

# AKKAOA's OPERATING PROCEDURES AND GUIDELINES

## Section 1. OBJECTIVE:

In addition to the Bylaws and Constitution, the objectives of AKKAOA shall be:

- a. generate breed specific educational material for UKC Judges, owners and breeders, accessible on the website, handouts and by computer disks.
- b. poll members from time to time as to any health issues that they may have encountered with their dogs, and the publishing of a list or brochure from the collected information, including clinical signs, methods of diagnosis, age of onset, mode of inheritance, potential treatments and prognosis when the information is known.
- c. encourage and support making the AKK a total dog, i.e. by participating in conformation, obedience, agility, Rally-O trials and other events such as fun matches, flyball, SAR and pet therapy;
- d. encourage new and longtime members to take leadership roles in the club by asking them to volunteer to serve as board members, officers, and committee members;
- e. educate members through the Association's newsletter, flyers, emails, the official website, and selective mailings to the membership;
- f. be known as an active UKC licensed club having successfully hosted several UKC licensed events; including one National AKK Specialty show each year;
- g. host the Association's Annual In-Person membership meeting in accordance with the Association bylaws;
- h. promote registration and de-registration (turning in of properly registrations of deceased AKK to the UKC) of individual dogs and litters with UKC;
- i. promote and maintain an Alaskan Klee Kai Rescue Group, for rescue, fostering, rehabilitation and re-homing.

## Section 2. CURRENT BOARD OF DIRECTORS (2008)

President – Lo Binkley

Past-President (Ex-Officio Board Member) – Tammy Martin

Vice President – Carolyn Zinsser

Secretary – Rahe Clancy

Membership Secretary – Sharon Hari

Treasurer – Patty Ramsburg

Director – Fran Morano

Director – Patricia Zengel

### Vice President's Responsibilities:

- Assist the President with maintaining the Operating Procedures and Guidelines.
- Serve as Liaison between AKKAOA's BOD and UKC on official matters that we need clarification or guidance (June and September 2004)

### Secretary's Responsibilities:

- Prepare, print and mail official Association ballots.
- Send out sympathy cards and/or notes.

### Membership Secretary's Responsibilities:

- Contact the Lifetime Members each year to assure that the Association has current information on them just for our files.
- Update membership application form as needed.

- Submit any new membership application form to the webmaster
- Send updates, changes, and new membership information to the Newsletter Editor on the 15<sup>th</sup> of even numbered months, also once a year inform the Editor of the totals of each level of membership for publication;
- Notify the webmaster of any updates to the membership and breeders directory on the website
- Maintain, print and mail out the Association's directory, after February 1<sup>st</sup> each year.
- Send to the Treasurer the membership dues payments and donations monies, also inform the Newsletter Editor of the donations (who and where they wanted the donation to go).
- Send copies of the membership applications to the AKK breeders in good standing once a year to put with their puppy packets for new owners.
- Order the pocket calendars to send with the membership cards, as a thank you gift to members.

#### **Treasurer's Responsibilities:**

- Purchase flowers for any AKKAOA member that passes away, make donations in the name of any member who has passed away and/or make donations to any Organization approved by the Board.

### **Section 3. OPERATING PROCEDURES**

#### **NEWSLETTER:**

Information must be submitted to the Newsletter editors in writing or via email. The deadline is determined by the Newsletter editor.

Club members are responsible for submitting their own show results to the Newsletter editor, preferably in writing.

No editorials or political statements may be printed in the Newsletter or on the website.

**TAGLINE:** We use "AKKAOA – The Original AKK Breed Club" as our tagline. (January 2004)

### **Section 4. GUIDELINES**

#### **AWARDS PROGRAM**

Junior membership will have the following benefits:

Free entry fees to any AKKAOA sponsored conformation, by presenting their current membership card at the registration Desk on the day of the show, or sending a copy for Pre-entries; (December 2006)

Reimbursement of half of their performance entry fees, such as agility or obedience, if a qualifying run at the trial was accomplished. (December 2006)

The Gail Compton Sportsmanship Award: Implemented at the 2<sup>nd</sup> AKK Specialty Show in Lexington, KY. This traveling award is selected by those exhibitors in the Specialty and the traveling plaque will reside with the winner for one year, after which will be replaced with a personal plaque in the winners name. (June 2004)

The Showmanship Award: Implemented at the 2<sup>nd</sup> AKK Specialty Show in Lexington, KY. This award is selected by the Judge from amongst all of the exhibitors in the Specialty and the winner receives a personal plaque.

#### **MEMBERSHIP INCENTIVES:**

A dues discount is given to the person who brings in members. This discount would be \$2 off of 2007 dues to members for each member they bring in, with a cap of \$25 for family membership and \$20 for individual.

**GUIDELINES FOR ADVERTISING ON AKKAOA WEBSITE: (January 2007)**

Members who wish to place ads on the AKKAOA website for items they have crafted are encouraged to do so with the following guidelines:

The member is required to submit the item or a picture and description of it to the AKKAOA Board, along with the asking price for the item, for approval. Approvals will be at the discretion of the AKKAOA Board.

If the Board approves the item for advertising on the website, a flat monthly fee will be charged based on the selling price of the item. The fee will be collected quarterly and will be due on Jan. 1, April 1, July 1 and October 1. The ads will be placed on the website on the 15<sup>th</sup> of the month in which the fee is paid and will run until the 14<sup>th</sup> of the month the next fee payment is due. Fees will be paid to the AKKAOA Treasurer and must be received by the due date for the ad to be placed on the website.

<u>FEE DUE</u>	<u>AD WILL RUN FROM-TO</u>
Jan 1	Jan 15 – Apr 14
Apr 1	Apr 15 – July 14
July 1	July 15 – Oct 14
Oct 1	Oct 15 – Jan 14

**Fee schedule:** Fees will be payable quarterly. If the seller requests that the ad be removed from the website before the end of the quarter, the ad will be removed, but there will be no refund.

<u>SELLING PRICE OF ITEM</u>	<u>QUARTERLY FEE</u>
\$.01 to \$25	\$15
\$26 to \$50	\$25
\$51 to \$75	\$35
\$75 to \$99	\$45
Over \$100	\$50

**Ad Content:** The ads must be brief and contain no more than a 25-word basic description of the item and the selling price. A photo may be included but if there are several items, please group them into one photo. Contact name, address, E-mail, etc. are not considered part of the 25-word description.

**Disclaimer:** All negotiations are between the buyer and seller only and AKKAOA holds no responsibility whatsoever for the quality, payment or receipt of such items.

**WEBSITE**

- Website Manager Guidelines: (Approved January 2007)
  - \* An average of 10 items will be submitted per month.
  - \* Items will be submitted for the website on the 1st and the 15th of each month.
  - \* Items need to be posted to website within 14 days of submission.
  - \* If an error on the website, such as a link not working properly needs to be fixed within 48 hours of notification of problem.
  - \* The format of submitted material for publication on the website should be one that is commonly used.

**Website Link:** A link to Perfectly Pampered Pets link on our website, (August 2005)

**Website Link:** Factor VII Database Website (April 2006)

**GoDaddy.com:** AKKAOA's website carrier. Approved two year subscription effective October 2006 (August 2006)

**AKKAOA LOGO USAGE GUIDELINES: (January 2007)**

1. The Alaskan Klee Kai Association of America, Inc. (AKKAOA) holds all proprietary rights to the AKKAOA logo as illustrated here. No changes may be made to the content or color of the logo except as noted here:
  - a. The logo may be printed in all black if the entire document is printed in all black ink with no color.
  - b. The logo must remain intact except that minor modifications may be made for patches or other club paraphernalia used for AKKAOA-sponsored events, subject to approval by the AKKAOA Board of Directors.
  - c. If the logo is modified as stated above, the dog, star and the mountains must remain intact, and the lettering, "Alaskan Klee Kai Association of America," must be shown on the item. It is not necessary to include "Alaskan Huskies in Miniature."
2. Use of the AKKAOA logo is strictly controlled by the AKKAOA Board of Directors. Persons wishing to use the logo in any way must first submit a written request to the AKKAOA Board for approval. The request can be sent to the AKKAOA President or Secretary by E-Mail or by regular mail.
3. The request should include the name of the person who intends to use the logo, how it is going to be used, and the purpose of such usage. If it is to be used on items to be sold, details of the sale of such items must be given. This should include a description of the item, selling price and photo of the item indicating where the logo will be placed.
4. The AKKAOA Board meets once monthly on the 4th Wednesday of the month. Any request for use of the logo must be received by the President or Secretary by the 3rd Wednesday of the month to be included on that month's agenda for approval. If received after the 3rd Wednesday, the request will be considered at the following month's Board meeting.
5. The AKKAOA Secretary will notify the requestor of the outcome within five days of the meeting. Should the meeting be cancelled for any reason, the Secretary will inform the requestor.
6. The AKKAOA Board of Directors has the right to refuse requests for use of the logo.
7. Subject to approval by the AKKAOA Board of Directors, the logo may be used on stationary, newsletters, trophies or any items that may be produced or distributed for the purpose of advertising the Alaskan Klee Kai breed, the Association, and/or fund-raising for AKKAOA.
8. No unauthorized use of the logo is permitted, with the following exception: Members of AKKAOA in good standing may use the logo without pre-approval on websites, kennel ads, business cards, stationery, etc. The logo may not be altered in any way except to add the words "Member" or "Proud Member" or "Proud Supporter of AKKAOA" above or below the logo as illustrated here.
9. **Disclaimer:** AKKAOA holds no responsibility whatsoever for the quality, payment or receipt of items offered for sale bearing the AKKAOA logo, nor for any contractual agreements made with members



displaying the logo. However, we request that any misuse of the logo or misconduct by persons displaying the logo be reported immediately to the AKKAOA Board of Directors.

### **LOGO USAGE PERMISSION GRANTED**

Board granted approval for Lenor Knapp to use the AKKAOA logo on a quilt she is making and wishes to raffle off (proceeds donated to AKKAOA) at the reunion this year. (March 2003)

Board granted approval for Linda Spurlin to use the AKKAOA logo (November 2006)

### **Section 5: AMENDING OPERATING PROCEDURES AND GUIDELINES**

**Proposing Amendments:** Amendments to the Operating Procedures and Guidelines may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by 10 percent of the membership in good standing. Amendments proposed by such petition shall be promptly considered by the Board of Directors and must be submitted to the membership for their approval by the Secretary with the recommendations of the Board of Directors.

**Publishing Proposed Amendments:** The Secretary will make the Amended Procedures and Guidelines available to the membership, along with directions for voting either approval or disapproval of the proposed amendments at the annual meeting.

**Voting Procedures:** Proposed amendments to the Operating Procedures and Guidelines may be voted on by the membership at the Annual Membership meeting, at which a quorum of 10 percent of the membership is required for voting to take place. Approval by 2/3 of those members who are present and are members in good standing shall constitute approval of the proposed amendments to the Operating Procedures and Guidelines.

Alternatively, the Amended Procedures and Guidelines can be mailed to the membership, along with the instructions on how to vote their approval or disapproval of the proposed amendments. This can be done at any time set forth by the Board of Directors. The ballots or vote sheets shall be returned, counted, and results announced to the membership. A favorable vote of 2/3 of the members in good standing who return valid ballots or vote sheets within the specified time limit shall be required to effect such a proposed amendment.

**Certification.** We hereby certify that the foregoing Operating Procedures and Guidelines, consisting of 5 pages, including this page, constitute the Operating Procedures and Guidelines of the Alaskan Klee Kai Association of America, duly adopted by its Board of Directors by mail in vote on May 1, 2007, the same day as the C & BL were duly adopted.