

# Capital Keeshond Club

## SOP - Standard Operating Procedures

### **PRESIDENT**

Duties as set forth in the By-Laws:

- Preside at all meetings and shall have the duties and powers normally appurtenant to the office of President in addition to those particularly specified in the By-Laws.
- Will appoint a two person team, at the annual meeting, to audit the Treasurer's report
- May appoint special committees for particular projects
- May terminate and replace appointments to special committees appointed by him
- May sit in on any committee meeting
- May designate site of Board of Directors meeting
- Will send a Presidential report to the Recording Secretary for inclusion in each (minimum of four) newsletter

The President is responsible for maintaining continuity of the Board of Directors and all Committee Chairpersons. This may be done either personally or through an appointment.

Responsible for keeping the 1st Vice President informed of all functions of the Board of Directors and Committee Chairpersons.

### **1st VICE PRESIDENT**

Duties as set forth in the By-Laws:

Shall have the duties and exercise the powers of the President in case of the President's inability to perform his duties. Shall perform such duties as may from time to time be assigned by the President or the Board of Directors.

- Responsible for keeping in touch with the President and be up to date on functions of Board of Directors and all Committee Chairpersons.
- Responsible for coordinating all committee efforts, reporting to the President and making certain all Committee Chairpersons report in writing to the Recording Secretary for inclusion in the newsletter.

### **RECORDING SECRETARY**

Duties as set forth in the By-Laws:

This role is one of being the main communication source to the membership. Shall keep an accurate record of all meetings of the club and of the Board.

- May attend any Committee meeting
- Must send minutes of all Board meetings to all members of the Board of Directors
- Will produce a minimum of four newsletters per year. Its goal is communication and dissemination of information to club members (and those interested in the club)
- Will keep the club calendar of events and publish it in the each issue of the newsletter
- Will bring a copy of Roberts Rules of Order to all meetings
- If a meeting falls too far away from the publication of a newsletter, will send out postcards as reminders notifying all members of an upcoming meeting

- Will notify all Board of Directors of an upcoming Board meeting
- Will put a dues notice in the appropriate newsletter (at least 2 months prior to November 1st) for members to be alerted dues are due by Nov 1st
- Publish all committee reports in the newsletter
- Report any area events, specialty shows, performance events, fun matches, seminars, etc in the upcoming newsletter
- Propose a yearly budget for the newsletter, at the meeting following the Annual Meeting, to the Board for approval

## **CORRESPONDING SECRETARY**

Duties as set forth in the By-Laws:

This role is one of being the main communicator of the club to those external to the club. This position does coordinate communication between committees and the Board.

- Will keep a current membership list with addresses, phone numbers and email addresses. This will be provided to the Recording Secretary for inclusion in four newsletters per year and also so the Recording Secretary has an accurate mailing list for the newsletter. A list will be provided to the Treasurer in September to facilitate recording of those who may be paying dues for the upcoming year.
- Will notify KCA and all affiliated keeshond clubs of changes in the Board
- Will send, receive and tally all votes in all matters of which a record shall be required by the club
- Will notify the Recording Secretary of all voting counts (for and against) and results of such votes. This shall be for inclusion in the upcoming newsletter.
- Will send cards of good will
- Will send new member packets. This shall include:
  - 1) a current copy of the Constitution and By-Laws
  - 2) Kees Rescue contracts
  - 3) Listing of Committees, chairpersons and functions
  - 4) A current membership list
  - 5) Any other informational items normally sent out in the new member packet

Will keep the Recording Secretary informed of any correspondence rec'd that should be brought to the attention of the membership (for inclusion in the newsletter)

Will send and maintain an organized file of all club correspondence.

Will keep a current list of all those who have applied to membership to the club. This duty includes: 1) reading of a membership application at the first meeting following its receipt 2) reading of the membership application at the second meeting following its receipt 3) calling for a vote from the membership at the second meeting, provided the applicant(s) are in attendance

- Will act as a liaison with Committee Chairs to send and receive correspondence on their behalf (This will come into play more with the Specialty Show Committee than any other at this time.)
- Upon receiving a list from the Treasurer of those members whose dues have lapsed approaching two months overdue, will send a notice to them in writing. The notice will state the dues must be paid by Feb 1st or the membership will be terminated.
- Will collect all committee reports and send copies to the President and to the Recording Secretary, in addition, will provide a report of such at the Annual Meeting. Will be responsible to notify the Vice President when a report is not received.
- Mail or transmit club information to those who request it

## **TREASURER**

Duties as set forth in the By-Laws:

Shall collect and receive all monies due or belonging to the club. Shall deposit the same in a bank approved by the Board, in the name of the club. Shall at all times keep the books of the club open to inspection of the Board. Shall report to them at every meeting, the condition of the club's finances and every item of receipt or payment not before reported. At the Annual Meeting, shall render an account of all monies received and expended during the previous fiscal year.

- Shall notify the Corresponding Secretary of members whose dues have lapsed. This shall be done by sending a list of names of those members whose dues are approaching two months overdue.

- Shall initiate payment for all Board approved (budgets will suffice in the cases where budgets have been pre-approved by the Board) club expenditures as soon as possible after receipt, in writing, of appropriate supporting documents.
- Shall provide a financial report for each regular club meeting. While all club monies shall be kept in one account, it will be necessary to report the Rescue Fund as a separate amount from other club monies
- Shall keep accurate and detailed records of all receivables and expenditures.

## **BOARD OF DIRECTORS**

Duties as set forth in the By-Laws:

- General management of the club affairs
- Be willing to perform tasks as called upon by the President or Vice President
- Approve membership form
- Remove, by unanimous vote, any officer or director in gross misfeasance or gross neglect
- Terminate by majority vote, any committee appointment
- Review charges
- Recommend dues amount

## **COMMITTEES**

### **HISTORIAN**

- Maintain all material relating to the club from its inception in an organized way
- Actively gather any information published
- Take responsibility for historian's records to be available at at least two club meetings per year
- Make sure the historical records are kept safe
- When chair of this committee changes, make sure all materials are transferred in a timely manner
- Send updates/info to the Recording Secretary for inclusion in the newsletter

### **AWARDS COMMITTEE**

- Initiate ideas for awards, presentations, etc
- Actively solicit ideas from membership for the same
- Present committee ideas to President and Board
- Upon approval of Board, follow through and complete project
- Notify membership of method & time frame desired for their turn in of titles earned for a given year (this will be done via the newsletter)
- Provide a yearly report to the Corresponding Secretary by January 1st
- Send updates/info to the Recording Secretary for inclusion in the newsletter

### **RESCUE COMMITTEE**

- Coordinate rescue efforts and info with membership
- Ask the membership for those who would like to be involved with rescue, referral, foster homes or rescue dog prep
- Generate material necessary to function. Provide copies of such to the Corresponding Secretary for inclusion in club records
- Publish a list of available: Rescue Kees, Foster Homes and folks seeking kees for inclusion in each club newsletter
- Provide a yearly report to the Corresponding Secretary by January 1st. This should include number of dogs placed and names and roles of those in the Committee
- Maintain accurate records of financial status of the committee
- Make suggestions for changes, to the Board, in the monetary allotment per rescue

### **SPECIALTY SHOW COMMITTEE**

**Shall consist of one:**

1) main Show Committee Chairperson

Responsible for the overall coordination of the event.

2) Food Committee Chair & co-chairs

Responsible for obtaining food, setup of all items necessary for the luncheon held after keeshond judging. This includes flyers to be passed out at ringside. Since the club has funds built into the membership dues to cover specialty show food, the Chair is responsible to not surpass this limit without notifying the Board in advance. Any member

providing food for this event, must notify this chair in advance for it to be reimbursable.

3) Trophy Committee Chair & co-chairs

Responsible for collecting trophy donations and obtaining trophies. This includes labeling of trophies and setup of the trophies at the show site on the day of the specialty

4) Judges Gifts Committee Chair

Responsible to obtain judges gifts for the sweepstakes and regular judge at the specialty.

5) Publicity Committee Chair & co-chairs

Responsible for notifying other kees clubs and any keeshond magazines of the upcoming event.

6) Setup Committee Chair and co-chair

Responsible for setup and preparation of the show ring area on the day of the show.

- Ask membership for volunteers of chairpersons, no later than mid-June, for the various roles of this committee for the upcoming year's spring show. Info will be provided to the Recording Secretary for inclusion in the newsletter by the main Chair.

- The main Chair will coordinate with all the chairs to be sure they are on target with their responsibilities

- Allow the Corresponding Secretary to send out all club correspondence regarding this committee including the judges letters and correspondence with AKC, KCA and the show giving club. Provide appropriate lead time for correspondence to be sent.

- Recommend other show giving clubs that may be attractive for the club to consider

- The main Chair will provide a report to the Corresponding Secretary within a month after the Specialty Show has been held. This report should include, a recap of the event, marked catalog of results of the Specialty Show, what parts went well, what parts needed improvement and suggestions for the upcoming year's specialty.

- All chairs will be responsible to report to the main Chair, the status of their committees on a bi-monthly basis.

**-END-**