

Portland Agility Club
Policies and Procedures

Revised January 2010

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 1. 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 following the dues date, the treasurer will give the member a courtesy phone call to remind him/her of dues payment. If the member does not pay the following month, 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. Meetings will alternate between the 2nd Tuesday and the 2nd Wednesday of the selected month.
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 closing date, refunds will be given if notification is received by the trial secretary 25 hours prior to the published commencement of the trial less AKC fee, for injured or ill handlers, or bitches in season. No entry fee will be refunded if the request is received less than 24 hours before the published commencement of the trial. No entry fee will be refunded if the trial cannot open or be completed by reason 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 aft 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. The entry fees for one dog will be waived each day worked for the (2) Chief ring steward, (2) chief course builders, trial secretary, trial chair, and equipment manager. If a member performing one of the aforementioned duties cannot run a dog at the trial they worked, they may use the fee waiver at another trial.
9. PAC will maintain a banner displaying members who have earned MACH's or PAX's. A new patch will be added as a MACH (MACH2m MACH3, etc.) is earned while the dog's handler is a member. PAC will recognize all handler and dog teams that achieve a MACH or PAX 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)(4), 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 no longer rent out its agility equipment to other dog groups 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 Perk coupons may be used to purchase PAC gear, food items at PAC trials, Entry fees and other miscellaneous items, except for the payment of club dues.
14. PAC will reimburse people hauling the big and little trailers to and from their respective storage sites to trial sites for milage at the current federal government rate plus \$0.10 a miles.
15. PAC will pay \$50 per month for each trailer stored at a member's home.