

# LADOC POLICIES

Latest Update: 23 Feb 2020

## **Membership**

### *Membership Benefits*

- Preregister for LADOC Classes
- Attend LADOC seminars, classes and functions
- Meet training partners/people with similar interests
- Receive assistance from more experienced trainers

### *Types of LADOC Members*

Provisional Members - Individuals join LADOC as provisional members during their first year, prior to being voted on for regular membership.

Regular Members - Regular members have been voted into the club, but have not been members for 20 or more years

Lifetime Members- Lifetime members are regular members that have been members of LADOC for 20 years or more. Lifetime members are not required to pay annual dues, but have all the privileges of regular members.

Building Use Members – Members who choose to qualify to use the LADOC building for personal training activities. The membership fee for building use members is \$300. Of that amount, \$270 will be waived if the building use member fulfills a service requirement as described below, and the entire amount is waived if the building use member is a lifetime member.

### *Annual Dues*

- Annual dues are \$30 for regular members, \$50 for family members, and \$300 for building use members per year
- Annual dues are past due on 31 March of each year
- Because provisional members pay their dues when they join, which may be at any time of the year, provisional members do not pay additional dues until they are voted in and accept regular membership. At that time, they pay prorated dues for the remainder of the calendar year.

- All LADOC members need to submit a membership renewal form each year or otherwise contact the Secretary, even if they do not owe dues

### **Club Meetings**

- The Club has two standing general membership meetings per year (generally, in June and in November or December). The Board of Directors may call additional general membership meeting by scheduling a date, providing an agenda, and providing the membership at least one week's notice

### **Board of Directors and Officers**

- The Club will have a Board of Directors with the duties and powers specified in the bylaws of the corporation as currently filed with the New Mexico Public Regulation Commission
- Directors shall be elected by the Board of Directors at the annual joint meeting of members and the Board of Directors. Directors may be re-elected. The number of Directors of the Corporation shall be at least five (5) and no more than seven (7). Each Director shall hold office for a one (1) year term or until the Director's earlier death, removal, resignation, retirement, disqualification, or the Director's successor shall have been elected and qualified
- Officers of the club are elected by the membership of the club. Officers include the President, Vice President, Treasurer, and Secretary
- Unless voted otherwise by the Board of Directors, the Directors consist of the President, the Vice President, the Secretary, the Treasurer, and the Director of Training. The Board may also elect a member-at-large as a Director.
- The Board of Directors may authorize expenditures of up to \$2000 without bringing the expenditure to the membership of the club for consideration.

### **LADOC Building and Equipment Use Policy**

*What are the allowed uses of the LADOC building?*

- LADOC classes and sponsored seminars
- LADOC instructor assistance to a current class participant
- Use of the LADOC building for meetings/seminars/training by dog-related service organizations (such as Friends of the Shelter), as approved by the Board
- Use of the building for personal training by qualifying LADOC members (see below)
- Rental of the LADOC building to other organizations, as approved by the Board

- Any use of the LADOC building and grounds by any party is subject the restrictions as defined in LADOC's contract with the Los Alamos County.

*What uses of the LADOC building are not allowed?*

- Regular escort of non-LADOC members or LADOC members who have chosen not to qualify for building use for personal training
- Any private enterprise by a LADOC member that has not been approved by the Board
- Rental of the building by professional dog trainers

*Who may use the building for personal training during a given calendar year?*

- All lifetime members
- Any regular/family member who certifies at the beginning of the year in their membership renewal form that they will meet one of the following requirements for building use: (1) Teach at least one class; (2) Assist at least one class; (3) Serve as officer or board member; (4) Serve as building manager, registrar, web master, or other LADOC service position of equivalent value as approved by the Board; (4) Pay the building use member fee of \$300
- Any provisional member after they have completed one of the above requirements for building use

*Scheduling:*

- Class are scheduled by LADOC's Director of Training
- Use of the LADOC building by another organization is requested through email or phone call to the LADOC Board or Building Manager
- The Board or Building Manager will provide at least 48 hour notice to the membership when the building is reserved for another user
- Use by LADOC members for personal training does not require notification to the membership, but it is a courtesy to let others know

## **Instructors**

*Qualifications*

To teach a LADOC class that is open to members of the public, an instructor must have the following qualifications:

- Must have assisted at least 3 public LADOC classes (puppy kindergarten or basic manners)

- Must teach at least 1 public LADOC class with an experienced LADOC instructor as an assistant

### *Instructor Benefits*

- Qualified instructors who instruct at least one LADOC class in a calendar year do not have to pay annual dues in the next calendar year.
- Upon presentation of a receipt, qualified instructors may be reimbursed up to \$50 per year for attendance at a seminar or class involving dog training techniques or instruction techniques.
- Class instructors receive a free class for every six class sessions taught for LADOC within a calendar year. The free class must be redeemed within 12 months.

### **Class Refunds and Discounts**

- Class participants that withdraw prior to the first class can get a full refund. After classes start, partial or full refunds are made at the discretion of the LADOC board of directors. A class participant must notify his or her instructor or the LADOC registrar to withdraw from a class.
- Shelter dogs enrolled for their first class with LADOC, and students (high school, college, and graduate school) can receive a 30% discount on class fees.

### **Financial Management**

- Board will appoint an audit committee of at least 2 LADOC members who will spot-check expenses against receipts with the current Treasurer by the beginning of March of each calendar year
- Treasurer will produce an annual report of current account balances, past year income by category, and past year expenses by category at the end of each calendar year

### **Records Management**

Suggested records to keep:

- County Contract
- Bylaws
- Policies
- Annual Reports
- Tax ID # and PRC Nonprofit Corporation #
- List of qualified instructors
- Electronic copies of meeting minutes