

**EVERGREEN GOLDEN RETRIEVER CLUB**  
**STANDING RULES**

Last Revised February 12, 2024

**I. DOG EVENTS**

- A. Club Intent – It is the intent of the Club to hold at least two (2) field events, and at least one (1) specialty show, obedience trial, agility trial, and tracking test per year.
- B. Chair Responsibilities – All major event chairs shall keep written records and pass these on to the next chair. Information to be included shall be financial statements, copies of correspondence, copies of entry forms, catalogs, suppliers, etc.
- C. Chair Restrictions – The Show Chair and the Obedience Chair shall be permitted to handle any dogs in any competitive class at the Specialty and in any Obedience calls at the trial, provided they have no contact with the judges regarding the trial. The Test Chairman and Secretary of any Tracking Test shall not handle dogs at a tracking event. The chairman of an AKC Agility Trial, an AKC Rally Trial, or an AKC or GRCA field event shall be permitted to handle dogs at these events provided that he/she appoints a committee member to act in his official capacity while running his/her dog. Family members of any Chairman may handle dogs in any class or event, and dogs owned or co-owned by any Chairman may compete, if handled by someone other than such Chairman. All other Club members, including members of the show/trial/test committee, are free to handle dogs in any class or in any event.
- D. Appointment of Show Chair – The Specialty Chair will ideally be appointed by the Board in January of the preceding year (or before). If the Specialty Chairman is not on the Board, the Board will designate a member of the Board as the Board’s Liaison to the Show Chair.
- E. Event Applications and Correspondence – All Club event applications to AKC and/or GRCA shall be sent “Return Receipt Requested,” with a copy to the Club Corresponding Secretary. Copies of all official correspondence to and from AKC and/or GRCA shall immediately be sent to the Club Corresponding Secretary.
- F. Selection of Judges – The Board shall appoint and maintain an ongoing Judges Selection Committee, which shall include three to five voting

members. It shall also include one List Administrator, either one of the voting members or an additional person, whose job it will be to maintain the Club's Approved Judges List. The List Administrator shall collect suggestions for

judges from the membership during the year with an official last call published in the Golden West. All names collected will be published in the next Golden West and voted on at the following General Meeting. Conformation, Sweepstakes, and Junior Showmanship judges shall be selected by the Judges Selection Committee. Obedience and Rally judges shall be selected by the Obedience and Rally Chair. The actual hiring of the judge will still be done by the JSC Chair. If no Obedience or Rally chair has been designated in time, the Obedience and Rally judge shall be selected by the Judges Selection Committee. Agility, Tracking, Hunt Test, and WC/WCX judges shall be selected by the respective event chair.

- G. AKC Arbitration - The following statement shall appear in premium lists for all AKC events held by EGRC. "The Evergreen Golden Retriever Club does not agree to arbitrate claims as set forth on the official American Kennel Club Entry Form for this Event."
- H. Judge's Award of Merit (JAM) - The premium list for EGRC specialty shows will state that the conformation judge may award any number of JAMs up to a number equal to 10% of the dogs entered directly in the Best of Breed competition.
- I. Judges' Gifts - Each judge at a specific event will be given comparable gifts.

## II. NEWSLETTER - The Golden West

- A. Advertising
  - 1. Rates - Ad rates shall be published in each issue of the Golden West
  - 2. Payment - All ads must be submitted with payment.
  - 3. Litter Documentation - All litter ads must conform to the Club's current Puppy Referral policies.
  - 4. Non-members - Ads from non-members will be accepted at the discretion of the Board.
- B. Awards Application Form - An Application Form for annual Club awards shall be published in each November and December issue.
- C. Braggs - All members are responsible for submitting their own achievements to the Editor for printing in the Golden West.

- D. Anonymous Letters - No anonymous letters will be printed in the Golden West without prior approval by the Board of Directors. Any letters so approved must be from EGRC members in good standing.

### III. FINANCIAL AFFAIRS

- A. Club Checking Account - Any one (1) of the following signatures must be on a Club check: President, Vice-President, Treasurer, Corresponding or Recording Secretary.
- B. Club Recordkeeping - The Club books shall be kept by the Treasurer, using any appropriate accounting software.
- C. Budget Committee - See Section J
- D. Club Financial Reports
  - 1. Mid-Year Report - The Treasurer shall prepare a Mid-Year Financial Report on the status of financial affairs for the preceding 6 months, to include expenditures to date in each category, and submit it to the Board in July.
  - 2. Annual Report - The Treasurer shall prepare a Financial Report of the previous year to include income and expenditures, and submit it to the Board in time for the February Board meeting. Once reviewed, it shall be sent to the Budget committee for use in preparing the budget for the current year. It shall also be submitted to the financial file section of OneDrive to make it available to the membership.
- E. Check Requests and Receipts -
  - 1. Requests for payment for all Club expenses shall be made on the Club's official Check Request Form and must include approval by the event chair and a legible receipt from the vendor or third-party documentation. In lieu of said documentation, Check Request Forms must be submitted with signatures of Check Request Forms must be submitted with signatures of one (1) Member in Good Standing and one (1) Board Member. Such requests must be made within 30 days after the event.
  - 2. Upon receipt of cash or checks from the Chairs of Club events, the Treasurer shall provide a receipt to the Chair with a copy of such for the records.

3. All money received by any Club member on behalf of the Club shall be turned over promptly to the Treasurer, who shall promptly deposit it in the Club checking account with supporting documentation.
4. (a). The Treasurer is authorized to pay regular recurring bills including but not limited to web page, rent for the storage areas, meeting rooms, licenses, insurance, taxes and tax preparation, and event application fees.  
(b). Unless otherwise specifically authorized by the Board, only the Treasurer may use the Club's Credit Card to pay charges to the Club. Copies of bills or receipts must be attached to a check request form along with a notation initialed by the Treasurer that the bill was paid with the credit card. Additional credit cards may be issued on a limited basis to Event Chairs and/or Event Secretary to facilitate timely payments for approved budgeted expenses.  
(c). Trial fee reimbursements shall be issued by the Treasurer, without need of Board or membership approval, upon receipt of the completed check request form submitted by the respective Chair or trial secretary.

F. Club Event Budgets & Financial Reports

1. Budgets - Chair of Club events shall submit a Budget for their event to the Board for approval at least four (4) months prior to the event. Once approved, the Chair shall send the budget to the financial files section in OneDrive. Expenditures needed prior to budget approval must be submitted to the board.
2. Financial Reports - Chair of Club events shall submit a financial report for their event to the Board within two (2) months after the event. This shall show the budget expenses and the actual expenses. Once approved, the Chair shall send the report to the financial files section in OneDrive.

G. Donations - Any donation over \$100 must have approval of the General Membership. In April of each year in which funds are available for donations, the Board shall appoint a charitable donations committee. The committee shall consist of three (3) members, no more than one (1) of whom shall be a Board member. They shall submit a recommendation to the Board in June for final approval by the General Membership in June.

H. Members

1. Returned Checks – A \$20 fee will be charged to anyone whose check is returned for insufficient funds. The Board can vote to rescind this fee on a case-by-case basis. Returned checks will not be re-deposited.
2. Trophy Donations – All trophy donations must be paid within thirty (30) days of the event in order to remain in good standing with the Club.
3. Payments to Club Members – Club members may be reimbursed for materials and costs, but not time and labor. This would not preclude the Club from ordering goods from club members if that club member offers the product at a fair market value, and with the approval of the Board. Such items might include trophies or judges' gifts.

I. Taxes

1. The Treasurer shall ensure that Federal and State taxes have been filed in a timely manner and report such filing to the Board of Directors. Federal taxes should be prepared by a licensed CPA approved by the Board.

- J. Audit/Budget Committee – An audit is an objective, independent opinion intended to provide reasonable assurance that the financial statements are presented fairly to reduce the risk and increase confidence in club finances. Duties shall include review of financial records to ensure all financial reports are accurate and adequate internal controls are in place to safeguard assets of EGRC. The Committee will also prepare the current year's budget, for approval by the Board at their March meeting, and shall include an appropriate amount for charitable donations. Club members wishing to have input in the budget preparation must notify a member of the Audit/Budget Committee of their request by February 1st.

In January of each year the Board will appoint an Audit/Budget Committee consisting of a minimum of three (3) members including the incoming and outgoing Treasurer and two (2) other non-Board members. Committee members should not be engaged in the actual transactions being audited. Members should have an attention to detail and willingness to match documents, such as expensed vouchers to check numbers and revenues to bank deposits.

1. Review receipt book.
  - a. verify that monies received (especially cash) is posted to the ledger
  - b. deposit slip verifies monies deposited.
2. Verify the checkbook is balanced each month.
3. Review bank statements and cross check each check issued to ensure the payee and amount are the same.
4. Ledger
  - a. Disbursements – spot check for accuracy in charging expenses to appropriate committee; check for documentation on checks issued.
  - b. Check accuracy in crediting monies received to appropriate committee; bank deposits made in a timely manner.
5. Check request file – spot check forms to see if payments are supported with proper documentation and signed by the committee chair. All requests over \$500 should be reviewed and 50% of requests under \$500.
6. Financial Reports
  - a. Check that timely financial reports were prepared for club events (it is the responsibility of the Board to review for accuracy at the time they are submitted).
  - b. Review 6-month and 12-month reports; verify books balance and all areas of income and disbursements are shown.
7. Tax forms and payments
  - a. Verify that IRS 990 was filed by May 15 based upon records from January 1 to December 31.
  - b. Verify that State tax forms are completed at the end of the calendar year (January 1 to December 31)
8. Following the review, the committee chair will prepare and submit a report, signed by all committee members, to the EGRC Board of Directors.

Once reviewed by the Board it will be passed to the membership, published in the financial files of OneDrive and kept with a copy in the Treasurer's records.

#### **IV. MEMBERSHIP**

- A. Prerequisite – All prospective new members for Voting membership must have attended two (2) General Meetings and/or functions within 12 months of application for membership. Prospective new members for non-voting membership must have attended one (1) General Meeting or function within 12 months of application.
- B. Dues – Club dues are as follows: Full Membership is \$20; Associate Membership is \$17; Junior Membership is \$10.
- C. Approval Process – Applications for membership in any category will be published in The Golden West and voted on at the following General Meeting. Each applicant will be voted on separately. Both Associate and Full Memberships shall include any juniors in that household.
- D. New Member Packet – The Membership Chairman shall provide a packet of information to new members that will include a Roster, Standing Rules, By-Laws, Awards Criteria, and other materials as appropriate.
- E. Renewals – The Membership Chairman shall send membership renewal notices to all members in the month of November. Dues must be paid by January 15 of the new year. If not received by that time, there will be an additional assessment of \$3.50.
- F. Recording Attendance – The Membership Chairman shall ensure that a sign-in sheet is available at Club meetings and functions.
- G. Membership Chair – The Membership Chair shall be a member of the Board of Directors.
- H. New Members – For members who have joined the Club during the last quarter of the year, no additional dues will be required when they renew their membership for the following year.

#### **V. AWARDS & PERPETUAL TROPHIES**

- A. Eligibility – Recipients must be Full or Junior Members in Good Standing. Full Members must attain 6 participation points from 3 areas. At least 1 point must be earned in each of the 3 areas. The remaining 3 points can be from any area or combination thereof. Junior Members

must attain 3 points, 1 point from each area. The 3 areas are attending General

Membership Meetings, attending EGRC Events, and Service to the EGRC. An EGRC Event is any EGRC sponsored activity that is open to the General Membership and the general public, other than a General Meeting. Service to the Club is participating as a committee chairman, a committee member, working at an EGRC event, or being a Board Member. For new member applicants, participation points begin to accumulate on the date of club function where Club officers receive their membership application and dues. To receive an award or trophy, the dog must be owned or co-owned by the eligible EGRC member at the time the achievements were earned, and only achievements earned while the owner or co-owner is an EGRC member will apply.

- B. Trophy Year - The trophy year will be January 1 through December 31.
- C. Plaque Awards - The Club shall award a plaque and bars to recognize titles and accomplishments of members' Golden Retrievers.
- D. Purchased Plaques - Any member not meeting the requirements for awards may purchase plaques and bars to recognize titles earned.
- E. Albums - The Club will award a personalized album to all dogs who enter any GRCA Hall of Fame, or who attain the status of a Qualified All-Age Dog in the field, aka, a three-star dog (\*\*\*)).
- F. Awards Applications - shall require applicants to list their participation points, and shall be published in the November and December issues of The Golden West and be available on the Club website.
- G. Perpetual Trophies - Recipients are responsible for returning their trophy to the Awards Committee by December 31st. If not returned in the condition it was received, the recipient will pay for restoring the trophy to its prior condition. If not returned by the deadline, the recipient shall pay engraving costs for the ensuing year. If a trophy is never returned, the Committee will bill the recipient for the replacement price and all costs incurred.
- H. Any changes to a Perpetual Trophy and their Award criteria must be approved by the donator or family member of the donator (if they are still members), otherwise changes will be approved by the Board.



## VI. INTERNET GROUP MAILING LIST ETIQUETTE

- A. Stay on Topic – The Club’s Internet discussion list (the List) is an information and discussion forum for the members of the Evergreen Golden Retriever Club on the subject the Club, of Golden Retrievers, and of the dog world in general, particularly in the Pacific Northwest. Anything regarding the breed’s health, happiness, care, breeding, conformation, temperament, aptitudes, activities, including brags, locally and otherwise, is welcome. Please do not send messages on other topics such as politics, religion, or urban legends.
- B. Litter Announcements – Members are free to announce upcoming litters of their own. However, since checking clearances and documentation is up to the reader, anyone listing a litter is encouraged to include links to the sire and dam on K9data, OFA, and CERF.
- C. Trim Quotes – When you reply to a post, only quote back enough of the original post to make sense of your reply. Unless the original post is a mere sentence or two, don’t just hit Reply. Instead, “highlight” the part you wish to quote, then hit Reply and add your response. If you are on Digest and hit Reply, you will need to change the subject of your message as it will automatically be the name of the Digest, not the topic of the message to which you are responding.
- D. Material from Others – Do not post material from another person without permission unless it is labeled “Permission to Cross Post.” Posting links to websites of interest is encouraged.
- E. Personal Mail – If your message is only of interest to you and the person to whom it is directed, send it privately, not on the List. Do not confuse List mail with personal mail.
- F. Complaints – Contact an EGRC Board Member if you have a complaint. Do not post your grievances to the List.
- G. No Flaming – It is expected that there will be differences of opinion among members, and members may politely disagree online, however, personal attacks or other types of disrespect directed at others will not be tolerated. The Board of Directors will remove from the List any member who proves to be unable to comply.

## VII. MISCELLANEOUS

- A. Correspondence with AKC and GRCA - Copies of all official correspondence to and from AKC and/or GRCA shall immediately be sent to the Club Corresponding Secretary.
- B. Board Meetings - Any member wishing to attend a Board Meeting, who is not already expected to attend, must notify the President and host in advance. If they wish to bring an issue before the Board, they must notify the President in advance in order for their issue to be placed on the agenda.
- C. Rescue Liaison - The Club shall establish and maintain a Rescue Liaison who shall report to EGRC on the activities of the Evergreen Golden Retriever Rescue.
- D. Club Logo - The official Club logo, for use on Club correspondence and other items relating to Club activities, shall be the copyrighted drawing by Marcia Schlehr of a standing Golden Retriever with evergreen tree backdrop.
- E. Brag Box - Brags related to the accomplishments of members' Golden Retrievers may be made from the floor at the Club's General Membership Meetings with a \$1 donation to Evergreen Golden Retriever Rescue for each brag.
- F. Representing EGRC - No person may officially represent the Club without prior permission by a majority affirmative vote of the Club's Board of Directors or General Membership. Any such representation should be restricted to the Golden Retriever breed only.
- G. Passing of a member - In the event of the passing of a current Club member of EGRC, the Club will donate \$100 to a dog-related charity of the family's choice. The next Specialty will be dedicated to that person.