

**Supplemental Policies and Procedures
Of
Emerald Dog Obedience Club, Inc.
Revised August 1996
Amended September 20, 2000
Revised November 29, 2001
Revised March 18, 2009**

The following Policies and Procedures may from time to time be changed by a vote of the membership. This document is to be distributed with the Constitution and By-laws to prospective members.

Membership Policies and Procedures

1. Dues for the current year as stipulated by membership vote at the annual meeting are:

\$25.00 for Individual or Family Membership types
\$15.00 for Associate Membership

2. Membership Dues will not be prorated.
3. Persons who have submitted membership application to the EDOC board may enroll in a training class with payment of the reduced rate new member-fee only if applicant has complied with all requirements as stated on the membership application.
4. Associate members are not eligible for reduced-fee obedience classes
5. An Associate member may transfer to Individual or Family membership status. If the transfer is before July 1 additional, dues to equal that paid by Individual or Family membership will be paid with transfer request. If request is after July 1, no additional assessment will be made. An Associate must complete the application process, as would a person applying for Individual or Family membership but note that this is a status transfer.
6. Inactive members may be excluded from privileges of the club.
7. Active member status is earned by the member attending no less than 2 meetings in the previous year, and by volunteering per the list of Volunteer positions listed in "Duties and Privileges of EDOC Members" document at least twice during the previous year, or by any combination sufficient to constitute four activities demonstrating commitment and support of the Club.

Training Classes

Fees for classes will be set by the Training Director with board approval prior to the start of class session. Class fees will not be prorated. A student may enter a class late with instructors consent.

Tracking Classes

Fees for classes will be set by the Tracking Coordinator with board approval prior to the start of class session. Class fees will not be prorated. A student may enter a class late with instructors consent.

EDOC Expense Reimbursement Policy

Members who incur expenses while carrying out the work of the club will be reimbursed upon presentation of written receipt to the Treasurer. Reimbursement for an individual item over \$25 must receive Board approval prior to incurrence of the expense.