

ARTICLE XIII - STANDING RULES

SECTION 1: The standing committees may be Auditing, Budget, Education, Hostess, Judges, Membership, Newsletter, Program, Publicity, and Sunshine. The Chairman of all standing committees, with the exception of the Program, Education and Judges, shall be appointed by the President, with the approval of the Board of Directors.

- A. The Auditing committee shall be composed of three (3) members to audit the records of the Treasurer annually. A report of the audit shall be made to the club.
- B. The Budget Committee shall be responsible for reviewing the requested operating budgets of the Standing committees, Ad Hoc Committees, and of the Show Committees, and shall make recommendations to the Board of Directors for modification of budgets, where appropriate.
- C. The Education Committee shall be responsible for informing the public of the purpose and value of pure-bred dogs and shall encourage the public to obtain pure-bred dogs from a reputable breeder.
- D. The Hostess Committee shall be responsible for the care and greeting of visitors to the club, and for providing refreshments at club meetings.
- E. The Judges Selection Committee shall be composed of three (3) members., A chair elected by the MKC membership and authorized to select and hire judges for MKC. The chair will select 2 more committee members.
 1. If the chair cannot serve, the President shall appoint with the approval of the board a person to replace him or her until the next Judges Committee election. At that election, if the replaced member had a year (or more) remaining on his term, a person will be elected to fill the unexpired term. This will be a separate election conducted after the election of the new three year term committee member. This will allow those who are not elected for a regular term to run for the remaining term.
 3. The Judges Committee Chair election will be held at the March meeting.
 4. The Judges Selection Committee Chair is responsible for inquiring about judges' availability and terms, issuing judging invitations including contracts, assigning breeds, completing and sending judges panel forms to AKC, the Superintendent and the Show Chair, and resolving judging assignments due to cancellations and/or overloads. They are not responsible for Judges Hospitality. Provide Treasurer with contracts.
 5. The Judges Committee will present the judges being considered to the MKC Officers and Board Members. If a majority of the officers and Board Members do not want a judge, he/she will not be invited. This presentation can be done by phone or at a regularly scheduled board meeting.
 6. It is strongly recommended that the three committee members represent three different groups. No more than one member of the committee can be from the same immediate family or household.
 7. The Judges Committee will strongly consider recommendations for judges from the working membership. Members can submit recommendations for the next set of shows to be worked on. These recommendations are considered a slate of judges that the membership has approved. The recommendation will include the judge's first and last name, the member's name, the date the recommendation is made, and the breed(s) the judge is being requested for. It is suggested that a member consider recommending more than one judge for a breed (e.g. a second and even third choice) which can be used if the first choice is unavailable. Recommendations will be used for one set of shows only. If a member wants to suggest a judge for a later show, the recommendation will be submitted again.
 8. When selecting judges, the Judges Committee should consider member recommendations and the judges' knowledge and ability to draw a good entry in the breeds assigned. At the same time, the committee will attempt to keep the total cost of all the judges to no more than 20% of the cost of a regular entry fee per dog entered, (e.g. The average cost of all judges divided by the number of dogs entered should not exceed 20% of the regular entry fee.)
 9. The Committee will work on only one set of shows at a time. However, if a requested judge is unavailable for one year, the committee may hire him for the following year if they want to.

10. Members who work for the Club and who judge will be invited to judge their new provisional breed(s) one time. However, if one of the provisional breeds is one of the top 20 entry breeds, it may not be assigned if it is another member's breeds and they have another recommendation or if the member judge would have a significant negative effect on the entry. Member judges will also be asked to help with overloads if they cannot be resolved within the existing panel. Member judges will be paid expenses only. These problems will be resolved by the Judges Committee Chair. Any conflicts will be decided by the board.
 11. If a judge cancels and his assignment can be filled by someone else on the panel, the assignment will be given to another judge on the panel. If there is an overload and it can be accommodated by another judge on the panel, that will be done. If another judge must be acquired who is not on the panel, member judges should be considered for the assignment. If there are choices and the canceling judge was recommended by a member, that member will be consulted whenever possible on the available choices. If there is an overload on a judge who was requested for a specific breed, that breed will not be removed to resolve the overload. **We will not allow the superintendent to resolve judge assignments for either cancellations or overloads.**
 12. We will only use judges who will not judge the breeds we assign to them 1 month prior to our shows in Florida.
 13. The President, Show Chair, and Treasurer will be advised of the progress of the Judges Selection Committee. The Show Chair is not automatically a member of the Judges Selection Committee.
- F. The Membership Committee shall investigate applicants for membership and make recommendations to the Board of Directors for acceptance or denial of the applicant.
- G. The Newsletter Committee may be chaired by the Recording Secretary and may publish a monthly newsletter to inform the members of the club of upcoming activities and events and record the reports and results of prior meetings and activities. The Newsletter shall be emailed so as to be received by all members, ideally, at least five (5) days prior to that months' meeting. Those members that do not have email or by special request will be mailed a newsletter, ideally, at least five (5) days prior to that months' meeting.
- H. The Publicity Committee shall be responsible for the publicity of the Club and shall maintain a press book containing all types of publicity referring to the activities and accomplishments of the Club.
- I. The Program Chair shall arrange all programs for meetings and the Second Vice President shall be Chairman of this committee.
- J. The Sunshine Chair shall be responsible for sending cards and flowers to a member who is ill or in the event of the death of a member.

SECTION II: The Show Committee shall consist of the Show Chair, Chair of the Show Sub-Committees; and on the day of show, the Board of Directors.

- A. The Show Chair shall be elected by the membership ideally at least one year prior to the show for which he/she will serve as Chairman.
- B. The Show Chair shall submit a budget and appoint all sub-committees subject to the approval of the Board of Directors. Shall be responsible for all phases of the show. Shall make a report to all Board of Directors meetings during his/her tenure in office. Any major changes that affect the budget need approval of the Board of Directors. The Show Chair shall give a complete written report to the Board of Directors within 60 days of the completion of the show.
- C. Sub-Committees may be as follows:
 1. Advertising committee shall be responsible for soliciting and securing advertising for show catalogs and the collection of funds in payment thereof. All unpaid bills to be turned over to the Treasurer.

2. Booth and Concessions Committee shall be responsible for soliciting Vendors and concessions for the day of the show.
3. Building and Grounds Committee shall see there is adequate help to keep Show building and grounds clean at all times.
4. Catalogs and Gate committee shall be responsible for selling catalogs on the day of the show and for collecting the authorized admission fee.
5. Chief Ring Steward shall be responsible for instruction of all stewards, Shall have adequate number of stewards to serve the day of the show so That judging may be conducted quickly and smoothly.
6. Judges Committee shall be responsible for the arrangements for food, Lodging, and travel for judges, members and official guests when needed.
7. Ringside Hospitality Committee shall be responsible for set up and tear down.
8. Day of Show Hospitality Committee shall be responsible for food tickets, Judges grounds transportation and V I P hospitality.
9. Trophy Committee shall be responsible for soliciting and securing trophies or funds for trophies. All unpaid bills to be turned over to the Treasurer two (2) months after show.

SECTION III:

- A. No dog owned or co-owned by the President, Show Chair, Judges' Committee Chair, Judges' Hospitality & Transportation Committees will be shown or entered at this show. This statement will be added to the premium list of the Club.
- B. Judges, Show Superintendent, AKC Representatives and Ring Stewards may be invited to lunch at all MKC dog shows.
- C. The Manatee Kennel Club will have a regular business meeting in December and If so desired followed by a holiday party.
- D. The Manatee Kennel Club may sponsor a sanctioned "B" Match or matches or Exhibits each year.
- E. Two members of the same household will not be allowed to be members of the Board or be officers in the MKC during the same year.
- F. The MKC will not pay Travel or Overnight expenses for any club member or Delegate to an organization or pay for refreshments at a committee meeting unless he/she has prior approval from the Board.
- G. The MKC may hold confirmation classes.
- H. Any member holding office in another all-breed club in the state of Florida may not hold office in the MKC at the same time(excluding Board positions).
- I. Only Judges' Chair or Show Chair shall contact Judges about upcoming show
- L. No unauthorized member shall represent the Manatee Kennel Club to the American Kennel Club, or to contractors, photographers, or superintendents.
- M. Past members of the Manatee Kennel Club may be reinstated with the Board's approval if their membership has expired within 12 months prior application for reinstatement. Application must be accompanied by current year's dues.

- N. In the event of hospitalization of a club member or spouse, the MKC will send an appropriate gift or floral arrangement. In the event of a death of a club member or spouse, the club will send flowers or a memorial donation. It is suggested for active club members or past officers, that the next show be dedicated in the memory of the club member. The Sunshine Committee will handle the above responsibilities. Any deviation from this policy must be approved by the MKC in a regular meeting.
- O. To be a member in good standing, all monies due to the MKC must be paid.
- P. The Recording Secretary will take attendance at the start of each regular meeting. Contact information shall be included on membership roster if applicable.
- Q. To be listed in the Breed Referral, members must be in good standing with MKC and AKC.
- R. Judges/show committee—all letters sent to Judges requesting their services MUST include the following rule: No Judge may judge our show if have judged within thirty(30) days(and/or 200 miles) (reference Section I, E, #12).
- S. The Treasurer shall make sure all checks are dual signed by the President and the Treasurer.
- T. To change these standing rules will require a majority vote of the members in good standing, present and voting at a regular meeting.

The Standing Rules of the Manatee Kennel Club have been amended and approved by the membership at the Manatee Kennel Club general membership meeting on September 1, 2015 in Bradenton, Florida.

Attested to:

Manatee Kennel Club, Inc.

Linda Myers, Corresponding Secretary

Colleen Brossard, President