

## **NEAT Member Guidelines**

To receive club benefits, vote, and participate in club practices members are expected to support the purposes of the club in addition to the expectations outlined by the NEAT Bylaws.

### **Expectations:**

- 1) Members should encourage and promote the sport of dog agility. As well as protect and advance the interest of all dogs.
- 2) To promote cooperation, sportsmanship, and enjoyment among Club members, other agility groups, and fellow dog enthusiasts at all times.
- 3) To support any local and national dog agility organizations of which the Club votes to be a group member.
- 4) All members who attend practice (at Tonry or SPCA) will either arrive early enough to help set up equipment, or stay until the end of practice to help take down equipment. Members will also abide by the Club's Safety Rules and Guidelines and show consideration for other handlers at all times.
- 5) All members will participate in the preparation (all) and running (at least 50%) of as many club activities as possible each year including the trial, show n go/match/run-thru's, set-up/clean-up at Tonry. (*Note: there is no requirement for participation in practices unless you attend practice.*)
- 6) Members attend a minimum of 50% of club business meetings every year. Every effort shall be made to attend in person; attendance via electronic media or telephone is permissible, but not encouraged. Members are expected to participate in online votes and strongly encouraged to attend the annual meeting. Members are strongly encouraged to attend the annual meeting.

### **Standing:**

- Members must satisfy their responsibilities in order to be considered a member in good standing.
- The board of directors determines whether or not a member is in good standing.
- Members not in good standing may have their membership privileges suspended.
- If a member fails to meet their membership responsibilities for the previous year they may be terminated from the club.

### **Benefits for Members in Good Standing:**

- Be part of a supportive network of dog and agility trainers and competitors
- Free Practices at Tonry and SPCA
- Discounts on NEAT classes through the SPCA
- Access to "NEAT only" classes and Seminars
- Discounts on seminars run by NEAT
- Discounted runs at NEAT USDAA Trial
- Discounted/free runs at NEAT Show-n-go or Run-Thru's
- Social activities for you and your dog

## Detailed Version - NEAT Member Guidelines

Members are expected to support the purposes of the club in addition to the expectations outlined by the NEAT Bylaws.

### Purposes/Club Objectives:

- A. To encourage and promote the sport of dog agility in New England (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont) by holding practice sessions, matches, trials, exhibitions, clinics, and/or other dog-related activities.
- B. To protect and advance the interest of all dogs - mixed-breed, rare breed, and purebred alike - in the sport of dog agility.
- C. To promote cooperation, sportsmanship, and enjoyment among Club members, other agility groups, and fellow dog enthusiasts at all times.
- D. To support any local and national dog agility organizations of which the Club votes to be a group member.
- E. To do any and all necessary functions to enhance the purposes of the Club.

### Expectations:

- A. All members who attend practice will either arrive early enough to help set up equipment, or stay until the end of practice to help take down equipment.  
*This applies to both practices at Tonry and at the SPCA and applies to all practices.*
- B. All members who attend practice abide by the Club's Safety Rules and Guidelines, show consideration for other handlers at all times, and leave equipment properly set up after using it.  
*This applies to both practices at Tonry and at the SPCA and applies to all practices.*
- C. All members who attend practice may be asked to help conduct the run-throughs by acting as a steward, timekeeper, judge, or scribe.  
*This applies to both practices at Tonry and at the SPCA and applies to all practices. At a practice you should assist other members in what they want to practice with, assist in changing jump heights, adjusting weave poles, etc.*
- D. All members will participate in the preparation and running of as many club activities as possible each year.  
*This includes club meetings and events such as the Trial, Show n Go/Match/Run-thru's, Set-Up and Clean-Up at Tonry. This does not include practices.*

E. Members attend a minimum of 50% of club business meetings every year. Every effort shall be made to attend in person; attendance via electronic media or telephone is permissible, but not encouraged.

*Members are strongly encouraged to attend the annual meeting as we need a larger quorum for the annual vote. Members are also expected to participate in online votes when scheduled by the club.*

F. All members help maintain the Club's agility equipment.

*This includes assisting with the annual inventory, Set-Up and Clean-Up at Tonry. Resurfacing equipment when needed. And assisting with fixing equipment.*

G. All members participate in various Club events, such as agility demonstrations, fun matches, and fundraisers.

*Similar to meeting attendance, members are expected to minimally participate in person at 50% of such events. Members should help in planning for all events.*

Each member must satisfy the Club's membership responsibilities in order to be considered a member in good standing. A member must be in good standing in order to exercise his or her voting privileges, run for office, or sponsor an applicant for membership. *Note: a member must also be in good standing to receive club benefits.*

The Board of Directors is responsible for determining whether or not a member is in good standing. If at any time during the year, the Board finds by a majority vote that a member is not in good standing, the Board may suspend his or her membership privileges. The Board shall review the membership roster at least once a year to determine if members have met their membership responsibilities. When a member fails to meet their membership responsibilities for the previous year, he or she, at the discretion of the Board of Directors, may be subject to Termination.

## NEAT Board Member Guidelines

This document is designed to highlight the key responsibilities of a board member.

### Highlights:

- Expected attendance at 2/3 of all board meetings (a few a year) - most of which now occur electronically
- Participation in online facebook group where most board business can now be conducted
- Completion of role's requirements (see below)
- Board members should lead by example at club events and exemplify the purposes of the club.
- If a board member cannot meet the requirements due to unforeseen circumstances, it is expected they will resign.

### Details:

#### Board Meetings - Bylaw language:

The first meeting of the Board shall be held no more than seven (7) to twenty-one (21) days after the election at the annual meeting. Other meetings of the Board of Directors shall be held at such times and places as are designated by a majority vote of the entire Board. Written notice of each meeting and the planned agenda shall be given to the Secretary at least five (5) days prior to the date of the meeting. The quorum for such a meeting shall be a majority of the Board. Members of the Board of Directors must attend a minimum of 2/3 of the Board meetings each year. Board meetings may be conducted online through an interactive internet media or Facebook or Google group list, or by other technological means (such as teleconference).

*Most board business now occurs on Facebook via regular discussions. Meetings now frequently happen via phone or skype or facebook rather than in person for ease.*

#### Officers - Bylaw Language:

The Club's officers, consisting of the President or co-Presidents, Vice-President, Secretary, and Treasurer, shall serve in their respective capacities both with regard to the Club and its meetings and the Board and its meetings.

The **President or co-President** shall preside at all meetings of the Club and of the Board. He or she shall be responsible for the day-to-day operation of the Club and ensuring that all orders and resolutions of the Board and the membership are carried into effect. He or she shall have the power to execute any contracts requiring superintendence of other officers of the Club and shall see that their duties are properly performed. He or she shall be the primary liaison between the Club and other organizations. The office of President shall submit a report of the operations of the Club at each business meeting and shall keep the Board informed of any and all matters within his or her knowledge which the interests of the Club may require to be brought to their attention. The office of President is responsible for carrying out such other duties as specified in these By-Laws.

The ***Vice-President*** shall perform all the duties as assigned to him from time to time by the President or the Board of Directors. In the absence or incapacity of the President, the Vice-President shall have all the powers and shall perform all the duties of the President. The Vice-President is responsible for maintaining an up-to-date list of all agility equipment and assigning permanent labels to any new acquisitions, and when determination is made to “retire” equipment arranging for its deposition either via sale or auction.

The ***Secretary*** shall keep full minutes, including all acts and votes of all meetings of the Club and of the Board, and in all matters of which a record shall be ordered by the Club. Copies of minutes of Club business meetings shall be mailed to Club members or posted on the club’s online group within seven (7) days of the meeting. The Secretary shall have custody of and properly keep all the record books of the Club and all correspondence and carry out such other duties as are prescribed in these By-Laws.

The ***Treasurer*** shall collect and receive all monies due or belonging to the Club. He or she shall deposit the same in a bank designated by the Board, in the name of the Club. The Treasurer shall dispose of funds of the Club as he or she is ordered by the Board or the membership, taking proper receipts for such disbursements. The ledger books shall at all times be open to inspection of the Board. The Treasurer shall report to the membership at every Club business meeting the condition of the Club’s finances and every item of receipt or payments not before reported, and at the annual meeting shall render an account of all monies received and expended during the previous fiscal year. All expenditures must be authorized by a majority vote of the Board of Directors or the Club membership.

The ***Membership Coordinator*** shall carry out the duties of maintaining Membership enrollment. The Membership Coordinator shall also keep a roll of the members of the Club with their addresses, telephone numbers, and email addresses, and present new applications to membership at regular Club meetings or through email.

Other Board Responsibilities:

- The board is responsible to keep up to date contact information with organizations the club is a member of (ie - USDAA).
- The board is responsible for ensuring the club has met all legal and financial requirements (ie. annual taxes, mets bylaw requirements, etc.) by way of the treasurer’s responsibilities