



Member Handbook

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KENNEL CLUB™

The Dallas Agility Working Group (DAWG)
is a 501 (c)(3) non-profit organization
dedicated to the sport of dog agility.

Established in 1985, DAWG promotes dog agility
through training, competition and demonstrations.

**Originally compiled by Elizabeth Armstrong and Elizabeth Evans.
Revised January 2008 by Valerie Evans.**

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A Brief History of Agility and DAWG

The Sport

Dog agility was invented in Great Britain during the late 1970s as entertainment for the prestigious Crufts dog show. In 1985, Kenneth Tatsch attended Crufts and witnessed the agility exhibition. Mr. Tatsch is responsible for bringing agility to the USA, and founding United States Dog Agility Association (USDAA) in 1986.

Agility is a sport open to any dog—purebred or mixed. Working as a team, the dog and handler race against the clock to complete an obstacle course that consists of jumps, tunnels, A-frames, teeter-totters and more.

Dogs beginning agility training should have a basic understanding of obedience commands, including “sit,” “stay,” “come,” and “down.” They should be evaluated by a veterinarian to ensure they are in the physical condition necessary for the rigors of the sport.

The Rules

There are several organizations that sanction agility competition in the USA:

United States Dog Agility Association (USDAA)
American Kennel Club (AKC)
United Kennel Club (UKC)
North American Dog Agility Council (NADAC)
Australian Shepherd Club of America (ASCA)

Each organization sets its own rules, although there are some similarities:

- Dogs must meet a minimum age requirement in order to compete.
- The height each dog must jump is determined by the height of the dog at the withers (shoulder).
- Each organization offers competition at successive levels of achievement.
- While treats and toys may be used for motivation during training, they may not be used in the competition ring.

Most organizations post their complete rules on the Internet.

The Club

- A group of agility enthusiasts came together in 1985 to form Dallas Agility Working Group (DAWG)—one of the first agility clubs in the United States.
- The Club’s mission was to promote the sport, and sponsor competitions.
- In 1991, the club adopted a Constitution and By-Laws.
- With the establishment of the USDAA, DAWG became the organization’s first registered club.
- DAWG was instrumental in defining the groundwork for American Kennel Club (AKC) agility program in 1995.
- DAWG continues its mission to promote agility by holding USDAA and AKC trials, clinics, and training classes; participating in demonstrations; and publishing its own monthly newsletter, The Scoop.
- In short, DAWG is a group of people with two things in common—the love of dogs and agility.



DAWG's original logo was designed in 1985 by Sue Henry.

Member Benefits and Expectations

Membership Levels and Annual Dues

Complete Member and Dues criteria are outlined in By-Laws Article I, Sections 2 and 3 on page 19.

Active/Family	\$ 75
Active/Individual	\$ 50
Corresponding	\$ 15

Active Member Benefits

- Voting privileges
- Eligibility for Board & Chair positions
- Use of regulation training facility & equipment
- Free or low-cost training classes, seminars, fun matches
- The Scoop*—an informative and entertaining monthly newsletter highlighting club activities, trial schedules, member achievements, meeting minutes, and more
- Library access: agility books, tapes and magazines
- Annual agility title plaque(s)
- Discounts on entry fees and merchandise as deemed appropriate by the Board and/or Trial Committees
- Holiday party
- Monday Nite Thang—periodic informal gatherings at training property to share training ideas and fellowship
- Web site containing club activity and contact information at **www.dawgagility.org**
- Club-hosted Yahoo!® group for agility-related online discussions at **<http://groups.yahoo.com/group/DAWG/>**
- Friendship with people of similar interest
- Rewards for top achievers in Membership Service Hours (see page 5)

Active Member Expectations

- A minimum 20 service hours per year to the club (track hours and report to Membership Chair by end of year)
- Work at least two (2) trials per year: Spring AKC–March, Spring USDAA–April, Fall USDAA–October, and Fall AKC–November
- Attend at least two (2) membership meetings per year
- Support the club in other functions: Fun Matches, Demonstrations, Workshops, Seminars, Meeting Hosts, Training, Maintenance, etc.

Active Member Rewards

In order to thank our Active Members for their valuable time spent promoting our sport, the Membership Chair manages a rewards program.

- 20 hrs. \$10 Gift Card or equal valued gift
- 50 hrs. DAWG hoodie or sweatshirt; \$20 Gift Card; or \$20 DAWG Dollars
- 100+ hrs. Embroidered stadium blanket (not available to general membership);
 or \$40 Gift Card; or \$40 DAWG Dollars

In addition, the top 5% will have their dues comp'ed for the following year.

Corresponding Member Benefits

- The Scoop—an informative and entertaining monthly newsletter
- Annual achievement certificates
- Holiday party
- Web site containing club activity and contact information at
www.dawgagility.org
- Club-hosted Yahoo!® group for agility-related online discussions at
<http://groups.yahoo.com/group/DAWG/>

DAWG Dollars

DAWG Dollars were first created in the late 1990s with the purpose of rewarding instructors in the training program in appreciation for their volunteering, and are not meant to in any way reflect the current market value of their services.

Later, DAWG Dollars were established to show appreciation to Trial Chairpersons, Trial Secretaries and Chief Ring Stewards. It was determined that these jobs proved distracting enough to compromise one's ability to focus and compete at their best. DAWG Dollars, in this instance, offset the loss these volunteers might experience during that particular event. (Note that although in recent years DAWG has hired professional Trial Secretaries, any member who wishes to volunteer their services for this trial committee position would be rewarded in DAWG dollars.)

DAWG Dollars issued as reward for volunteers as Chief Ring Steward, Trial Chairperson or Trial Secretary (when applicable) will be valued at 80 DD.

DAWG Dollars can be used for prizes, donations to dog-related charities as fundraising items, early entry rewards and more.

Because they need to be tracked the same as cash to monitor club expenditures, DAWG Dollars can be issued only by the club Treasurer, and only with prior Board approval.

The Training Director or Trial Chairperson can notify the Treasurer when it is appropriate to issue DAWG Dollars for instructors or trial committee positions. Request for any other use may be made to the Board at any time from any member.

DAWG Dollars can be used for dues, entry fees, class fees and merchandise. Simply include them when submitting payment for any of these things. **DAWG Dollars are not transferable.**

DAWG Dollars **expire two years from date of issue.** If, after a DAWG Dollar certificate is presented for redemption, an unused balance exists, that amount will be re-issued with the **same expiration date as the original.**

Questions regarding DAWG Dollars should be directed to the Treasurer.



Member Service

Your active participation is at the heart of what makes our club vital and enjoyable. As a member of DAWG, you can enhance your participation in agility by serving as one or more of the following:

- ___ **Board of Directors:** President, Vice President, Secretary, Treasurer, Member-at-Large.

- ___ **Standing Chairpersons:** Newsletter, Librarian/Historian, Demonstration, Membership Chair, Public Relations, Training Director, Equipment Manager, USDAA Liaison, AKC Liaison.

- ___ **Trial and Event Committees:** Chairperson, Secretary, Chief Ring Steward, Hospitality, Trophy, Equipment

- ___ **Meeting Host:** Host a meeting in your home or other facility. Choose location and provide refreshments. Contact a board member if you are interested.

- ___ **Training Program:** Train or assist instructors at DAWG classes. Chair a seminar, special training event, or Monday Nite Thang.

- ___ **Special Committees:** New opportunities develop throughout the year, and volunteers to serve on these committees are most often appointed at Membership Meetings. Equipment Repair events, Holiday Party, Volunteer of the Year Award Committee are among some of these opportunities.

- ___ **Other Opportunities:** Attend meetings, be a demonstration participant, contribute an article or help gather information for *The Scoop* (contact the editor for an assignment or offer your own suggestion), assist at trials as Chief Course Builder, Course Builder, Gate Steward, Check-in/Registration, Scribe, Timer, Scribe Sheet Runner, Leash Runner, Ring Steward (bar-setter, chute straightener), Scorekeeper.

- ___ **Vote!** As a member of DAWG, your voice is important to the choices your club makes. Please complete and return all club ballots and surveys. And attend meetings, where many important club decisions are made.

Trial Committee Job Descriptions

Trial Chairperson. (1 per event) Heads the Trial Committee and is responsible for overseeing the general operations of a trial.

- Files application for event
- Recruits other committee members and judges
- Determines, along with other committee members, which classes will be offered
- Locates and secures facility
- Manages vendors and concessions providers
- Applies for “Proof of Additional Insured” certificate required by event facilities.
- Applies for Committee DAWG Dollars through the Treasurer
- Be in attendance at trial in case of bench hearings

Trial Secretary. (1 per event) Key communicator between club and competitors.

- Generates and mail trial premium/test schedule
- Verifies area hotels that accept dogs
- Accepts entries and fees
- Produces catalog and sends confirmations
- Generates catalog and running order, check-in sheets
- Files necessary post-event paperwork for the sanctioning organization
- Be in attendance at trial in case of bench hearings

Chief Ring Steward. (1 per ring) Responsible for recruiting, scheduling and monitoring ring crew for the trial. In a two-ring trial, it is recommended that the two CRSs split the duties listed below, but each is responsible for monitoring their own ring throughout the trial, and finding worker to fill positions on the fly as needed:

- Sources volunteer groups when applicable to assist manning rings
- Generates and distributes lunch vouchers, and purchases worker gifts
- Creates schedule, and distributes to workers prior to trial
- Posts worker schedule at trial
- Be in attendance at trial in case of bench hearings

Recommended typical ring staffing:

1 per ring per day:	Chief Course Builders
1 per ring per class:	Gate Steward, Scribe Sheet Runner, Leash Runner, Timer, Scribe
3–4 per ring per day:	Course Builders
1–2 per ring per day:	Scorekeepers (USDAA or AKC w/FAST)
Ring Stewards:	3–4 per ring per class



Hospitality Chairperson. (1 per event) Arranges lodging and transportation for judges to and from airport/hotel/trial site. Provides snacks, and drinks for the judges and workers. Provides judges' gifts. Arranges Judges' Dinner(s).

Trophy Chairperson. (1 per event) Purchases budgeted prizes for first-place winners. Purchases ribbons before trial. Labels and distributes prizes and ribbons at the trial.

Equipment Manager. (1 per event) Arranges delivery of the equipment trailer to trial site. Must be available at the trial site for any equipment needs/repairs that may arise. Responsible for charging any electronics (walkie-talkies, electronic timing equipment, headsets, etc.) before the trial.

For their participation, Trial Chairperson, Secretary and Chief Ring Steward(s), receive \$80 DAWG Dollars to compensate for any classes they may miss, or not be fully prepared for, due to their responsibilities at the trial.



Ring Crew Job Descriptions

Chief Course Builder. Leads the set-up of new courses throughout the day using course-maps provided by judges. Must be aware when classes finish to promptly begin building the next course for that ring. Spatial awareness is a must.

Course Builder. Assists in moving equipment during course building. Directed by the Chief Course Builder. Must be aware classes end so that new course can be built promptly. Efficiency in course building can significantly affect how long a trial runs.

Gate Steward. Manages competitors at the starting line. Refers to running order/gate sheet, calls out competitor name, dog name, or armband numbers to confirm that they are present, and aware of their place in queue. Not a job for the shy. Must alert the scribe of absences, move-ups, or other changes in the order so that the Scribe may update the order of scribe sheets.

Check-in/Registration. Arrives early to assist competitors with the check-in process. Distributes catalogs and gifts, and assists with dog measuring.

Scribe. Records time, points and faults as indicated by the judge with hand signals or verbal indication during each team's run. Most judges will provide a quick primer as to the meaning of various hand signals before the class begins. Verifies scribe sheets are correct before each dog runs.

If a judge's signal is unclear, wait until that run is complete and clarify with the judge before the next dog starts. **IMPORTANT: Scribes must watch only the JUDGE at all times during each run—never the dog or handler.**

Timer. When using manual timing (stopwatches), this job requires full attention and no distractions, as focusing on the dog crossing the start line and finish line is critical. It is best for one person to time an entire class for consistency.

When using electronic timing (electronic eyes), the Timer should be familiar with how to program the system. The Timer should be at the ready to reset the system in the event an off-course or other circumstance stops the time prematurely.

The Timer is important in keeping the competition running efficiently, and will cue the next dog and handler by saying "ready!," or using the Stop/Go hand-held sign as soon as the judge and ring crew are ready to begin.

If the timing system fails to start when a team begins their run, the Timer should immediately blow a whistle to stop the run.

Scribe Sheet Runner. Delivers scribe sheets from the Scribe to the Scorekeeper. Requires continual walking during the class.

Leash Runner. Delivers leashes from start line to finish line. The runner should be as "invisible" as possible to the dog and handler at the start. Requires continual walking during the class.

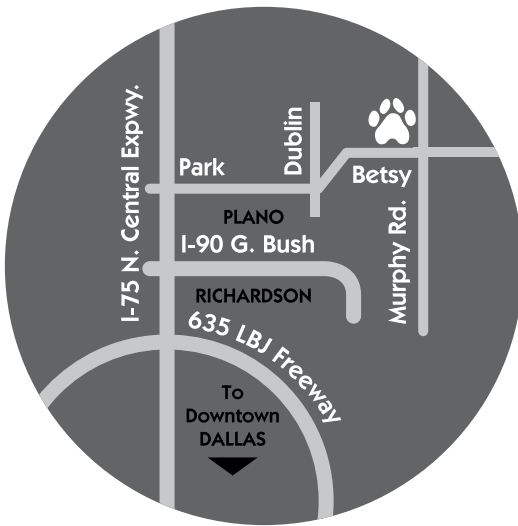
Ring Steward. (Also refers to Bar-setter and Chute-Straightener). Resets jump bars and adjusts tire jump, table and A-frame for height changes. Resets jumps when they are displaced by dogs. Judge will provide instruction before each class as to where Ring Stewards should be stationed on the course, and whether the bars should be reset during a run (example: a jump is taken twice during one run). Bars are never reset during a Gamblers run. If the course includes a collapsed tunnel, the chute must be straightened after each dog runs through it. Ring Stewards get a front-row seat to watch each dog run, as they must be attentive to what is happening in the ring at all times.

Score Table. Calculates scores based on the criteria of each classes. Computes placement results. Complete any other scoring paperwork required by the sanctioning organization.



Training Facility

LOCATION. The “Southpaw Training Facility” is a property leased by DAWG from the Southfork Animal Clinic. It is located in Murphy, Texas, just outside the eastern Plano border. Traveling north of Dallas, take I-75 north to Plano. Exit Park Blvd. (Exit 29A). Turn right (east) on Park Blvd. and travel approximately 5.5 miles. At the intersection of Park and Dublin Rd., Park Blvd. becomes Betsy Lane. Continue east on Betsy approximately 1 mile. The DAWG training site is on the left (north) side, just before the Betsy Lane/Murphy Road intersection. Proceed to the left turn lane in front of the clinic to U-turn east to reach the gate.



FACILITY ACCESS. Only Active Members are permitted to use the property for practice, and only when classes or other events are not in session. For a current class schedule, contact the Training Director; or refer to the club Web site (www.dawgagility.org) or *The Scoop*. Currently, Monday and Friday nights, and weekends are open for members to practice.

No member will be afforded exclusive privilege to the property at any time. No paid instruction is permitted other than authorized DAWG classes.

Active Members will be provided with the lock combinations for the entrance gate, equipment shed, and Port-o-let. Please do not give out the combination.

TRAINING EQUIPMENT. Active Members must demonstrate their dog's proficiency on each obstacle, and an understanding of safety rules before being allowed to use equipment without supervision. Except during fun matches, seminars and classes, only Active Members are allowed to use the training equipment.

PARKING. Do not drive in the course area, especially when the ground is wet. Please park on the paved circle driveway at the South Fork Animal Clinic when conditions deem it necessary. There is a pedestrian gate at the north end of the east fence line for you to enter the training property through.

ELECTRICITY/LIGHTS. The main electrical box for the property is located just inside the entrance gate. Open the door and flip the large double switch located on the top left. Then switch on all the others. Remember to turn them off by reversing these steps when you leave (individual breakers first, then the double-switch main breakers). The lights must be turned off by 10 p.m.

EQUIPMENT SHED. Home to chute tunnels, pipe tunnels, tunnel holders and bungees, sandbags, tables (legs and top), painted/wooden jumps, and broad jumps. Anything you take out of the shed should be put back in the shed when you are finished. Please remember that this equipment is for everyone to use. Treat it with care.

TRAILER. The competition equipment trailer is stored off-property. Access is restricted to board members, Equipment Manager, and show committees requiring access for hauling or loading equipment. No member or instructor is allowed access to the trailer to remove any equipment for practice.

TRAINING REFERENCES. A white 3-ring binder labeled "Courses" is located in the Library Cabinet in the equipment shed. It contains courses from past trials that members have contributed, which can give you ideas for things to work while you're there. Be sure to put the course maps and binders back when you are finished.

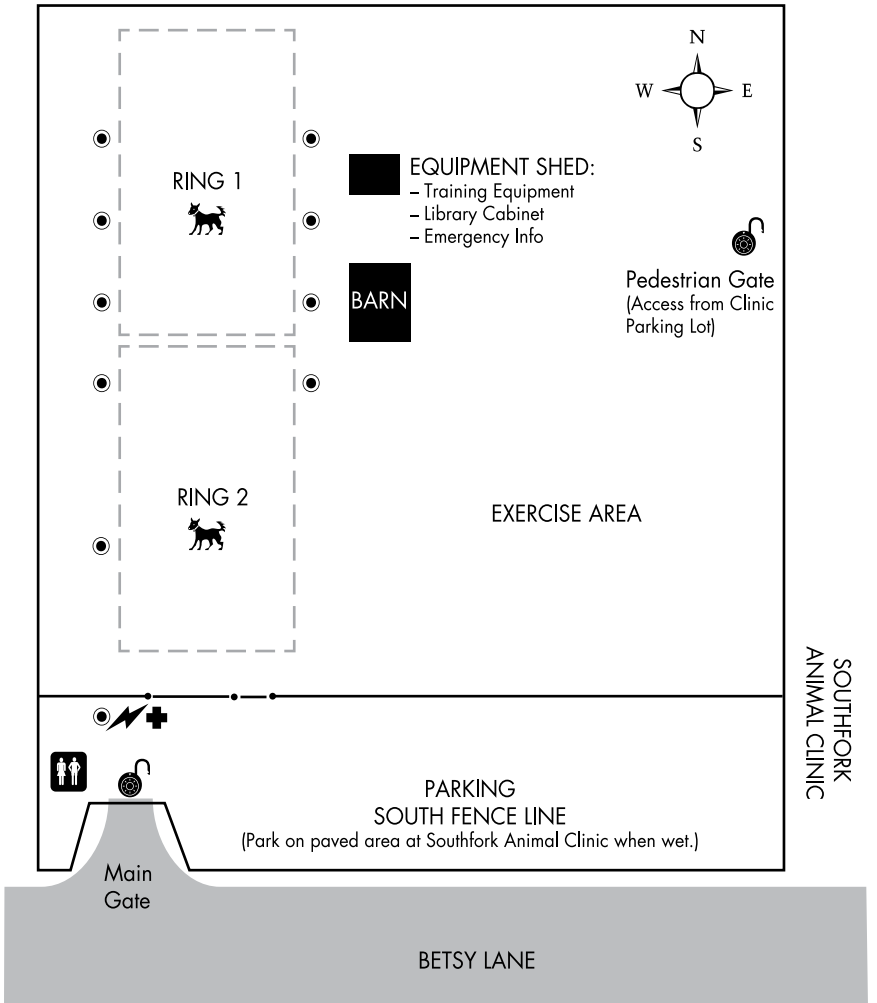
STOOP & SCOOP. Please remember to clean up after your dog at the property. Plastic bags are available on several of the light poles, as well as in the shed, but it is always a good idea to bring your own. Garbage cans are located on both sides of the lighted training field.

WATER. A water spigot is located at the east end of the north fence. Please use this source for water for your dog, dog pool, and irrigation. During dry, summer months, members are asked to set the timer on the water spigot, and the "Rain Train" sprinkler whenever practical.

LIBRARY. A collection of agility books, training guides and magazines are located in the equipment shed in the black metal storage cabinet. In it you will also find an index card box and pens.

The library operates on a self-serve system. To check out an item, remove the library check-out card from the pocket inside the cover of the book or magazine. Be sure to sign and date the check-out card and place it in the index card box.

Please return the item within 30 days. Check in an item by initialing and dating the item's card, replace it in the pocket and return the item to the cabinet. Direct any questions, comments or suggestions regarding library contents to the Librarian. Additional library items, such as video tapes and CDs, are available by request from the Librarian, and are often made available at meetings.

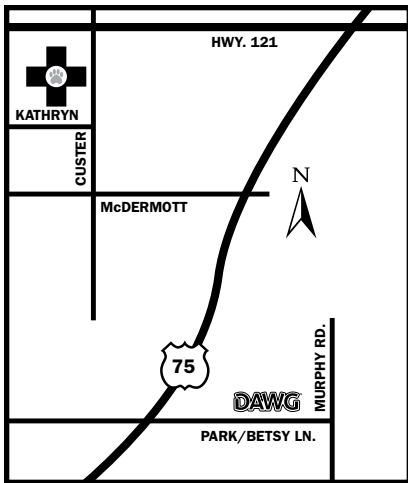


SAFETY. The property is enclosed with pipe fencing around the top and wire around the bottom, but a determined dog could get out. There may be horses in the pasture adjacent to the training facility. Please be aware, and keep control of your dog.

In case of injury or emergency, telephone numbers and maps are shown below for the nearest hospital and emergency vet clinic. This information is also posted by the main gate, and in the shed. Some first-aid items are stored in the shed. Members are encouraged to carry their own first aid kits and cell phones when using the property.

ANIMAL EMERGENCY

(Map not to scale)



South Fork Animal Clinic

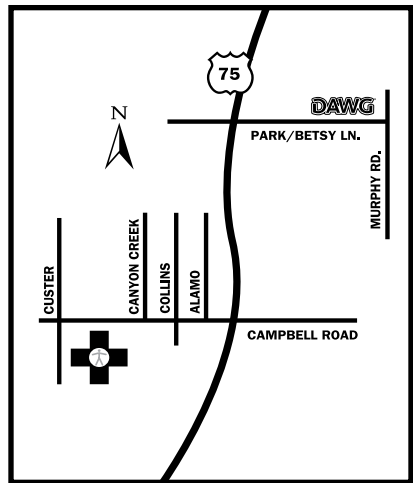
1101 Murphy Road (at property)
 Murphy, TX 75094
 972.424.2677
 Monday–Friday 8–5 pm
 Saturday 8–Noon

Emergency Animal Clinic of Collin County

10225 Custer Road (13 miles)
 972.517.7155
 Monday–Thursday 6 pm–8 am
 Weekend: Friday 6 pm–Monday 8 am

HUMAN EMERGENCY

(Map not to scale)



CALL 911!

Your location is 1101 Murphy Road,
 WEST pasture accessed from Betsy Lane.

Richardson Medical Center

401 W. Campbell Road
 (11 miles)

Training Program

DAWG offers agility training classes for those who just want to have fun with their dogs, and for those who are interested in competition. While members are given first priority, classes are open to the public, and serve as a means to recruit new members.

Classes are offered at reduced prices to DAWG members. Classes sessions run in 6-week increments. Classes cancelled due to rain or other circumstances are made up at the end of the session. Drop-ins are not permitted. Students must attend the first class of a session in order to continue in that session. Contact the Training Director for specific schedule information.

Before being admitted into the program, the Training Director or an instructor will schedule a dog evaluation during which the dog and handler will demonstrate proficiency of basic obedience commands. At this time, the owner must show proof of current vaccinations, sign a waiver, pay a deposit (half of class fee—balance due at first class of session.) Dogs must also be in sufficient physical condition to handle the rigors of the sport.

Classes

Agility Basics. This class is 80% obedience and handling skills pertinent to agility and 20% introduction to a few of the basic obstacles. No contact obstacles or sequencing is done in this class. Dogs and handlers must pass a skills test that includes 1 minute sit/stays and down/stays, recalls, and basic handling maneuvers in order to move on to the next class. All work is done on-leash.

CLASS FEE: \$15 FOR MEMBERS, \$60 FOR NON-MEMBERS

Starters. At this level, dog and handler teams will begin building their agility skills. Sequencing is strengthened and dog attention, focus, drive and responsiveness are developed. Timing, body language, basic courses and handling strategies are introduced and developed. Trial etiquette and procedures are discussed as teams prepare to enter the world of agility competition.

CLASS FEE: \$15 FOR MEMBERS, \$60 FOR NON-MEMBERS

Intermediate. At this level, the development of teamwork between dog and handler is stressed. Dog and handler teams begin distance and directional work. Handler timing and body language skills will be further refined. Basic courses and handling strategies are introduced, as well as proper trial etiquette and procedures
CLASS FEE: \$15 FOR MEMBERS, \$60 FOR NON-MEMBERS

Advanced. This class will further develop the dog and handler team. Agility competition games are introduced at this level as well as refining the skills of the team. Course handling strategies are explored in greater depth and the mysteries of course walking are revealed.
CLASS FEE: \$15 FOR MEMBERS, \$60 FOR NON-MEMBERS

Masters. Offered for those teams who have exhibited proficiency/ability in higher levels of competition. Focus is placed on developing trust in the dog/handler team, distance work, handling techniques and course strategies.
CLASS FEE: \$30 FOR MEMBERS, \$60 FOR NON-MEMBERS

Instructors

Classes are taught by experienced club members and guest instructors who exclusively use positive reinforcement methods—including treats, toy, and lots of praise. If you are interesting in helping teach classes to help introduce and develop others in our sport, please contact the training director.

As thanks for their time and energy, each instructor receives **60 DAWG Dollars per six-week session taught.**

DAWG instructors are reimbursed for **Red Cross Pet and Human First Aid Courses.**

DAWG instructors are eligible for reimbursement for **one agility-related seminar per calendar year.** Seminars must be pre-approved by the Board, and reimbursement applies to auditing fees only. Instructors can elect to pay the balance themselves if they wish to participate with their dog. Travel and expenses are excluded. Instructors will be required to file copies of their notes and instructional materials in the DAWG library, and may be asked to make a presentation at a membership meeting.

Constitution

ARTICLE I

Name and Objectives

Section 1. The name of the club shall be the Dallas Agility Working Group, Inc hereinafter referred to as "DAWG."

Section 2. The Dallas Agility Working Group is a trial-giving, non-profit organization that is committed to the promotion and development of dog agility without regard to breed, pedigree, Kennel Club registration by:

1. Stressing safety, sportsmanship, and camaraderie;
2. Developing competition-ready handler/dog teams and conducting USDAA-style agility trials.
3. Promoting/owner recreation, exercise, and companionship while demonstrating responsible pet ownership; and
4. Bringing the pleasure of agility to the general public through demonstrations for entertainment and public service.

Section 3. DAWG shall not be conducted or operated for profit, and no part of any profits, residue from dues or residue from donations to DAWG shall inure to the benefit of any member or individual.

By-Laws

ARTICLE I

Membership

Section 1. Eligibility.

Membership shall be open to anybody who subscribes to the objectives of this club, and shall be open to all handler/dog teams without regard to the breed, pedigree, or eligibility of a dog for registration.

No handler/dog team shall be excluded from membership based on the breed, pedigree, or eligibility of a dog for registration.

Section 2. Types of Membership.

There shall be three (3) types of memberships available.

- 1. Individual.** This membership is for individuals. This membership shall be given all rights and privileges as stated in the By-Laws. This membership allows one (1) vote.
- 2. Family.** This membership is available to family members. This membership shall be given all rights and privileges as stated in the By-Laws. This membership allows two (2) votes.
- 3. Corresponding.** This membership is available to individuals who may not be able to train or meet with the club, but wish to be on the club mailing list. This membership provides no rights or privileges nor voting privileges as stated in the By-Laws.

Section 3. Dues.

Dues for each type of membership shall be recommended by the Board of Directors and voted on by the membership at the Annual Meeting. Dues may be paid in full on or before the first day of January of each year or be paid semi-annually, on or before the first day of January and the first day of July of each year. Any individual/family who is elected to membership after the 30th day of June shall be assessed a pro-rated due. No member shall be eligible to vote whose dues are

not paid for the current period. Corresponding members shall pay a flat rate to be determined each year by the Board of Directors.

Section 4. Election to Membership.

Each applicant for individual or family membership shall apply on a form as approved by the Board of Directors, which shall provide that the applicant agrees to abide by the By-Laws and rules of the club. The application shall carry the endorsement of one (1) club member. The prospective member shall submit the application and the dues for the current year to the Secretary. The Secretary shall read the application at the next scheduled meeting, at such time the general membership shall vote upon the applicant. To vote upon membership, a quorum of the eligible members must be present and a majority of those present voting yes shall constitute acceptance of the application to membership. The Secretary shall inform the applicant of the membership's vote. Applicants may attend the scheduled meeting but shall not be present during the voting session.

Section 5. Termination of Membership.

Memberships may be terminated, with no fees, dues, or monies refunded, in the following ways:

- 1. By Resignation.** Any member, in good standing, may resign from DAWG, except if the member is in debt (including owing current dues) to the club;
- 2. By Lapsing.** A membership be will considered as lapsed and automatically terminated if such member's dues remain unpaid sixty (60) days after the first day of January and July. In no case may a person be entitled to vote at any club meeting, if dues are unpaid as of the date of that meeting. Those members whose dues are in danger of lapsing must be notified via written notice of this condition by the Treasurer. Members whose dues have lapsed must reapply for membership as stated in Article I, Section 4 of these By-Laws.
- 3. By Expulsion.** A membership may be terminated by expulsion as provided in Article VI of the By-Laws.

ARTICLE II

Meetings

Section 1. Club Meetings.

Meetings of the club shall be held periodically as designated by the President. Notice to members of a club meeting may be done by mail, by notice in the club newsletter, or on club web site, by e-mail or any recognized method that will reach members. The membership is to be notified of the meeting at least two weeks prior to the meeting date. Members desiring to place on the meeting agenda shall submit their ideas no less than seven (7) days prior to the meeting. The quorum for such meetings shall be fifteen (15) percent of the members in good standing. (# of Active Members x .15 = Quorum)

Section 2. Board Meetings.

Meeting of the Board of Directors shall be held periodically as designated by the Board. A meeting of the Board of Directors shall be held before the Annual Meeting at a time and place agreed upon by the Board of Directors. Four members of the Board of Directors shall constitute a quorum of the Board.

Section 3. Annual Meeting.

The Annual Meeting of the club shall be held after the first day of October but before the first day of November for the purpose of nominations for the Board of Directors, Officers, and Standing Committee chairs.

ARTICLE III

Directors, Officers, and Standing Committee Chairs

Section 1. Board of Directors.

The Board of Directors shall be comprised of the following: President, Vice-President, Treasurer, Secretary, Immediate Past-President, and three At-Large positions, all of which will serve for a period of one (1) year. No two members of the same family shall serve on the Board of Directors at the same time. If, in the event, there are less than eight (8) members on the Board, the additional At-Large member(s) shall be elected. The general management of the Club's affairs shall be

entrusted to the Board of Directors. All members of the Board of Directors shall be elected and shall fulfill their positions as described in Section 2 of this Article, with the exception of the Past-President. If the Past-President chooses not to serve on the Board of Directors, that position shall be filled by an At-Large member. There shall also be a Training Director appointed by the Board of Directors who shall become a non-voting member of the Board of Directors with the following responsibility which include, but are not necessarily limited to:

A. Training Director. The Training Director shall be responsible for all training activities for the club. This person shall organize and schedule structured work sessions as well as select and train instructors for these sessions. The Training Director shall act as a clearinghouse for new training ideas as well as pursue new training ideas outside the club. The Training Director shall be responsible for initial contact for prospective students, set class size, with Board approval, and limit enrollment, as deemed appropriate, or in the students' best interests. This person shall be responsible for collecting all class fees and setting up future classes.

This section shall not be construed to prohibit the Board of Directors from appointing one of the At-Large members as Training Director, in which case, the Training Director shall vote as a member At-Large and have dual responsibilities afforded as the Training Director and as an At-Large Board member.

The Training Director will issue Certificates of Completion to students successfully completing Introduction to Agility and Beginners Classes.

Section 2. Officers.

The club's Officers shall consist of the President, Vice-President, Secretary, and Treasurer. The maximum length of time a person may hold an office shall be two (2) consecutive terms. The following descriptions of the positions shall include, but are not necessarily limited to:

- 1. President.** The President shall preside at all meetings of the club and shall have the duties and powers normally assigned to the office of President. The President shall have the right to call meetings, appoint Special Committees, and coordinate officers, committees, and Board.
- 2. Vice-President.** The Vice-President shall have the duties and exercise the powers of the President in the event of the incapacity of the President. This person shall assist the President in any manner which the President deems necessary.
- 3. Secretary.** The Secretary shall keep a written record of all meetings of the club and handle all correspondence directed to the club. The Secretary (or designee) shall compile and mail to all members a monthly calendar of events as well as maintaining a current master file of necessary business and legal forms used by the club. The monthly calendar of events may be included in the newsletter.
- 4. Treasurer.** The Treasurer shall collect and receive all monies due to the club and shall report to the members of the club, at every meeting, the condition of the club's financial status. The financial record shall be open to all members. The Treasurer shall account for all monies received and expended and report it at the Annual Meeting. The Treasurer shall also maintain a current master membership roster. The Treasurer will prepare a monthly income/expense summary for the Board's use. The Treasurer will monitor expenditures and report discrepancies to the Board.

Section 3. Standing Committee Chairs.

There shall be elections held to fill Standing Committee Chairs. These elections will be held concurrently with the annual elections. A candidate for a Board/Officer position, in the event the candidate is elected both positions, that person shall choose the position they intend to fill and the candidate which garners the second highest vote in the unselected position shall then fill the second position. These positions, describe as follows, may include, but are not necessarily limited to:

- 1. Public Relations Chair.** The Public Relations Chair shall be responsible for hand-outs, flyers, posters, or other printed material. The Chair shall also be responsible for all print and electronic media advertisement. Ordering of any club outerwear or signs, banners, etc., shall be done by this position.
- 2. Demonstration Chair.** The responsibilities of this position may be combined with those of the Public Relations Chair. The demonstration Chair shall be the first contact for all club demonstrations and coordinate the scheduling for these events. The Chair shall keep a master list of all dog/handler teams eligible for demonstrations and shall be responsible for selecting the participants in these events based on the format and expectation of the intended audience.
- 3. Newsletter Editor.** The Newsletter Editor will publish a newsletter which may include such items as training tips, USDAA, AKC and NADAC news, brags, introduction of new members, announcements, up-coming events, and other items of probable interest to club members. The frequency of publication will be recommended by the Board of Directors.
- 4. Equipment Manager.** The Equipment Manager will oversee the maintenance of agility equipment and keep a current inventory of all equipment. The Equipment Manager shall do regular inspections and notify the club as to the necessity of work parties or repairs as well as act as a clearinghouse for ideas and plans for new equipment.
- 5. Librarian/Historian.** This position may be separate or combined. The Librarian/Historian shall organize and maintain a bibliography of all agility-related print and video information and make materials available to members via phone contact, newsletter, and meetings. A club history shall be kept by this person regarding agility competitions, titles awarded, and other significant events in club history.

Section 4. Vacancies.

Any vacancy on the Board of Directors, Officers, or Standing Chairs during the year shall be filled in the same manner the position was originally filled. A vacancy replacement shall complete only the remainder of the year during which appointed/or voted.

ARTICLE IV

Club Year, Nominations, Elections

Section 1. Club Year.

The Club's year shall begin on the first day of January and end on the last day of December. The newly-elected Directors, Officers, and Chairs shall take office on January 1.

Section 2. Annual Election.

The election of the Board of Directors, Officers, and Standing Committee Chairs shall be conducted by written ballot in accordance with the provisions of this Article.

Section 3. Voting.

Voting shall be limited to those members in good standing who are present at meetings, except where written ballot shall be deemed necessary, such as the election of Board of Directors, Officers, and Standing Committee Chairs and changes and amendments to the By-Laws. Written ballots shall be sent to all voting members by mail. All ballots must identify the positions for which elections are being held, all candidates for each such position and, in the event that a candidate has elected to run for multiple positions, must explain the provisions of the fifth sentence of Article 3, Section 3 of the By-Laws. The secretary must receive hand-delivered ballots no later than fourteen (14) days from the date of the postmark. Mailed ballots must be postmarked no later than fourteen (14) days from original postmark. Voting by proxy shall not be permitted. The Board of Directors may decide to submit other specific questions for decision of the members by written ballot cast by mail.

Section 4. Nominations.

Nominations shall be accepted from the general membership at the

Annual Meeting. Candidacy is open to all Active members in good standing who are willing and able to fulfill the responsibilities and duties of the position for which they have been nominated. No member who has not been nominated may be a candidate. In the event there are no nominees for any position, the Board of Directors shall solicit candidates from the general membership.

Section 5. Election Results.

The results of the Annual Election shall be mailed by the Secretary to all members not more than thirty (30) days after all votes have been received and tallied.

ARTICLE V

Special Committees and Appointments

Section 1. Special Committees and Appointments.

The Board of Directors and/or President may appoint special committees to advance the work of the Club. These special committees and appointments may include, but are not necessarily limited to:

- A. USDAA Representative.** The USDAA representative shall establish and maintain communication between the club and USDAA. This position shall keep members informed of all USDAA activities and rule changes.
- B. AKC Representative.** The AKC representative shall establish and maintain communication between the club and AKC. This position shall keep members informed of all AKC activities and rule changes.
- C. Agility Trial Committee.** Trial committees are generally delegated responsibility for the coordination and conducting of individual trials.
- D. Volunteer of the Year.** This committee will solicit, review and make recommendations for the Volunteer of the Year award.

ARTICLE VI

Discipline

Section 1. USDAA or AKC Suspension.

Any member who is suspended from the privileges of USDAA or AKC shall automatically come under review by the Board of Directors for their actions. The Board of Directors shall then decide whether to pursue any further disciplinary action.

Section 2. Charges.

Any member may prefer charges against another member for alleged misconduct prejudicial to the best interest of the Club or the sport of agility. Written charges with specifications must be filed with the Secretary, who shall notify the Board. The Board shall meet and fix a date of the hearing not less than three (3) weeks or more than six (6) weeks thereafter. The Secretary shall promptly send one copy of the charges, together with the notice of the hearing and an assurance that the defendant may personally appear in his or her defense and bring witnesses, if so desired, to the accused member by registered mail.

Section 3. Board Hearing.

Both sides shall be treated uniformly in instances such as these. If the charges are sustained, after hearing all the evidence and testimony presented by the complainant and the defendant, the Board may, by a majority vote of those present, suspend the defendant from all privileges of the Club for a period of time not to exceed one (1) year, based upon the nature of the charge. The Board may also recommend to the membership disciplinary action or expulsion. In this case, the defendant has the right to appear before his fellow members at the ensuing Club meeting which considers the Board's recommendation. Immediately after the Board's decision, its finding shall be put in written form and filed with the Secretary, who shall, in turn, notify each party of the Board's decision and penalty, if any.

Section 4. Expulsion.

Expulsion of a member from the Club may be accomplished only at a meeting of a quorum of the entire membership following a Board hearing and upon the Board's recommendation as provided in Section 3 of this Article. Such proceedings may occur at a regular or special

meeting of the Club to be held within sixty (60) days but not earlier than thirty (30) days after the date of the Board's recommendation of expulsion. The defendant shall have the privilege of appearing in his own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Board's findings and recommendations and shall invite the defendant, if present to speak in his own behalf if he wishes. The membership shall then vote, by secret written ballot, on the proposed expulsion. A quorum vote of those present at the meeting shall be necessary for expulsion. If expulsion is not so voted, the Board's suspension shall stand.

ARTICLE VII

Amendments

Section 1. Amendments to the Constitution and By-Laws.

Amendments may be proposed by the Board of Directors or by written petition addressed to the Secretary, signed by a quorum 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 members with recommendation of the Board by the Secretary for a vote within three (3) months of the date when the petition was received by the Secretary.

Section 2. Vote Amending Constitution and/or By-Laws.

Except as provided in Section 3 of this Article VII, the Constitution and By-Laws may be amended by a two-thirds vote of the members present and voting at any regular or special meeting called for this purpose, provided the proposed amendments have been included in the notice of the meeting and mailed to each member at least two (2) weeks prior to the date of the meeting.

Section 3. Amendments Relating to Kennel Club Registration.

The Constitution or By-Laws shall not be amended to restrict membership in the Club to dogs registered with any breed registry or kennel club except by a ninety-nine hundreds vote of the members present and voting at any regular or special meeting called for such purpose, provided that any such proposed amendments have been included in the notice of the meeting and mailed to each member at least two (2) weeks prior to the date of the meeting.

Section 4. The Sue Henry Volunteer of the Year Award

The Sue Henry Volunteer of the Year Award will be awarded to a Special person who inspires others with his or her dedication to the goal of the Dallas Agility Working Group and agility in general, sets a positive tone, secures results and works to improve the organization without recognition. The award is open to all DAWG members except the President.

Nomination Criteria:

- A. Nominee has made a Contribution to the betterment of the Dallas Agility Working Group and agility in general.
- B. Should be "unsung," meaning that they have not received nor sought recognition for their efforts.
- C. Achievements should be over a period of time or for a Specific initiative during the nominated year.

Nominations for the Volunteer of the Year Award can be made by any member and should be received by December 10 of each year. Selection will be made by a Committee no later than January 1. A suitable award will be presented at the next general meeting.

ARTICLE VIII

Dissolution

Section 1. Dissolution.

The club may be dissolved at any time by the written consent of not less than a fifty (50) percent vote of the general membership. In the event of the dissolution of the Club, whether voluntary or involuntary or by law, none of the property of the Club nor any proceeds thereof nor any assets of the Club shall be distributed to any members of the Club, but after payments of debts of the Club, its property shall be sold to the highest bidder and assets shall be given to a charitable organization selected by the Board of Directors.

History of Officers

PRESIDENT

07-08 Valerie Evans
 05-06 Charles Venable
 03-04 Nancy Lane
 01-02 Jody Faulkner
 99-00 Elizabeth Evans
 97-98 Pat Horton (Corl)
 95-96 Katie Greer
 1994 Heather Smith
 92-93 Cheri Bush
 1991 Elizabeth Hezeau*

VICE PRESIDENT

2008 Shari Degan
 06-07 Jody Faulkner
 2005 Herb Blase
 2004 Heather Smith
 2003 Jason Piant
 01-02 Heather Smith
 2000 Dianne Eldredge
 98-99 Tev Brannan
 1997 Heather Smith
 1996 Becca Parsons
 1995 Karen Schimmels
 1994 Diane Carson
 1993 Jacquelyn Taylor
 91-92 (vacant)

SECRETARY

07-08 Becky Langevin
 2006 Valerie Evans
 2005 Shari Degan
 2004 Valerie Evans
 2003 Lisa Jarvis/Heather Smith
 2002 Pat Corl/Lisa Jarvis
 00-01 Elizabeth Armstrong
 98-99 Dianne Eldredge
 1997 Jill Whitwell
 95-96 Alisa Young (Romaine)
 93-94 Cindy Macklin
 1992 Katie Greer
 1991 Heather Smith*

TREASURER

2008 Jody Faulkner
 06-07 Herb Blase
 2005 Valerie Evans
 03-04 Herb Blase
 01-02 Susan Abrahamson
 99-00 Charles Venable
 97-98 Christy Rogers
 1996 Tev Brennan
 1995 Dianne Lentz (Eldredge)
 93-94 Patty Drom
 1992 Virginia Gilmore
 1991 Sue Henry*

MEMBERSHIP CHAIR

07-08 Cheri Bush-Soileau

TRAINING DIRECTOR

06-08 Ryan Lockard
 2005 Jamie Hastings/
 Ryan Lockard
 2004 Lisa Jarvis
 2003 Heather Piant
 99-02 Nancy Lane
 97-98 (vacant)
 1996 Adra Davis
 1995 Patty Drom
 1994 Katie Greer
 1993 Heather Smith
 1992 Sue Henry

MEMBERS AT LARGE

2008 Herb Blase
 Tina Cone
 Gail Parrigin-Clark
 Ryan Lockard
 2007 Tina Cone
 Gail Parrigin-Clark
 Heather Smith
 Emily Snider
 2006 Gail Parrigin-Clark
 Becky Langevin
 Marlene Petrocchi
 Heather Smith
 2005 Elizabeth Armstrong
 Jody Faulkner
 Nancy Lane
 Jo Unbehaun
 2004 Shari Degan
 Jody Faulkner
 Jo Unbehaun
 2003 Shari Degan
 Jody Faulkner
 Jo Unbehaun
 2002 Herb Blase
 Nancy Lane
 Jo Unbehaun
 2001 Tev Brannan
 Elizabeth Evans
 Jo Unbehaun
 2000 Tev Brannan
 Adra McCleskey (Davis)
 Heather Smith
 1999 Pat Corl
 Heather Smith
 Diedre Terry
 1998 Heather Smith
 Jo Unbehaun
 Jill Whitwell
 1997 Diane Carson
 Katie Greer
 Merlene Stiles
 1996 Larry Bates
 Dianne Lentz (Eldredge)
 Heather Smith
 1995 Patty Drom
 Becca Parsons
 Heather Smith
 1994 Paul Greer
 Diane Lentz (Eldredge)
 Karen Schimmels
 1993 Diane Carson
 Heather Smith
 Jo Unbehaun

*Served as acting official (unelected) prior to the adoption of club bylaws and constitution.



DALLAS AGILITY WORKING GROUP

Established 1985. Texas' Oldest Active Agility Club.