BY-LAWS POLICIES AND PROCEDURES COMMITTEE

This committee shall have the responsibility of periodically reviewing the By-laws *and* Policies and Procedures for possible revisions. In addition, they shall keep a current copy of the Club's By-laws Policies and Procedures and keep them up to date with any changes necessary to keep them aligned with our current American Kennel Club approved By-laws. This Committee Chair shall be appointed by the President, and the Chair may choose their committee.

CONFORMATION CLASS COMMITTEE (currently inactive)

This committee shall have the responsibility of securing a trainer for conformation class, setting dates for spring and fall classes and obtaining a site for classes to be held. This committee generally consists of a Chair only.

GRIEVANCE COMMITTEE

Any grievance must be addressed by the Grievance Committee. The Committee consists of three members of the Board appointed each year by the President and the Board. There is no Committee Chair. The Committee will assess and intercede on an issue and bring their decision to the Board for disciplinary procedures.



Members should refrain from emailing all members when you have an issue with one member. Instead, address that member directly or bring it to a member of our grievance committee. Members should refrain from making disparaging remarks on social media about the Club in any way. Either of these behaviors will be construed as being destructive to the growth of the Club and may be penalized by expulsion.

Disciplinary Procedures: Under Article VII Section 2 and 3, should an Officer or Board member have charges brought against them, the Officer or Board member will be excused from all voting on the complaint. The President will normally preside at disciplinary hearings without prejudice or bias. The President must excuse himself/herself if he/she cannot impartially preside. If the President does not excuse themselves, and the Board perceives bias or prejudice, then the Vice President will preside following the Rules of Succession per Robert's Rules of Order. If no officer or board member can preside impartially, then the Board will have the Club attorney preside.

JUDGES SELECTION COMMITTEE

According to the By-laws, Article VI, Section 3, the Judges Selection Committee Chair and is selected by the Board each year. The Chair should not be a licensed AKC handler or judge. The Judges Selection Committee Chair will select at least two (2) Club Members in good standing to serve on the Committee. The person published in the premium list shall be the current Chair as designated by the Board. If a resignation occurs or the Judges Selection Chair is unable to continue for whatever reason, the Assistant Chair will complete the term, and the Board will appoint a new Assistant.

The Judges Selection Committee is responsible for staffing our All-Breed dog shows with the best American Kennel Club judges available. Staffing includes forecasting needs, communicating with judge prospects, contracting same and issuing assignments. Documentation of judging assignments is to be forwarded to AKC for approval and publication as early as possible. A copy of this documentation is to be furnished to the Show Chair.

The Chair and sub-committee Chair on Hospitality (unless it is orchestrated with the cluster) will ensure that all judges arrive as scheduled, and that transportation and lodging will be available for them. Hotel/motel accommodations are negotiated by the Cluster Judges Liaison. The committee will receive and process requests from Club members for judges and work under the direction of their Chair.

OVERLOADS: The Show Chair will receive a call from the Show Superintendent advising of any overloads and giving their suggestions. The Show Chair will contact the Judges Selection Chair and determine if adjustments are possible without requiring the hiring of an additional judge. The Judges Selection Chair will know if there is any judge that would not be willing to have certain breeds shifted to accommodate any overload. If adjustments are not possible, the Judges Selection Chair will need to take immediate action as time is of the essence.



MATCH COMMITTEE (currently inactive)

The Committee Chair is selected by the Board, and the Chairperson may select an Assistant Match Chairperson and Secretary. The Match Committee Chair may appoint the following sub-committee assignments as appropriate.

- Pre-entries
- Entry Table
- Ring Stewards
- Clean-up
- Set-up/Remove
- Match Hospitality

The Chairperson may select the judges for the Match, but it is encouraged to receive input from the Board. A report of the Match is due to be presented at the next Board Meeting following the Match.

SHOW COMMITTEE

The Show Chair and Assistant Show Chair are appointed annually by the Board. The Show Committee will be composed of a Chair, an Assistant, and the following Sub-committees:

- Show/Judges Hospitality
- Catalog Sales
- Trophies
- Social Media
- Event Committee

The Show Chair will appoint the heads of sub-committees and will detail their responsibilities for each show. Different show sites may involve different responsibilities, and some of these sub-committees may have the duties performed by the cluster. The Show Chair is responsible for making applications to AKC, show site selection and show date (both must be approved by the Board), contracts with Superintendents, owners of show sites, stewards, and other contractors.

The Show Chair is responsible for the preparation of the Premium List and its contents, as well as the set up and contents of the Show Catalog. The Show Chair cannot apply for new dates, give up previous dates or any affiliation with other Clubs such as a Cluster without Board approval per Article VI, Section 1. General membership approval is also necessary. According to the By-laws, Article VI, Section 3, the Show Chair is selected by the Board each year, after the installation of the Board.

The person published in the premium list shall be the current Chair as designated by the Board. If a resignation occurs or the Show Chair is unable to continue for whatever reason, then the Assistant Chair will complete the term, and a new Assistant will be appointed by the Board. The position of Show Chair and Judges Selection Chair cannot be held by the same person simultaneously.



SPECIAL COMMITTEES

The Board of Directors may appoint other Committees from time to time as needed.

SUNSHINE COMMITTEE

This Committee Chair is selected by the Board to represent our Club when sending get-well wishes to a Club member. The Committee generally consists of one person who keeps abreast of Club members activities. In case of a death of a member, a flower arrangement or charitable donation not exceeding \$100.00 dollars shall be sent. Cards, flowers, and donations are only sent to members.

ADDITIONAL CLUB SUPPORT

BREED REFERRAL

A Board appointed Member will prepare a Breed Referral list for posting on the Club's website. In addition, they will monitor the breed referral email and contact individuals directly to answer their questions. This individual will report at each general meeting on recent activity.

COMMUNITY DONATIONS

All Clearwater Kennel Club members should make suggestions. The Board will review their merit and take appropriate action. All donations approved by the Board will be reported to the general membership at the next meeting.

EUDUCATIONAL PROGRAMS

All Clearwater Kennel Club members shall have the opportunity to recommend and secure speakers that will be of general interest to all Club members. Suggestions should be made at the end of each Club meeting for the following month.

WEBSITE / SOCIAL MEDIA

A Board appointed Member will maintain and update the website and social media platforms. They shall keep the Club informed as to the state of these items and make recommendations for any future needs.

Revised version presented and approved by the Board April 7, 2026

Revised version approved & voted 100% by the membership April 21, 2026