

**NATIONAL ASSOCIATION OF DOG OBEDIENCE
INSTRUCTORS, INC.**

ARTICLE I - MEMBERSHIP

SECTION 1. The members of the National Association of Dog Obedience Instructors, Inc. (hereinafter "Association") shall be those persons having met those qualifications for membership as required by the Association Bylaws and who are maintaining good standing by adhering to all other requirements of these Bylaws and the Association.

SECTION 2. Only those persons who qualify as Training Instructors as defined by the Association shall be considered for examination. A person, in order to qualify as a Training Instructor, must:

- A. Be able to convey to the person or persons he is instructing the purpose of the commands for and the motions necessary to perform the exercise being taught. He must be able to communicate with this pupil by words and/or be willing and able to demonstrate the exercise while handling the pupil's dog.
- B. Prove his ability to instruct people.
- C. Have an understanding of basic dog psychology, knowledge of breed instinct, temperament and trainability.
- D. Be flexible in teaching procedure with various types of dogs, being able to adapt his methods to each individual dog's need as well as the individual pupil's need.
- E. Be interested in continually improving his training and instruction techniques.
- F. Prove his understanding and ability to instruct the particular level of dog training in which he is applying for certification by the Association. A person making application for membership in the Association must first successfully complete the basic Certified (E) testing procedure before application can be made for any other current or future certification afforded to applicants and approved by the Board of Directors.
- G. Show a working knowledge of the rules and regulations governing performance events applicable to the certification.

SECTION 3. Application for membership shall proceed as follows:

- A. An application processing fee, determined by the Board of Directors at each annual meeting, must accompany all applications for membership. This fee is not refundable.

- B. Applications for membership and questionnaires must be presented on form(s) prescribed by the Board of Directors.
- C. A testing and processing procedure for applications for new members shall be determined by a majority vote of the Board of Directors.
- D. Applicants' names must be published in the Association newsletter allowing a 30-day comment period before the application may be voted on by the Membership Committee.
- E. After an application for membership has been processed and requirements by the applicant fulfilled, the application will then be acted upon by the Membership Committee by vote to accept or reject the applicant as a member. If not less than 2/3 affirmative votes are cast by the Committee, those voting affirmative being satisfied that the applicant has proved his understanding and ability to instruct that particular level of obedience work in which he is applying for certification, the applicant is approved as a member and is certified by the Association to instruct in obedience at the level approved for this member by the Membership Committee.
- F. Results of the action of the Membership Committee shall be sent to the individual applicant, and the approved applicant's name shall be published in the Association newsletter.

SECTION 4. The membership shall be classified as follows:

- A. An active member shall be a person eighteen (18) years or older who, having met the qualifications for membership as set forth in these bylaws, then becomes a member of the Association.
- B. A provisional member shall be a person who does not meet all the requirements for active membership, but who desires to join the association for its educational benefits and with the expectation of becoming an active member. Provisional membership shall be limited to three (3) consecutive years. This limit may be extended by one (1) year by a majority vote of the Membership Committee upon written request from the provisional member stating the reasons for such request. Applications for provisional membership shall be processed in accordance with Article I, Section 4. Provisional members are not entitled to vote or hold office in the Association and shall be subject to such other limitations as deemed reasonably necessary by the Board of Directors.

SECTION 5. Every member must accept and abide by the Code of Ethics adopted by the Association. Members will abide by the Continuing Education requirements as established by a majority vote of the Board of Directors.

SECTION 6. Retirement and life memberships shall be as follows:

- A. A member who retires from instructing shall retain all rights and privileges pertaining to membership.
- B. A Life Membership may be conferred upon an active member(s) in recognition for having actively and notably served the Association for a creditably long and sustained period of time. It is furthermore prescribed that a Life Member shall not be assessed dues but shall retain full membership rights, including the right to vote. A Life Membership shall entail no required duties but shall not exclude a Life Member from accepting such responsibilities as such member may feel capable of executing. Conferment of a Life Membership shall be approved by a majority vote of the Board of Directors.

SECTION 7. The Association may be composed of an unlimited number of members.

ARTICLE II -- DUES

SECTION 1. Annual dues shall be determined by a two-thirds (2/3) vote of the Board of Directors at their Annual Meeting and are payable in advance on or before March 1 of each year. During the month of January, the Treasurer shall render to each active member a statement of his dues for the ensuing year. Dues are considered delinquent after March 1, and are subject to a late fee as determined by the Board of Directors. Before April 1, the Treasurer will, by such means as approved by the Board of Directors, alert members whose dues are delinquent that their membership will be forfeited if their dues are not paid by May 1.

SECTION 2. Any member who has been dropped from membership because of failure to pay dues and desires reinstatement shall be required to reapply for membership on a form as prescribed by the Board of Directors. Reinstatement of a defaulted member shall be upon such terms or conditions as the Board of Directors shall prescribe by a majority vote.

ARTICLE III -- MEETINGS

SECTION 1. Meetings shall be called as follows:

- A. The annual meeting of the National Association of Dog Obedience Instructors shall be held during a weekend prior to May 31. The date and location shall be selected by the Board of Directors.
- B. Special Association meetings may be called at any time by the President and/or two-thirds of the Board of Directors. A special meeting must be called by the Recording Secretary if requested in writing by twenty (20) percent or more of the members in good standing. The request must state the reason for such a meeting, and the purpose for which the meeting was specifically called shall be conducted at a special meeting. The Recording Secretary shall be

responsible for sending notice of such special Association meetings.

- C. If notice is by mail, notice of each meeting shall be mailed to every member in good standing to his or her mailing address as last appearing on the records of the Association and such notice shall be mailed not less than thirty (30) days prior to the meeting. Notice may be given by news bulletin and shall state the time, date and place of the meeting. Notice of a special meeting shall state the purpose of the meeting.
- D. The quorum for annual or special Association meetings shall be 5 members in good standing.
- E. Each member certified by the Association who is in good standing shall be eligible to cast one vote on all issues brought to a vote. All issues brought to vote shall be decided by a majority vote unless a different vote is required by Robert's Rules of Order Newly Revised or these Bylaws. Proxy voting shall not be allowed at any meetings of the Association.
- F. Any member in good standing may submit a motion(s) for action at the annual meeting, provided such motion(s) is presented to and received by the Recording Secretary for presentation to the Board of Directors at least sixty (60) days or two (2) months prior to the date of the annual meeting, with reasons for presenting such motion(s). Any motion(s) thus presented must be published in the call for the meeting.

SECTION 2. Board of Directors Meetings:

- A. Regular meetings. Unless otherwise ordered by the Board, regular meetings of the Board shall be held monthly, beginning on the first Sunday of each month.
- B. An annual meeting of the Board of Directors shall be held, within five (5) days of the Annual Meeting, at a time and place selected by the President.
- C. Special meetings of the Board of Directors may be called at any time by the President. A meeting must be called by the President if requested in writing by two-thirds of the Board of Directors.
- D. Notice of a Special Board meeting shall be mailed to every member of the Board, to his or her mailing address as last appearing on the records of the Association and shall state the time, date, and place of the meeting. Such notice shall be mailed not less than ten (10) days prior to the meeting.
- E. A quorum for any meeting of the Board of Directors shall be not less than five (5) of the Board of Directors.
- F. Each member of the Board of Directors shall have one (1) vote on each issue brought before the Board for voting at any Board of Directors meeting. All issues brought to vote shall be decided by a majority

vote of those Directors present, except on issues requiring a two-thirds (2/3) vote in accordance with these bylaws or Robert's Rules of Order Newly Revised.

- G. The President, without ten (10) days notice, may poll the Board of Directors on any issue appropriately before the Board by mail or electronic mail and decide the issue thereby.
- H. The Board of Directors may conduct its regular and special meetings in person or by electronic communications. As a condition precedent to the conduct of meetings through electronic communications, the Board shall adopt procedures which shall be set forth in the Administrative Procedures Manual to ensure the following with respect to the conduct of such meetings:
 - i. That every Board member ensures that they are able to participate in the electronic conduct of such meetings;
 - ii. The verification of the identity of the participants in such meetings to ensure that the participant is a Board member eligible to participate in meetings;
 - iii. The verification that the Board members eligible to participate in such meetings are receiving all data and information that is disseminated through the electronic communication;
 - iv. That all Board members have agreed to the conduct of such meetings through electronic communication.

ARTICLE IV -- DIRECTORS AND OFFICERS

SECTION 1. The Officers and Directors of the National Association of Dog Obedience Instructors, Inc. are as follows:

- A. The governing body of the Association shall be a Board of Directors comprised of the President, Vice President, Recording Secretary, Treasurer and three (3) members at large, elected by the members. These members at large shall be elected from the membership of the Association with due regard for adequate representation of the membership on a geographical basis. The Board of Directors shall have full power and authority over the affairs of the Association except the election of Officers and Directors and any class of business that these Bylaws may authorize the Executive Committee or the membership to address.
- B. All elected officers of the Association must be a member in good standing. Any officer or member of the Board of Directors ceasing to be such a member shall be disqualified and his office shall become vacant.
- C. Officers and Board members at large shall assume office on March 1st prior to the annual meeting.

- D. Vacancies occurring among the officers or on the Board of Directors between annual elections of the Association shall be filled by the President, subject to the approval of a majority vote of the Board of Directors, for the balance of the term.
- E. The President may appoint a parliamentarian with the approval of the Board. The parliamentarian may be anyone who is competent to act as parliamentarian, and may serve for any necessary period. Parliamentarians who are members of the Board or of NADOI do not lose their rights to speak or vote. Skilled or professional parliamentarians may be appropriately reimbursed whether or not they are members of the Board or of NADOI.

SECTION 2. Terms of office for the President and Vice-President will be as follows:

- A. A President shall be elected as set forth in Article IV, Section 1A. He shall be elected biennially and shall serve two (2) years but may serve no more than two (2) consecutive terms, or until his/her successor is duly qualified and elected. The vice-president shall be elected biennially in the year that the president is not being elected and shall serve two (2) years or until his/her successor is duly qualified and elected. No officer shall be eligible to serve for more than three (3) consecutive terms in the same office

SECTION 3. Term of office and duties of the Recording Secretary will be as follows:

- A. A Recording Secretary shall be elected as set forth in Article IV, Section 1A. He shall be elected biennially in the year that the president is not being elected and shall serve for a term of two (2) years or until his/her successor is duly qualified and elected. He shall not be eligible to serve for more than three (3) consecutive terms in this office.
- B. The Recording Secretary shall be responsible to the following duties:
 - 1. To keep a record (minutes) of all the proceedings of the Association.
 - 2. To keep on file all committee reports.
 - 3. To keep the Association's official membership roll and to call the roll where it is required.
 - 4. To make the minutes and records available to members upon request. (Any member has a right to examine the minutes of the Association at a reasonable time and place, but this privilege must not be abused to the annoyance of the recording secretary, etc. - see Robert's Rules of Order Newly Revised for a guide.)
 - 5. In the absence of the president and vice president, to call the meeting to order. The Recording Secretary shall preside over an election of a Chairman. If the Recording Secretary is absent, the

assembly elects a Chairman to preside and the elected Chairman appoints a Secretary.

6. To perform any other duties pertaining to a recording secretary which the President or Board may direct.

SECTION 4. Term of office and duties of the Treasurer will be as follows:

- A. A Treasurer shall be elected as set forth in Article IV, Section IA. He shall serve a term of three (3) years or until his successor is duly qualified and elected. He shall not be eligible to serve for more than three (3) consecutive terms in this office.
- B. The duly elected Treasurer shall be responsible for the following duties:
 1. Financial operation of the Association following the budget set by the Board of Directors.
 2. Secure a bond covering those employees or others in the service of the Association having access to funds to insure their fidelity in handling the funds of the Association.
 3. Be prepared to advise the Board of Directors or other committees of the Association as to the probable cost of programs of the Association, and regarding long range financial policies.
 4. Serve as Chairman of the Finance Committee of the Association, said committee being responsible for the preparation and presentation of the Annual Budget to the Board of Directors for acceptance or rejection at the first regular meeting of the Board.
 5. Render bills and statements to the membership for dues as set forth in Article II, Section 1 of these bylaws.
 6. Give a full report of the finances of the Association at each regular Board of Directors meeting,
 7. Publish an annual statement of the finances of the Association, said statement being as of the close of the business of the fiscal year.
 8. Record all dues and fees.
 9. Pay outstanding accounts as directed.
 10. Arrange for an annual audit as directed by the Board of Directors.

SECTION 5. Term of office for members at large.

- A. Three members at large are to be elected to the Board of Directors as set forth in Article IV, Section I, and they shall serve for a term of three (3) years. Their terms shall be staggered so that no more than one (1) shall be up for election in any given year.

Directors shall not be eligible to serve for more than three (3) consecutive terms.

ARTICLE V -- EXECUTIVE COMMITTEE

SECTION 1. There shall be an Executive Committee consisting of the President, who shall act as Chairman, the Vice President, the Treasurer, the Recording Secretary, and one (1) incumbent member of the Board of Directors. Three (3) members of the Executive Committee shall constitute a quorum. Each year, the incoming President shall appoint, with approval of the Board of Directors, the incumbent member of the Board of Directors to serve for a term of one (1) year on the Executive Committee.

SECTION 2. The Executive Committee shall have the power, between meetings of the Board of Directors, to do and perform all acts and functions which the Board might do or perform, not inconsistent with any action previously taken by the Board, nor shall the Executive Committee have the power to amend these bylaws.

SECTION 3. The Executive Committee shall meet prior to each regular meeting of the Board of Directors to make recommendations on matters to be presented for policy decisions. It may meet at other times on the call of the President, or upon request of three (3) of its members, upon no less than ten (10) days notice. Also, if deemed advisable by the President, any issue for discussion and vote may be handled by mail, phone, or electronic communication and the issue decided thereby. Any such action obtained in this manner must be ratified by the Board of Directors in a subsequent regular or special meeting.

ARTICLE VI -- ELECTION OF DIRECTORS AND OFFICERS

SECTION 1. Procedures for election of Directors and Officers will be as follows:

- A. No later than May 15 of each year, the President shall announce the appointment of an Election Committee of three (3) members in good standing. Two (2) of these are to be past presidents (if their services are available), one of which is preferably the immediate past president.
- B. The names of the Election Committee shall be sent to the membership during June or shall be published in the June issue of the Association's news bulletin, with a listing of the positions open for election. This notice shall also set forth the process for nominating a candidate and the requirement for a nominee to provide a letter accepting the nomination and a statement that he is aware of the responsibilities involved as an officer or member at large on the Board of Directors and agrees to serve if elected. No

person may be a candidate for more than one (1) elective position on the Board of Directors.

SECTION 2. The Election Committee's duties shall be as follows:

- A. The Committee shall meet not earlier than August 31, but as soon thereafter as feasible and make a selection of at least one (1) candidate for each elective position that is open for election.
- B. The report of the Election Committee, setting forth the candidates selected for the offices to be filled, shall be published in the October-November issue of the Association's news bulletin. The report of the Election Committee shall be final. Ballots shall be sent to the membership by December 1 and members shall have ten (10) days during which to cast their ballots with due account being taken for delivery time.
- C. In case of a tie vote between any candidates for an office or directorship, the Election Committee shall break the tie by a majority vote. The chairman of tellers shall inform the Election Committee Chairman of the results of the election immediately after the votes have been counted and verified. Should there be a tie between any candidates for the same office or directorship, the Election Committee Chairman shall immediately send the other two (2) members of the Election Committee another ballot listing only the office(s) and directorship(s) and the names of the tied candidates. If the votes of the two (2) committee members result in another tie, the Election Committee Chairman shall cast a vote to break the tie. A pre-addressed envelope shall be enclosed with each of the two (2) ballots. The return address on the pre-addressed envelopes shall be that of the Election Committee Chairman. A plain envelope shall also be enclosed and the committee members instructed to place their ballot in the plain envelope, seal it and place it in the pre-addressed envelope. The Election Committee Chairman shall open all addressed envelopes and destroy them before opening the plain envelopes containing the ballots, thereby meeting the conditions of a secret ballot.
- D. When there is only one candidate for each office throughout the entire ballot, the Election Committee shall not be required to mail the ballots to the membership but shall certify to the President that fact and the President shall declare all candidates duly elected.

ARTICLE VII -- THE ASSOCIATION YEAR

SECTION 1. The official year and the fiscal year of the Association shall begin on the first day of March and end on the last day of February.

ARTICLE VIII -- DISCIPLINARY ACTION

SECTION 1. Procedures for suspension, revocation and disciplinary action.

- A. Any conduct of a member, of whatever classification, which violates or abuses the announced purposes of the Association, its bylaws, or its Code of Ethics, or which involves a lack of his own integrity, or would tend to bring discredit to the dog instructor profession generally, or which reveals lack of competency as an instructor, officer or director, is grounds for suspension, revocation of membership or other disciplinary action.
- B. All complaints against a member or substantial inquiries concerning the propriety of his actions shall be referred in writing to the Ethics Committee which shall determine whether reasonable and probable grounds exist for charges against him.
- C. If the Ethics Committee votes to present charges which might lead to suspension or revocation of membership, or other disciplinary action, said committee shall, by written resolution, specify such charges and transmit its recommendation to the Board of Directors. In the event a majority of the Board of Directors decides that the specified charges shall be brought, the Committee shall then cause them to be sent to the accused member by certified mail at the address which he is listed on the rolls of the Association.
- D. Such member shall have thirty (30) days after receipt of such charges to admit or deny them in writing delivered to the Recording Secretary or to resign from the Association.
- E. If, within the thirty (30) day period following his receipt of such charges, the member fails to respond to the charges and does not resign, the Recording Secretary shall notify the member, by certified mail, of his expulsion from the Association on the grounds of failure to respond, it being the intent that, regardless of the nature of the charges, failure of the accused to respond is cause for revocation of his membership. Refusal of delivery shall be construed as receipt.
- F. If within the thirty (30) day period, the member submits his resignation of membership in the Association, then the Recording Secretary shall cause his name to be stricken from the rolls and the matter shall be considered closed.
- G. If within the specified thirty (30) day period, the member denies the charges, he shall submit a written statement, within the specified time period, to the Chairman of the Executive Committee, who, in turn, shall distribute copies thereof to the members of the Executive Committee. Members of the Executive Committee shall have thirty (30) days to review the statement and forward their

recommendation to the Chairman of the Executive Committee. Final action by the Executive Committee shall be taken no later than sixty (60) days from receipt of the written statement by the Chairman of the Executive Committee.

SECTION 2. Findings and procedures of the Executive Committee.

- A. The Executive Committee shall make its findings and order, and these shall be forwarded by certified mail to the accused member. Any party in interest shall have thirty (30) days from receipt of such findings and order in which to file a written petition to the Board of Directors for review. If no petition is filed, the findings and order shall at the end of the specified thirty (30) day period become final and conclusive.
- B. The Board of Directors shall establish procedures for the conduct of hearings and other disciplinary procedures consistent with this section.
- C. Notice of the revocation and suspension of any membership shall be published in the next succeeding issue of the official publication of the Association.
- D. Should any person whose membership has been suspended wish to be reinstated, he shall follow the same procedure as though applying for membership, after a period of six (6) months.

ARTICLE IX -- OFFICIAL PUBLICATION

SECTION 1. There shall be an official publication of the Association.

ARTICLE X -- COMMITTEES

SECTION 1. Administrative Procedures Committee. An Administrative Procedures Committee shall be appointed by the President promptly at the beginning of each fiscal year subject to approval by the Board of Directors. It shall be the duty of this committee to maintain the Association's Administrative Procedures Manual; receive nominations and make recommendations for Honorary Life Membership; review, update, and maintain association forms and documents; and such other general administrative duties as deemed necessary by the Board of Directors. This committee's report shall be submitted to the Association for its approval at its annual meeting.

SECTION 2. Finance Committee. A Finance Committee composed of the Treasurer, who shall serve as chairman, and 2 other members shall be appointed by the President promptly at the beginning of each fiscal year subject to approval by the Board of Directors. It shall be the duty of this committee to prepare a budget for the fiscal year beginning the

first day of March, and to submit it to the Association at its annual meeting. The Finance Committee may from time to time submit amendments to the budget for the current fiscal year, which may be adopted by a majority vote. This committee's report shall be submitted to the Association for its approval at its annual meeting.

SECTION 3. Communications and Publications Committee. A Communications and Publications Committee shall be appointed by the President promptly at the beginning of each fiscal year subject to approval by the Board of Directors. It shall be the duty of this committee to plan, coordinate, and produce the printed and electronic publications and logo items of the Association. This committee's report shall be submitted to the Association for its approval at its annual meeting.

SECTION 4. Ethics Committee. An Ethics Committee composed of five (5) active members of the Association, not more than one (1) of whom shall be a voting member of the Board of Directors, shall be appointed by the President promptly at the beginning of each fiscal year subject to approval by the Board of Directors. It shall be the duty of the Ethics Committee to follow procedures as set forth in Article IX, Disciplinary Action, to receive and investigate all written complaints against members. This committee's report shall be submitted to the Association for its approval at its annual meeting.

SECTION 5. Membership Committee.

A. A Membership Committee composed of five (5) active members of the Association, one of whom shall be a voting member of the Board of Directors, shall be appointed by the President promptly at the beginning of each fiscal year subject to approval by the Board of Directors. It shall be the duty of the Membership Committee to follow procedures set forth in Article I to receive and process applications for membership and applications for additional certifications. This committee's report shall be submitted to the Association for its approval at its annual meeting.

B. The chairman or the chairman's designee shall be a member of the Training and Education Committee.

SECTION 6. Training and Education Committee. A Training and Education Committee shall be appointed by the President promptly at the beginning of each fiscal year subject to approval by the Board of Directors, and shall include at least one member from the Membership Committee. It shall be the duty of the Training and Education Committee to create and manage educational opportunities for members, potential members, and the general public.

SECTION 7. Other committees, standing or special, may be required from time to time as deemed necessary by the Executive Committee, to carry on the work of the Association. Such a committee may be appointed by the President with the approval of the Board of Directors. The President shall be ex officio member of all committees except the Election committee, without vote.

SECTION 8. A quorum of each committee shall be a majority of that committee.

SECTION 9. Vacancies occurring in a committee shall be replaced by appointment by the President with the approval of the Board of Directors.

SECTION 10. Meetings of each committee shall be called by the Chairman who has been appointed by the President or elected by the committee members. These meetings may be in person or by conference using whatever electronic means approved by the Board of Directors and or the Association

ARTICLE XI -- FINANCIAL RESERVE

SECTION 1. It shall be the policy of the Association to establish as soon as practicable a reserve equal to two (2) year's operating budget to assure continuity of operation. Once such a reserve is established, it shall be the policy to use such surplus funds, if any, to further the purpose of the Association rather than to permit such funds to become sterile in accumulation.

ARTICLE XII -- AMENDMENT OF BYLAWS

SECTION 1. Amendment of the bylaws of the Association shall be as follows:

- A. Any proposed amendment shall first be submitted in writing to the Board of Directors. The President, with approval of the Board of Directors, shall appoint a Bylaw Committee composed of the Parliamentarian, who shall serve as chairman, and two (2) other members. It shall be the duty of this committee to study the proposed amendment and refer it with their final recommendations to the Recording Secretary within sixty (60) days. The Recording Secretary shall immediately send to all Board Members written notice and copy of the proposed amendment and the recommendations of the Bylaw Committee.

- B. Each member of the Board of Directors shall within fifteen (15) days return the proposed amendment and their recommendations to the Recording Secretary. If a simple majority of the Board of Directors approves of the Bylaw Committee's recommendations, the President shall instruct the Recording Secretary to immediately distribute copies of the final proposed amendment to all members in good standing and request a return of a vote in twenty-one (21) days. The results should be announced or published as soon as possible.
- C. For an amendment to be passed, it must be approved for adoption by a vote of at least two-thirds (2/3) of the active membership voting.
- D. Should the Bylaw Committee recommend rejection of the proposed amendment and a majority of the Board of Directors agree with their recommendation, the Recording Secretary shall then inform the proposers of this action with a brief explanation of reasons for the recommendation of rejection.

ARTICLE XIII -- RULES OF ORDER

SECTION 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the Association may adopt.

ARTICLE XIV -- DISSOLUTION

SECTION 1. The Association may be dissolved at any time by the written consent of not less than two-thirds (2/3) of the members of the Active Membership classification. In the event of the dissolution of the Association, whether voluntary or involuntary or by operation of law, after payment of the debts of the Association if such funds are available, the assets and property of the Association shall be donated to any dog interest organization which is exempt from Federal Income Tax under provision of Section 501 (c) (3) of the Internal Revenue Code, as decided by a majority vote of the remaining members in good standing.

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National Association of Dog Obedience instructors, Inc.