

Portland Agility Club
Policies and Procedures

Revised January 9, 2017

1. Club meeting minutes including a notice for the next meeting will be mailed or E-mailed to all members. A dues reminder will be included in the minutes when appropriate.
2. Member dues are due yearly by January 31. If a new member joins PAC in the second quarter of the year, the dues paid will be current for the following fiscal year. If dues are not received by March 31, following the dues date, the secretary will give the member a courtesy phone call to remind him/her of dues payment. If the member does not pay by April 30, the membership is expired.
3. General meetings will convene 6 times per year. The months to be determined by the Board of Directors at the beginning of the year.
4. A prospective member must attend one meeting before being voted on by the club membership. A membership application will be valid for 60 days without payment or meeting attendance. An alternative to the requirement of meeting attendance may be arranged if the prospective member has a conflict with the meeting dates. Prospective members may work at least one class at a PAC trial in lieu of attending a meeting.
5. 100% of entry fees will be refunded if a written request is received by the trial secretary on or before the trial closing date. After the trial closes, a refund will be given (minus \$6.00 per run) for ill or injured dog or handler, bereavement and/or family emergency if the trial secretary is notified before the commencement of the trial. Bitches in season will be fully refunded if the Trial Secretary is notified at least 30 minutes prior to the published commencement of each day's trial. Verification upon request. If handler's additional entries are affected and notification is received by the trial secretary prior to the published start of the trial a credit voucher (expiring 12 months from date issued) will be issued for fees, less \$6.00 per run for other entries handled by the same person. **No refunds will be given if a request is received after the published start of the trial.** No entry fee will be refunded if the trial cannot open or be completed because of riots, civil-disturbances, fire, acts of God, public emergency, acts of public enemy, or any other cause beyond the control of the organizing committee.

6. For any returned check, PAC will charge the PAC bank fee to anyone writing a NSF check to PAC. Any entry or registration for other club activities paid by a NSF check will lose his/her place in the order of receiving/registrations.

There will be language in PAC trial premium lists to reflect the following: "NSF" checks do not constitute a valid trial entry fee. PAC (or the trial secretary) will add a collection fee to the amount of each returned check."

The trial secretary and/or treasurer must deposit all entry fees by just after the closing date of the trials so that PAC knows if entries are valid before the commencement of the trial.

7. A club member may be compensated for serving as a trial secretary for PAC. The rate will be up to \$1.00 per run per day or equivalents in trial entry fees at future PAC trials. The compensation may be declined.

8. Key Trial worker certificates: the entry fees for two dogs will be waived each day worked for the (2) Chief ring steward, (2) chief course builders, trial secretary, trial chair, hospitality chair, scorekeepers (2) and equipment manager. If the equipment manager is also one of the chief course builders they will receive one free entry. If a member performing one of the aforementioned duties cannot run a dog at the trial they worked, they may use the certificates at another trial.

The Key Trial worker certificates will be issued by the PAC coupon/certificate Coordinator (appointed by the board) and will be printed on parchment paper. Worker certificate coupons will be attached equaling the value of four classes per trial day worked for two dogs. The coupons may be used for one dog or multiple dogs when entering a trial or seminar. They can also be used for PAC gear, food items or seminars. They cannot be used for payment of dues. There is no expiration date on key worker certificate coupons.

Unloading and Loading worker certificates: The PAC coupon/certificate Coordinator will print up worker certificates and coupons to be handed out at the time of the drawing by the Trial chair to the winner of the drawings. These coupons will be equivalent to the value of four classes for one dog for one day of a PAC trial. There is not expiration date for these coupons.

Special PAC job coordinator certificates: One worker certificate per year will be issued by the PAC coupon/certificate Coordinator to the PAC Librarian, PAC toy Coordinator, PAC Gear Coordinator and the PAC Ribbon Coordinator. Worker certificate coupons equaling the value of 4 classes for three days for one dog will be attached to be used at the PAC trial of their choice. There is no expiration date on these coupons.

9. PAC will maintain a banner displaying members who have earned MACH's, PAX's and PACH's. A new patch will be added as a MACH (MACH2, MACH3, etc.) is earned while the dog's handler is a member. PAC will recognize all handler and dog teams that achieve a MACH, PAX or PACH title at a PAC agility trial by placing a patch on the PAC Honor Roll banner, but non-members will be in a different color background than the member's patches.
10. In order to maintain tax exempt status (501)(c)(3), no member may receive any benefit of club net earnings or receive benefits not available to the general agility community.
11. Members may submit recommendations for policy changes to the board. The policy file shall be reviewed by the board annually and recommendations for changes shall be sent to the general membership for their vote.
12. PAC will not rent out its agility equipment with the exception of holding a trial in conjunction with another agility club or a community-based service organization such as 4-H, which will be approved on a case-by-case basis.
13. PAC worker coupons may be used to purchase PAC gear, food items at PAC trials, entry fees and seminars but may not be used for the payment of club dues. PAC coupons are good for three years from the trial date issued. Old coupons will expire three years from January 9 2016.

14. PAC will reimburse people hauling the big and little trailers to and from their respective storage sites to trial sites for mileage at the current federal government rate plus \$0.10 a mile.
15. PAC will pay \$50 per month for each trailer stored at a member's home.
16. A Junior handler may request a voucher toward 50% of the entry fee from the trial secretary. This request must be in written form.
17. PAC members receive a 10% discount on PAC seminar entries; officers 20% and junior handlers 50%.