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CHAPTER ONE

SCHIPPERKE PROCEDURE AND POLICIES MANUAL

(Compiled 2003, Revised 2010)

Facts About This Manual

All policies and suggestions in this Manual were reviewed by the SCA Board during the year 2003 and revised in 2009/2010. This Manual is intended as a permanent reference to inform all committees and members of policies, suggestions, and job responsibilities to all aspects of the SCA activities and club government. The Manual has been divided into sections that are intended to be used as standard sections for indexing future information of Club activities or business. Having these standard sections will make future updates of this Manual easier.

The Manual shall be given to all new Officers and Directors at the time they assume their duties.

It is the goal of this Manual to have provided a foundation that will keep the SCA a strong and growing Club. These procedures and policies are intended to provide guidance to all officers, Directors, and all members of the SCA, and to ensure a lasting, positive effect on the future of the Schipperke and the Schipperke Club of America, Inc.

This Manual was designed to comply with two requirements set forth on the SCA Standing Rules as follows:

The entire Manual functions as a “master” for the Officers and Board of Directors of the SCA. It is intended that each member of the Board be furnished with a complete copy at the beginning of their terms.

Each section (i.e., the description of a particular office or committee) may be copied and utilized on its own without the necessity of sending each committee the entire Manual. This allows the Secretary to comply with the Standing Rules requiring him or her to forward each committee chairperson a copy of the procedures and policies relating to that committee.

Beth Lilly (Assisted by Beverly Henry), 2015-2016 Procedure and Policy Chairperson
February 13, 2016

CONSTITUTION

ARTICLE I - NAME AND OBJECTS

Section 1) The name of the Club shall be the Schipperke Club of America, Inc.

Section 2) The objects of the Club shall be:

- a) Encourage and promote quality in purebred Schipperkes and to do all possible to bring their natural qualities to perfection;
- b) Encourage the organization of independent local Schipperke Specialty Clubs in those localities where there are sufficient fanciers of the breed to meet the requirements of the American Kennel Club.
- c) Require members and breeders to accept the standard of the breed as developed by the Schipperke Club of America, Inc. and approved by the American Kennel Club, as the only standard of excellence by which the Schipperke shall be judged in the United States of America.
- d) Do all in its power to protect and advance the interests of the breed and to encourage sportsmanlike competition;
- e) Conduct sanctioned matches, specialty shows and companion events for which the breed is eligible under the Rules and Regulations of the American Kennel Club;
- f) Support the work of the Schipperke Club of America Rescue and Health Foundation.

Section 3) The Club shall not be conducted or operated for profit and no part of the profits or remainder or residue from dues or donations to the Club shall inure to the benefit of any individual.

Section 4) The members of the Club shall adopt, and from time to time revise, such bylaws as may be required to carry out these objects.

BYLAWS

ARTICLE I - MEMBERSHIP

Section 1) Eligibility. Membership shall be open to persons who are in good standing with the American Kennel Club and who subscribe to the purposes of the Schipperke Club of America, Inc. There shall be five classes of membership: Regular, Household, Junior, Honorary and Associate.

- a) Regular membership shall consist of persons 18 years of age and older who shall be entitled to every privilege and to participate in all benefits of the Club.
- b) Household memberships shall consist of two adult regular members living in the same household.
- c) Junior members shall consist of persons 10 to 17 years of age. They shall be entitled to all the privileges of a Regular member except that they may not hold office or vote. Upon reaching his/her 18th birthday, a Junior member shall automatically become a Regular member.
- d) Any individual who has rendered meritorious service to the Club or to the Schipperke breed may be elected an Honorary member by the Board of Directors, subject to acceptance by the individual. Honorary members shall be exempt from all fees, and shall enjoy all the privileges of Regular members except the right to vote or hold office in the Club. However, such members can maintain Regular (or Household) membership status by payment of dues.
- e). Associate membership shall consist of individuals interested in the Schipperke breed or full (Regular) members who do not wish to remain active. Associate members may not vote, hold office or serve on a committee; hence, associate members are not included in the makeup of a quorum. An Associate member who was not previously a full member may apply for full membership, after having been an associate member for two years. Associate members who have previously been full members may revert to full membership at any time by making application.

Section 2) Dues. Membership dues shall be an amount determined from time to time by the Board of Directors and shall be payable on or before the first day of January of each year. No member may vote on any Club matters, either by mail or at any Club meeting, if their dues are unpaid.

- a) By October 1, the Treasurer shall send to each member a statement of their dues for the ensuing year. This statement shall include: (i) an appropriate space for a member's e-mail address and a check box indicating their desire for receipt by e-mail of the Club Newsletter; (ii) a statement that by payment of dues the member acknowledges they agree to abide by the SCA Constitution and Bylaws, Standing Rules, Code of Ethics and to accept the standard of

the breed as developed by the Schipperke Club of America, Inc. and approved by the American Kennel Club, as the only standard of excellence by which the Schipperke shall be judged in the United States of America.

- b) Regular membership dues shall not exceed \$50 per year.
- c) Household memberships shall receive only one mailing of all official Club business and shall be eligible for a reduction in the combined dues, as set by the Board of Directors, not to exceed \$95.00 per year.
- d) Junior membership dues shall be one half the dues of a Regular membership.
- e) Associate membership dues shall be one half the dues of a Regular membership.
- f) SCA Bulletin subscriptions shall be in addition to membership dues and shall be voluntary. The subscription fee shall be set by the Board of Directors on the advice of the Bulletin editor.
- g) A member in good standing shall be any duly elected member (in accordance with Article 1, Section 3) who has met his financial obligations to the Club, including dues and all other amounts that the member has become obligated to pay, or return of property belonging to the Club or any committee thereof. If any amount owed to the Club by a member shall remain unpaid thirty (30) days after notice to pay said amount is received from the Treasurer, then the member owing said amount shall automatically lose his status as a member in good standing and shall be suspended from all rights and privileges in the Club until the amount so owed is paid. If any Club property is not returned thirty (30) days after notice to return is received from the Corresponding Secretary, then the member owing said property shall automatically lose his status as a member in good standing and shall be suspended from all rights and privileges in the Club until the property so owed is returned. A member may be suspended only following a hearing in accordance with the procedures in Article VI (Discipline).

Section 3) Election to Membership. Each applicant for membership shall apply on a form as approved by the Board of Directors and which shall provide that the applicant agrees to abide by the Constitution, Bylaws, Standing Rules, Code of Ethics, and the rules of the American Kennel Club, and to accept the standard of the breed as developed by the Schipperke Club of America, Inc. and approved by the American Kennel Club, as the only standard of excellence by which the Schipperke shall be judged in the United States of America. The application shall state the name, address and occupation of the applicant and it shall carry the endorsement of two unrelated Club members in good standing residing in separate households. Neither sponsor shall be an immediate family member or reside in the same household as the applicant (except that in the case of sponsoring a spouse or junior member, one of the two sponsors may reside in the same household). Accompanying the application, the prospective member shall submit a non-refundable application fee, the amount to be determined by the Board.

The Membership Committee Chairperson with the assistance of his/her committee shall submit all processed applications to the Board of Directors for their action at least once each quarter. A properly processed application shall include certification that appropriate fees have been paid, that sponsoring letters are in order, and shall include a recommendation from the Membership Committee for the Board's consideration.

Applicants for Associate membership will follow the same process as for full membership with the exception of sponsors. Sponsors and sponsoring letters are not required for Associate membership.

Applicants may be elected by secret ballot at any meeting of the Board of Directors or by secret vote of the Directors by mail. Affirmative votes of 2/3 of the Directors present at a meeting of the Board or of 2/3 of the entire Board voting by mail shall be required to elect an applicant. The effective date of membership shall be the date upon which the Board elects the applicant in a meeting, or upon which the Secretary receives the final necessary vote of the Board when it votes by mail. In no case will an applicant be entitled to any benefits of membership, including medals and awards, before the effective date of membership.

An Associate member who was not previously a full member may apply for Regular membership after a period of two years, by sending a letter of intent to the Corresponding Secretary. The Associate member may be elected as a Regular member by secret ballot at any meeting of the Board of Directors or by secret vote of the Directors by mail. Affirmative votes of 2/3 of the Directors present at a meeting of the Board or of 2/3 of the entire Board voting by mail shall be required to elect an applicant. An Associate member who was previously a Regular or Junior member may apply for full membership following this same procedure, with the exception of the required two year period.

The Corresponding Secretary shall mail notification of election to membership to each new member along with a bill for dues prorated for the remainder of the year. As with continuing memberships, a new membership will be considered lapsed and automatically terminated if such member's dues remain unpaid 90 days after the Corresponding Secretary mails the notice of election to membership.

An application for membership, or transfer from Associate to Full membership, which has received a negative vote by the Board may be presented by the applicant's endorser at the next Annual Meeting of the Club and the Club may elect such an applicant by favorable secret vote of 75% of the members present.

Section 4) Memberships may be terminated:

- a) by resignation. Any member in good standing may resign from the Club upon written notice to the Secretary, but no member may resign when in debt to the Club. Dues obligations are considered a debt to the Club and they become incurred on the first day of each fiscal year.

- b) by lapsing. A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid by January 31. However, the Board may grant an additional 90 days of grace to such delinquent members in meritorious cases. In no case may a person be entitled to vote at any Club meeting whose dues are unpaid as of the date of that meeting.
- c) by expulsion. A membership may be terminated by expulsion as provided in Article VI of these Bylaws.

ARTICLE II - MEETINGS

Section 1) Annual Meeting. The Annual Membership Meeting shall be held in the month of March, April, or May, in conjunction with the Club's Specialty Show if possible, at a place, date and hour designated by the President, with approval of the Board. Written notice of the Annual Membership Meeting shall be mailed by the Corresponding Secretary to each member at least 30 days prior to the date of the meeting. The quorum for the Annual Meeting shall be 10% of the regular members in good standing. Voting by proxy shall not be permitted.

Section 2) Special Club Meetings. Special club Membership meetings may be called by the President or by a majority vote of the members of the Board who are present at a meeting of the Board or who vote by mail or by electronic means, or by the Corresponding Secretary upon receipt of a petition signed by 10% of the Regular members of the Club who are in good standing. Such meeting shall be held at such place, date and hour as may be designated by the person or persons calling the meeting. Written notice of such meeting shall be mailed by the Corresponding Secretary to the General Membership at least 14 days and not more than 30 days prior to the meeting. The notice of the meeting shall state the purpose of the meeting, and no other Club business may be transacted. The quorum for such a meeting shall be 10% of the Regular members in good standing.

Section 3) Board Meetings. Meetings are defined as prearranged gatherings where attendees see and/or hear each other to conduct business. This includes meeting in person physically present in the same room or conducting a meeting by video conference or teleconference. The Board of Directors shall hold its meetings at any place and in such manner they so designate. It shall hold an Annual Meeting every year in conjunction with the Club's national specialty. Special meetings may be held at such other times as requested in writing by the President or by a majority of the members of the Board. The quorum for all Board meetings shall be a majority of the Board.

Section 4) The Annual meeting of the Board shall be held no later than 24 hours after the adjournment of the Annual Membership Meeting. Meetings by conference call or other meetings of the Board of Directors shall be held at such times and places as are designated by the President or a majority vote of the entire Board. Written notice of each meeting shall be sent by the Corresponding Secretary to each member of the Board at least 14 days prior to the date of the meeting.

Section 5) The Board of Directors may conduct its business at meetings or by mail, fax, electronic mail, electronic forum, video conference or telephone conference through the

Recording Secretary. In all sections of these bylaws, a statement of voting by mail shall include voting by mail, fax, electronic mail, electronic forum, video conference or telephone conference call. Items voted upon in the above manner, other than at a meeting, must be confirmed in writing by the Recording Secretary within 7 days following the closing date of the vote, listing the vote of each Board member and the final tally.

In order for business to be conducted by electronic mail the following precautions must be in place: (1) every Board member must be provided with the means to participate; (2) a procedure must be in place to verify the identity of the individuals participating to ensure that they are the eligible Board members; (3) a mechanism must be in place to verify that the eligible Board members are “listening”; and (4) all Board members must agree to participate in this manner.

Section 6) Form of Notice. Whenever notice is required, such notice may be given in writing by depositing the same in the United States mail, or, in the case of Board members, by transmitting by electronic means, addressed to each such member, officer or director, at such address as appears in the roster of the Club, and such notice shall be deemed to have been given at the time when the same was then mailed or sent. If notice to Board members is given by electronic means, such notice shall be provided in accordance with the Email Notification for Board Meetings and General Club Meetings policy of the American Kennel Club, effective January 1, 2006, and as such policy may be thereafter amended.

ARTICLE III - DIRECTORS AND OFFICERS

Section 1) Board of Directors. The Board of Directors shall consist of thirteen (13) members, five (5) officers and eight (8) Directors. All Board members shall be Club members in good standing who are residents of the United States. General management of the Club's affairs shall be entrusted to the Board of Directors.

- a) No person may be elected to the Board who has not been a Regular member of the Club in good standing for a minimum of four (4) consecutive years prior to the election. No candidate may have a significant interest in a Schipperke Club or dog event-giving organization deemed by the SCA Board to be in competition with the Schipperke Club of America. Significant interest would include, but not be limited to membership in, employment by, a directorship in, or holding office in the competing organization. In such cases the individual shall first be apprised, in writing, of the apparent conflict of interest and be given the opportunity to respond. Only one person from an individual household may be nominated to or serve on the Board at any one time. Each Board member shall be responsible for conducting these affairs through regular participation in Board Business. The duties of all Board members include participation in all meetings and voting on all motions before the Board. Attendance in person at the Annual Board meeting is expected.
- b) The Board shall be comprised of the President, Vice President, Corresponding Secretary, Recording Secretary and Treasurer, all elected for a term of one year, and eight (8) Directors elected for two year terms with four Directors being elected in the odd years and four Directors being elected in the even years. Officers and Directors will be elected as provided in Article IV and shall serve until their terms expire or until their successors are elected. No

elected Officer may succeed themselves for more than one consecutive term. A Director may not serve for more than two successive terms. No person shall serve as an Officer and/or Director for more than six consecutive years but may be renominated as an Officer or as a Director after an interim of one year.

Section 2) Officers. The Club Officers, consisting of the President, Vice President, Corresponding Secretary, Recording Secretary and Treasurer, shall serve in their respective capacities both in regard to the Club meetings and the Board at its meetings.

- a) The President shall preside at all meetings of the Club and of the Board and shall have the duties and powers normally appurtenant to the office of President in addition to those particularly specified in these Bylaws. He/she shall be ex-officio a member of all committees except the nominating committee and shall be a voting member of the committee only if he/she is needed to make a quorum. He/she shall have the right to vote and to make motions at meetings of the Board, in accordance with Roberts Rules of Order governing the procedure of small boards
- b) The Vice President shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity.
- c) In the absence of both regular presiding officers, any member of the Board of Directors may be chosen to preside, or if no Board members are present, any regular member may be chosen to preside.
- d) The Corresponding Secretary shall: (i) conduct the correspondence of the Club; (ii) mail to all members of the Club a copy of the minutes of all membership meetings, or otherwise inform the membership of the proceedings of these meetings through the medium of the Club's official publications; (iii) issue notices of all meetings, mail lists and ballots to all members as required by these bylaws and receive such ballots back from the members; (iv) report to the Recording Secretary the results of all votes of the membership by mail so they may be entered in those records; (v) notify new members of their election to membership, enclosing a copy of the bylaws, standing rules, an up-to-date membership list and minutes of the last annual membership meeting; (vi) notify Officers and Directors of their election to office; (vii) keep a roll of the members of the Club with their addresses and once a year furnish members with a list of the membership; (viii) hold, as custodian, such books, records and correspondence which the Corresponding Secretary is required to keep or which come into his or her possession by virtue of the office and (ix) carry out such other duties as are prescribed by these Bylaws.
- e) The Recording Secretary shall: (i) record all of the proceedings of the meetings of the membership and of the Board in a book kept for that purpose; (ii) provide the members of the Board with copies of the minutes of all Membership and Board meetings within thirty (30) days; (iii) send, receive and record the business conducted by the Board at meetings or by mail, fax, electronic mail, electronic forum, video conference telephone conference call; (iv) act as custodian of all records submitted to the Recording Secretary and of the books and

records pertaining to the office; (v) carry out such other duties as are prescribed by these Bylaws.

- f) The Treasurer shall: (i) collect and receive all moneys due or belonging to the Club; (ii) deposit the same in a bank approved by the Board, in the name of the Club. (iii) provide a quarterly profit/loss statement and balance sheet for publication in the club newsletter; (iv) be bonded in such amount as the Board of Directors shall determine; (v) be audited as the Board of Directors shall determine, but no less than once a year; (vi) render an account of all moneys received and expended during the previous fiscal year; (vii) maintain a list reflecting the current status of member dues payment. The Treasurer's books shall at all times be open to inspection by the Board. The Treasurer and the President shall each be a signatory on account(s) maintained in the name of the Club. Only one signature shall be required on all checks.
- g) The immediate Past-President shall automatically be an honorary member of the Board of Directors for one year with the privilege of attending and participating in all business of the Board, but may not make motions nor vote if he/she is not otherwise elected to the Board.
- h) The AKC Delegate shall automatically be an honorary member of the Board of Directors with the privilege of attending and participating in all business of the Board, but may not make motions nor vote if he/she is not otherwise elected to the Board.

Sec 3 Directors. The Directors shall perform such duties as prescribed by these bylaws.

Section 4) Vacancies. Any vacancies occurring among the officers or directors during the year shall be filled for the unexpired term of office by a majority vote of all the then members of the Board, except that a vacancy in the office of President shall be filled automatically by the Vice President and the resulting vacancy of the Vice President shall be filled by the Board of Directors. A vacancy in either secretary position may be filled temporarily by the remaining secretary until the board fills that vacancy. The member chosen will serve until the next annual election at which time any unexpired term of the original vacancy shall be filled by a vote of the membership.

Section 5) Misconduct or dereliction of duty in office. Misconduct shall be construed to be the failure of a Board member (officer or director) to abide by this Constitution and Bylaws. A Dereliction of duty shall be construed to be the failure of any Board member (officer or director-at-large) to perform the duties of the Board position elected to, as outlined in these By-laws. Dereliction of duty shall include, but not be limited to, failure to participate in at least 75% of the board meetings and votes on motions in any Club year. The failure of the secretary or treasurer to provide two consecutive reports for the club newsletter shall be considered a dereliction of duty. Should a Board member refuse to resign for cause, that is, misconduct or dereliction of duty in office, the Board member in question can be deposed from office or directorship by one of the following:

- a) a two-thirds vote of all the members of the Board to immediately present to the membership a ballot for or against removing a specific Board member for cause, so long as the subject Board member is provided an opportunity to respond. The response must be included with the ballot. The vote of 2/3 of the Regular members in good standing who return valid ballots within the time limit shall be required to effect removal.
- b) a petition by 20% of the membership requiring the Board to immediately present to the membership a ballot for or against removing a specific Board member for cause, so long as the subject Board member is provided an opportunity to respond. The response must be included with the ballot. The vote of 2/3 of the Regular members in good standing who return valid ballots within the time limit shall be required to effect removal.

ARTICLE IV - THE CLUB YEAR, VOTING, NOMINATIONS, ELECTIONS

Section 1) Club Year. The Club's fiscal year shall begin on the 1st day of January and end on the 31st of December. The Club's official year shall begin on the 1st day of March and end on the last day of February. The elected Officers and Directors shall take office on March 1 and each retiring officer shall immediately turn over to their successor in office the pertinent properties and records necessary to perform the duties of the office by March 1 and will deliver all properties and records relating to that office to their successor by March 31.

Section 2) Voting. At the Annual Meeting or at a special meeting of the Club, voting shall be limited to those regular members in good standing who are present at the meeting, except for the annual election of Officers and Directors and amendments to the Constitution and Bylaws and the Standard for the breed which shall be decided by written ballot cast by mail. 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 3) Annual Election. For the election of the Officers and Directors, the vote shall be conducted by ballot sent to the entire membership. Ballots, to be valid, must be received by February 1 at the residence of record of the Corresponding Secretary, or the residence of record of any other officer, director, independent firm or person designated to receive such ballots by the Board of Directors. The ballots shall be counted by three inspectors of election (or professional firm) designated by the Board of Directors. None of the inspectors may be current members of the Board or candidates for any elected position. The inspectors shall count the ballots and report the results to the Corresponding Secretary who shall notify the membership of the election results by March 1. The inspectors shall return the ballots to the Corresponding Secretary in a sealed envelope, who shall make the ballots available for inspection by the membership at the Annual Meeting. The person receiving the largest number of votes for each position shall be declared elected. In the event of a tie vote, the previous Board members and the newly-elected Board members shall immediately following the report of the election inspectors; cast a secret ballot to determine who shall fill the position. If any Officer-elect or Director-elect, at the time of the Annual Board meeting, is unable to serve for any reason, the vacancy so created shall be filled by the new Board of Directors in the manner provided by Article III,

Section 3. If no challenges are received by the conclusion of the Annual Membership Meeting, the Secretary shall destroy the ballots and the election will be considered final.

Section 4) Nominations and Ballots. No person may be a candidate in a Club election who has not been nominated in accordance with these Bylaws. The Board shall appoint before July 1 a Nominating Committee consisting of three members and two alternates, all regular members in good standing, no more than one of whom may be a member of the current Board of Directors. The Board shall name a Chairperson for the Committee. The Nominating Committee may conduct its business by mail, fax, or by electronic means. If the Nominating Committee conducts its business by electronic mail, the committee must use the same precautions that apply to the Board of Directors as set forth in Art II, Section 5.

- a) The Nominating Committee shall nominate from among the eligible members of the Club, one candidate for each Office, four candidates for Directors, and any additional candidates required to fill vacancies in any unexpired term, and shall procure the acceptance of each nominee so chosen. The Committee shall then submit its slate of candidates, including the state in which each candidate resides, to the Corresponding Secretary who shall mail the list to each member of the Club on or before November 1, so that additional nominations may be made by the members if they so desire.
- b) Additional nominations of eligible members may be made by written petition addressed to the Corresponding Secretary and received at his/her regular address on or before December 1, signed by two members and accompanied by the written acceptance of each such individual nominee signifying his/her willingness to be a candidate. Additional nominations should be sent by US Postal Service Certified or Overnight mail or other postal carrier in such a manner that provides proof of time and place of delivery.
- c) If no valid additional nominations are received by the Corresponding Secretary on or before December 1, the Nominating Committee's slate shall be declared elected, and no balloting will be required.
- d) If one or more valid additional nominations are received by the Corresponding Secretary on or before December 1, he/she shall, on or before January 1, mail to each Regular member in good standing a ballot in a single column format listing all of the nominees for each position in alphabetical order, with their state of residence, together with a secret ballot envelope and a return envelope addressed to the Corresponding Secretary marked "Ballot" and bearing the name of the member to whom it was sent. So that the ballots remain secret, each voter, after marking their ballot, shall seal it in the secret ballot envelope, which, in turn, shall be placed in the second envelope addressed to the Corresponding Secretary. Members must return their ballot in the envelope provided by the Corresponding Secretary in order to be valid. The inspectors of election shall check the returns against the list of members whose dues are paid for the current year prior to opening the outer envelopes and removing the secret ballot envelopes, and shall certify the eligibility of the voters as well as the results of the voting.

- e) Nominations cannot be made at the Annual Meeting nor in any manner other than as provided above.

ARTICLE V - COMMITTEES AND APPOINTMENTS

Section 1) The Board of Directors shall each year vote to appoint and/or reappoint individuals or committees to advance the work of the Club in such matters as dog shows, companion events, trophies, annual prizes, membership and other fields which may well be served by individuals or committees. Such individuals or committees shall always be subject to the final authority of the Board. Special committees may also be appointed by the Board to aid it on particular projects. The Board may choose to appoint a committee chair and all members of a committee, or appoint only a committee chair and allow the chair to select additional members at their discretion. All individuals or committees appointed by the board, as well as committee members appointed by the board or by a committee chair, must be a Regular member in good standing of the SCA.

- a) The term of each committee or individual position appointed by the Board per Section 1 will expire with the appointment of a new/reappointed committee or individual position but not later than the conclusion of the Annual Board meeting. However, in specific circumstances, a special committee may be appointed for a longer term with a requirement that the original membership remain as appointed. In such a case, the reason for the different length of term must be specified at the initial formation of the committee as well as its purpose and an estimated length of time it will exist. Such a special committee will be exempt from routine annual reappointments but is still subject to the final authority of the Board. The Corresponding Secretary shall notify each Board appointee by mail within thirty days following their appointment.

Section 2) Any individual or committee appointment may be terminated at any time by a majority vote of the full membership of the Board and, upon written notice to the terminated appointee, the Board may appoint a successor to the person whose service has been terminated. The individual whose appointment was terminated shall immediately turn over to their successor the pertinent properties and records necessary to perform the duties of the position.

Section 3) The Board of Directors shall each year vote to appoint and/or reappoint a Delegate to represent the Club at the American Kennel Club. The Delegate must be a Regular or Honorary member in good standing of the SCA. The Delegate to the American Kennel Club shall take direction from the SCA Board of Directors and shall represent the interests of the Club at meetings of the Delegates to the American Kennel Club. The AKC Delegate's duties shall be to attend the AKC Delegate meetings and to report to the Club matters of interest to it, and to generally act as a liaison between the Club and the AKC and AKC-accredited clubs. The AKC Delegate should be familiar with procedure and operation of the Club and able to represent it on a national level. The Delegate shall serve until the appointment of his successor.

Section 4) The first of each year, the Board of Directors shall appoint an auditing committee of at least two members to audit the books of the Treasurer and report at the Annual Meeting.

ARTICLE VI - DISCIPLINE

Section 1) American Kennel Club Suspension. Any member who is suspended from the privileges of the American Kennel Club automatically shall be suspended from the privileges of this Club for a like period.

Section 2) Charges. Any member may prefer charges against a member for alleged misconduct prejudicial to the best interest of the breed or the Club. Written charges with specifications must be filed in duplicate with the Corresponding Secretary together with a deposit of \$50 which shall be forfeited if such charges are not sustained by the Board or a Committee following a hearing. The Corresponding Secretary shall promptly send a copy of the charges to each member of the Board or present them at a Board meeting. The Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interest of the breed or Club. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interest of the breed or Club, it may refuse to entertain jurisdiction and the deposit, less \$20 for expenses, shall be returned to the member filing charges. If the Board entertains jurisdiction of the charges, it shall fix a date of a hearing by the Board, or a Committee of not less than three members of the Board, not less than 3 weeks nor more than 6 weeks thereafter. The Corresponding Secretary shall promptly send one copy of the charges to the accused member by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in his/her own defense and bring witnesses if he/she wishes.

Section 3) Board Hearing. The Board or Committee shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treated uniformly in that regard. Should the charges be sustained after hearing all the evidence and testimony presented by complainant and defendant, the Board or Committee may, by a majority vote of those present, suspend the defendant from all privileges of the Club for not more than six months from the date of the hearing, or until the next Annual Meeting if that will occur after six months. And, if it deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his/her fellow members at the ensuing Club meeting which considers the recommendation of the Board or Committee. Immediately after the Board or Committee has reached a decision, its findings shall be put in written form and filed with the Recording and Corresponding Secretary. The Corresponding Secretary, in turn, shall notify each of the parties of the decision and penalty, if any.

Section 4) Expulsion. Expulsion of a member from the Club may be accomplished only at the Annual Meeting of the Club following a hearing and upon the recommendation of the Board or Committee as provided in Section 3 of this Article. The defendant shall have the privilege of appearing in his/her own behalf though no evidence shall be taken at this meeting. The President shall read the charges and the findings and recommendations, and shall invite the defendant, if present, to speak in their own behalf. The meeting shall then vote by secret written ballot on the proposed expulsion. A 2/3 vote of those present and voting at the Annual Meeting shall be necessary for if expulsion. If expulsion is not so voted the suspension shall stand.

ARTICLE VII - AMENDMENTS

Section 1) Amendments to the Constitution and Bylaws and to the Standard for the breed may be proposed by the Board of Directors or by written petition addressed to the Corresponding Secretary and signed by 20% 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 Regular members with recommendations of the Board by the Corresponding Secretary for a vote within three months of the date when the petition was received by the Corresponding Secretary.

Section 2) The Constitution and Bylaws and the Standard for the breed may be amended at any time provided a copy of the proposed amendment has been mailed by the Corresponding Secretary to each Regular member in good standing on the date of the mailing, accompanied by a ballot on which they may indicate their choice for or against the action to be taken. Dual envelope procedures described in Article IV, Section 4d, shall be followed in handling such ballots to assure secrecy of the vote. The notice shall specify a date not less than 30 days after the date of mailing by which date the ballots must be returned to the Corresponding Secretary to be counted. The favorable vote of 2/3 of the Regular members in good standing who return valid ballots within the time limit shall be required to effect any such amendment.

Section 3) No amendment to the Constitution and Bylaws or the Standard for the breed that is adopted by the Club shall become effective until it has been approved by the Board of Directors of the American Kennel Club.

ARTICLE VIII - DISSOLUTION

The Club may be dissolved at any time by the written consent of not less than 3/4 of the Regular members. In the event of the dissolution of the Club, other than for purposes of reorganization, whether voluntary or involuntary or by operation of law, none of the property of the Club nor proceeds thereof nor any assets shall be distributed to any members of the Club but after payment of the debts of the Club, its property and assets shall be given to a charitable organization for the benefit of dogs selected by the Board of Directors.

ARTICLE IX - ORDER OF BUSINESS

Section 1) At meetings of the Club, the order of business so far as the character and nature of the meeting may permit, shall be as follows:

- Roll call
- Installation of new officers (Annual Meeting only)
- Minutes of the last meeting
- Report of the President
- Report of the Corresponding Secretary
- Report of the Recording Secretary
- Report of the Treasurer
- Reports of appointees and committees
- Unfinished business

New business
Adjournment

Section 2) At meetings of the Board, the order of business, unless otherwise directed by a majority vote of those present, shall be as follows:

Minutes of the last meeting
Report of the Corresponding Secretary
Report of the Recording Secretary
Report of the Treasurer
Reports of appointees and committees
Unfinished business
Election of new members
New business
Adjournment

ARTICLE X

Roberts Rules of Order, as revised, shall govern all matters not specifically mentioned in these Bylaws.

Accepted January 17, 1970
Effective February 21, 1970
Amended January 1973
Amended October 1984
Amended October, 1993
Amended March, 2002
Amended April, 2008
Effective July 10, 2008

OFFICIAL STANDARD FOR THE SCHIPPERKE

General Appearance

The Schipperke is an agile, active watchdog and hunter of vermin. In appearance, he is a small, thickset, cobby, black, tailless dog, with a fox-like face. The dog is square in profile and possesses a distinctive coat, which includes a stand-out ruff, cape and culottes. All of these create a unique silhouette, appearing to slope from shoulders to croup. Males are decidedly masculine without coarseness. Bitches are decidedly feminine without over refinement. Any deviation from the ideal described in the standard should be penalized to the extent of the deviation. Faults common to all breeds are as undesirable in the Schipperke as in any other breed, even though such faults may not be specifically mentioned in the standard.

Size. Proportion. Substance

Size – The suggested height at the highest point of the withers is 11-13 inches for males and 10-12 inches for bitches. Quality should always take precedence over size.

Proportion – Square in profile.

Substance – Thickset.

Head

Expression – The expression is questioning, mischievous, impudent and alert, but never mean or wild. The well-proportioned head, accompanied by the correct eyes and ears, will give the dog proper Schipperke expression.

Skull – The skull is of medium width, narrowing toward the muzzle. Seen in profile with the ears laid back, the skull is slightly rounded. The upper jaw is moderately filled in under the eyes, so that, when viewed from above, the head forms a wedge tapering smoothly from the back of the skull to the tip of the nose. The stop is definite but not prominent. The length of the muzzle is slightly less than the length of the skull.

Eyes – The ideal eyes are small, oval rather than round, dark brown, and placed forward on the head.

Ears – The ears are small, triangular, placed high on the head, and, when at attention, very erect. A drop ear or ears is a disqualification.

Nose – The nose is small and black.

Bite – The bite must be scissors or level. Any deviation is to be severely penalized.

Neck. Topline. Body.

Neck – The neck is of moderate length, slightly arched and in balance with the rest of the dog to give the correct silhouette.

Topline – The topline is level or sloping slightly from the withers to the croup. The stand-out ruff adds to the slope, making the dog seem slightly higher at the shoulders than at the rump.

Body – The chest is broad and deep and reaches to the elbows. The well-spring ribs (modified oval) are wide behind the shoulders and taper to the sternum. The forechest extends in front of the shoulders between the front legs. The loin is short, muscular, and moderately drawn up. The croup is broad and well-rounded with the tail docked. No tail is visually discernible.

Forequarters – The shoulders are well laid back, with the legs extending straight down from the body when viewed from the front. From the side, legs are placed well under the body. Pasterns are short, thick and strong, but still flexible, showing a slight angle when viewed from the side. Dewclaws are generally removed. Feet are small, round and tight. Nails are short, strong and black.

Hindquarters – The hindquarters appear slightly lighter than the forequarters, but are well muscled, and in balance with the front. The hocks are well let down and the stifles are well bent. Extreme angulation is to be penalized. From the rear, the legs extend straight down from the hip through the hock to the feet. Dewclaws must be removed.

Coat

Pattern – The adult coat is highly characteristic and must include several distinct lengths growing naturally in a specific pattern. The coat is short on the face, ears, front of the forelegs, and on the hocks; it is medium length on the body, and longer in the ruff, cape, jabot and culottes. The ruff begins in back of the ears and extends completely around the neck; the cape forms an additional distinct layer extending beyond the ruff; the jabot extends across the chest and down between the front legs. The hair down the middle of the back, starting just behind the cape and continuing over the rump, lies flat. It is slightly shorter than the cape but longer than the hair on the sides of the body and sides of the legs. The coat on the rear of the thighs forms culottes, which should be as long as the ruff. Lack of differentiation in coat lengths should be heavily penalized, as it is an essential breed characteristic.

Texture – The coat is abundant, straight and slightly harsh to the touch. The softer undercoat is dense and short on the body and is very dense around the neck, making the ruff stand out. Silky coats, body coats over three inches in length, or very short harsh coats are equally incorrect.

Trimming – As the Schipperke is a natural breed, only trimming of the whiskers and the hair between the pads of the feet is optional. Any other trimming must not be done.

Color – The outercoat must be black. Any color other than a natural black is a disqualification. The undercoat, however, may be slightly lighter. During the shedding period, the coat might take on a transitory reddish cast, which is to be penalized to the degree that it detracts from the overall black appearance of the dog. Graying due to age (seven years or older) or occasional white hairs should not be penalized.

Gait

Proper Schipperke movement is a smooth, well-coordinated and graceful trot (basically double tracking at a moderate speed), with a tendency to gradually converge toward the center of balance beneath the dog as speed increases. Front and rear must be in perfect balance with good reach in front and drive in the rear. The top line remains level or slightly sloping downward from the shoulders to the rump. Viewed from the front, the elbows remain close to the body. The legs form a straight line from the shoulders through the elbows to the toes, with the feet pointing

straight ahead. From the rear, the legs form a straight line from the hip through the hocks to the pads, with the feet pointing straight ahead.

Temperament

The Schipperke is curious, interested in everything around him, and is an excellent and faithful little watchdog. He is reserved with strangers and ready to protect his family and property if necessary. He displays a confident and independent personality, reflecting the breed's original purpose as watchdog and hunter of vermin.

Disqualifications

A drop ear or ears.

Any color other than a natural black.

CODE OF ETHICS

As a member of the Schipperke Club of America (SCA), I pledge to uphold the goals of the Club as set forth in the Club's constitution, to encourage good sportsmanship in the sport of dogs, and to set an example of honorable kennel business practices when dealing with any person.

Specifically, I further pledge:

To uphold the American Kennel Club (AKC) rules applying to dog shows and registration, particularly as regards the maintenance of complete and accurate breeding records;

To accept and uphold the Standard of the Schipperke as developed by the SCA and approved by the AKC;

To breed Schipperkes only with the aim of maintaining or improving the qualities of the breed as set forth in the Standard, and not for personal gain. I will never knowingly sell puppies to wholesalers, laboratories, or pet stores and will encourage any puppy buyers to behave similarly;

To serve as an example of good sportsmanship in any aspect of the sport of dogs and to assist and befriend newcomers and novices to the best of my ability;

To keep myself informed in the fields of dog health and genetics and to carefully screen all breeding stock for hereditary faults or disqualifying defects, removing any questionable animals from my breeding program.

To conduct all my kennel practices in a clear, honorable, and open fashion and to use a written agreement or contracts whenever possible.

Signed: _____ Date: _____

BREEDER'S CODE OF ETHICS (Optional)

1. General

- a. When planning a breeding, I pledge to abide by the following AKC Policy Statement. The American Kennel Club encourages breeders to breed only for the improvement of the breed and only when the produce of the breeding can be assured proper homes and care. The AKC recommends that breeders encourage puppy purchasers to have their pets spayed or neutered to prevent accidental breeding and to avoid breeding merely to produce puppies.
- b. I shall breed only from healthy, sound parents of correct conformation and temperament which are free from known disqualifying faults and genetic or hereditary defects.
- c. As a breeder, I will assume an obligation to each puppy I produce to ensure a stable environment that protects each puppy's physical, as well as emotional well-being. I further agree that if at any time the owner of a puppy I produced decides to place that puppy, for any reason, I will offer my full assistance in placing that puppy in a good home. If it is not possible to locate a suitable home, I will agree to take the puppy back. If due to extenuating circumstances I am unable to take the dog back into my home, I will make arrangements for the care of the dog. Any provisions for shipping charges, financial reimbursement, or other arrangements in this instance shall be handled in accordance with the agreement between the breeder and the buyer in the contract between the breeder and the buyer.
- d. In this respect, before I plan a breeding, I will ensure I have the finances, time, and facilities to properly care for each dog I produce for its lifetime in the event it cannot be placed in a proper home or is returned to me at any time after it has been placed in a home.
- e. A Schipperke which is deemed to be of pet quality or otherwise unsuitable for breeding should be sold or placed only with a signed, dated, written agreement that the AKC Registration papers are supplied under the AKC's limited registration only, and the papers filed with the AKC, or that the papers will be withheld until proof of spay/neuter has been provided to the seller by a veterinarian.
- f. For his/her own protection and for that of the buyer, SCA members should provide buyers with a written sales agreement, guarantee, pedigree, contractual stud and breeding agreement, etc. Whatever the agreement, it should be written and signed and dated by all parties involved.
- g. It is recommended that all Schipperkes retired from or not intended for breeding be spayed, neutered, or have a vasoligation.

2. Stud Dog

- a. I will not knowingly allow my stud dog to be bred to any bitch whose owner is directly or indirectly involved in breeding for commercial reasons through puppy mills, brokers, pet shops, or animal research facilities. Additionally, I will not allow my stud dog to be bred

to any bitch whose owner is in any other way breeding solely for supplying pet puppies to the general public or to “back yard breeders” who simply wish to raise a litter of puppies.

- b. I will be honest and forthright in informing any breeder interested in breeding to my stud dog of any serious genetic problems, either potential or actually produced, in litters sired by my stud dog.
- c. I will ensure my stud dog is checked and confirmed free of any potentially communicable diseases in accordance with current veterinary information, including brucellosis and mycoplasma, by a veterinarian before breeding him.

3. Breeder/Brood Bitch

- a. I will not breed my bitch until after her second season or she is at least one year of age at the time of mating.
- b. I will not knowingly allow my bitch to raise more than two successive litters in a year. If my bitch has raised two successive litters in a year, I will allow her to rest by not breeding her in her next heat cycle.
- c. I will not breed my bitch to someone else’s stud unless she has been checked by a veterinarian and confirmed free of any potentially communicable diseases in accordance with current veterinary information, including brucellosis and mycoplasma.
- d. I will be honest and forthright in informing the owner of a stud dog to which I intend to breed my bitch of any serious genetic problems, either potential or actually produced in litters conceived by my bitch.

4. Puppies

- a. I will not sell puppies wholesale, nor to pet shops, commercial dealers, pet dealers, dealers of any kind, catalog houses, or any other commercial distributor. I will not offer a Schipperke as a door prize, raffle prize, or in any other give-away activity. I will not in any other manner dispose of, either wholly or in part, at an animal shelter, veterinary office, or any other agency any litter I produce.
- b. I will not release to a home any puppy under the age of eight weeks.
- c. I will advise all pet buyers that all dogs sold as pets are deemed not to be of breeding quality and that they should be spayed/neutered. I will explain the benefits of spaying/neutering and how it benefits the health and well-being of the animal.

5. Conclusion

As a breeder-member of the Schipperke Club of America, I pledge to uphold and abide by the provisions of this Breeder’s Code of Ethics.

Signature: _____ Date: _____

CHAPTER TWO

GENERAL SCA POLICIES AND PROCEDURES

Name, Specific and Primary Purposes

Section 1. The name of the Club shall be SCHIPPERKE CLUB OF AMERICA, INC., incorporated pursuant to the General Nonprofit Corporation Law of the State of New York.

Section 2. This Club is one which does not contemplate pecuniary gain or profit to members thereof and is organized for nonprofit purposes, and no part of any net earnings thereof shall ensure to the benefit of any members or other individual.

To encourage and promote quality in the breeding of purebred Schipperkes in the United States of America and to do all possible to bring their natural qualities to perfection.

To accept and follow the Standard of the breed as adopted by the American Kennel Club.

To do all in its power to protect and advance the interest of the breed by encouraging sportsmanlike competition at dog shows, obedience trials, agility trials, and any competition in which Schipperkes compete.

To do all in its power to protect the breed from indiscriminate breeding, puppy mills, and the buying and selling of litter lots of the breed.

To conduct sanctioned matches and licensed specialty shows under the rules and regulations of the American Kennel Club.

To discourage false advertising, claims, and statements pertaining to the breed.

General Items

Corporate Name: The official corporate name is Schipperke Club of America, Inc. (hereinafter abbreviated as SCA). It is not preceded with the word “the.” If “the” is used in front of our name, the “t” should always be in lowercase.

The SCA is incorporated in the state of New York. It was established in 1929.

Club Year: The Club’s fiscal year shall begin on the 1st day of January and end on the 31st day of December. The Club’s official year shall begin on the 1st day of March and end on the last day of February. The elected Officers and Directors shall take office on March 1st and each retiring officer shall immediately turn over to their successor in office the pertinent properties and records necessary to perform the duties of the office by March 1st and will deliver all properties and records relating to their office to their successor by March 31st.

Governing Rules: The SCA is governed by the following rules listed in order of rank:

Articles of Incorporation
Charter from the AKC
Bylaws and Constitution
Robert’s Rules of Order

Standing Rules

Recognition: At the SCA annual banquet, held in conjunction with the National Specialty, the SCA recognizes Schipperkes who have achieved outstanding achievement in the following categories:

- Conformation
- Obedience
- Agility
- Rally
- Versatility
- Junior Showmanship
- Stud Dog/Brood Bitch

The Medal and Awards Chairperson shall compile and maintain records for these awards on an annual basis. (For SCA's specifics and policies on awards/recognition, refer to Chapter 4, pages 155-159.)

The SCA uses three (3) regions for Specialty locations (see Standing Rules in Chapter 5).

The Board recommends that the annual National Specialty be held in conjunction with the Annual Meeting. The Annual Meeting must be held in the months of March, April or May pursuant to **SCA Bylaws, Article II, Section 1.**

The SCA is recognized by the American Kennel Club ("AKC") as the Parent Club for the Schipperke Breed. SCA is a member of National Animal Interest Alliance (NAIA).

When no Specialty host bid is received from the next region in the rotation (by the Board designated deadline for bids), that region will lose its turn for that round of rotations. The next region in the rotation will be asked for host bids. In the event no regional Club submits a bid, bids may be considered from Club members.

At the time of incorporation, the SCA established official Club Colors of red, yellow and black, which conforms to the colors of the Belgium flag.

The official SCA Logo as pictured in the Appendix is for Club use only. The Logo is to be used on all Club supplies when a logo is desired.

The SCA is not in the business of promoting products and/or services. It is a not-for-profit organization.

Any matter being considered by the Board of Directors which will require membership approval requires the Board of Directors to give the membership at least 45 days notice before they are asked to render a decision.

The SCA membership pins are to be available for resale to members only.

Regional Clubs (see "Regional Clubs" in Chapter 4 for additional information): The AKC recognizes regional clubs as individual entities. The Parent Club has no authority over them other than to approve or disapprove their request for permission to hold Specialty shows on specific dates. When approved, a letter granting permission of the SCA is sent to the AKC Show Plans Department by the Corresponding Secretary with a copy to the regional club.

The SCA can request and/or invite articles from the regional clubs for the SCA.

The officers or members of a regional club do not have to be members of the SCA, but SCA should encourage members of regional clubs to also become members of SCA.

Regional clubs may quote SCA Bulletin articles without asking permission provided they give SCA due credit and send a copy of the issue to the Corresponding Secretary.

The SCA may support regional clubs by purchasing advertisements in their catalogs, as determined by the Board of Directors on an individual basis.

A non-AKC licensed regional club may request to hold a regional show in conjunction with an SCA Specialty. The SCA Board shall approve any advertisements and/or donations made by the SCA to support the regional show.

Financial Aspects

Nonprofit Policy: The SCA is a nonprofit organization and cannot sponsor any program which would result in profit, such as becoming an agent of items for resale that are profit making for some other source.

The New York Franchise Tax Board advises that there isn't any limit to the amount of money that could be raised for the Club as long as that money was used only for nonprofit projects, charitable, or SCA Club activities.

No travel allowances will be made by SCA for travel expenses of distant board members to attend meetings.

All checks for the SCA go through the SCA Treasurer.

The President's name shall appear on both the checking and savings account, but will only exercise this function when the Treasurer is incapacitated.

Foreign overseas members pay an additional postage charge with their dues. It will be based on the current postage rates and subject to increase with any postal rate increases.

Any member who has a check returned that is unpaid for thirty (30) days shall no longer be considered a member in good standing, and all rights and privileges shall be revoked until said check has been made good. Any person who has applied for membership who writes a check that is returned may not be voted on until said check has been made good. Any person who writes a check to the SCA which is returned for any reason will be charged \$15.00 to cover the cost of the delinquent check. The writer of the check however will not be responsible for checks that have been held for extended periods of time by the Treasurer or by the person receiving the check on behalf of the Club

“Non-Sufficient Funds Checks” on Renewals:

The following guideline is approved:

The Treasurer shall send the offending member a letter which states:

- That a check has been returned and that they owe the amount of the check plus the bank charges for processing the check. This payment should be remitted by bank check or money order ONLY.

- Reimbursement must be received before the end of the grace period, which is thirty (30) days from the mailing of the notice to make restitution.
- The letter should also state that if restitution is not made, the membership will be lapsed and the member will have to reapply for membership in the SCA.
- The information should be sent to the Board for their consideration.

Lapsing. A membership will be considered as lapsed and automatically terminated if the member's dues remain unpaid on February 1st. The Board of Directors may grant an additional ninety (90) days of grace to such delinquents in meritorious cases. However, in no case may any lapsed member vote at any Club meetings or on any ballots.

Time-Deposit Accounts are to be purchased as opposed to a regular savings account for emergency funds. When the certificates mature, the current Board will be notified to approve their reinvestment.

At a National Specialty where a specific hotel is involved, those members who violate hotel or SCA recommendations for proper treatment of rooms will, after inspection of two SCA Board members and the hotel's staff, be responsible for financial reimbursement to the hotel and may incur up to a six (6) month suspension from the SCA.

Discipline

The American Kennel Club Suspension: Any member who is suspended from the privileges of the American Kennel Club automatically shall be suspended from the privileges of this Club for a like period.

Charges: Any member may prefer charges against a member for alleged misconduct prejudicial to the best interests of the Club or the breed. Written charges with specifications must be filed in duplicate with the Corresponding Secretary together with a deposit of \$50.00 which shall be forfeited if such charges are not sustained by the Board or a Committee following a hearing. The Secretary shall promptly send a copy of the charges to each member of the Board or present them at a Board Meeting, and the Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the Club or the breed. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interests of the Club or of the breed, it may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges, it shall fix a date of a hearing by the Board or a Committee of not less than three members of the Board, not less than three (3) weeks nor more than six (6) weeks thereafter. The Secretary shall promptly send one copy of the charges to the accused member by certified mail together with a notice of the hearing and an assurance that the defendant may personally appear in his own defense and bring witnesses if he wishes.

Board Hearing: The Board or Committee shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treated uniformly in that regard. Should the charges be sustained, after hearing all evidence and testimony presented by complainant and defendant, the Board or Committee may, by a majority vote of those present, suspend the defendant from all privileges of the Club for not more than six (6) months from the date of the hearing, or until the next Annual Meeting, if that will occur after six (6) months. And, if it deems that punishment is insufficient, it may also recommend to the membership the penalty

be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his fellow members at the ensuing Club meeting which considered the recommendation of the Board or Committee. Immediately after the Board or Committee has reached a decision, its findings shall be put in written form and filed with the Corresponding Secretary. The Corresponding Secretary, in turn, shall notify each of the parties of the decision and penalty, if any.

Expulsion: Expulsion of a member from the Club may be accomplished only at a meeting of the Club following a hearing of the Board or Committee as provided in Section 3 of this Article. Such proceedings may occur at a Regular or Special meeting of the Club to be held sixty (60) days, but not earlier than thirty (30) days, after the date of the 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/Chairperson shall read the charges and the findings and recommendation and shall invite the defendant, if present, to speak in his own behalf. The meeting shall then vote by secret written ballot on the proposed expulsion. A two-thirds (2/3) vote of those present at the meeting shall be necessary for expulsion. If expulsion is not so voted, the suspension shall stand.

The SCA will in no way become involved in individual disputes/differences between members.

The benefits of the SCA cease during the period of a member's suspension. They may not vote. They are deleted from the Breeder's List. They will not be sent newsletters, and their dogs' pictures will not be featured in it. Donations of any nature cannot be accepted from them. Advertising for the Specialty Catalog or Yearbook cannot be accepted.

Important Timetables

The timetables listed below are meant to provide a handy reference for important deadlines without requiring the reader to review Chapters 3, 4, and 5. **All deadlines will mean the date postmarked unless noted in the Bylaws. The sender should allow five (5) days for mailing within the continental United States when considering deadlines and ten (10) days for mailing outside the continental United States.**

Club Year: The Club's fiscal year shall begin on the 1st day of January and end on the 31st day of December. The Club's official year shall begin on the 1st day of March and end on the last day of February. The elected Officers and Directors shall take office on March 1st, and each retiring officer shall immediately turn over to their successor in office the pertinent properties and records necessary to perform the duties of the office by March 1st and will deliver all properties and records relating to office to their successor by March 31st.

Office of the President

Annual Meeting: The Annual Meeting shall be held in the month of March, April or May, in conjunction with the Club's Specialty Show if possible, at a place, date, and hour designated by the President, with approval of the Board. **Bylaws, Article II, Section 1.**

The President shall contact the Corresponding Secretary at least thirty (30) days in advance of the National Specialty so that the Corresponding Secretary can comply with **Bylaws, Article II, Section 3**, which requires the Corresponding Secretary to give fourteen (14) days written notice of the meeting. *(Hint: It is advisable to hold a Board meeting on the day prior to the actual*

Specialty events as Board may be competing during the Specialty. It may be necessary to hold the last Board meeting following the close of scheduled activities. The President should try to accommodate travel plans of members.)

March 1 – The outgoing President shall forward the President’s materials to incoming President. The materials shall be sent via certified mail, return receipt requested, or through package delivery service, verifying delivery.

30 to 45 days prior to Annual Meeting (see Standing Rule, 09-07B) - The President will write thank you letters to all committee chairmen for their past years service and request they submit their annual reports to the President by March 15th. The reports will then be placed on the SCA website for members to review prior to the Annual Meeting. No printed committee reports will be distributed at the Annual Meeting unless the Annual Meeting occurs in March. At the Annual Meeting members will be given the opportunity to ask questions and comment on the committee reports made available to them on the website. Acceptance of the reports will then be voted upon.

Prior to any Board meeting or the Annual Meeting, the President shall prepare an agenda, which shall then be made available to all attendees prior to the commencement of the meeting.

Office of the Corresponding Secretary

Annual Meeting: The Annual Meeting shall be held in the month of March, April or May, in conjunction with the Club’s Specialty Show if possible, at a place, date, and hour designated by the President, with approval of the Board. Written notice of the Annual Meeting shall be mailed by the Corresponding Secretary to each member at least thirty (30) days prior to the date of the meeting. The quorum for the Annual Meeting shall be 10% of Regular members in good standing. **Bylaws, Article II, Section 1.**

January 1 - Due date to Treasurer of annual membership dues.

January 1 - The Corresponding Secretary must send each member additional resumes and ballots by January 1st.

January 31 - If dues remain unpaid past January 31st, that membership lapses.

February 1 - Annual election ballots must be received by Corresponding Secretary.

March 1 - The Corresponding Secretary must notify membership of the results of the annual election on or before March 1st.

March 1 - The Corresponding Secretary and the Recording Secretary shall forward their successor all pertinent materials necessary to perform said office, return receipt requested.

March 1 - New Officers and Directors assume office.

30 to 45 days prior to Annual Meeting – The date, time, and place of the Annual Meeting shall be mailed to the membership at least thirty (30) days prior to the meeting.

March 31 - Retiring Officers deliver the remainder of properties and records to their successors.

July 1 - Deadline for Board to appoint Nominating Committee.

November 1 - The Corresponding Secretary must mail the slate of candidates for Officer and Board positions, and their resumes, to membership on or before this date.

December 1 - Deadline for additional nominations.

Office of the Recording Secretary

Annual Meeting: The Annual Meeting shall be held in the month of March, April or May, in conjunction with the Club's Specialty Show if possible, at a place, date, and hour designated by the President, with approval of the Board. **Bylaws, Article II, Section 1.**

A recap of the past year's Board Business should be prepared for distribution to the current Board by January 31st of each year.

January 1 - Due date to Treasurer of annual membership dues.

January 31 - If dues remain unpaid past January 31st, that membership lapses.

March 1 - New Officers and Directors assume office.

March 31 - Retiring Officers deliver the remainder of properties and records to their successors.

July 1 - Deadline for Board to appoint Nominating Committee.

December 1 - Deadline for additional nominations.

Office of the Treasurer

Within Fourteen (14) Days of Election - The outgoing Treasurer shall forward all software, files and records to the incoming Treasurer. The materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery.

Transfer of Funds and Books - The outgoing Treasurer shall forward a check drawn on the existing SCA account to the incoming Treasurer in the amount of from \$1,000 to \$5,000 for the primary account and additional checks in appropriate amounts for all secondary accounts to the incoming Treasurer no later than ten (10) days prior to March 1st, or as soon as the results of the election are known if they are not available within the time frame indicated above. To reduce operating costs, the amount to be provided for establishing the new account may vary based on the fee schedules of the banks involved. The incoming Treasurer shall then open a checking account in the name of the SCA at a federally insured banking institution which has been approved by the Board of Directors. Care should be taken to open accounts as previously held, i.e., the SCA checking account, etc. If an account is to be held separately, it cannot be commingled with the general fund; however, separate designated funds may be held in the same account as long as they are identified and accounted for separately, and the designated funds are not used for purposes other than those for which they are designated. The outgoing Treasurer shall notify the incoming Treasurer of all separate accounts with forwarding the initial checks.

A position bond shall be secured by the incoming Treasurer by March 15th in an amount as specified by the Board. In the event the incoming Treasurer is not insurable under a bond, he or she may not hold the office.

All checks, money orders, cash, and other monies received shall be deposited into the designated SCA checking account within fourteen (14) days of receipt. The Treasurer may use a computer

spreadsheet printout for listing the checks to be deposited in the bank. The spreadsheet may also be formatted to record the total deposit for each category as a single entry. This will be accomplished on a per deposit basis.

Make sure that the SCA's General Liability and Directors and Officers' Liability insurance premiums are paid. The Treasurer may be asked to file a renewal form with the insurance company which has been signed by the President. The Treasurer should coordinate with the President to ensure that all insurance forms are signed and that the premium check is included in the renewal. SCA General Liability and Directors and Officers' Liability insurance is through Equisure, Inc., 13790 E. Rice Place, Aurora, Colorado 80015, 303-614-6961.

The anniversary date for the General Liability policy is February 9th, and the anniversary date for the Directors and Officers' Liability policy is November 1st.

Notify the IRS of the change of name and address of the SCA Treasurer no later than April 1st to avoid any confusion in the filing of the IRS Form 990. Tax forms are due to the IRS no later than May 15th.

Obtain, prepare and submit tax form 990EZ or other forms required by the IRS. Currently, Form 990EZ is required and must be submitted no later than May 15th. See previous copies of these forms for appropriate breakdowns and attachments.

The dues owed to the AKC by the SCA are due and payable no later than January 1st of each year. The dues notice is sent by the AKC to the SCA Secretary. If the Treasurer has not received the notice from the SCA Secretary by December 20th, the Treasurer should contact the SCA Secretary to obtain a copy.

Mail a dues notice to every SCA member by October 1st for the ensuing year. The notice should include a reminder that dues are payable by January 1st and are delinquent if postmarked after January 31st.

In the first week of January, mail a second dues notice to every SCA member from whom you have not received dues. This notice should also include the reminder that dues are delinquent if not paid by January 31st, and that Board approval will be required for Membership to be reinstated if dues are not received until after January 31st. In the event dues are received postmarked between February 1st and March 31st, these members may be presented to the Board for action under Article 1, Section 4(b) of the Bylaws.

Any members whose dues remain unpaid as of January 31st are not eligible to vote in the annual election. Membership is considered as lapsed and automatically terminated if such member's dues remain unpaid by January 31st. However, the Board may grant an additional ninety (90) days of grace to such delinquent members in meritorious cases. In no case may a person be entitled to vote at any Club meeting whose dues are unpaid as of the date of that meeting.

Prepare a list of members whose dues are paid as of January 31st and forward it to the Corresponding Secretary. The inspectors of election will need this list to determine whether the member from whom the ballot was received is eligible to vote. This should be coordinated with the Corresponding Secretary. The approximate date for completion of this task should be no later than February 15th.

All Committee Chairpersons

Within Fourteen (14) Days of Appointment - The outgoing Chairperson shall forward the committees materials to incoming Chairperson. The materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery.

All members working in any official capacity for the Club (except this does not apply to the Officers and Board for obvious reasons) will submit a year-end committee report to the Committee Chairperson. The Chairperson will speak for the entire committee and should note which people would be willing to serve in the same capacity in the coming year. The deadline for this report is January 31st in order that the information can serve as an aid to the Board.

Quarterly and Annual Reports - The Chairperson shall submit Quarterly and Annual reports by the dates set by the SCA President and Secretary. Keep in mind these reports may be published in the SCA Bulletin and/or the SCA Newsletter, so they must be in and on time for these publications.

Nominating Committee

The SCA Board of Directors shall appoint a committee of three members and two alternates. This is usually done at the annual meeting, but may be done as late as July 1st.

The Chairperson should contact the other two committee members during early July and confirm their ability and willingness to fulfill their duty on the committee.

All three members should participate in the selection of the slate. A time should be set during this initial contact in July for a conference call during early August.

The proposed slate of nominees should be agreed upon by the committee by the middle of August.

The Chairperson should contact each nominee by telephone to obtain tentative acceptance of the nomination and send a formal written notification of nomination to the nominee. The nominee is to sign the written acceptance and return it to the Corresponding Secretary by the first week in October.

The Corresponding Secretary must mail the slate of nominees and all resumes received to the membership not later than November 1st.

National Specialty Chairperson

The National Specialty Chairperson shall send a written Specialty critique to the National Specialty Coordinator (with a copy to the Secretary) within sixty (60) days after the event. It should point out the plus features, as well as noting possible trouble areas to be alert for in planning future Specialties.

There is a time limit of sixty (60) days in which to submit bills after the National Specialty.

CHAPTER THREE

DUTIES OF OFFICERS AND DIRECTORS

Schipperke Club of America President

There are specific Bylaws and Standing Rules, which apply directly to the Office of the President which are quoted below to aid in understanding the requirements of the office. With regard to the Standing Rules, they are listed in the order in which they were enacted. If the Standing Rules were modified, amended, or rescinded, that action is noted in boldfaced lettering directly under the Standing Rule.

Governing Rules: The SCA is governed by the following rules listed in order of rank:

- Articles of Incorporation
- Charter from the AKC
- Bylaws and Constitution
- Robert's Rules of Order
- Standing Rules

Bylaws Relating to the President

Article II, Meetings

Section 1) Annual Meeting. The Annual Membership Meeting shall be held in the month of March, April, or May, in conjunction with the Club's Specialty Show if possible, at a place, date and hour designated by the President, with approval of the Board. Written notice of the Annual Membership Meeting shall be mailed by the Corresponding Secretary to each member at least 30 days prior to the date of the meeting. The quorum for the Annual Meeting shall be 10% of the regular members in good standing. Voting by proxy shall not be permitted.

Section 2) Special Club Meetings. Special club Membership meetings may be called by the President or by a majority vote of the members of the Board who are present at a meeting of the Board or who vote by mail or by electronic means, or by the Corresponding Secretary upon receipt of a petition signed by 10% of the Regular members of the Club who are in good standing. Such meeting shall be held at such place, date and hour as may be designated by the person or persons calling the meeting. Written notice of such meeting shall be mailed by the Corresponding Secretary to the General Membership at least 14 days and not more than 30 days prior to the meeting. The notice of the meeting shall state the purpose of the meeting, and no other Club business may be transacted. The quorum for such a meeting shall be 10% of the Regular members in good standing.

Article III, Directors and Officers

Section 1b. The Board shall be comprised of the President, Vice President, Corresponding Secretary, Recording Secretary and Treasurer, all elected for a term of one year, and eight (8) Directors elected for two year terms with four Directors being elected in the odd years and four Directors being elected in the even years. Officers and Directors will be elected as

provided in Article IV and shall serve until their terms expire or until their successors are elected. No elected Officer may succeed themselves for more than one consecutive term. A Director may not serve for more than two successive terms. No person shall serve as an Officer and/or Director for more than six consecutive years but may be renominated as an Officer or as a Director after an interim of one year.

Section 2. Officers. The Club Officers, consisting of the President, Vice President, Corresponding Secretary, Recording Secretary and Treasurer, shall serve in their respective capacities both in regard to the Club meetings and the Board at its meetings.

The **President** shall preside at all meetings of the Club and of the Board and shall have the duties and powers normally appurtenant to the office of President in addition to those particularly specified in these Bylaws. He/she shall be ex-officio a member of all committees except the nominating committee and shall be a voting member of the committee only if he/she is needed to make a quorum. He/she shall have the right to vote and to make motions at meetings of the Board, in accordance with Roberts Rules of Order governing the procedure of small boards

Section 3. Vacancies. Any vacancies occurring among the officers or directors during the year shall be filled for the unexpired term of office by a majority vote of all the then members of the Board, except that a vacancy in the office of **President** shall be filled automatically by the Vice President and the resulting vacancy of the Vice President shall be filled by the Board of Directors.

Article VI, Discipline

Section 4. Expulsion. Expulsion of a member from the Club may be accomplished only at the Annual Meeting of the Club following a hearing and upon the recommendation of the Board or Committee as provided in Section 3 of this Article. The defendant shall have the privilege of appearing in his/her own behalf though no evidence shall be taken at this meeting. The **President** shall read the charges and the findings and recommendations and shall invite the defendant, if present, to speak on their own behalf. The meeting shall then vote by secret written ballot on the proposed expulsion. A two-thirds (2/3) vote of those present and voting at the Annual Meeting shall be necessary for expulsion. If expulsion is not so voted, the suspension shall stand.

Article IX, Order of Business

Section 1. At meetings of the Club, the order of business so far as the character and nature of the meeting may permit shall be as follows:

- Roll call
- Installation of new officers (Annual Meeting only)
- Minutes of the last meeting
- Report of the President
- Report of the Corresponding Secretary
- Report of the Recording Secretary
- Report of the Treasurer
- Reports of appointees and committees
- Unfinished business
- New business
- Adjournment

Section 2. At meetings of the Board, the order of business, unless otherwise directed by a majority vote of those present, shall be as follows:

- Minutes of the last meeting
- Report of the Corresponding Secretary
- Report of the Recording Secretary
- Report of the Treasurer
- Reports of appointees and committees
- Unfinished business
- Election of new members
- New business
- Adjournment

Article X

Robert's Rules of Order, as revised, shall govern all matters not specifically mentioned in these Bylaws.

Standing Rules Relating to the President

- 83-02M A message from the President is required in each issue of the club Bulletin. **Changed to Newsletter**
- 83-05M The membership chairman is to make quarterly reports to the President; those reports to be included in the President's message. **Changed to the chair making his/her own reports 1991,**
- 92-01B All SCA Officers, Committee Chairs. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.
- 03-01B A parliamentarian may be hired, at the President's discretion, for any SCA Meeting.
- 07-03B That all committee chairs, officers and directors must have their phone number published on the membership list.
- 09-07B Amend Standing Rule 91-01B to read: The President will write thank you letters to all committee chairmen for their past years service and request they submit their annual reports to the President by March 15th. The reports will then be placed on the SCA website for members to review prior to the Annual Meeting. No printed committee reports will be distributed at the Annual Meeting unless the Annual Meeting occurs in March. At the Annual Meeting members will be given the opportunity to ask questions and comment on the committee reports made available to them on the website. Acceptance of the reports will then be voted upon.
- 09-09B Amend Standing Rule 94-11B "All presidents of the SCA receive, upon leaving office, a lapel type pin to be designated as Past President pin, the value of which

should not exceed \$10.00” shall be amended to read: “That we raise the maximum cost of the Past President pin from \$10.00 to \$20.00.

Primary Responsibility of the President

The Schipperke Club of America is a corporation owned and operated by its membership. The President and Board, as elected Officials, are chosen by the membership and entrusted with upholding the Constitution and Bylaws, Code of Ethics, Breeder’s Code of Ethics, and Standing Rules. It is essential that the **President** and Board uphold and conduct the business of the Club in accordance with these governing documents. The **President’s** loyalty to the Schipperke Club of America, Inc. and its membership must be unwavering. The **President** shall conduct himself/herself with decorum and professionalism, while providing guidance and direction to the Board of Directors so to assure all decisions made will support the membership at large.

Important Dates

March 1 - The outgoing President shall forward the President’s materials to the incoming President. The materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery.

30 to 45 days prior to Annual Meeting (see Standing Rule, 09-07B) - The President will write thank you letters to all committee chairmen for their past years service and request they submit their annual reports to the President by March 15th. The reports will then be placed on the SCA website for members to review prior to the Annual Meeting. No printed committee reports will be distributed at the Annual Meeting unless the Annual Meeting occurs in March. At the Annual Meeting members will be given the opportunity to ask questions and comment on the committee reports made available to them on the website. Acceptance of the reports will then be voted upon.

General Information

It is essential the **President** is thoroughly familiar with the Constitution, Bylaws, Standing Rules, Code of Ethics, Standard of the Schipperke, Membership Application/Requirements, and Committees.

The **President** should review the most current version of Robert’s Rules of Order. Both Secretaries have a copy of the Club CD; however, it is advisable that the President purchase a smaller paperback volume for personal use.

The **President** is the acting Chairperson at the Annual Meeting and shall conduct the Annual Meeting in accordance with Robert’s Rules of Order. During Unfinished and New Business, motions should be presented to the President/Chairperson in writing, since the President/Chairperson must restate the Motion prior to voting. The written motion is then given to the Recording Secretary to record verbatim in the Minutes.

The **President** may vote during Board meetings, and his/her vote will be counted for the record. The President’s vote will be counted if making or breaking a tie vote.

The **President** shall refer to the Bylaws for the Order of Business at Board and Annual Meetings. Prior to any Board meeting or the Annual Meeting, the President shall prepare an

agenda, which shall then be made available to all attendees prior to the commencement of the meeting.

A parliamentarian may be hired, at the **President's** discretion, for any SCA Meeting. (Standing Rule 03-01B)

The outgoing **President** shall communicate with the incoming President about Unfinished Business and all other relevant issues which may require attention or action.

The **President** shall work with the Board of Directors. He/she shall choose the time and place for the first Board meeting, which must be approved by the Board. The **President** shall contact the Corresponding Secretary at least thirty (30) days in advance of the National Specialty so that the Corresponding Secretary can comply with Article II, Section 4, which requires the Corresponding Secretary to give fourteen (14) days written notice of the meeting. *(Hint: It is advisable to hold a Board meeting on the day prior to the actual Specialty events, as Board may be competing during the Specialty. It may be necessary to hold the last Board meeting following the close of scheduled activities. The President should try to accommodate travel plans of members.)*

The **President** shall submit written communication to the Board through the Secretary.

The **President** shall maintain a written record of telephone calls, including to whom was placed and the purpose of the call. All phone bills must be submitted to the Treasurer when requesting reimbursement. The President should, whenever possible, utilize email and facsimile for efficient and effective communications.

Request quarterly reports of Committee Chairpersons in writing. Make them available to the Recording Secretary for distribution to the Board.

Important Names, Addresses, Phone Numbers

AMERICAN KENNEL CLUB
8051 Arco Corporate Drive, Suite 100
Raleigh, NC 27617-3390
Telephone: 919.233.9767
8:30 a.m. - 5:00 p.m. ET
weekdays (Monday - Friday) except holidays

Club Relations

American Kennel Club
260 Madison Avenue
New York, NY 10016
clubrelations@akc.org

Companion Events

(919) 816-3557

Agility Regulations

phone: (919) 816-3725, (919) 816-3559

Jump Height Cards: (919) 816-3821
fax: (919) 816-4204
email: agility@akc.org

Obedience Regulations

phone: (919) 816-3521
fax: (919) 816-4204
email: obedience@akc.org

Rally Regulations

phone: (919) 816-3521
fax: (919) 816-4204
email: rally@akc.org

Customer Service

phone: (919) 233-9767

Judges Education

phone: (919) 816-3862

Public Education:

phone: (919) 816-3712
fax: (919) 816-4275

Show Operations:

phone: (919) 816-3579
fax (919) 816-4220

This division processes the applications for and records the results from Conformation, Obedience and Tracking events and licenses professional dog show superintendents.

Comments or questions regarding the planning or processing of sanctioned and licensed Conformation Shows, Obedience Trials, Tracking Tests, Matches and Sweepstakes may be directed to eventplans@akc.org.

NATIONAL ASSOCIATION OF PARLIAMENTARIANS

213 South Main
Independence, MO 64060-3850
(816) 833-3892
(888) NAP-2929

The National Association of Parliamentarians will fax a list of members who reside in State requested.

Agenda for Annual Meeting

Call the Meeting to Order.

Roll Call. In place of a formal call of the roll, sign-in sheets may be utilized at the door.

Determine if a Quorum is in attendance (10% of the membership). If so, announce that a quorum is present and proceed with the meeting.

Installation of Officers. The outgoing President shall administer the Oath of Office to the Incoming President and Board Members.

Announce the rules of the meeting.

Is there a time limit for speakers?

Motions must be presented in writing.

No discussion without a Motion on the floor.

Explain any other pertinent rules for the meeting

President's welcome. Ask guests to stand and introduce themselves.

Present the Minutes of the last meeting. The Recording Secretary may read the Minutes, or the President/Chairperson can announce that they have been published. The President/Chairperson may entertain a motion that the Minutes be approved as published.

Read the President's Report and submit copy to be published.

Introduce the Recording Secretary, who will read the Recording Secretary's Report. Entertain a Motion to accept the Report.

Introduce the Corresponding Secretary, who will read the Corresponding Secretary's Report. Entertain a Motion to accept the Report.

Introduce the Treasurer, who will read the Treasurer's Report. Entertain a Motion to accept the Report.

If Ballots are to be counted at the meeting, request three volunteers count the Ballots. Direct them to the Recording Secretary.

Introduce the Chairperson of the Auditors, who will read the Report of the Auditors. Entertain a Motion to accept Report of the Auditors.

Recognize the AKC Delegate. If there is a report, ask the Delegate to read the report.

Recognize all outgoing Committee Chairpersons present. The reports have been placed on the SCA website for members to review prior to the Annual Meeting. No printed committee reports will be distributed at the Annual Meeting unless the Annual Meeting occurs in March. At the Annual Meeting members will be given the opportunity to ask questions and comment on the committee reports made available to them on the website. Acceptance of the reports will then be voted upon. In addition, all reports are published annually. The committees are as follows:

- AKC Gazette Columnist
- Breeder's Education
- Breeder Referral/Public Education
- Bulletin Editor
- Canine Legislation
- Constitution and Bylaws
- 5 Year Plan

Futurity
Health and Genetics
Historian/Librarian
Judges Education
Medals and Awards
Membership
National Specialty Coordinator
Newsletter Editor
Nominating Committee
Procedure and Policy Manual
Regional Clubs
ROM/ROMX/HOF
Stationer
Ways and Means
Website

Thank the Board Members and all Committee Chairpersons and members of the committees for all the hard work for a successful year.

Recognize all incoming Committee Chairpersons present.

Call for Unfinished Business (include list of items known).

Call for New Business. The following is an example of protocol for motions made at the Annual Meeting.

Protocol for Introduction of Unfinished and New Business:

- Any member wishing to bring business before the meeting may do so by writing a Motion then:
- Ask to be recognized by the Chairperson.
- When recognized, state the Motion: “I move that. . .” and present a written Motion to the President/Chairperson.
- The President/Chairperson will acknowledge any Second to the Motion.
- The President/Chairperson will restate the Motion and open the floor to discussion.
- The member presenting the Motion may speak first about it and also last. Other members wishing to discuss the Motion will be recognized in turn, until all members who wish to speak have had the opportunity to do so, **OR** unless someone calls the question.
- All discussion stops and the members then decide on calling the vote on the Motion. If the call of the question passes by at least a two-thirds (2/3) majority of the Regular members in good standing, discussion will not continue, and the Motion will be put to a vote. Should there be less than two-thirds (2/3) of the members in favor of calling the question, discussion of the Motion may continue.
- All remarks must be addressed to the President/Chairperson and confined to the questions (Motion) before the assembly. Members should avoid personal attacks or references to

motives of any speaker. In the event the debate degenerates beyond the question before the assembly, the President/Chairperson shall end the debate.

Decorum in Debate: In debate, a member must confine himself to the question before the assembly and avoid personalities. “It is not the man, but the measure, that is the subject of debate.” During debate, and while the President/Chairperson is speaking, or the assembly is engaged in voting, no member is permitted to disturb the assembly by whispering, or walking across the floor, or in any other way.

Announcements.

Call for a Motion to adjourn the meeting, once seconded, complete formal Adjournment.

Expenses

The President may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bill to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. When expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller shall be noted. Failure to do so may result in a denial of the claim.

Note: When expenses are allowed to build, this affects Treasury funds.

Schipperke Club of America Vice President

There are specific Bylaws and Standing Rules, which apply directly to the Office of the Vice President which are quoted below to aid in understanding the requirements of the office. With regard to the Standing Rules, they are listed in the order in which they were enacted. If the Standing Rules were modified, amended, or rescinded, that action is noted in boldfaced lettering directly under the Standing Rule.

Governing Rules: The SCA is governed by the following rules listed in order of rank:

- Articles of Incorporation
- Charter from the AKC
- Bylaws and Constitution
- Robert's Rules of Order
- Standing Rules

Bylaws Relating to the Vice President

SCA Bylaws, Article III, states:

Section 1a. Board of Directors. The Board of Directors shall consist of thirteen (13) members, five (5) Officers, and eight (8) Directors. All Board members shall be Club members in good standing who are residents of the United States. General management of the Club's affairs shall be entrusted to the Board of Directors.

Section 1b. The Board shall be comprised of the President, **Vice President**, Corresponding Secretary, Recording Secretary and Treasurer, all elected for a term of one year, and eight (8) Directors elected for two year terms with four Directors being elected in the odd years and four Directors being elected in the even years. Officers and Directors will be elected as provided in Article IV and shall serve until their terms expire or until their successors are elected. No elected Officer may succeed themselves for more than one consecutive term. A Director may not serve for more than two successive terms. No person shall serve as an Officer and/or Director for more than six consecutive years but may be renominated as an Officer or as a Director after an interim of one year.

Section 2. Officers. The Club Officers, consisting of the President, **Vice President**, Corresponding Secretary, Recording Secretary and Treasurer, shall serve in their respective capacities both in regard to the Club meetings and the Board at its meetings.

The **Vice President** shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity.

Section 3. Vacancies. Any vacancies occurring among the officers or directors during the year shall be filled for the unexpired term of office by a majority vote of all the then members of the Board, except that a vacancy in the office of President shall be filled automatically by the **Vice President** and the resulting vacancy of the Vice President shall be filled by the Board of Directors. A vacancy in either secretary position may be filled temporarily by the remaining secretary until the board fills that vacancy. The member chosen will serve until the next annual election at which time any unexpired term of the original vacancy shall be filled by a vote of the membership.

Standing Rules Relating to the Vice President

- 92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.
- 04-03M The newly elected Officers and Board of the Schipperke Club of America shall take an oath of office at the Annual General Meeting of the Club. This oath of office shall be as follows: "I pledge to uphold the SCA Constitution and Bylaws, Standing Rules, Code of Ethics, and the rules of the AKC while conducting the business of the Schipperke Club of America."
- 07-03B That all committee chairs, officers and directors must have their phone number published on the membership list.

Schipperke Club of America Corresponding Secretary

There are specific Bylaws and Standing Rules, which apply directly to the Office of the **Corresponding Secretary** which are quoted below to aid in understanding the requirements of the office. With regard to the Standing Rules, they are listed in the order in which they were enacted. If the Standing Rules were modified, amended, or rescinded, that action is noted in boldfaced lettering directly under the Standing Rule.

Governing Rules: The SCA is governed by the following rules listed in order of rank:

- Articles of Incorporation
- Charter from the AKC
- Bylaws and Constitution
- Robert's Rules of Order
- Standing Rules

Bylaws Relating to the Corresponding Secretary

Article II, Meetings

Section 1. Annual Meeting. The Annual Membership Meeting shall be held in the month of March, April, or May, in conjunction with the Club's Specialty Show if possible, at a place, date and hour designated by the President, with approval of the Board. Written notice of the Annual Membership Meeting shall be mailed by the **Corresponding Secretary** to each member at least 30 days prior to the date of the meeting. The quorum for the Annual Meeting shall be 10% of the regular members in good standing. Voting by proxy shall not be permitted.

Section 2. Special Club Meetings. Special club Membership meetings may be called by the President or by a majority vote of the members of the Board who are present at a meeting of the Board or who vote by mail or by electronic means, or by the **Corresponding Secretary** upon receipt of a petition signed by 10% of the Regular members of the Club who are in good standing. Such meeting shall be held at such place, date and hour as may be designated by the person or persons calling the meeting. Written notice of such meeting shall be mailed by the **Corresponding Secretary** to the General Membership at least 14 days and not more than 30 days prior to the meeting. The notice of the meeting shall state the purpose of the meeting, and no other Club business may be transacted. The quorum for such a meeting shall be 10% of the Regular members in good standing.

Section 3. Board Meetings. Meetings are defined as prearranged gatherings where attendees see and/or hear each other to conduct business. This includes meeting in person physically present in the same room or conducting a meeting by video conference or teleconference. The Board of Directors shall hold its meetings at any place and in such manner they so designate. It shall hold an Annual Meeting every year in conjunction with the Club's national specialty. Special meetings may be held at such other times as requested in writing by the President or by a majority of the members of the Board. The quorum for all Board meetings shall be a majority of the Board.

Section 4. The Annual meeting of the Board shall be held no later than 24 hours after the adjournment of the Annual Membership Meeting. Meetings by conference call or other meetings

of the Board of Directors shall be held at such times and places as are designated by the President or a majority vote of the entire Board. Written notice of each meeting shall be sent by the **Corresponding Secretary** to each member of the Board at least 14 days prior to the date of the meeting.

SCA Bylaws, Article III, states:

Section 2) Officers. The Club Officers, consisting of the President, Vice President, **Corresponding Secretary**, Recording Secretary and Treasurer, shall serve in their respective capacities both in regard to the Club meetings and the Board at its meetings.

- a) The President shall preside at all meetings of the Club and of the Board and shall have the duties and powers normally appurtenant to the office of President in addition to those particularly specified in these Bylaws. He/she shall be ex-officio a member of all committees except the nominating committee and shall be a voting member of the committee only if he/she is needed to make a quorum. He/she shall have the right to vote and to make motions at meetings of the Board, in accordance with Roberts Rules of Order governing the procedure of small boards
- b) The Vice President shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity.
- c) In the absence of both regular presiding officers, any member of the Board of Directors may be chosen to preside, or if no Board members are present, any regular member may be chosen to preside.
- d) The **Corresponding Secretary** shall: (i) conduct the correspondence of the Club; (ii) mail to all members of the Club a copy of the minutes of all membership meetings, or otherwise inform the membership of the proceedings of these meetings through the medium of the Club's official publications; (iii) issue notices of all meetings, mail lists and ballots to all members as required by these bylaws and receive such ballots back from the members; (iv) report to the Recording Secretary the results of all votes of the membership by mail so they may be entered in those records; (v) notify new members of their election to membership, enclosing a copy of the bylaws, standing rules, an up-to-date membership list and minutes of the last annual membership meeting; (vi) notify Officers and Directors of their election to office; (vii) keep a roll of the members of the Club with their addresses and once a year furnish members with a list of the membership; (viii) hold, as custodian, such books, records and correspondence which the Corresponding Secretary is required to keep or which come into his or her possession by virtue of the office and (ix) carry out such other duties as are prescribed by these Bylaws.
- e) The Recording Secretary shall: (i) record all of the proceedings of the meetings of the membership and of the Board in a book kept for that purpose; (ii) provide the members of the Board with copies of the minutes of all Membership and Board meetings within thirty (30) days; (iii) send, receive and record the business conducted by the Board at meetings or by mail, fax, electronic mail, electronic forum, video conference telephone conference call; (iv) act as custodian of all records submitted to the Recording Secretary and of the books and records pertaining to the office; (v) carry out such other duties as are prescribed by these Bylaws.

- f) The Treasurer shall: (i) collect and receive all moneys due or belonging to the Club; (ii) deposit the same in a bank approved by the Board, in the name of the Club. (iii) provide a quarterly profit/loss statement and balance sheet for publication in the club newsletter; (iv) be bonded in such amount as the Board of Directors shall determine; (v) be audited as the Board of Directors shall determine, but no less than once a year; (vi) render an account of all moneys received and expended during the previous fiscal year; (vii) maintain a list reflecting the current status of member dues payment. The Treasurer's books shall at all times be open to inspection by the Board. The Treasurer and the President shall each be a signatory on account(s) maintained in the name of the Club. Only one signature shall be required on all checks.
- g) The immediate Past-President shall automatically be an honorary member of the Board of Directors for one year with the privilege of attending and participating in all business of the Board, but may not make motions nor vote if he/she is not otherwise elected to the Board.
- h) The AKC Delegate shall automatically be an honorary member of the Board of Directors with the privilege of attending and participating in all business of the Board, but may not take motions nor vote if he/she is not otherwise elected to the Board.

Sec 3 Directors. The Directors shall perform such duties as prescribed by these bylaws.

Section 4) Vacancies. Any vacancies occurring among the officers or directors during the year shall be filled for the unexpired term of office by a majority vote of all the then members of the Board, except that a vacancy in the office of President shall be filled automatically by the Vice President and the resulting vacancy of the Vice President shall be filled by the Board of Directors. A vacancy in either secretary position may be filled temporarily by the remaining secretary until the board fills that vacancy. The member chosen will serve until the next annual election at which time any unexpired term of the original vacancy shall be filled by a vote of the membership.

Article IV, The Club Year, Voting, Nominations, Elections

Section 3) Annual Election. For the election of the Officers and Directors, the vote shall be conducted by ballot sent to the entire membership. Ballots, to be valid, must be received by February 1 at the residence of record of the **Corresponding Secretary**, or the residence of record of any other officer, director, independent firm or person designated to receive such ballots by the Board of Directors. The ballots shall be counted by three inspectors of election (or professional firm) designated by the Board of Directors. None of the inspectors may be current members of the Board or candidates for any elected position. The inspectors shall count the ballots and report the results to the **Corresponding Secretary** who shall notify the membership of the election results by March 1. The inspectors shall return the ballots to the **Corresponding Secretary** in a sealed envelope, who shall make the ballots available for inspection by the membership at the Annual Meeting. The person receiving the largest number of votes for each position shall be declared elected. In the event of a tie vote, the previous Board members and the newly-elected Board members shall immediately following the report of the election inspectors, cast a secret ballot to determine who shall fill the position. If any Officer-elect or Director-elect, at the time of the Annual Board meeting, is unable to serve for any reason, the vacancy so created shall be filled by the new Board of Directors in the manner provided by Article III, Section 3. If no challenges are received by the conclusion of the Annual

Membership Meeting, the Secretary shall destroy the ballots and the election will be considered final.

Section 4) Nominations and Ballots. No person may be a candidate in a Club election who has not been nominated in accordance with these Bylaws. The Board shall appoint before July 1 a Nominating Committee consisting of three members and two alternates, all regular members in good standing, no more than one of whom may be a member of the current Board of Directors. The Board shall name a Chairperson for the Committee. The Nominating Committee may conduct its business by mail, fax, or by electronic means. If the Nominating Committee conducts its business by electronic mail, the committee must use the same precautions that apply to the Board of Directors as set forth in Art II, Section 5.

- a) The Nominating Committee shall nominate from among the eligible members of the Club, one candidate for each Office, four candidates for Directors, and any additional candidates required to fill vacancies in any unexpired term, and shall procure the acceptance of each nominee so chosen. The Committee shall then submit its slate of candidates, including the state in which each candidate resides, to the **Corresponding Secretary** who shall mail the list to each member of the Club on or before November 1, so that additional nominations may be made by the members if they so desire.
- b) Additional nominations of eligible members may be made by written petition addressed to the **Corresponding Secretary** and received at his/her regular address on or before December 1, signed by two members and accompanied by the written acceptance of each such individual nominee signifying his/her willingness to be a candidate. Additional nominations should be sent by US Postal Service Certified or Overnight mail or other postal carrier in such a manner that provides proof of time and place of delivery.
- c) If no valid additional nominations are received by the **Corresponding Secretary** on or before December 1, the Nominating Committee's slate shall be declared elected, and no balloting will be required.
- d) If one or more valid additional nominations are received by the **Corresponding Secretary** on or before December 1, he/she shall, on or before January 1, mail to each Regular member in good standing a ballot in a single column format listing all of the nominees for each position in alphabetical order, with their state of residence, together with a secret ballot envelope and a return envelope addressed to the **Corresponding Secretary** marked "Ballot" and bearing the name of the member to whom it was sent. So that the ballots remain secret, each voter, after marking their ballot, shall seal it in the secret ballot envelope, which, in turn, shall be placed in the second envelope addressed to the **Corresponding Secretary**. Members must return their ballot in the envelope provided by the Corresponding Secretary in order to be valid. The inspectors of election shall check the returns against the list of members whose dues are paid for the current year prior to opening the outer envelopes and removing the secret ballot envelopes, and shall certify the eligibility of the voters as well as the results of the voting.
- e) Nominations cannot be made at the Annual Meeting nor in any manner other than as provided above.

Article VI, Discipline

Section 1 American Kennel Club Suspension. Any member who is suspended from the privileges of the American Kennel Club automatically shall be suspended from the privileges of this Club for a like period.

Section 2 Charges. Any member may prefer charges against a member for alleged misconduct prejudicial to the best interest of the breed or the Club. Written charges with specifications must be filed in duplicate with the Corresponding Secretary together with a deposit of \$50 which shall be forfeited if such charges are not sustained by the Board or a Committee following a hearing. The Corresponding Secretary shall promptly send a copy of the charges to each member of the Board or present them at a Board meeting. The Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interest of the breed or Club. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interest of the breed or Club, it may refuse to entertain jurisdiction and the deposit, less \$20 for expenses, shall be returned to the member filing charges. If the Board entertains jurisdiction of the charges, it shall fix a date of a hearing by the Board, or a Committee of not less than three members of the Board, not less than 3 weeks nor more than 6 weeks thereafter. The Corresponding Secretary shall promptly send one copy of the charges to the accused member by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in his/her own defense and bring witnesses if he/she wishes.

Section 3 Board Hearing. The Board or Committee shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treated uniformly in that regard. Should the charges be sustained after hearing all the evidence and testimony presented by complainant and defendant, the Board or Committee may, by a majority vote of those present, suspend the defendant from all privileges of the Club for not more than six months from the date of the hearing, or until the next Annual Meeting if that will occur after six months. And, if it deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his/her fellow members at the ensuing Club meeting which considers the recommendation of the Board or Committee. Immediately after the Board or Committee has reached a decision, its findings shall be put in written form and filed with the Recording and Corresponding Secretary. The Corresponding Secretary, in turn, shall notify each of the parties of the decision and penalty, if any.

Section 4 Expulsion. Expulsion of a member from the Club may be accomplished only at the Annual Meeting of the Club following a hearing and upon the recommendation of the Board or Committee as provided in Section 3 of this Article. The defendant shall have the privilege of appearing in his/her own behalf though no evidence shall be taken at this meeting. The President shall read the charges and the findings and recommendations, and shall invite the defendant, if present, to speak in their own behalf. The meeting shall then vote by secret written ballot on the proposed expulsion. A 2/3 vote of those present and voting at the Annual Meeting shall be necessary for if expulsion. If expulsion is not so voted the suspension shall stand.

Article VII, Amendments

Section 1) Amendments to the Constitution and Bylaws and to the Standard for the breed may be proposed by the Board of Directors or by written petition addressed to the Corresponding Secretary and signed by 20% 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 Regular members with recommendations of the Board by the Corresponding Secretary for a vote within three months of the date when the petition was received by the Corresponding Secretary.

Section 2) The Constitution and Bylaws and the Standard for the breed may be amended at any time provided a copy of the proposed amendment has been mailed by the Corresponding Secretary to each Regular member in good standing on the date of the mailing, accompanied by a ballot on which they may indicate their choice for or against the action to be taken. Dual envelope procedures described in Article IV, Section 4d, shall be followed in handling such ballots to assure secrecy of the vote. The notice shall specify a date not less than 30 days after the date of mailing by which date the ballots must be returned to the Corresponding Secretary to be counted. The favorable vote of 2/3 of the Regular members in good standing who return valid ballots within the time limit shall be required to effect any such amendment.

Article IX, Order of Business

Section 1) At meetings of the Club, the order of business so far as the character and nature of the meeting may permit, shall be as follows:

- Roll call
- Installation of new officers (Annual Meeting only)
- Minutes of the last meeting
- Report of the President
- Report of the **Corresponding Secretary**
- Report of the Recording Secretary
- Report of the Treasurer
- Reports of appointees and committees
- Unfinished business
- New business
- Adjournment

Section 2) At meetings of the Board, the order of business, unless otherwise directed by a majority vote of those present, shall be as follows:

- Minutes of the last meeting
- Report of the **Corresponding Secretary**
- Report of the Recording Secretary
- Report of the Treasurer
- Reports of appointees and committees
- Unfinished business
- Election of new members
- New business
- Adjournment

ARTICLE X

Roberts Rules of Order, as revised, shall govern all matters not specifically mentioned in these Bylaws.

Standing Rules Relating to the Corresponding Secretary

92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.

00-01M **AMENDED March 2008 by membership to read:** The Annual Mailing will include a list of the judges of the last four (4) National Specialties plus the name of the judge for the following year along with a ballot to choose the judge for the National for the year after that. Each member may nominate up to six (6) judges who are approved for Schipperkes and reside in the United States, Canada or Mexico. This list will be due to the Secretary on a date set by the Secretary that will be no less than 45 days after the Annual Meeting mailing. The names submitted will be ranked in order, the ones with the most votes first, second-most second, etc. From this list a second ballot will be prepared listing the top ten (10 judges and the ties. This list shall be called the “short list”. The short list will be arranged in alphabetical order and each member will vote for one individual. This secret ballot will be due to the Secretary on a date set by him/her that will be less than 45 days after they have been mailed to the membership. In order for a ballot to be counted it must be returned to the Secretary in the envelope provided with his/her address on the envelope and the member’s return address already affixed. Counting of these ballots will be in accordance with Robert’s Rules of Order. The judge receiving the majority will be contacted by the Secretary who will offer a contract provided (a) the judge is available; (b) the judge agrees not to judge Schipperkes for at least six months prior to the Specialty; (c) the fee will not exceed reasonable and customary fees; and (d) that the judge has not judged our National Specialty within the last five years. If no judge on the list meets the four criteria, the host club/group will be free to pick a judge of their choice from any position on the short list.

04-03M The newly elected Officers and Board of the Schipperke Club of America shall take an oath of office at the Annual General Meeting of the Club. This oath of office shall be as follows: “I pledge to uphold the SCA Constitution and Bylaws, Standing Rules, Code of Ethics, and the rules of the AKC while conducting the business of the Schipperke Club of America.”

07-03B That all committee chairs, officers and directors must have their phone number published on the membership list.

09-02B Standing Rule 85-01B and all subsequent amendments be amended to provide a \$1000 advance for Corresponding Secretary and a \$300 advance for Recording Secretary.

Within Fourteen (14) Days of Appointment – The outgoing Corresponding Secretary shall forward the committee’s materials to the incoming Corresponding Secretary. The materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery.

Recording Secretary’s Equipment - “First Class” self-inking stamp. Robert’s Rules of Order CD, “Ballot” stamp. (There should be a notary-type seal for imprinting certificates, but it was not with the materials Dick sent Baker in 1994.)

Access to a typewriter and/or a computer.

Important Dates

January 1st Due date to Treasurer of annual membership dues.

The Corresponding Secretary must send each member additional resumes and ballots by this date.

January 31st If dues remain unpaid, that membership lapses.

February 1st Annual election ballots must be received by the Corresponding Secretary.

March 1st The Corresponding Secretary must notify membership of the results of the annual election on or before March 1st.

Each retiring or outgoing Officer shall forward their successor all pertinent materials necessary to perform said office.

New Officers and Directors assume office.

45 days prior The date, time, and place of the Annual Meeting shall be mailed to the membership at least thirty (30) days prior to the meeting.

March 31st Retiring Officers deliver the remainder of properties and records to their successor.

July 1st Deadline for Board to appoint Nominating Committee.

November 1st The Corresponding Secretary must mail the slate of candidates for Officer and Board positions, and their resumes, to membership on or before this date.

December 1st Deadline for additional nominations.

Read the Bylaws and current Standing Rules for additional time frames to be observed.

Read the Bylaws and current Standing Rules for additional information pertinent to the office of the Corresponding Secretary.

It is useful to be acquainted with the most current edition of Robert’s Rules of Order. In addition to the official volume included in the Secretary’s property, there are several publications which are “modernized” and aid in interpretation.

General Guidelines

The Corresponding Secretary is given \$1000.00 for an operating fund. The Corresponding Secretary must open a separate “economy” checking account so as to prevent co-mingling personal and SCA monies.

Establishing a petty cash fund of approximately \$40.00 is a convenient way to buy smaller purchases. Petty cash receipt pads are readily available at office supply businesses.

Order a self-inking address stamp. This item averages less than \$20.00. Another option is to print envelopes on an inkjet or laser printer or onto address labels.

Notify all appointees promptly after the Annual Meeting. Include a copy of the Treasurer’s form (see Chapter 6) and pertinent pages from the Procedures and Policy Manual.

Notify all outgoing Committee Chairpersons of the name and address of their replacement. Thank them for their service and ask that they send all materials relative to that committee to their successor within thirty (30) days.

Make a list of all Officers, Directors, and Committee Chairpersons, including the names, addresses, and telephone numbers, e-mail addresses (if available), and facsimile numbers of the Officers, Board Members, and Committee Chairpersons.

Forward a letter to the AKC, the SCA Bulletin Editor, and the SCA Newsletter Editor of all Officers, Directors, and Committee Chairpersons including a copy of the list of all Officers, Directors, and Committee Chairpersons.

Forward a letter to the AKC Gazette columnist notifying him or her of the correct Breeder Referral listing (this information at the end of the SCA Breed column).

Forward copies of all letters or other communications made on behalf of the SCA to the President marked “for your information.”

Minimize telephone calls. Should you also discuss personal business, reduce your bill to the SCA accordingly. Keep a record of all calls including the date, number, name, and business discussed.

Maintain permanent Secretary’s files of all business conducted during the year. Remember to make a copy for your personal file, should you wish to keep this Board business for your member records.

SCA Approval for Regional Specialties

Periodically AKC sends the Corresponding Secretary a list of clubs and corresponding dates for approval. Approval may be granted by the Secretary for up to 5 years; however approval can be revoked for cause. Send copies of these communications to the Regional Club, Regional Club’s Chairperson, the National Specialty Coordinator and President. Keep a copy of all communications for the SCA file.

The National Specialty

The AKC sends the Corresponding Secretary all approval forms. The Corresponding Secretary shall contact the show chairperson and verify that the information is correct, then sign and return

the approval forms to the AKC **promptly**. Send copies of these forms to the SCA National Specialty show chairperson and President. Keep a copy for the SCA file.

AKC will send the Corresponding Secretary the Notice of Approval of events and judges for the National Specialty. Send the originals immediately to the show chairperson, with copies to the President, and National Specialty Chairperson. Keep a copy for the SCA file.

If possible, prepare a sign-in sheet prior to the Annual Meeting containing a list of the names of all regular and junior members and a space for their signature. Attach another sheet headed "Guests" with multiple signature spaces.

Annual Election [see Bylaws]

The Nominating Committee will solicit acceptance and resumes from all candidates. Notify Nominating Committee Chair in a timely manner if a nominee fails to send their resume and/or acceptance. Mail all resumes to the membership by November 1st.

Nominations from the membership must be received by December 1st. If no additional nominations are received, there is no election; no ballots are sent.

If there is an election, mail each member the ballot, ballot envelope, return envelope and additional resumes on or before January 1st. For household memberships, include one ballot per member, and one ballot envelope per member, but only one return envelope per household.

You must put the "return address" label on the return envelope in order that the Ballot Inspectors can verify current membership.

Ballots must be received by the Secretary by February 1st. **DO NOT OPEN THEM.** For envelopes received on or after February 1st, note the date received on the outside of the envelope. **DO NOT OPEN ENVELOPES RECEIVED LATE.**

After January 31st, but at least ten (10) days before March 1st, obtain a current membership list from the Treasurer. Inspectors of Election must compare the envelopes received with the dues paid (therefore, in good standing) membership list. **Only those members whose dues are paid by January 31st may vote in the Annual Election.**

Invalid ballots: [ask inspectors to note the reason on the envelope]:

Received after January 31st.

Name(s) on return address not on list of current members.

Return envelope contains more ballot envelopes than names on return address.

Ballot not returned in envelope provided by Corresponding Secretary.

Ballot envelope contains more than one ballot.

More than four Directors are voted for.

Prepare two (2) tally sheets for the Ballot Inspectors.

Prepare a **Final Tally Sheet**, which will report the total votes for each Officer and each Director. The **Final Tally Sheet** should also report the total number of ballots received, and the total number of ballots declared invalid by the Election Ballot Inspectors. The Election Ballot

Inspectors should sign and date the **Final Tally Sheet**. Retain all invalid envelopes and individual ballot sheets, and bring them to the Annual Meeting. If no challenges are received, discard them after the Annual Meeting is adjourned.

Notify all candidates by personal letter. Include the data recorded in the Final Tally Sheet immediately. Include pertinent pages of the Procedure and Policy Manual, if available. Notify Officers who will be retiring, so they can send their successor the pertinent materials by March 1st.

Notify voting membership of election results by March 1st. Include the results of the Final Tally Sheet. Note: This mailing can also include notice of Annual Meeting.

New Members - Voting, Notification of Acceptance/Denial

Rejected applicants should be notified immediately that they have received “insufficient votes to be elected to membership.” The Recording Secretary should quote that portion of the Bylaws which allows the applicant’s sponsor to submit their name before the membership at the Annual Meeting. Send a copy of the rejection letter to the applicant’s sponsors.

The **Corresponding Secretary** shall send a letter to accepted new member applicants welcoming them to membership informing them of the effective date of their membership and explaining the benefits of membership. **Send a dues statement.**

The packet should also include the membership roster which was published in that year’s annual mailing, copies of the Constitution and Bylaws and the Standing Rules. Should the membership application be submitted shortly prior to the Annual Meeting, or shortly thereafter, it is advisable to include a copy of that annual mailing. The **Corresponding Secretary** may also include other pertinent materials, such as a copy of the most recent SCA Newsletter, Volunteer Sheet, information about Futurity entries, etc.

Send notification of date of acceptance of these new members, including their complete address, phone number, and kennel name (if applicable) to: Treasurer, SCA Newsletter Editor, SCA Bulletin Editor, Medals and Awards Chairperson, and Membership Chairperson.

Reimbursement

The Corresponding Secretary may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bill to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee and all telephone bills must clearly mark the calls made on behalf of the Club.

Schipperke Club of America Recording Secretary

There are specific Bylaws and Standing Rules, which apply directly to the Office of the **Recording Secretary** which are quoted below to aid in understanding the requirements of the office. With regard to the Standing Rules, they are listed in the order in which they were enacted. If the Standing Rules were modified, amended, or rescinded, that action is noted in boldfaced lettering directly under the Standing Rule.

Governing Rules: The SCA is governed by the following rules listed in order of rank:

- Articles of Incorporation
- Charter from the AKC
- Bylaws and Constitution
- Robert's Rules of Order
- Standing Rules

Bylaws Relating to the Recording Secretary

Article II, Meetings

Section 3. Board Meetings. Meetings are defined as prearranged gatherings where attendees see and/or hear each other to conduct business. This includes meeting in person physically present in the same room or conducting a meeting by video conference or teleconference. The Board of Directors shall hold its meetings at any place and in such manner they so designate. It shall hold an Annual Meeting every year in conjunction with the Club's national specialty. Special meetings may be held at such other times as requested in writing by the President or by a majority of the members of the Board. The quorum for all Board meetings shall be a majority of the Board.

SCA Bylaws, Article III, states:

Section 2) Officers. The Club Officers, consisting of the President, Vice President, Corresponding Secretary, **Recording Secretary** and Treasurer, shall serve in their respective capacities both in regard to the Club meetings and the Board at its meetings.

- a) The President shall preside at all meetings of the Club and of the Board and shall have the duties and powers normally appurtenant to the office of President in addition to those particularly specified in these Bylaws. He/she shall be ex-officio a member of all committees except the nominating committee and shall be a voting member of the committee only if he/she is needed to make a quorum. He/she shall have the right to vote and to make motions at meetings of the Board, in accordance with Roberts Rules of Order governing the procedure of small boards
- b) The Vice President shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity.

- c) In the absence of both regular presiding officers, any member of the Board of Directors may be chosen to preside, or if no Board members are present, any regular member may be chosen to preside.
- d) The Corresponding Secretary shall: (i) conduct the correspondence of the Club; (ii) mail to all members of the Club a copy of the minutes of all membership meetings, or otherwise inform the membership of the proceedings of these meetings through the medium of the Club's official publications; (iii) issue notices of all meetings, mail lists and ballots to all members as required by these bylaws and receive such ballots back from the members; (iv) report to the Recording Secretary the results of all votes of the membership by mail so they may be entered in those records; (v) notify new members of their election to membership, enclosing a copy of the bylaws, standing rules, an up-to-date membership list and minutes of the last annual membership meeting; (vi) notify Officers and Directors of their election to office; (vii) keep a roll of the members of the Club with their addresses and once a year furnish members with a list of the membership; (viii) hold, as custodian, such books, records and correspondence which the Corresponding Secretary is required to keep or which come into his or her possession by virtue of the office and (ix) carry out such other duties as are prescribed by these Bylaws.
- e) The **Recording Secretary** shall: (i) record all of the proceedings of the meetings of the membership and of the Board in a book kept for that purpose; (ii) provide the members of the Board with copies of the minutes of all Membership and Board meetings within thirty (30) days; (iii) send, receive and record the business conducted by the Board at meetings or by mail, fax, electronic mail, electronic forum, video conference telephone conference call; (iv) act as custodian of all records submitted to the Recording Secretary and of the books and records pertaining to the office; (v) carry out such other duties as are prescribed by these Bylaws.
- f) The Treasurer shall: (i) collect and receive all moneys due or belonging to the Club; (ii) deposit the same in a bank approved by the Board, in the name of the Club. (iii) provide a quarterly profit/loss statement and balance sheet for publication in the club newsletter; (iv) be bonded in such amount as the Board of Directors shall determine; (v) be audited as the Board of Directors shall determine, but no less than once a year; (vi) render an account of all moneys received and expended during the previous fiscal year; (vii) maintain a list reflecting the current status of member dues payment. The Treasurer's books shall at all times be open to inspection by the Board. The Treasurer and the President shall each be a signatory on account(s) maintained in the name of the Club. Only one signature shall be required on all checks.
- g) The immediate Past-President shall automatically be an honorary member of the Board of Directors for one year with the privilege of attending and participating in all business of the Board, but may not make motions nor vote if he/she is not otherwise elected to the Board.

- h) The AKC Delegate shall automatically be an honorary member of the Board of Directors with the privilege of attending and participating in all business of the Board, but may not make motions nor vote if he/she is not otherwise elected to the Board.

Sec 3 Directors. The Directors shall perform such duties as prescribed by these bylaws.

Section 4) Vacancies. Any vacancies occurring among the officers or directors during the year shall be filled for the unexpired term of office by a majority vote of all the then members of the Board, except that a vacancy in the office of President shall be filled automatically by the Vice President and the resulting vacancy of the Vice President shall be filled by the Board of Directors. A vacancy in either secretary position may be filled temporarily by the remaining secretary until the board fills that vacancy. The member chosen will serve until the next annual election at which time any unexpired term of the original vacancy shall be filled by a vote of the membership.

Article VI, Discipline

Section 1 American Kennel Club Suspension. Any member who is suspended from the privileges of the American Kennel Club automatically shall be suspended from the privileges of this Club for a like period.

Section 2 Charges. Any member may prefer charges against a member for alleged misconduct prejudicial to the best interest of the breed or the Club. Written charges with specifications must be filed in duplicate with the Corresponding Secretary together with a deposit of \$50 which shall be forfeited if such charges are not sustained by the Board or a Committee following a hearing. The Corresponding Secretary shall promptly send a copy of the charges to each member of the Board or present them at a Board meeting. The Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interest of the breed or Club. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interest of the breed or Club, it may refuse to entertain jurisdiction and the deposit, less \$20 for expenses, shall be returned to the member filing charges. If the Board entertains jurisdiction of the charges, it shall fix a date of a hearing by the Board, or a Committee of not less than three members of the Board, not less than 3 weeks nor more than 6 weeks thereafter. The Corresponding Secretary shall promptly send one copy of the charges to the accused member by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in his/her own defense and bring witnesses if he/she wishes.

Section 3 Board Hearing. The Board or Committee shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treated uniformly in that regard. Should the charges be sustained after hearing all the evidence and testimony presented by complainant and defendant, the Board or Committee may, by a majority vote of those present, suspend the defendant from all privileges of the Club for not more than six months from the date of the hearing, or until the next Annual Meeting if that will occur after six months. And, if it deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his/her fellow members at the ensuing Club meeting which considers the

recommendation of the Board or Committee. Immediately after the Board or Committee has reached a decision, its findings shall be put in written form and filed with the Recording and Corresponding Secretary. The Corresponding Secretary, in turn, shall notify each of the parties of the decision and penalty, if any.

Section 4 Expulsion. Expulsion of a member from the Club may be accomplished only at the Annual Meeting of the Club following a hearing and upon the recommendation of the Board or Committee as provided in Section 3 of this Article. The defendant shall have the privilege of appearing in his/her own behalf though no evidence shall be taken at this meeting. The President shall read the charges and the findings and recommendations, and shall invite the defendant, if present, to speak in their own behalf. The meeting shall then vote by secret written ballot on the proposed expulsion. A 2/3 vote of those present and voting at the Annual Meeting shall be necessary for if expulsion is not so voted the suspension shall stand.

Article VII, Amendments

Section 1) Amendments to the Constitution and Bylaws and to the Standard for the breed may be proposed by the Board of Directors or by written petition addressed to the Corresponding Secretary and signed by 20% 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 Regular members with recommendations of the Board by the Corresponding Secretary for a vote within three months of the date when the petition was received by the Corresponding Secretary.

Section 2) The Constitution and Bylaws and the Standard for the breed may be amended at any time provided a copy of the proposed amendment has been mailed by the Corresponding Secretary to each Regular member in good standing on the date of the mailing, accompanied by a ballot on which they may indicate their choice for or against the action to be taken. Dual envelope procedures described in Article IV, Section 4d, shall be followed in handling such ballots to assure secrecy of the vote. The notice shall specify a date not less than 30 days after the date of mailing by which date the ballots must be returned to the Corresponding Secretary to be counted. The favorable vote of 2/3 of the Regular members in good standing who return valid ballots within the time limit shall be required to effect any such amendment.

Article IX, Order of Business

Section 1) At meetings of the Club, the order of business so far as the character and nature of the meeting may permit, shall be as follows:

- Roll call
- Installation of new officers (Annual Meeting only)
- Minutes of the last meeting
- Report of the President
- Report of the Corresponding Secretary
- Report of the **Recording Secretary**
- Report of the Treasurer
- Reports of appointees and committees
- Unfinished business
- New business

Adjournment

Section 2) At meetings of the Board, the order of business, unless otherwise directed by a majority vote of those present, shall be as follows:

- Minutes of the last meeting
- Report of the Corresponding Secretary
- Report of the **Recording Secretary**
- Report of the Treasurer
- Reports of appointees and committees
- Unfinished business
- Election of new members
- New business
- Adjournment

ARTICLE X

Roberts Rules of Order, as revised, shall govern all matters not specifically mentioned in these Bylaws.

Standing Rules Relating to the Recording Secretary

- 81-02B At the Annual Board Meeting, all balloting results will be specified as to the vote of each Director.
- 81-05M The Secretary is to research minutes of meeting notices of policy changes and operational rulings.
- 92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.
- 04-03M The newly elected Officers and Board of the Schipperke Club of America shall take an oath of office at the Annual General Meeting of the Club. This oath of office shall be as follows: "I pledge to uphold the SCA Constitution and Bylaws, Standing Rules, Code of Ethics, and the rules of the AKC while conducting the business of the Schipperke Club of America."
- 07-03B That all committee chairs, officers and directors must have their phone number published on the membership list.
- 08-08B The Recording Secretary shall be responsible for maintaining the Standing Rules.
- 09-02B Standing Rule 85-01B and all subsequent amendments be amended to provide a \$1000 advance for Corresponding Secretary and a \$300 advance for Recording Secretary.

Within Fourteen (14) Days of Appointment - The outgoing Recording Secretary shall forward the committee's materials to the incoming Recording Secretary. The materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery.

Recording Secretary's Equipment - Tape or digital recorder, in a case, and equipped with an extension cord. "Robert's Rules of Order CD, (There should be a notary-type seal for imprinting certificates, but it was not with the materials Dick sent Baker in 1994.)

Access to a typewriter and/or a computer.

Important Dates

March 31st Retiring Officers deliver the remainder of properties and records to their successor.

Read the Bylaws and current Standing Rules for additional time frames to be observed.

Read the Bylaws and current Standing Rules for additional information pertinent to the office of the Recording Secretary.

It is useful to be acquainted with the most current edition of Robert's Rules of Order. In addition to the official CD included in the Secretary's property, there are several publications which are "modernized" and aid in interpretation.

General Guidelines

The Recording Secretary is given \$300.00 for an operating fund. The Recording Secretary must open a separate "economy" checking account so as to prevent co-mingling personal and SCA monies.

Establishing a petty cash fund of approximately \$40.00 is a convenient way to buy smaller purchases. Petty cash receipt pads are readily available at office supply businesses.

Order a self-inking address stamp. This item averages less than \$20.00. Another option is to print envelopes on an inkjet or laser printer or onto address labels.

Minimize telephone calls. Should you also discuss personal business, reduce your bill to the SCA accordingly. Keep a record of all calls including the date, number, name, and business discussed.

Maintain permanent Secretary's files of all business conducted during the year. Remember to make a copy for your personal file, should you wish to keep this Board business for your member records.

Recording the Minutes and Business of Meetings

Customarily, Minutes of the Schipperke Club of America's Annual Membership and Board Meetings have not been published verbatim, although it is useful to know what discussion occurred during the meetings. Should discussion not be regarding a Motion on the floor, the minutes can simply state that "a discussion was held regarding. . ." and give a brief synopsis of the comments. Likewise, discussion held relative to a Motion on the floor should be recorded in brief form; speakers may or may not be identified. (Note: Speakers are generally not identified during Board Meetings.)

It is advisable to use the digital recorder to assist in making an accurate record. Equip the recorder with new batteries prior to any meeting and have fresh batteries available during the meeting.

Each recording may be filed and reviewed later, if necessary. Even if the Recording Secretary is proficient in shorthand or note-taking, it is best to have a recording in case a challenge occurs when the Minutes are published. Use CD or other storage media to save digital recordings, identifying the subject and date. Use file folders and labels - store materials in these, labeled for use in preparing the mailings.

At the Annual Meeting, note the speaker's name (ask the President to identify each speaker should it not be apparent). A few key words following the name will identify that portion of the recording.

All motions must be made in writing and handed to the Recording Secretary. Record the name of the maker of motions, the name of the second, name of each person speaking relative to the Motion (optional), and the results of the voting (for and against). The President will ask the Recording Secretary to repeat the Motion, prior to voting should there be discussion. The Recording Secretary should try to record each Motion.

At Board Meetings

All motions must be made in writing and handed to the Recording Secretary. Record how each Board member votes. The last names or initials can be used for reference in preparing the Minutes for publication. The vote of each Board member is to be published, except for balloting on memberships. **Record the time the meetings are called to order, names of Board members present and absent, and names of guests present.**

Record the time of arrival of all Board members arriving after the sessions are called to order.

Record the time when meetings are recessed and reconvened. Once again, note guests, Board members present, absent, arriving after called to order. **In the event any Board member leaves early, record time and names.**

Have at least a dozen file folders and labels for paperwork, which the Secretary is given during Board meetings.

Sample Minutes

The regular meeting of the County Historical Society was called to order at 7 P.M. on Thursday, January 25, 2002, at the West Side Library. The President and the Recording Secretary are present. The Minutes of the previous meeting were read and approved as corrected.

The financial statement showed a balance on January 1st of \$1,005.00; receipts, \$100.00; disbursements, \$50.00. Balance, January 24th, \$1,055.00.

The Recording Secretary read the report of the Executive Board recommending that the Education Chairman be authorized to order six copies of Robert's Rules of Order, Newly Revised, 10th Edition, for the members.

After amendment, the Motion as adopted was: That the Treasurer be authorized to order six copies of Robert's Rules of Order, Newly Revised, 10th Edition, for the members.

Mrs. Odom moved that the group contribute \$50.00 to the fund for acquisitions on county history for the library. The Motion was adopted.

The program consisted of a talk by Dr. John Buchanan on "Historical Markers in the County." The meeting adjourned at 9 P.M.

Mary Quick

Recording Secretary

Contents of Annual Report

All Motions made and voted on by the Board since the last Annual Board and membership meetings.

Include the Recording Secretary's record of expenses and costs incurred. It is best to list expenses for postage and photocopying separately because these are large expenditures.

The Recording Secretary's Annual Report will be read at the Board meeting, which is held prior to the Annual Meeting. The Recording Secretary must submit the Annual Report to the incoming President and incoming Recording Secretary prior to the National Specialty as soon as possible after the end of the outgoing Secretary's term. The Recording Secretary's Annual Report will be included in the mailing to the membership.

New Members - Voting, Notification of Acceptance/Denial

The membership chairperson will send each Board member a packet of information from applicants, including a ballot. Ballots are returned to the **Recording Secretary** for compilation. As the **Recording Secretary** receives each ballot, he or she shall record the date if it is not already present. The date that the **Recording Secretary** receives the **9th ballot** indicating approval of the applicant(s) is the effective date of membership. Should some ballots contain a "No" vote, the **Recording Secretary** must wait until he or she has either nine (9) "Yes" votes, or at least five (5) "No" votes before that applicant is officially accepted or rejected.

ONLY THE VOTE TOTALS ARE RECORDED; VOTES OF INDIVIDUAL BOARD MEMBERS ARE NOT TO BE INDICATED.

Rejected applicants should be notified immediately that they have received "insufficient votes to be elected to membership." The Corresponding Secretary should quote that portion of the Bylaws which allows the applicant's sponsor to submit their name before the membership at the Annual Meeting. Send a copy of the rejection letter to the applicant's sponsors.

The Corresponding Secretary shall send a letter to accepted applicants welcoming them to membership informing them of the effective date of their membership, explaining the benefits of membership and sends a dues statement.

Reimbursement

The **Recording Secretary** may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bill to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee and all telephone bills must clearly mark the calls made on behalf of the Club.

Schipperke Club of America Treasurer

There are specific Bylaws and Standing Rules, which apply directly to the Office of the Treasurer which are quoted below to aid in understanding the requirements of the office. With regard to the Standing Rules, they are listed in the order in which they were enacted. If the Standing Rules were modified, amended, or rescinded, that action is noted in boldfaced lettering directly under the Standing Rule.

Governing Rules: The SCA is governed by the following rules listed in order of rank:

- Articles of Incorporation
- Charter from the AKC
- Bylaws and Constitution
- Robert's Rules of Order
- Standing Rules

Bylaws Relating to the Treasurer

SCA Bylaws, Article III, states:

Section 1b. The Board shall be comprised of the President, Vice President, Corresponding Secretary Recording Secretary, and **Treasurer**, all elected for a term of one year, and eight (8) Directors elected for two-year terms, with four (4) Directors being elected in the odd years and four (4) Directors being elected in even years. Officers and Directors will be elected as provided in Article IV and shall serve until their terms expire or until their successors are elected. No elected Officer may succeed themselves for more than one consecutive term. A Director may not serve for more than two successive terms. No person shall serve as an Officer and/or Director for more than six consecutive years, but may be re-nominated as an Officer or as a Director after an interim of one year.

Section 2. Officers. The Club Officers, consisting of the President, Vice President, Corresponding Secretary Recording Secretary, and **Treasurer** shall serve in their respective capacities both in regard to the Club meetings and the Board at its meetings.

In the absence of all three regular presiding Officers, any member of the Board of Directors may be chosen to preside, or if no Board members are present, any Regular member may be chosen to preside.

The **Treasurer** shall collect and receive all monies due or belonging to the Club. He/She shall deposit the same in a bank approved by the Board in the name of the Club. The **Treasurer's** books shall at all times be open to inspection by the Board, and he/she shall render an account of all monies received and expended during the previous fiscal year. The **Treasurer** shall be bonded in such amount as the Board of Directors shall determine and shall be audited as the Board of Directors shall determine, but no less than once a year.

Section 3. Vacancies. Any vacancies occurring among the Officers or Directors during the year shall be filled for the unexpired term of office by a majority vote of all the then members of the Board, except that a vacancy in the office of President or Vice President shall be filled automatically by the next Officer in succession, and the resulting vacancy shall be filled by the

Board of Directors. The member chosen will serve until the next annual election, at which time any unexpired term of the original vacancy shall be filled by a vote of the membership.

Article V, Committees and Appointments

Section 4. The first of each year, the Board of Directors shall appoint an auditing committee of at least two members to audit the books of the **Treasurer** and report at the Annual Meeting.

Article IX, Order of Business

Section 1. At meetings of the Club, the order of business so far as the character and nature of the meeting may permit shall be as follows:

- Roll call
- Installation of new officers (Annual Meeting only)
- Minutes of the last meeting
- Report of the President
- Report of the Secretary
- Report of the **Treasurer**
- Reports of appointees and committees
- Unfinished business
- New business
- Adjournment

Section 2. At meetings of the Board, the order of business, unless otherwise directed by a majority vote of those present, shall be as follows:

- Minutes of the last meeting
- Report of the Secretary
- Report of the **Treasurer**
- Reports of appointees and committees
- Unfinished business
- Election of new members
- New business
- Adjournment

Article X

Robert's Rules of Order, as revised, shall govern all matters not specifically mentioned in these Bylaws.

Standing Rules Relating to the Treasurer

81-03B In the matter of any co-signatures on bank accounts, the standard form of resolution be used by the treasurer to register necessary signature cards.

81-04M The National Specialty financial report is to be sent to the membership as quickly as possible.

84-02M SCA will advance \$1,000.00 (one thousand dollars) to the host club, upon its request, to enable the payment of bills as they are presented to the club.

- 84-03M The Treasurer will request phone numbers of all members, to be included on the membership list.
- 87-02B The income tax return be part of Treasurer's report and be audited with that report.
- 88-03B A \$500.00 working fund for Bulletin editor established.
- 92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.
- 93-07B Treasurer to be bonded in amount of \$25,000.
- 94-04B Accounting records are to be kept by any individual receiving or spending SCA funds and such records are to be reported on a quarterly basis to the treasurer. **AMENDED to read:** such report to be on a form which the Treasurer shall provide to all individuals spending SCA money, and the Treasurer will report to the Board.
- 94-12B Any member who has a check returned that is unpaid for 30 days, shall no longer be considered a member in good standing, and all rights and privileges shall be revoked until said check has been made good. Any person who has applied for membership who writes a check that is returned may not be voted on until said check has been made good. Any person who writes a check to the SCA which is returned for any reason will be charged \$15.00 to cover the cost of the delinquent check. **AMENDED by the Board in 2006 to add the phrase** "may be waived at the discretion of the Board."
- 97-04B The SCA Treasurer advance \$50.00 to the Breeder Referral Chairperson to be used for expenses incurred by that Committee's Chairperson in carrying out the duties of said Committee.
- 01-03B The advance for Judges Education committee shall be increased to \$1,000.00 to cover printing, mailings, expense reimbursements, etc. at the discretion of the chair.
- 01-05B Revise the wording in the 1993 standing rule to read "Any Committee Chairperson spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer."
- 02-03B Raise the postage fees for the Bulletin for the European Countries to \$45.00 for surface mail and \$55.00 for airmail; postage fees for Australia and New Zealand to \$50.00 for surface mail and \$60.00 for airmail, effective upon renewal.
- 04-03M The newly elected Officers and Board of the Schipperke Club of America shall take an oath of office at the Annual General Meeting of the Club. This oath of office shall be as follows: "I pledge to uphold the SCA Constitution and Bylaws, Standing Rules, Code of Ethics, and the rules of the AKC while conducting the business of the Schipperke Club of America."

- 06-08B That the SCA Treasurer purchase the AKC Awards annually and have it mailed to the Medals & Awards chair by the publishing/distributing company.
- 06-22B That the Treasurer shall report the financial condition of the SCA treasury to the Board of Directors on a monthly basis by means of reports that shall include a Monthly Balance Sheet, a Detailed Monthly Profit and Loss report, and/or any additional report(s) requested, and that any and all such reports shall be system generated, and that any and all such reports shall be provided to the Board not later than fifteen (15) days from the end of each respective month.
- 07-03B That all committee chairs, officers and directors must have their phone number published on the membership list.
- 08-03B To establish a “Cashier committee” under the Office of Treasurer (an SCA member appointed by the Treasurer), to establish and maintain a PayPal account for accepting payments for any items SCA currently sells, including, but not limited to: Bulletin Ads/Subscriptions, Catalog Ads, Nationals and other Merchandise, Dues, Trophy Sponsorships, Banquet reservations, Top 20 Entries, and other items as they come available. This committee chair shall remit the funds received along with a report monthly to the Treasurer on the 20th of the month all monies received, and for their purposes. ~~The “Cashier” will open a bank account, which will carry the signatures of both the Cashier and the Treasurer.~~ The bank account reconciliation will be prepared by the Cashier and submitted to the Treasurer by the 20th of the month following. The account shall be opened with an amount of \$100.00, and shall maintain a minimum balance of \$100.00 at all times. It will be the Treasurer’s responsibility to notify each respective committee chair of payments received immediately upon receipt of payment so that the remitter may receive merchandise ordered on a timely basis. **AMENDED April 2009** to delete the sentence “The Cashier will open a bank account, which will carry the signatures of both the Cashier and the Treasurer” and further, in the next sentence, to strike the phrase “Cashier and submitted” and in the last sentence replace “Cashier” with “Treasurer”.
- 08-06B It shall be mandatory for the Show Chairman of the SCA National, the SCA Treasurer and a representative from the host group or host club (preferably their Show Chairman), be present at the meeting with the host hotel after the National to settle accounts.
- 09-02B Standing Rule 85-01B and all subsequent amendments be amended to provide a \$1000 advance for Corresponding Secretary and a \$300 advance for Recording Secretary.

Within Fourteen (14) Days of Appointment

The outgoing Treasurer shall forward the committees’ materials to incoming Treasurer. The materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery.

Transfer of Funds and Books

The outgoing Treasurer shall forward a check drawn on the exiting SCA account to the incoming Treasurer in the amount of from \$1,000 to \$5,000 for the primary account and additional checks

in appropriate amounts for all secondary accounts to the incoming Treasurer no later than ten (10) days prior to March 1st, or as soon as the results of the election are known if they are not available within the time frame indicated above. To reduce operating costs, the amount to be provided for establishing the new account may vary based on the fee schedules of the banks involved. The incoming Treasurer shall then open a checking account in the name of the SCA at a federally insured banking institution which has been approved by the Board of Directors. Care should be taken to open accounts as previously held, i.e., the SCA checking account, etc. If an account is to be held separately, it cannot be commingled with the general fund; however, separate designated funds (e.g. Rescue funds) may be held in the same account as long as they are identified and accounted for separately, and the designated funds are not used for purposes other than those for which they are designated. The outgoing Treasurer shall notify the incoming Treasurer of all separate accounts with forwarding the initial checks.

The incoming Treasurer shall have one rubber stamp made indicating “FOR DEPOSIT ONLY” with the name and account number of the Club.

The President should be a co-signer on any accounts opened in the name of the SCA. The Treasurer shall provide the President with two or three blank checks and deposit slips. Each month the Treasurer should send a copy of the bank statement(s) when received to the President.

The Treasurer should also send a copy of the ledger to the President on a quarterly basis and provide a quarterly report of the Club finances for the SCA Newsletter. The sharing of this information provides for an orderly continuation of the financial operation of the Club in the unlikely event the Treasurer becomes incapacitated and help catch any large-scale embezzlement that might possibly occur between the yearly audits.

Bonding

A position bond shall be secured by the incoming Treasurer by March 15th in an amount as specified by the Board. In the event the incoming Treasurer is not insurable under a bond, he or she may not hold the office.

After providing proof of the bond, the outgoing Treasurer shall transfer all monies held in the name of the SCA in the proper accounts established by the incoming Treasurer.

Duties

All checks, money orders, cash, and other monies received shall be recorded in a ledger, or on a computer spreadsheet, noting the date deposited, source (person writing the check), address if a non-SCA member, check number, category (account to which it should be credited), and amount of check. This ledger or spreadsheet shall constitute the Treasurer’s Report to the Board and Membership and shall identify the categories for which all funds received and disbursed are assigned. The categories shall include, but are not limited to, Membership dues (by year), application fees, National Specialties (by year, including appropriate sub-categories), Bulletin advertising, Bulletin subscriptions, Breeder listings, Bulletin printing, postage and miscellaneous expenses, Committee expenses (by Committee), expenses by the Secretary, Treasurer, and President, and other Club expenses (bonds, insurance, etc.).

All checks, money orders, cash, and other monies received shall be deposited into the designated SCA checking amount within fourteen (14) days of receipt. The Treasurer may use a computer

spreadsheet printout for listing the checks to be deposited in the bank. The spreadsheet may also be formatted to record the total deposit for each category as a single entry. This will be accomplished on a per deposit basis.

Pay bills in a timely manner by means of checks written against the SCA account. Attach a check voucher to each bill or set of receipts presented for payment or reimbursement.

Record each check paid out on the spreadsheet or in the general ledger. Note the date, payee, check number, category, account and amount.

In addition to the standard and obvious responsibilities of the Treasurer, the Treasurer should:

- Make the President a co-signer on any accounts opened in the name of the SCA;
- Provide the President with two to three blank checks and deposit slips;
- Send a copy of the bank statement(s) every month (or when received) to the President; and
- Send a copy of the Treasurer's Report to the President on a quarterly basis.

The sharing of this information provides for the orderly continuation of the financial operation of the Club in the unlikely event the Treasurer becomes incapacitated and helps to catch any large-scale embezzlement that might possibly occur between the yearly audits.

Requests for Payment and/or Reimbursement

The Treasurer shall observe the following guidelines when reimbursement is requested by any person or agency:

- No reimbursement shall be made without a proper receipt.
- Any individual handling SCA petty cash funds is required to submit a ledger and/or receipts with their request for reimbursement. The ledger shall include the previous balance of the petty cash fund and detail the amounts for which reimbursement is requested. An itemized list of any receipts should also be provided to the Treasurer for any checks/cash transmitted to the Treasurer for deposit.
- Generally, claims for postage, envelopes, supplies, and other tangible items are not cause for question. Any unusual or extraordinary item should receive scrutiny. The Board suggests any questionable item in excess of \$50.00 be authorized by the Board or brought to the attention of the SCA President before payment by the Treasurer.
- Telephone expenses should be carefully examined. These should not be reimbursed without a notation on the phone bill as to who was called and the purpose for the call and other verification.

Reports

The Treasurer shall furnish a quarterly report based on the general ledger/spreadsheet (Treasurer's Report described previously). The quarterly report shall detail the receipts and expenses for that quarter, shall provide cumulative balances for any designated funds (e.g., Rescue), and shall provide the ending balance for the quarter. The basis is cash, not the accrual

method. This report is to be transmitted to the Newsletter Editor for publication and distribution to the Membership.

Prepare an annual report and submit it to the President for presentation to the Board and at the annual membership meeting.

Annual Audit

Prepare for an annual audit of the books. This will most likely take place at the site of the annual National Specialty before the membership meeting. This audit should include an audit of the tax forms to be submitted for the current year.

Sample Budget

January 1 – December 31, 2002

Estimated Income:

Dues	\$250.00
Club Projects	\$400.00
Sale of Literature.....	\$300.00
Other \$ 50.00	
TOTAL	\$1,000.00

Estimated Expenses:

Dues to National	\$200.00
Printing.....	\$150.00
Hospitality	\$ 50.00
Programs	\$ 50.00
Convention.....	\$150.00
Literature.....	\$300.00
Contingencies.....	\$100.00
TOTAL	\$1,000.00

Budget Committee Signatures: _____

Sample Financial Statement

Financial Statement
County Historical Society
December 21, 2001

Balance November 20..... \$461.00

Receipts

Dues

\$48.00

Sale of Books

\$100.00

Total Receipts \$148.00

Subtotal	\$609.00
Disbursements:	
Stationery	\$12.00
Postage	\$10.00
Total Disbursements	\$22.00
Balance December 21	\$587.00

J. Kirk, Treasurer

The Treasurer should provide the President and the Secretary with a copy of the financial statement before the meeting begins. The beginning balance, total receipts, total disbursements, and the ending balance should be entered in the minutes.

Liability Insurance

The outgoing Treasurer shall provide copies of the SCA liability policy and the Directors and Officers liability policy to the incoming Treasurer and shall make certain that the incoming Treasurer has the name, address, policy number, and contact person for the insurance and the renewal date.

Make sure that the SCA's general liability and Directors and Officers liability insurance premiums are paid. The Treasurer may be asked to file a renewal form with the insurance company which has been signed by the President. The Treasurer should coordinate with the President to ensure that all insurance forms are signed and that the premium check is included in the renewal.

SCA General Liability and Directors and Officers' Liability insurance is through Equisure, Inc., 13790 E. Rice Place, Aurora, Colorado 80015, 303-614-6961.

The anniversary date for the General Liability policy is February 9th, and the anniversary date for the Directors and Officers' Liability policy is November 1st.

Tax Forms

Notify the IRS of the change of name and address of the SCA Treasurer no later than April 1st to avoid any confusion in the filing of the IRS Form 990. Tax forms are due to the IRS no later than May 15th.

Obtain, prepare, and submit tax forms 990EZ or other forms required by the IRS. Currently, Form 990EZ is required and must be submitted no later than May 15th. See previous copies of these forms for appropriate breakdowns and attachments.

SCA Bulletin

All SCA Bulletin subscriptions for non-members are sent to the Circulation Manager, who in turn, forwards the checks to the Treasurer within 30 days of receipt. The Circulation Manager shall maintain the SCA Bulletin subscriber list and furnish a formatted computer list for labels for mailing the Bulletin. The Circulation Manager shall also send renewal notices to non-member subscribers as they become due.

Dues

The dues owed to the AKC by the SCA are due and payable no later than January 1st of each year. The dues notice is sent to the AKC to the SCA Secretary. If the Treasurer has not received the notice from the SCA Secretary by December 20th, the Treasurer should contact the SCA secretary to obtain a copy.

Mail a dues notice to every SCA member by October 1st for the ensuing year. The notice should include a reminder that dues are payable by January 1st and delinquent if postmarked after January 31st.

In the first week of January, mail a second dues notice to every SCA member from whom you have not received dues. This notice should also include the reminder that dues are delinquent if not paid by January 31st and that Board approval will be required for membership to be reinstated if dues are not received until after January 31st. In the event dues are received postmarked between February 1st and March 31st, these members may be presented to the Board for action under Article 1, Section 4(b) of the Bylaws.

Any member whose dues remain unpaid as of January 31st are not eligible to vote in the annual election. Membership is considered as lapses and automatically terminated if such member's dues remain unpaid by January 31st. However, the Board may grant an additional ninety (90) days of grace to such delinquent members in meritorious cases. In no case may a person be entitled to vote at any Club meeting whose dues are unpaid as of the date of that meeting.

Membership Roster

Prepare a list of members whose dues are paid as of January 31st and forward it to the Corresponding Secretary, the SCA Newsletter Editor, the Medals and Awards Chairperson, and the Membership Chairperson. The inspectors of election will need this list to determine whether the member from whom the ballot was received is eligible to vote. This should be coordinated with the Corresponding Secretary. The approximate date for completion of this task should be no later than February 15th.

In the renewal season, the Membership Chairperson should update the database for each member as renewals are received. During the year, any changes of address received by member, Regional Club, or any other person should be forwarded to the Membership Chairperson to allow for update of both label list and database.

As soon as possible after February 1st, and in no case later than March 10th, the master roster should be purged of lapsed members. Lapsed members should also be purged from membership roster database and added to the "lapsed member" database.

Once roster has been purged, Officers and Directors should be furnished a printout and computer disk of the revised roster. Updates of additional members or address changes should be furnished quarterly. Said supplement should also contain any data or changes of address that have been noted since last quarter.

Schipperke Club of America Board of Directors

There are specific Bylaws and Standing Rules, which apply directly to the Board of Directors which are quoted below to aid in understanding the requirements of the office. With regard to the Standing Rules, they are listed in the order in which they were enacted. If the Standing Rules were modified, amended, or rescinded, that action is noted in boldfaced lettering directly under the Standing Rule.

Governing Rules: The SCA is governed by the following rules listed in order of rank:

- Articles of Incorporation
- Charter from the AKC
- Bylaws and Constitution
- Robert's Rules of Order
- Standing Rules

Bylaws Relating to the Board

Article II, Meetings

Section 1) Annual Meeting. The Annual Membership Meeting shall be held in the month of March, April, or May, in conjunction with the Club's Specialty Show if possible, at a place, date and hour designated by the President, with approval of the Board. Written notice of the Annual Membership Meeting shall be mailed by the Corresponding Secretary to each member at least 30 days prior to the date of the meeting. The quorum for the Annual Meeting shall be 10% of the regular members in good standing. Voting by proxy shall not be permitted.

Section 2) Special Club Meetings. Special club Membership meetings may be called by the President or by a majority vote of the members of the Board who are present at a meeting of the Board or who vote by mail or by electronic means, or by the Corresponding Secretary upon receipt of a petition signed by 10% of the Regular members of the Club who are in good standing. Such meeting shall be held at such place, date and hour as may be designated by the person or persons calling the meeting. Written notice of such meeting shall be mailed by the Corresponding Secretary to the General Membership at least 14 days and not more than 30 days prior to the meeting. The notice of the meeting shall state the purpose of the meeting, and no other Club business may be transacted. The quorum for such a meeting shall be 10% of the Regular members in good standing.

Section 3) Board Meetings. Meetings are defined as prearranged gatherings where attendees see and/or hear each other to conduct business. This includes meeting in person physically present in the same room or conducting a meeting by video conference or teleconference. The Board of Directors shall hold its meetings at any place and in such manner they so designate. It shall hold an Annual Meeting every year in conjunction with the Club's national specialty. Special meetings may be held at such other times as requested in writing by the President or by a majority of the members of the Board. The quorum for all Board meetings shall be a majority of the Board.

Section 4) The Annual meeting of the Board shall be held no later than 24 hours after the adjournment of the Annual Membership Meeting. Meetings by conference call or other meetings

of the Board of Directors shall be held at such times and places as are designated by the President or a majority vote of the entire Board. Written notice of each meeting shall be sent by the Corresponding Secretary to each member of the Board at least 14 days prior to the date of the meeting.

Section 5) The Board of Directors may conduct its business at meetings or by mail, fax, electronic mail, electronic forum, video conference or telephone conference through the Recording Secretary. In all sections of these bylaws, a statement of voting by mail shall include voting by mail, fax, electronic mail, electronic forum, video conference or telephone conference call. Items voted upon in the above manner, other than at a meeting, must be confirmed in writing by the Recording Secretary within 7 days following the closing date of the vote, listing the vote of each Board member and the final tally.

In order for business to be conducted by electronic mail the following precautions must be in place: (1) every Board member must be provided with the means to participate; (2) a procedure must be in place to verify the identity of the individuals participating to ensure that they are the eligible Board members; (3) a mechanism must be in place to verify that the eligible Board members are “listening”; and (4) all Board members must agree to participate in this manner.

Section 6) Form of Notice. Whenever notice is required, such notice may be given in writing by depositing the same in the United States mail, or, in the case of Board members, by transmitting by electronic means, addressed to each such member, officer or director, at such address as appears in the roster of the Club, and such notice shall be deemed to have been given at the time when the same was then mailed or sent. If notice to Board members is given by electronic means, such notice shall be provided in accordance with the Email Notification for Board Meetings and General Club Meetings policy of the American Kennel Club, effective January 1, 2006, and as such policy may be thereafter amended.

Article III, Directors and Officers

Section 1) Board of Directors. The Board of Directors shall consist of thirteen (13) members, five (5) officers and eight (8) Directors. All Board members shall be Club members in good standing who are residents of the United States. General management of the Club's affairs shall be entrusted to the Board of Directors.

- a) No person may be elected to the Board who has not been a Regular member of the Club in good standing for a minimum of four (4) consecutive years prior to the election. No candidate may have a significant interest in a Schipperke Club or dog event-giving organization deemed by the SCA Board to be in competition with the Schipperke Club of America. Significant interest would include, but not be limited to membership in, employment by, a directorship in, or holding office in the competing organization. In such cases the individual shall first be apprised, in writing, of the apparent conflict of interest and be given the opportunity to respond. Only one person from an individual household may be nominated to or serve on the Board at any one time. Each Board member shall be responsible for conducting these affairs through regular participation in Board Business. The duties of all Board members include participation in all meetings and voting on all motions before the Board. Attendance in person at the Annual Board meeting is expected.

- b) The Board shall be comprised of the President, Vice President, Corresponding Secretary, Recording Secretary and Treasurer, all elected for a term of one year, and eight (8) Directors elected for two year terms with four Directors being elected in the odd years and four Directors being elected in the even years. Officers and Directors will be elected as provided in Article IV and shall serve until their terms expire or until their successors are elected. No elected Officer may succeed themselves for more than one consecutive term. A Director may not serve for more than two successive terms. No person shall serve as an Officer and/or Director for more than six consecutive years but may be renominated as an Officer or as a Director after an interim of one year.

Section 2) Officers. The Club Officers, consisting of the President, Vice President, Corresponding Secretary, Recording Secretary and Treasurer, shall serve in their respective capacities both in regard to the Club meetings and the Board at its meetings.

- a) The President shall preside at all meetings of the Club and of the Board and shall have the duties and powers normally appurtenant to the office of President in addition to those particularly specified in these Bylaws. He/she shall be ex-officio a member of all committees except the nominating committee and shall be a voting member of the committee only if he/she is needed to make a quorum. He/she shall have the right to vote and to make motions at meetings of the Board, in accordance with Roberts Rules of Order governing the procedure of small boards
- b) The Vice President shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity.
- c) In the absence of both regular presiding officers, any member of the Board of Directors may be chosen to preside, or if no Board members are present, any regular member may be chosen to preside.
- d) The Corresponding Secretary shall: (i) conduct the correspondence of the Club; (ii) mail to all members of the Club a copy of the minutes of all membership meetings, or otherwise inform the membership of the proceedings of these meetings through the medium of the Club's official publications; (iii) issue notices of all meetings, mail lists and ballots to all members as required by these bylaws and receive such ballots back from the members; (iv) report to the Recording Secretary the results of all votes of the membership by mail so they may be entered in those records; (v) notify new members of their election to membership, enclosing a copy of the bylaws, standing rules, an up-to-date membership list and minutes of the last annual membership meeting; (vi) notify Officers and Directors of their election to office; (vii) keep a roll of the members of the Club with their addresses and once a year furnish members with a list of the membership; (viii) hold, as custodian, such books, records and correspondence which the Corresponding Secretary is required to keep or which come into his or her possession by virtue of the office and (ix) carry out such other duties as are prescribed by these Bylaws.
- e) The Recording Secretary shall: (i) record all of the proceedings of the meetings of the membership and of the Board in a book kept for that purpose; (ii) provide the members of the Board with copies of the minutes of all Membership and Board meetings within thirty (30) days; (iii) send, receive and record the business conducted by the Board at meetings or

by mail, fax, electronic mail, electronic forum, video conference telephone conference call; (iv) act as custodian of all records submitted to the Recording Secretary and of the books and records pertaining to the office; (v) carry out such other duties as are prescribed by these Bylaws.

- f) The Treasurer shall: (i) collect and receive all moneys due or belonging to the Club; (ii) deposit the same in a bank approved by the Board, in the name of the Club. (iii) provide a quarterly profit/loss statement and balance sheet for publication in the club newsletter; (iv) be bonded in such amount as the Board of Directors shall determine; (v) be audited as the Board of Directors shall determine, but no less than once a year; (vi) render an account of all moneys received and expended during the previous fiscal year; (vii) maintain a list reflecting the current status of member dues payment. The Treasurer's books shall at all times be open to inspection by the Board. The Treasurer and the President shall each be a signatory on account(s) maintained in the name of the Club. Only one signature shall be required on all checks.
- g) The immediate Past-President shall automatically be an honorary member of the Board of Directors for one year with the privilege of attending and participating in all business of the Board, but may not make motions nor vote if he/she is not otherwise elected to the Board.
- h) The AKC Delegate shall automatically be an honorary member of the Board of Directors with the privilege of attending and participating in all business of the Board, but may not make motions nor vote if he/she is not otherwise elected to the Board.

Sec 3 Directors. The Directors shall perform such duties as prescribed by these bylaws.

Section 4) Vacancies. Any vacancies occurring among the officers or directors during the year shall be filled for the unexpired term of office by a majority vote of all the then members of the Board, except that a vacancy in the office of President shall be filled automatically by the Vice President and the resulting vacancy of the Vice President shall be filled by the Board of Directors. A vacancy in either secretary position may be filled temporarily by the remaining secretary until the board fills that vacancy. The member chosen will serve until the next annual election at which time any unexpired term of the original vacancy shall be filled by a vote of the membership.

Section 5) Misconduct or dereliction of duty in office. Misconduct shall be construed to be the failure of a Board member (officer or director) to abide by this Constitution and Bylaws. A Dereliction of duty shall be construed to be the failure of any Board member (officer or director-at-large) to perform the duties of the Board position elected to, as outlined in these By-laws. Dereliction of duty shall include, but not be limited to, failure to participate in at least 75% of the board meetings and votes on motions in any Club year. The failure of the secretary or treasurer to provide two consecutive reports for the club newsletter shall be considered a dereliction of duty. Should a Board member refuse to resign for cause, that is, misconduct or dereliction of duty in office, the Board member in question can be deposed from office or directorship by one of the following:

- a) a two-thirds vote of all the members of the Board to immediately present to the membership a ballot for or against removing a specific Board member for cause, so long as the subject Board member is provided an opportunity to respond. The response must be included with

the ballot. The vote of 2/3 of the Regular members in good standing who return valid ballots within the time limit shall be required to effect removal.

- b) a petition by 20% of the membership requiring the Board to immediately present to the membership a ballot for or against removing a specific Board member for cause, so long as the subject Board member is provided an opportunity to respond. The response must be included with the ballot. The vote of 2/3 of the Regular members in good standing who return valid ballots within the time limit shall be required to effect removal.

Article IV, The Club Year, Voting, Nominations, Elections

Section 1) Club Year. The Club's fiscal year shall begin on the 1st day of January and end on the 31st of December. The Club's official year shall begin on the 1st day of March and end on the last day of February. The elected Officers and Directors shall take office on March 1 and each retiring officer shall immediately turn over to their successor in office the pertinent properties and records necessary to perform the duties of the office by March 1 and will deliver all properties and records relating to that office to their successor by March 31.

Section 2) Voting. At the Annual Meeting or at a special meeting of the Club, voting shall be limited to those regular members in good standing who are present at the meeting, except for the annual election of Officers and Directors and amendments to the Constitution and Bylaws and the Standard for the breed which shall be decided by written ballot cast by mail. 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 3) Annual Election. For the election of the Officers and Directors, the vote shall be conducted by ballot sent to the entire membership. Ballots, to be valid, must be received by February 1 at the residence of record of the Corresponding Secretary, or the residence of record of any other officer, director, independent firm or person designated to receive such ballots by the Board of Directors. The ballots shall be counted by three inspectors of election (or professional firm) designated by the Board of Directors. None of the inspectors may be current members of the Board or candidates for any elected position. The inspectors shall count the ballots and report the results to the Corresponding Secretary who shall notify the membership of the election results by March 1. The inspectors shall return the ballots to the Corresponding Secretary in a sealed envelope, who shall make the ballots available for inspection by the membership at the Annual Meeting. The person receiving the largest number of votes for each position shall be declared elected. In the event of a tie vote, the previous Board members and the newly-elected Board members shall immediately following the report of the election inspectors, cast a secret ballot to determine who shall fill the position. If any Officer-elect or Director-elect, at the time of the Annual Board meeting, is unable to serve for any reason, the vacancy so created shall be filled by the new Board of Directors in the manner provided by Article III, Section 3. If no challenges are received by the conclusion of the Annual Membership Meeting, the Secretary shall destroy the ballots and the election will be considered final.

Section 4) Nominations and Ballots. No person may be a candidate in a Club election who has not been nominated in accordance with these Bylaws. The Board shall appoint before July 1 a Nominating Committee consisting of three members and two alternates, all regular members in good standing, no more than one of whom may be a member of the current Board of Directors. The Board shall name a Chairperson for the Committee. The Nominating Committee may

conduct its business by mail, fax, or by electronic means. If the Nominating Committee conducts its business by electronic mail, the committee must use the same precautions that apply to the Board of Directors as set forth in Art II, Section 5.

- a) The Nominating Committee shall nominate from among the eligible members of the Club, one candidate for each Office, four candidates for Directors, and any additional candidates required to fill vacancies in any unexpired term, and shall procure the acceptance of each nominee so chosen. The Committee shall then submit its slate of candidates, including the state in which each candidate resides, to the Corresponding Secretary who shall mail the list to each member of the Club on or before November 1, so that additional nominations may be made by the members if they so desire.
- b) Additional nominations of eligible members may be made by written petition addressed to the Corresponding Secretary and received at his/her regular address on or before December 1, signed by two members and accompanied by the written acceptance of each such individual nominee signifying his/her willingness to be a candidate. Additional nominations should be sent by US Postal Service Certified or Overnight mail or other postal carrier in such a manner that provides proof of time and place of delivery.
- c) If no valid additional nominations are received by the Corresponding Secretary on or before December 1, the Nominating Committee's slate shall be declared elected, and no balloting will be required.
- d) If one or more valid additional nominations are received by the Corresponding Secretary on or before December 1, he/she shall, on or before January 1, mail to each Regular member in good standing a ballot in a single column format listing all of the nominees for each position in alphabetical order, with their state of residence, together with a secret ballot envelope and a return envelope addressed to the Corresponding Secretary marked "Ballot" and bearing the name of the member to whom it was sent. So that the ballots remain secret, each voter, after marking their ballot, shall seal it in the secret ballot envelope, which, in turn, shall be placed in the second envelope addressed to the Corresponding Secretary. Members must return their ballot in the envelope provided by the Corresponding Secretary in order to be valid. The inspectors of election shall check the returns against the list of members whose dues are paid for the current year prior to opening the outer envelopes and removing the secret ballot envelopes, and shall certify the eligibility of the voters as well as the results of the voting.
- e) Nominations cannot be made at the Annual Meeting nor in any manner other than as provided above.

Article V, Committees and Appointments

Section 1) The Board of Directors shall each year vote to appoint and/or reappoint individuals or committees to advance the work of the Club in such matters as dog shows, companion events, trophies, annual prizes, membership and other fields which may well be served by individuals or committees. Such individuals or committees shall always be subject to the final authority of the Board. Special committees may also be appointed by the Board to aid it on particular projects. The Board may choose to appoint a committee chair and all members of a committee, or appoint only a committee chair and allow the chair to select additional members at their discretion. All

individuals or committees appointed by the board, as well as committee members appointed by the board or by a committee chair, must be a Regular member in good standing of the SCA.

- a) The term of each committee or individual position appointed by the Board per Section 1 will expire with the appointment of a new/reappointed committee or individual position but not later than the conclusion of the Annual Board meeting. However, in specific circumstances, a special committee may be appointed for a longer term with a requirement that the original membership remain as appointed. In such a case, the reason for the different length of term must be specified at the initial formation of the committee as well as its purpose and an estimated length of time it will exist. Such a special committee will be exempt from routine annual reappointments but is still subject to the final authority of the Board. The Corresponding Secretary shall notify each Board appointee by mail within thirty days following their appointment.

Section 2) Any individual or committee appointment may be terminated at any time by a majority vote of the full membership of the Board and, upon written notice to the terminated appointee, the Board may appoint a successor to the person whose service has been terminated. The individual whose appointment was terminated shall immediately turn over to their successor the pertinent properties and records necessary to perform the duties of the position.

Section 3) The Board of Directors shall each year vote to appoint and/or reappoint a Delegate to represent the Club at the American Kennel Club. The Delegate must be a Regular or Honorary member in good standing of the SCA. The Delegate to the American Kennel Club shall take direction from the SCA Board of Directors and shall represent the interests of the Club at meetings of the Delegates to the American Kennel Club. The AKC Delegate's duties shall be to attend the AKC Delegate meetings and to report to the Club matters of interest to it, and to generally act as a liaison between the Club and the AKC and AKC-accredited clubs. The AKC Delegate should be familiar with procedure and operation of the Club and able to represent it on a national level. The Delegate shall serve until the appointment of his successor.

Section 4) The first of each year, the Board of Directors shall appoint an auditing committee of at least two members to audit the books of the Treasurer and report at the Annual Meeting.

Article VI, Discipline

Section 1) American Kennel Club Suspension. Any member who is suspended from the privileges of the American Kennel Club automatically shall be suspended from the privileges of this Club for a like period.

Section 2) Charges. Any member may prefer charges against a member for alleged misconduct prejudicial to the best interest of the breed or the Club. Written charges with specifications must be filed in duplicate with the Corresponding Secretary together with a deposit of \$50 which shall be forfeited if such charges are not sustained by the Board or a Committee following a hearing. The Corresponding Secretary shall promptly send a copy of the charges to each member of the Board or present them at a Board meeting. The Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interest of the breed or Club. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interest of the breed or Club, it may refuse to entertain jurisdiction and the deposit, less \$20 for expenses, shall be returned to the member filing charges. If the Board

entertains jurisdiction of the charges, it shall fix a date of a hearing by the Board, or a Committee of not less than three members of the Board, not less than 3 weeks nor more than 6 weeks thereafter. The Corresponding Secretary shall promptly send one copy of the charges to the accused member by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in his/her own defense and bring witnesses if he/she wishes.

Section 3) Board Hearing. The Board or Committee shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treated uniformly in that regard. Should the charges be sustained after hearing all the evidence and testimony presented by complainant and defendant, the Board or Committee may, by a majority vote of those present, suspend the defendant from all privileges of the Club for not more than six months from the date of the hearing, or until the next Annual Meeting if that will occur after six months. And, if it deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his/her fellow members at the ensuing Club meeting which considers the recommendation of the Board or Committee. Immediately after the Board or Committee has reached a decision, its findings shall be put in written form and filed with the Recording and Corresponding Secretary. The Corresponding Secretary, in turn, shall notify each of the parties of the decision and penalty, if any.

Section 4) Expulsion. Expulsion of a member from the Club may be accomplished only at the Annual Meeting of the Club following a hearing and upon the recommendation of the Board or Committee as provided in Section 3 of this Article. The defendant shall have the privilege of appearing in his/her own behalf though no evidence shall be taken at this meeting. The President shall read the charges and the findings and recommendations, and shall invite the defendant, if present, to speak in their own behalf. The meeting shall then vote by secret written ballot on the proposed expulsion. A 2/3 vote of those present and voting at the Annual Meeting shall be necessary for if expulsion. If expulsion is not so voted the suspension shall stand.

Article VII, Amendments

Section 1) Amendments to the Constitution and Bylaws and to the Standard for the breed may be proposed by the Board of Directors or by written petition addressed to the Corresponding Secretary and signed by 20% 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 Regular members with recommendations of the Board by the Corresponding Secretary for a vote within three months of the date when the petition was received by the Corresponding Secretary.

Section 2) The Constitution and Bylaws and the Standard for the breed may be amended at any time provided a copy of the proposed amendment has been mailed by the Corresponding Secretary to each Regular member in good standing on the date of the mailing, accompanied by a ballot on which they may indicate their choice for or against the action to be taken. Dual envelope procedures described in Article IV, Section 4d, shall be followed in handling such ballots to assure secrecy of the vote. The notice shall specify a date not less than 30 days after the date of mailing by which date the ballots must be returned to the Corresponding Secretary to be

counted. The favorable vote of 2/3 of the Regular members in good standing who return valid ballots within the time limit shall be required to effect any such amendment.

Section 3) No amendment to the Constitution and Bylaws or the Standard for the breed that is adopted by the Club shall become effective until it has been approved by the Board of Directors of the American Kennel Club.

Article VIII, Dissolution

The Club may be dissolved at any time by the written consent of not less than 3/4 of the Regular members. In the event of the dissolution of the Club, other than for purposes of reorganization, whether voluntary or involuntary or by operation of law, none of the property of the Club nor proceeds thereof nor any assets shall be distributed to any members of the Club but after payment of the debts of the Club, its property and assets shall be given to a charitable organization for the benefit of dogs selected by the Board of Directors.

Article IX, Order of Business

Section 1) At meetings of the Club, the order of business so far as the character and nature of the meeting may permit, shall be as follows:

- Roll call
- Installation of new officers (Annual Meeting only)
- Minutes of the last meeting
- Report of the President
- Report of the Corresponding Secretary
- Report of the Recording Secretary
- Report of the Treasurer
- Reports of appointees and committees
- Unfinished business
- New business
- Adjournment

Section 2) At meetings of the Board, the order of business, unless otherwise directed by a majority vote of those present, shall be as follows:

- Minutes of the last meeting
- Report of the Corresponding Secretary
- Report of the Recording Secretary
- Report of the Treasurer
- Reports of appointees and committees
- Unfinished business
- Election of new members
- New business
- Adjournment

Article X

Robert's Rules of Order, as revised, shall govern all matters not specifically mentioned in these Bylaws.

Standing Rules Relating to the Board of Directors

- 81-02B At the Annual Board Meeting, all balloting results will be specified as to the vote of each Director.
- 87-01B Nominees and current Board members should be advised that they must attend the annual Board of Directors meeting. Absentees must explain in writing in advance.
- 90-01M Board business conducted by means other than a called meeting shall be a stated motion. The initiator and seconder shall be named. Arguments supporting, and any known to be against, shall be made known with the solicitation for a written ballot.
- 90-02B The SCA Board shall approve the date and location of the National Specialty at least two years in advance of the date to facilitate having the desired judges and time enough for host to make accommodation to enhance this special event for the SCA.
- 92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.
- 92-05B At a national Specialty where a specific hotel is involved, those members who violate hotel or SCA recommendations of proper treatment of rooms will, after inspection of two SCA Board members and the hotel's staff, be responsible for financial reimbursement to the hotel and may incur up to a 6 month suspension from the SCA.
- 94-03B All correspondence received by the Secretary as it pertains to club business be sent to Board members within 30 days. **AMENDED JUNE 2009** to add the word "Corresponding" in front of the word "Secretary".
- 94-12B Any member who has a check returned that is unpaid for 30 days, shall no longer be considered a member in good standing, and all rights and privileges shall be revoked until said check has been made good. Any person who has applied for membership who writes a check that is returned may not be voted on until said check has been made good. Any person who writes a check to the SCA which is returned for any reason will be charged \$15.00 to cover the cost of the delinquent check. **AMENDED by the Board in 2006** to add the phrase "may be waived at the discretion of the Board."
- 02-01M The SCA Board shall form and appoint a National Specialty Show Committee which will assist local groups/clubs in dealing with hotels, setting schedule of events & seminars, trophies, assisting with any other needs pertaining to holding a National Specialty.
- 04-03M The newly elected Officers and Board of the Schipperke Club of America shall take an oath of office at the Annual General Meeting of the Club. This oath of office shall be as follows: "I pledge to uphold the SCA Constitution and Bylaws, Standing Rules, Code

of Ethics, and the rules of the AKC while conducting the business of the Schipperke Club of America.”

07-03B That all committee chairs, officers and directors must have their phone number published on the membership list.

Procedures in Board Meetings

Informal Board Meetings: (Pursuant to Robert’s Rules of Order)

An informal Board Meeting is where the Board discusses general policy, possible problems, and future plans, but no binding decisions are made and no votes are taken. The rules governing such meetings may be different from the rules that are required in other assemblies as follows:

Members may not be required to obtain the floor before making motions or speaking. They may address the majority while seated.

Members are not limited when addressing the President/Chair; however, members should still exercise decorum and civility in all exchanges.

There is no limit to the number of times a member can speak with regard to questions. Close or limited debate may be entertained, but no vote may be taken. The Board is a **team** and needs to function as one.

Informal discussion of a subject is permitted, while no motion is pending.

The Chairman can speak in discussion without rising or leaving the chair.

Formal Board Meetings: (Pursuant to Robert’s Rules of Order)

OPENING CEREMONIES (Optional)

Invocation

Pledge of Allegiance

Welcome and Introductions

READING AND APPROVAL OF MINUTES

Chair: “The Secretary will read the Minutes.” (Secretary stands and reads.)

Chair: “Are there any corrections to the Minutes?” If there are no corrections, the Minutes are approved as read. If there are corrections, they are usually made by unanimous (or general) consent, and the Minutes are approved as corrected. If the reading of the Minutes is dispensed with (not carried out at the regular time), at the following meeting the Minutes must be read before the reading of the later Minutes. If more than one set of Minutes are read, they are considered in the order the meetings took place. If Minutes are distributed in printed form, they still must be approved even if not read aloud.

Treasurer’s Report

Chair: “The Treasurer will give the financial report.” (The Treasurer stands and reads.)

Chair: “Are there any questions?”. . . “The report will be filed.” No action is required on the financial statement. It should not be accepted, adopted, or approved. The books and other records

of the Treasurer should be audited at the end of the term and whenever ordered. It is the auditor's report which is adopted; this action releases the Treasurer from further responsibility. Payment of bills should be authorized at this time. A motion to pay bills is debatable and amendable. Upon approval by the assembly, the Treasurer may then pay the bills. Many organizations adopt a rule that expenditures authorized in an adopted budget do not require approval for payment. Expenditures not budgeted always require approval before the expenditure.

Correspondence

Chair: "The Secretary will read the correspondence." Long communications should be summarized. The Secretary reads most correspondence. Necessary action arising out of correspondence should be handled at this time. If action is required, the Secretary may make the motion.

Reports of Officers, Boards and Standing Committees

Officers report in the order of their rank as listed in the Bylaws, the President reporting first. The standing committees also report in the order they are listed in the Bylaws. Recommendations for the assembly's consideration are placed at the end of a report. Adoption or recommendations should be moved by the reporting member of a Board or committee. A motion to adopt an officer's recommendation should, however, be made by another member. Motions do not require a second if they come from a committee or Board of more than one person.

Reports of Special Committees

Special committees report in the order in which appointed.

Special Orders

Special orders are items of business given priority over unfinished business and general orders. Special orders include the election of a nominating committee, or Officers or of Delegates; items of business mandated by the Bylaws for particular meetings; or business made a special order at a previous meeting.

Unfinished Business and General Orders

Unfinished business (never called "old" business) is business brought over from a previous meeting because adjournment occurred before the order of business was completed. General orders are those items of business which were postponed from the previous meeting to this meeting or motions for which previous notice was given. Such items should be reflected in the Minutes of the last meeting. The chair should know what these items are and bring them up automatically.

New Business

Chair: "Is there any new business?" If the President knows of items of new business which require action, he calls attention to them at this time.

Chair: "Is there further new business?" At this point, members, by making motions, may introduce new business.

Program

The program is usually presented after business and just before the meeting adjourns, but may be given at a different time by a two-thirds (2/3) vote or by unanimous consent. The President should never “turn over the meeting.”

Chair: “The program chairman will introduce the program.” At the program’s conclusion, the chairman should say, “Mr. President, this concludes the program.” He should not “turn the meeting” back to the President.

Announcements

Chair: “Are there any announcements?” Announcements should be related to the purposes of the organization.

Adjournment

When it appears that there is no further business, a motion for adjournment is not necessary.

Chair: “If there is no further business, this meeting will adjourn (pause). . . The meeting is adjourned.” One tap of the gavel indicates that the meeting has ended . . . no rules can take the place of tact and common sense on the part of the chairman.

Motions and Voting

Members place their ideas before the assembly by making motions.

A motion is a proposal by a member in a meeting that the organization take certain action.

To make a motion, a member rises and addresses the chair by saying: “Mr. President.” The chair recognizes the member by saying his name: “Mr. Jones.”

The member states the motion: “Mr. President, I move that we buy a copier for the Secretary.” Another member seconds the motion by saying, “Second.” It is not necessary to address the chair to second a motion.

The chair states the motion: “It has been moved and seconded that we buy a copier for the Secretary. Is there discussion?” Debate on the motion is now in order. The maker of a motion has the right to speak first if the motion is debatable. He may not speak against his motion, but may vote against it. During debate, the chair should have the speakers alternate, as far as possible, between those favoring and those opposing the pending question. As a general rule, no member may speak more than twice in debate on a motion nor may speak a second time until all who wish have had the opportunity to speak once. Requests and inquiries are not considered debate.

Adoption or defeat of a motion is based on the number of members who vote, not on the number of members present, unless a rule of the organization provides a different basis. For adoption, most motions require a majority vote, i.e., approval by more than half the members voting.

A majority vote is more than half of the votes cast.

A tie vote is a lost vote because it is not a majority.

A two-thirds vote is at least two-thirds of the votes cast.

A voice vote is the usual method of voting on motions. If such a vote is inconclusive, the chair may say, “The chair is in doubt. Those in favor of the motion will rise. You may be seated. Those opposed will rise. You may be seated.” The result of the vote is then announced.

Chair: “There being a majority in the affirmative, the motion is adopted.” Or, “There not being a majority in favor, the motion is not adopted.”

The chair may at any time order a rising vote to be counted, or any member may move that a vote be counted. To order a counted vote requires a second and a majority vote.

To preserve his impartiality, the chair does not vote on voice votes. If a counted rising vote results in a tie, he may vote to break the tie. The chair may also vote to make a tie. On ballot votes, the chair must vote at the same time the other members do and cannot then vote again to break a tie. Proxy and absentee voting are not allowed unless authorized in the Bylaws.

To close a debate and stop the making of secondary motions, the motion “previous question” is used. Any member may obtain the floor and say, “I move the previous question,” or “I call for the question,” or “I move that debate be closed.” The motion requires a second, is not debatable, and requires a two-thirds (2/3) vote. If the motion to close the debate is adopted, the chair immediately takes the vote on the motion on which debate was closed. If the motion to close the debate is defeated, he calls for further discussion on the pending motion. Debate must be confined to the merits of the motion under consideration. Members must address all remarks to the chair. They must be courteous and avoid personalities.

Only one main motion may be on the floor at any given time. However, any number of secondary motions may be made while the main motion is pending, so long as they do not introduce a new subject. The presiding officer can save time by using unanimous or general consent in routine matters. For example, Chair: “If there is no objection, this meeting will be tape recorded for the convenience of the Secretary.” Or, “If there is no objection, we will take a ten-minute recess.” If no one objects, consent has been given and the President says, “Since there is no objection, the meeting will be tape recorded.” If even one member objects by calling out, “I object,” the question must be open to discussion, if debatable, and a vote taken.

The Ranking Motions

The following chart shows the 13 ranking motions. The main motion is lowest in rank. Each motion listed outranks the one beneath it. Motions on the lower chart have no rank among themselves. The key used is as follows:

S:	Requires a second
A:	Is Amendable
D:	Is Debatable
M:	Majority Vote
R:	May be Reconsidered
I:	May Interrupt
Ch:	Chair Rules

When any of the ranking motions is pending, all motions listed below it are out of order at that time. The lower part of the chart shows other frequently used motions, often called incidental or

procedural motions, which usually must be handled immediately. The last four are incidental main motions which bring back to the floor a matter previously disposed of.

PRIVILEGED MOTIONS

Fix the Time to Which to Adjourn	S	A	M	R				
Adjourn	S		M					
Recess	S	A	M					
Raise a Question of Privilege					Ch	I		
Calls for the Orders of the Day						Ch	I	

SUBSIDIARY MOTIONS

Lay on the Table	S		M					
Previous Question	S		2/3				R	
Limit/Extend the Limits of Debate	S	A	2/3				R	
Postpone to a Certain Time	S	A	M				R	D
Commit (or Refer)	S	A	M				R	D
Amend	S	A	M				R	D
Postpone Indefinitely	S		M				R	D...
Main Motion	S	A	M				R	D

NON-RANKING MOTIONS

Point of Information						Ch	I	
Parliamentary Inquiry					Ch	I		
Point of Order						Ch	I	
Appeal from Decision of Chair	S		M			I	R	D
Division of the Assembly						I		
Suspend the Rules	S		2/3			I		
Rescind/Amend	S	A	2/3				R	D
Reconsider	S		M					
Take from the Table	S		M					
Discharge a Committee	S		M				R	D

Minutes

Generally speaking, the Minutes should contain what was done by the organization, not what was said by the members. However, some boards, large organizations, or legislative bodies use a professional stenographer to record the entire proceedings. Many secretaries use a tape recorder to assist in preparation of accurate minutes.

In the first paragraph of the Minutes, the Recording Secretary states the name of the organization; the kind of meeting (regular, special, etc.); the date, time of the meeting, and the place; the fact that the regular presiding Officer and the Secretary were present or the names of the persons who substituted for them; and whether the Minutes of the previous meeting were read and approved as read or as corrected.

The body of the Minutes should contain a separate paragraph for each subject matter. Business should include all main motions, worded as stated or amended, and whether adopted or defeated. The name of the mover should be included, but not the name of the seconder. Remarks of a speaker, or details of the program, should not be included. The last paragraph should state the hour of adjournment.

Minutes should be signed with the name and title of the person writing them. “Respectfully submitted” and similar phrases are not necessary.

The Recording Secretary should provide the President with a copy of the Minutes of the previous meeting well in advance of the next meeting.

Minutes should be read and corrected as soon as possible following the meeting to which they apply. They can be corrected even months after the first reading, provided the corrections were agreed to by a two-thirds (2/3) vote. Minutes are the legal record of an organization. They should never be destroyed.

Budgets

A budget is a statement of expected receipts and expenditures of funds for a fiscal year. Usually, it is presented in the formal recommendation from a finance committee. The assembly may amend the budget before adopting it. According to Robert’s Rules of Order, adoption of a budget does not authorize the expenditure of funds - even of those included in the budget, expenditures being authorized only by approval of the assembly.

Therefore, many organizations adopt a special rule authorizing the Treasurer to pay budgeted and routine expenditures without additional approval.

The Treasurer should provide the President and the Recording Secretary with a copy of the financial statement before the meeting begins. The beginning balance, total receipts, total disbursements, and the ending balance should be entered in the Minutes.

Committees

Members of organizations should read carefully the chapter in Robert’s Rules of Order on Boards and Committees. Dealing with committees can be a delicate matter for an inexperienced presiding officer. Knowledge of the different kinds of committees and their functions will benefit any officer.

Ordinary Committees are of Two Types - Standing and Special

Committees are the backbone of the organization and should be chosen carefully. The President in most cases (Nominating Committee, excepted) is an ex-officio member of all committees. However, the President may not vote EXCEPT when needed to determine a quorum. By attending committee meetings, the President can often provide direction and inspiration to inexperienced members in achieving the goals of the committee. However, the President is not an ex-officio member of any committee unless the Bylaws so specify.

Standing Committees should be listed in the Bylaws. Each standing committee is in charge of a certain type of work for the entire term. Members serve until their successors are appointed.

Special Committees (ad hoc or select) are appointed or elected from time to time to perform a certain task that is not within the realm of a standing committee. When the assigned work is completed and the final report is presented to the assembly, the committee ceases to exist.

The quorum of a committee is a majority of its members. The President as an ex-officio member is not counted toward a quorum. Other members of the society who are ex-officio members of committees are treated as any other committee member.

The President has no right to create or appoint committees unless given this power by the Bylaws or by vote of the assembly nor should the President appoint a special committee whose duties are those that come under the duties of a standing committee.

When the President is authorized to appoint committees, the first person named is the chairperson. When committees are chosen in any other manner and the chairperson is not specifically designated, the first person named serves as temporary chairperson until the committee meets and selects its chairperson. Soon after a committee is appointed, the first person named should call a meeting. Should he fail to do so, any two members of the committee, acting together, may call a meeting by notifying all members, including the chairperson and the President, if he or she is an ex-officio member. It is advisable to appoint a chairperson and a vice chairperson, never co-chairperson.

Small committee meetings are informal. The chairperson takes an active part in the discussion. He must keep the meeting under control and see that the purpose of the meeting is accomplished. Discussion in committee meetings is important. Motions to close or limit debates are not allowed. Large committee meetings are of necessity more formal.

It is not necessary for small committees to keep minutes, but notes should be kept by a member for the committee's own use. Large committees should keep minutes.

Only members of a committee have the right to attend committee meetings. Other members of the organization may attend only by invitation. Sometimes committees hold "hearings" on matters of importance or a member may request a hearing.

Committee reports are submitted in writing and given in the third person. It is not necessary or proper for the assembly to accept, adopt, or approve committee reports. If a report contains recommendations, these are handled as motions by the chair.

The final decision is always reserved for the assembly, unless the committee is authorized (appointed with power) to act for the organization.

A minority on a committee may be allowed, by majority vote, to present a report of their views which may differ from the conclusions in the report of the majority. The report of the minority may be substituted for the report of the majority by majority vote of the assembly.

Sub-Committees are formed within a standing or special committee from its members. They are not appointed by the President. They report to the committee from which they are formed and not to the Board or assembly. Their duties are primarily investigative in nature.

COMMITTEE OF THE WHOLE

There are three forms: committee of the whole for large assemblies, quasi committee of the whole for medium-sized meetings, and information consideration for small meetings and boards. These forms allow the membership to consider matters in open discussion without the restrictions of parliamentary rules. A skilled moderator is a necessity in guiding the proceedings in committee of the whole. No final decisions are made in these types of committees, but recommendations may be made to the assembly. Break-out groups and “rap sessions” are related forms of informal consideration.

Bylaws and Other Rules

The SCA is governed by the following rules listed in order of ranks:

- Articles of Incorporation
- Charter from the AKC
- Bylaws and Constitution
- Robert’s Rules of Order
- Standing Rules

An organization’s own rules take precedence over its parliamentary authority. Thus, for example, if the group wishes to limit discussion in all meetings to a shorter time than allowed by the parliamentary authority, it can do so by adopting a special rules, which requires a two-thirds (2/3) vote with previous notice.

The **highest** internal rules of an organization are its **Bylaws**, which are adopted initially by a majority vote. Thereafter, amendment of the Bylaws usually requires previous notice and a two-thirds (2/3) vote. Nothing in the Bylaws can conflict with the Articles of Incorporation or are binding requirements in the charter from the parent organization.

Special Rules of Order are adopted procedural rules that differ from those in the parliamentary authority but are not in the Bylaws. Examples are order of business and limits on debate.

Standing Rules are administrative rules observed on a continuing basis by the organization. Examples of standing rules are those relating to the starting time of meetings, to the holding of an annual bazaar, to memorials and honorariums, etc. They are adopted by majority vote as the need arises. A standing rule may be suspended for the duration of the current session by a majority vote. Standing rules may be amended (changed) or rescinded (eliminated) by majority vote if notice has been given, or by a two-thirds (2/3) vote without previous notice.

Nominations and Elections

A nomination is a proposal that someone be elected to a specified position. Nominations do not require seconds. Every member in good standing has the right to be nominated and to nominate a member for office.

A Nominating Committee, if there is one, should be elected by the organization or by the executive board. The President should neither select the committee nor be a member of it.

Blank ballots are not counted as votes. Illegal ballots are reported, stating the specific illegality. A majority of the votes cast is required for election. A plurality vote (the highest number of votes received when there are three or more choices) does not elect a candidate or decide a proposition unless the plurality is also a majority or unless the Bylaws permit it. If re-balloting is required to achieve a majority, no candidate is dropped unless the organization's rules allow it.

Sample Tellers' Report

Number of votes cast	27
Necessary for election.....	14
Mrs. J. received	17
Mr. A. received	9
Illegal votes	1
(two for Mrs. B. folded together)	

All the tellers should sign.

Voting

There are several methods of voting besides ballot voting, which is used primarily for electing nominees to office and when voting by mail when members are scattered over a wide area.

By Voice: Used in meetings to adopt Motions or to elect candidates who are unopposed. The chair must Call for both the "yes" and the "no" vote.

Unanimous or General Consent: Used for routine matters such as approval of the Minutes, adjournment, recess, suspend the rules, and proposals on which there was no negative debate. Unanimous consent is a useful time saver, but if a single person objects to its use, a formal vote must be taken.

Show of Hands or Cards: The former is used only in small groups where every voter is easily seen. In larger groups, brightly colored cards may be used.

Standing or Rising Vote: Used when a voice vote was inconclusive to give the chair a better idea of the results and when there is a Call for a division.

Standing Counted Vote: Used when a standing vote is inconclusive. The assembly may order a standing counted vote by adoption of a Motion, which requires a second and a majority vote. If the chair has any doubt about the results of a standing vote, he should on his own initiative order a counted vote. A standing counted vote is used on proposals requiring a two-thirds (2/3) vote for adoption, although unanimous consent is acceptable when no opposition has been expressed.

Roll Call Vote: The opposite of a secret ballot; used in legislative bodies where the vote of each member is public record. It is time-consuming method not recommended for Club use.

Proxy Vote: Gives the power of attorney to another person. Proxy voting is not recommended for deliberative assemblies. If it is to be used, it must be authorized in the Bylaws. The SCA Bylaws do not permit proxy voting.

Ballot Vote: A secret written vote. In recent years, many methods of ballot voting have developed. These include postal mail-in ballots, machine, and electronic voting, such as facsimile and e-mail. Such methods must be provided for in the Bylaws and require special procedures to ensure privacy and accurate tabulation.

Basis of Decision

Most elections are decided on the basis of a majority vote of those present and voting in a meeting at which a quorum is present and where all members can see and hear each other. An exception to the basis requirement of a majority vote occurs in the case of amending something previously adopted, such as Bylaws, or in suspending the rights of members to debate, make motions, etc. These require a two-thirds (2/3) vote, unless the Bylaws establish a different requirement.

In conventions or in voting by mail, it is not always feasible to practice the majority rule when there are more than two choices. In which cases, the Bylaws should provide for elections to be by preferential ballot or by plurality.

Eight Steps of a Motion

The member rises and addresses the chair: “Mr. President or Madam President,” or “Mr. Chairman or Madam Chairman.”

The chair recognizes the member. “Mrs. Smith.”

Member proposes Motion: “I move that. . .”

Another member seconds Motion. “I second the Motion.”

Chair states Motion: “It is moved and seconded that. . .”

Chair calls for debate: “Is there any discussion?”

Chair takes the vote: “All those in favor say aye.” . . . “Those opposed say no.”

Chair announces results. “The (ayes) (noes) have it; the Motion is (adopted) or (rejected), and we (will) (will not) . . .”

Three Ways to Amend (Change) A Motion

A Motion may be amended or changed after it is stated by the chair.

The methods of amending are:

Insert or add.

Strike out.

Strike out and insert, a combination of the first two processes; or substitute (used only with paragraphs, sentences, or a whole Motion).

Any number of amendments may be offered, but only two may be pending at any one time. “I move to amend the Motion by. . .” “I move to amend the amendment by . . .”

Robert’s Rules of Order

In Parliamentary Law, pg. 329, Robert states, “It is the duty of every member to obey the rules of the society, whether he approves or not; to try to further the objects of the society; to attend the meetings with regularity; to pay respect to its officers in their official capacity as its representatives; to abstain from acts or remarks outside of the meetings that will in any way interfere with the work being done by the officers or committees of the society; to pay attention to the speaker during debate and to the business of the assembly at all times; to observe rules of decorum in debate; to attend faithfully to any duty assigned him; and, when that is impracticable, to ask to be excused from the duty.”

Preparing For Board Meetings

What makes a meeting successful?

Members who exchange ideas to accomplish goals.

An understanding of the meeting’s purpose.

A sharing of knowledge by:

Exchanging information.

Expressing thoughts and ideas.

Sharing concerns.

Explaining issues.

Reacting to others’ ideas.

Combining skills to reach solutions and decisions.

Knowledge of parliamentary procedure by all members and an understanding of its application.

An acceptance of majority rule.

Each Board member’s knowledge, skills, and ideas can benefit the SCA by helping to promote its objectives, achieve its goals, and improve teamwork and morale. Each Board member’s involvement can benefit that member personally by polishing his or her skills in communication and leadership.

Prepare for each meeting.

Know what is expected.

Know the purpose of the meeting.

Research background information, read minutes, and communications.

Review the agenda and study the issues.

Ask questions

Know the rules of order and the proper etiquette.

Arrive on time or early.

Avoid interruptions—phone calls, messages, etc.

Observe time limits.

Be attentive, no whispering, doodling, shuffling papers, etc.

Stay until the end. Don't miss anything! Important things have been known to happen late in the meeting.

Support the group's goals and efforts.

Speak briefly and to the point when you have something worthwhile to say.

Be creative but use sound reasoning.

Express your feelings. Let others know how you feel, but be careful that your remarks cannot be interpreted as a personal attack.

Share your thoughts.

Take notes. Even in committees, it's a good idea to have someone take minutes.

Take a positive approach, keep an open mind, and be enthusiastic.

Accept responsibilities—an office or committee.

Develop communication skills.

Listen carefully.

Be courteous—don't interrupt, make inappropriate remarks, or use offensive language.

Allow others to express their ideas, then respect their opinions. Avoid hasty judgments.

Use the suggestions of others to refine and develop your own ideas.

Express yourself clearly—work on pronunciation, enunciation, volume, and tone.

Expenses

The Board members may request reimbursement of expenses for postage, telephone calls, copies, and other related costs for forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee, and all telephone bills must clearly mark the calls on behalf of the Club.

All expenses of \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. If expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim.

Note: When expenses are allowed to build, this affects the Treasury funds.

CHAPTER FOUR

SPECIAL COMMITTEES WITHIN THE CLUB

There are specific Bylaws and Standing Rules, which apply directly to the Special Committees. They are quoted below to aid in understanding the requirements of the Committee. With regard to the Standing Rules, they are listed in the order in which they were enacted. If the Standing Rules were modified, amended, or rescinded, that action is noted in boldfaced lettering directly under the Standing Rule.

If there are Bylaws or Standing Rules which specially relate to a specific Committee, the Bylaws and Standing Rules are set out directly in procedures for that Committee.

Bylaws Relating to all Special Committees

SCA Bylaws, Article V, Committees and Appointments

Section 1) The Board of Directors shall each year vote to appoint and/or reappoint individuals or committees to advance the work of the Club in such matters as dog shows, companion events, trophies, annual prizes, membership and other fields which may well be served by individuals or committees. Such individuals or committees shall always be subject to the final authority of the Board. Special committees may also be appointed by the Board to aid it on particular projects. The Board may choose to appoint a committee chair and all members of a committee, or appoint only a committee chair and allow the chair to select additional members at their discretion. All individuals or committees appointed by the board, as well as committee members appointed by the board or by a committee chair, must be a Regular member in good standing of the SCA.

- a) The term of each committee or individual position appointed by the Board per Section 1 will expire with the appointment of a new/reappointed committee or individual position but not later than the conclusion of the Annual Board meeting. However, in specific circumstances, a special committee may be appointed for a longer term with a requirement that the original membership remain as appointed. In such a case, the reason for the different length of term must be specified at the initial formation of the committee as well as its purpose and an estimated length of time it will exist. Such a special committee will be exempt from routine annual reappointments but is still subject to the final authority of the Board. The Corresponding Secretary shall notify each Board appointee by mail within thirty days following their appointment.

Section 2) Any individual or committee appointment may be terminated at any time by a majority vote of the full membership of the Board and, upon written notice to the terminated appointee, the Board may appoint a successor to the person whose service has been terminated. The individual whose appointment was terminated shall immediately turn over to their successor the pertinent properties and records necessary to perform the duties of the position.

Standing Rules Relating to All Special Committees

- 74-01M In addition to the existing committees under the Standing rules, that we have the following: A Standing Rules Committee, a Constitution and by-laws Committee, and Awards Committee; the Chairman of the committees be elected by the Board of Directors and that the Board may select the committee or permit the head of each committee as is now done with all other committees. That all rules that pertain to present Board or until the next Board is elected.
- 91-02B A cutoff date be established for annual reports, etc., to be submitted to the Secretary for publication in his/her annual minutes/committee reports package, no longer than 30 days after the date of each annual meeting.
- 92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.
- 93-09B Any member spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer. **Revised 2001 to read “Any Committee Chairperson spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer.”**
- 94-04B Accounting records are to be kept by any individual receiving or spending SCA funds and such records are to be reported on a quarterly basis to the treasurer. **AMENDED: such report to be on a form which the Treasurer shall provide to all individuals spending SCA money, and the Treasurer will report to the Board.**
- 99-05B A committee be formed to formulate a versatility program to promote the recognition of Schips that work in several AKC sanctioned events, the committee to include the medals chairman.
- 99-06B In Accordance with Roberts Rules that all motions submitted to the Secretary for consideration also be submitted to the chair. **AMENDED June 2009 to add the word “Recording” in front of the word “Secretary”.**
- 01-05B Revise the wording in the 1993 standing rule to read “Any Committee Chairperson spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer.”

Committees

Members of organizations should read carefully the chapter in Robert’s Rules of Order on Boards and Committees. Dealing with committees can be a delicate matter for an inexperienced presiding officer. Knowledge of the different kinds of committees and their functions will benefit any officer.

Ordinary Committees are of Two Types - Standing and Special.

Committees are the backbone of the organization and should be chosen carefully. The President in most cases (Nominating Committee, excepted) is an ex-officio member of all committees. However, the President may not vote EXCEPT when needed to determine a quorum. By attending committee meetings, the President can often provide direction and inspiration to inexperienced members in achieving the goals of the committee. However, the President is not an ex-officio member of any committee unless the Bylaws so specify.

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The quorum of a committee is a majority of its members. The President as an ex-officio member is not counted toward a quorum. Other members of the society who are ex-officio members of committees are treated as any other committee member.

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When the President is authorized to appoint committees, the first person named is the chairperson. When committees are chosen in any other manner and the chairperson is not specifically designated, the first person named serves as temporary chairperson until the committee meets and selects its chairperson. Soon after a committee is appointed, the first person named should call a meeting. Should he fail to do so, any two members of the committee, acting together, may call a meeting by notifying all members, including the chairperson and the President, if he or she is an ex-officio member. It is advisable to appoint a chairperson and a vice chairperson, never co-chairperson.

Small committee meetings are informal. The chairperson takes an active part in the discussion. He must keep the meeting under control and see that the purpose of the meeting is accomplished. Discussion in committee meetings is important. Motions to close or limit debates are not allowed. Large committee meetings are of necessity more formal.

It is not necessary for small committees to keep minutes, but notes should be kept by a member for the committee's own use. Large committees should keep minutes.

Only members of a committee have the right to attend committee meetings. Other members of the organization may attend only by invitation. Sometimes committees hold "hearings" on matters of importance or a member may request a hearing.

Committee reports are submitted in writing and given in the third person. It is not necessary or proper for the assembly to accept, adopt, or approve committee reports. If a report contains recommendations, these are handled as motions by the chair.

The final decision is always reserved for the assembly, unless the committee is authorized (appointed with power) to act for the organization.

A minority on a committee may be allowed, by majority vote, to present a report of their views which may differ from the conclusions in the report of the majority. The report of the minority may be substituted for the report of the majority by majority vote of the assembly.

Sub-Committees are formed within a standing or special committee from its members. They are not appointed by the President. They report to the committee from which they are formed and not to the Board or assembly. Their duties are primarily investigative in nature.

AKC DELEGATE

Standing Rules Relating to AKC Delegate

10-05B SCA will reimburse the club's AKC Delegate for the following expenses:

- a. Airfare – Ticket will be purchased at least 21 days prior to travel date.
- b. Lodging – Room at the host hotel or hotel of Delegate's choice when there has a lower room rate. Every effort should be made to share a room with another Delegate.
- c. Ground Transportation – Travel from airport to hotel and back.
- d. Airport Parking
- e. Meals – No more than \$30 per diem may be charged for meals. This is meant to subsidize the high cost of meals in some host cities and may not cover the full cost of meals.

Bylaws Relating to the AKC Delegate

SCA Bylaws, Article V, Committees and Appointments

Section 3) The Board of Directors shall each year vote to appoint and/or reappoint a Delegate to represent the Club at the American Kennel Club. The Delegate must be a Regular or Honorary member in good standing of the SCA. The Delegate to the American Kennel Club shall take direction from the SCA Board of Directors and shall represent the interests of the Club at meetings of the Delegates to the American Kennel Club. The AKC Delegate's duties shall be to attend the AKC Delegate meetings and to report to the Club matters of interest to it, and to generally act as a liaison between the Club and the AKC and AKC-accredited clubs. The AKC Delegate should be familiar with procedure and operation of the Club and able to represent it on a national level. The Delegate shall serve until the appointment of his successor.

Delegate - Qualifications

The appointed Delegate must be organized. He or she must be willing to have their name, mailing address, and phone number/e-mail address, available in the *SCA Bulletin* and/or *SCA Newsletter* and available to all American Kennel Club staff and board members.

The AKC Delegate shall automatically be an honorary member of the Board of Directors with the privilege of attending and participating in all business of the Board, but may not make motions nor vote if he/she is not otherwise elected to the Board.

Duties

The Delegate is the Club's representative to AKC. According to the AKC Constitution and Bylaws, a member club's voting powers can be exercised only through its Delegate. In essence, the delegate body serves as the legislative body of the American Kennel Club. **The AKC Constitution and Bylaws, Section 3, Article XX** states, "The Delegates to the American Kennel Club shall have sole power to make the rules governing dog shows and field trials and the clubs or associations formed to conduct them." The Delegates also select and elect the 13 member

Board of Directors from the Delegate body. This Board annually elects the President/CEO, Chief Operating Officer, Chief Financial Officer, and Executive Secretary. Therefore, communication between the SCA and the SCA Delegate is very important.

The Delegate should be aware of the American Kennel Club's board business through the AKC Secretary's minutes.

The Delegate will inform the SCA in advance of coming AKC items of business and will vote on these issues in accordance with the SCA's preference.

The Delegate should be alert to any of the AKC's mailings to the delegates of a suspension that involves an SCA member. The information should be forwarded to the SCA Secretary so that the Board may act on the information as required.

The Delegate will provide a formal official report, after each attended Delegate meeting, to the SCA board and to the Newsletter editor. The Delegate will also attend the official AKC Committee meetings (in particular the Parent Clubs Committee meeting), held prior to the official Delegate Meeting. The Corresponding Secretary will distribute this report in accordance to his/her duties to the membership of the SCA.

Expenses

Airfare, lodging, ground transportation, airport parking and meals will be paid in accordance with Standing Rule 10-05B.

The Delegate may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee, and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses are to be submitted to the Treasurer of the SCA within ninety (90) days of incurring the cost. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim. Note: When expenses are allowed to build, this affects the Treasury funds.

AKC GAZETTE COLUMNIST

Approved by Board July 28, 2013

Standing Rules Relating to AKC Gazette Columnist

- 92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.
- 93-10B All checks for the SCA go through the SCA Treasurer.
- 94-04B Accounting records are to be kept by any individual receiving or spending SCA funds and such records are to be reported on a quarterly basis to the treasurer. **AMENDED: such report to be on a form which the Treasurer shall provide to all individuals spending SCA money, and the Treasurer will report to the Board.**
- 01-05B Revise the wording in the 1993 standing rule to read "Any Committee Chairperson spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer."
- 03-10B Every committee chairperson shall prepare and submit a quarterly report for publication in the SCA Newsletter. The report is to include a summary of committee activities as well as any income and expenses for that quarter.
- 06-23B** That all Committee Chairpersons and/or any SCA member who shall receive any and all items of deposit, which shall include any and all Cash, Checks, Money Orders, or Cashier Checks, shall forward same to the Treasurer for processing and deposit within thirty (30) days of the date of issue or receipt thereof.

Chairperson - Qualifications

The appointed Chairperson must be organized, be well versed in English grammar, established writing skills and be knowledgeable in the breed. He or she must be willing to have their name, mailing address, and phone number in the SCA Bulletin, SCA website and SCA Newsletter.

March 1st - Submit a year-end Committee report to the incoming President.

In addition to the Annual Report to the President, the chair is required to submit a quarterly report, including expenses, to the Newsletter Editor. All reports must be copied to the SCA President.

Within Fourteen (14) Days of Appointment

The outgoing Chairperson shall forward the committee's materials to the incoming Chairperson. The materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery.

Breed Columns Deadlines

The Breed Columnist for Schipperkes is responsible for writing 4 columns per year according to the following schedule:

<u>Issue</u>	<u>Deadline</u>
June	March
September	June
December	September
March	December

Column Length

The maximum length of breed columns is 550 words. (Minimum length is 300 words.) Breed columns that run over 550 words will have to be shortened, as much as we might regret having to do so. Any column may need some editing because of layout issues. As with most magazines, we have a set number of pages for each issue, and this means juggling the pieces to fit.

Format

- Top line: The plural name of the breed (Schipperkes), followed by the month and year of the Gazette issue in which the column is to appear. This should be shown as mm/yy.
- Title of column, followed by main text.
- At the end: Your name, followed by a comma
 - Your email address (can be omitted by request) followed by a semi-colon;
 - The name of the breed's parent club (Schipperke Club of America) followed by website: www.schipperkeclubofamerica.org
- Include a phone number where you can be reached. This will not be published.
- Type one space between sentences and do not indent paragraphs. Do not add an extra line or return between paragraphs.
- Avoid using all caps and underlining. For emphasis, use bold or italics where appropriate.
- Do not add a header or footer to the document.
- Spell out abbreviations and acronyms.

Topics

Columns cover a variety of areas interesting to dog fanciers. Here are some suggested topics:

- How to, with step by step advice

- Interviews with breeders, judges, and other authorities
- Training tips
- Stories of rescues, whether successful or not
- Health and genetics
- Living with Schipperkes.

Submitting

- Send the column either in the body of an email or as an attached file. AKC prefers files in Microsoft Word format, or any other format ending in .doc, .rtf, or .txt. Either Mac or PC is o.k.
- Name the file with the name or abbreviations of the breed and the month/year of the issue in which the column will appear, i.e. Schips 12-13.

Please Note: Email is the primary way AKC communicates with breed columnists. Send submissions to: AVP@akc.org.

Submissions may also be sent via the US Postal Service, addressed as follows: Breed Columns Editor, AKC GAZETTE, 260 Madison Ave., New York, NY 10016. These should be typed and double spaced and sent in well before the deadline.

Be sure to inform AKC (AVP@akc.org) of any change of email address

Editing

AKC reserves the right to edit columns.

Guest Columnist

Guest columnists should send their column to the regular Schipperke columnist (not directly to the GAZETTE) and should state that permission is granted to publish the column in the AKC GAZETTE (month and year of issue). Permission may be sent with the column, or in a separate statement to: AVP@akc.org. Include a phone number and email address, neither of which will be published. Guidelines can be obtained from the regular columnist.

Previously Published Material

Reprints, including items published in breed publications, websites, blogs, etc., are normally not accepted, although exceptions can be made. Contact AVP@AKC.org for permission.

Reprinting Of Breed Columns

Columnist grants to AKC all publication rights, including but not limited to the right to reproduce all or part of that column in future printed or digital materials.

Reprint requests should be sent to the Breed Columns Editor, AVP@AKC.org before the column is reproduced elsewhere. Reprints should be accompanied by this statement: This column first appeared in the mm/yy AKC GAZETTE and is reproduced with permission.

To read the GAZETTE online, go to: akc.org/pubs.

Expenses

The Chairperson may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee, and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses of \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. If expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim. Note: When expenses are allowed to build, this affects the Treasury funds.

AUDITORS

Bylaws Relating to the Auditors

SCA Bylaws, Article V, Committees and Appointments

Section 4) The first of each year, the Board of Directors shall appoint an auditing committee of at least two members to audit the books of the Treasurer and report at the Annual Meeting.

Purpose

To assess the financial records of the Club with the goal of preventing and detecting unauthorized use of or misappropriation of Club funds. This is performed one time each year.

Qualifications

It is advisable that at least one member of the Auditing Committee have a background in auditing, bookkeeping or accounting, if possible. The committee members should be well organized and devote the time necessary to review the financial records of the SCA maintained by the Treasurer.

Duties

The Auditing Committee is responsible for reviewing all financial reports and records prepared by the Treasurer and evaluate these reports and compare them with the records provided by the Treasurer, including, but not limited to, monthly bank statements, computer spreadsheets, ledgers, cancelled checks, and tax returns and/or audits in order to verify the Treasurer's report.

Report

The Auditing Committee shall prepare a written report of their findings and submit it to the President no later than the Board Meeting immediately prior to the Annual Meeting. A member of the Audit Committee is to provide a general overview of the Audit Report at the Annual Meeting. The original report is to be provided to the President, with copies provided to each Officer and Board member in attendance at the Annual Meeting. No later than thirty (30) days after the submission of the report at the Annual Meeting, a copy of the annual Audit Report will be delivered to the Secretary and the Webmaster, in electronic format, so that it can be made available to the membership.

If the Treasurer provides a response to any item in the Audit Report, the members of the Audit Committee will review such responses, and with appropriate documentation clear any audit concerns that have been properly explained or addressed by the Treasurer.

The Audit Report, at a minimum, should provide an overview of any general concerns and a specific detail for concerns for each month of records reviewed.

Expenses

The Committee members may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly

marked with the name and address of the addressee, and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses of \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. If expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim. Note: When expenses are allowed to build, this affects the Treasury funds.

BALLOT INSPECTORS

In the event there is a reason for a vote by ballot at the Annual Meeting, the Board of Directors shall choose three SCA members in good standing who are present at the Annual Meeting who will act as members of the Balloting Committee.

The procedure to count ballots is as follows:

- Step 1:** First person reads the return address on the mailing envelope.
- Step 2:** Second person verifies the eligibility of the voter on the current “Dues Paid” membership list and shall check off on a special sheet provided by the Secretary.
- Step 3:** This person opens the mailing envelope and removes secret ballot envelope (or envelopes) and shall verify that quantity of ballots is no greater than the names on the mailing envelope. The secret ballots shall then be placed in a container with other eligible secret ballots. The mailing envelope is saved for later validation, if necessary.
- Step 4:** After all the mailing envelopes have been verified, then the first person opens the “Secret Ballot” envelopes and their contents.
- Step 5:** The second person reads the secret ballots as marked.
- Step 6:** The third person records the votes on a Tally Sheet and verifies the tally by repeating back the vote.
- Step 7:** The members shall then total the number of votes for each position.

In the event the ballots are for any Board election, five (5) Officers and four (4) Directors are to be elected. In any contested office, the candidate with the greatest number of votes will be elected. If there are more than four (4) Director candidates, the four (4) with the greatest number of votes will be elected.

All secret ballots shall be returned to the Corresponding Secretary together with all invalid envelopes, the membership list as marked, and the Tally Sheet. The Secretary shall keep the Tally Sheet which was used to report totals in the Club archives.

After the Annual Meeting, should there be no challenge; the Corresponding Secretary shall destroy all ballots.

BREEDER'S EDUCATION

Standing Rules Relating to the Breeder's Education Committee

- 92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.
- 94-08M If Seminars be offered at National Specialties, that at least one of those be free of charge.
- 99-08B The Breeder's Code of Ethics be included in the Breeder's Education packet.
- 01-05B Revise the wording in the standing rule 93-09B to read "Any Committee Chairperson spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer."
- 02-12B The SCA Board of Directors authorizes the Chairperson of the Breeder Education Committee to purchase a membership in the Canine Eye Registry Foundation, including the databases from most of the veterinary colleges in North America, and that the SCA continue to fund this membership annually for the Chairperson of the Breeder Education Committee until such time as the Board should act to discontinue funding for this membership.
- 03-10B Every committee chairperson shall prepare and submit a quarterly report for publication in the SCA Newsletter. The report is to include a summary of committee activities as well as any income and expenses for that quarter.
- 06-23B That all Committee Chairpersons and/or any SCA member who shall receive any and all items of deposit, which shall include any and all Cash, Checks, Money Orders, or Cashier Checks, shall forward same to the Treasurer for processing and deposit within thirty (30) days of the date of issue or receipt thereof.
- 07-03B That all committee chairs, officers and directors must have their phone number published on the membership list.

Chairperson - Qualifications

The appointed Chairperson must be organized. He or she must be willing to have their name, mailing address, and phone number in the *SCA Bulletin*, *SCA Newsletter* and website.

Within Fourteen (14) Days of Appointment

The outgoing Chairperson shall forward the committee's materials to the incoming Chairperson. The materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery.

Duties

The committee shall be responsible for the education of breeders, both newcomers to the breed and more established breeders through ongoing education pertaining to the breeding of quality schipperkes according to the AKC standard.

The Committee should prepare a synopsis of information which is deemed important to the Membership which will be posted on the website or published in the *SCA Bulletin*.

Seminars

The Committee will also propose and coordinate seminars for the education of the Breeders and Owners of the Schipperkes to be presented at the National Specialty. The proposal should include the following:

1. A brief description of the topic of the seminar and its purposes.
2. Will the seminar be via a panel or focus on only one speaker? Who are the anticipated speakers? Include their name, addresses, and telephone numbers and credentials, if applicable.
3. A description of all anticipated equipment necessary, such as overhead projector, VCR, and television, podium, etc.
4. Any proposal should be forwarded to both the Secretary and the National Specialty Chairperson for approval.

Once approval is received, the Committee is responsible for setting up all aspects of the seminar. Plan for an attendance of at least forty (40) people.

As plans firm up, furnish both the Show Chairman and the National Specialty Chairperson with periodic reports so that the seminar is incorporated into the Specialty plans.

If more than one seminar is planned, the above procedure should be followed for each seminar. If a seminar or more than one seminar is offered at the National Specialty, at least one must be free of charge.

The Committee is responsible for all setup of the seminar at the National Specialty.

Expenses

The Chairperson may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee, and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses of \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. If expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim. Note: When expenses are allowed to build, this affects the Treasury funds.

January 31st - Submit a year-end Committee report to the Committee Chairperson. The Chairperson will speak for the entire Committee and should note which people would be willing to serve in the same capacity in the coming year. The deadline for this report is January 31st in order that the information can serve as an aid to the Board.

BREEDER REFERRAL/PUBLIC EDUCATION

Standing Rules Relating to the Breeder Referral

- 92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.
- 93-04B The club to continue the AKC Gazette Ad with contact person to be listed as the Public Education Coordinator, and that only the name and address be listed, not the phone number.
- 95-07B That the SCA place a classified advertisement in Dog Fancy magazine to read as follows: SCHIPPERKE - Information packet w/breeder's list, send \$5.00 (check or money order) to SCA etc.
- 97-04B The SCA Treasurer advance \$50.00 to the Breeder Referral Chairperson to be used for expenses incurred by that Committee's Chairperson in carrying out the duties of said Committee.
- 01-05B Revise the wording in the standing rule 93-09B to read "Any Committee Chairperson spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer."
- 03-10B Every committee chairperson shall prepare and submit a quarterly report for publication in the SCA Newsletter. The report is to include a summary of committee activities as well as any income and expenses for that quarter.
- 06-23B That all Committee Chairpersons and/or any SCA member who shall receive any and all items of deposit, which shall include any and all Cash, Checks, Money Orders, or Cashier Checks, shall forward same to the Treasurer for processing and deposit within thirty (30) days of the date of issue or receipt thereof.
- 07-03B That all committee chairs, officers and directors must have their phone number published on the membership list.

The goal of Breeder Referral is to help educate the general public about the Schipperke and direct them to reputable breeders within their geographical area. This position is one of public relations. In accepting this appointment, one should understand that they are often the first contact for someone interested in Schipperkes and/or the SCA. It is not the intention of the Board that this individual spends hours of his/her time responding to numerous questions. The job is to respond in a timely manner to requests for breeder's listings and/or the official SCA public education materials. Understand that your name, phone number, mailing address, and e-mail address will be published in various venues including the AKC *Gazette*, other magazines, Internet websites, etc.

Chairperson - Qualifications

The appointed Chairperson must be organized. He or she must be willing to have their name, mailing address, and phone number in the SCA Bulletin and/or SCA Newsletter.

Within Fourteen (14) Days of Appointment

The outgoing Chairperson shall forward the committee's materials to the incoming Chairperson. The materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery.

Availability

The Chairperson of Breeder Referral must be available for inquiries from the general public which may be made as follows:

The AKC will provide the Chairperson's telephone number and mailing address when information regarding Schipperkes is requested.

The AKC Gazette magazine publishes the Chairperson's name and mailing address under the heading "Schipperke."

The Chairperson's telephone number is posted on the SCA website. The SCA website and address is used for all correspondence.

On occasion, the SCA pays for advertisements in published magazines and will provide the Chairperson's telephone number, the SCA website, and address.

Telephone Inquiries

There are generally three types of telephone calls:

Referral from the AKC or one of the published advertisements. These are people who usually have read about the Schipperke or know someone who has one. The Chairperson must provide honest answers to all questions about the Schipperke breed. It is very important to emphasize the importance of making a good match between pet and family so that future problems may be avoided. The Chairperson shall offer to forward information on temperament, character, physical description, a breeder's list of all SCA member breeders in the United States and rescue services. If possible, request a donation of \$5.00 to cover the costs of printing, postage, and advertisements. However, if the person declines to send a donation, the Chairperson may not refuse to send the information because of the Club's nonprofit status. Any information forwarded shall include the name and address of the SCA Rescue Chairperson. Any monies received for postage shall be forwarded to the Treasurer within thirty (30) days of receipt.

Many persons will call Breeder Referral who have lost their Schipperke due to death or disappearance. All requests for breeders shall be handled promptly by providing the entire breeders listing as currently published in the SCA Bulletin. The entire list, including rescue contact information as well, will either be mailed or sent e-mail. No individual names are to be given out over the phone.

The Chairperson should also provide any caller with the name and address of the SCA Rescue Chairperson.

The Chairperson will also receive calls from well-meaning people who have decided they wish to breed a Schipperke of questionable quality. The Chairperson should gently question the owner and try to educate him or her as to reasons why breeding should be entered into very carefully. This can be very tiring, but it is essential to educate people with regard to the emotional and financial aspects of breeding.

If at all possible, the Chairperson should have an answering machine with a message which invites persons to leave a name and number for return calls. For example, "You have also reached the Schipperke Club of American Breeder Referral and Public Education Coordinator. We cannot return the many long distance phone calls we receive. Please call back between the hours of (list hours) or visit our website at www.schipperkeclub-usa.org."

The Chairperson should mail a pre-approved information packet to any person requesting one within two (2) days of the receipt of payment. The Chairperson shall keep a log of all packets mailed during their term and shall submit a copy with their annual report.

It is not your responsibility to answer questions at length. Please refer them to the educational materials, the breeders, our website, etc.

Keep a call log which briefly details calls, e-mail, or mail received and actions taken. Include the date of contact, name, address and phone numbers as part of your record. This will allow you and the Board to track, review, and make any updates or adjustments to our current policy or materials.

Please remember that although we cannot dictate your action as an individual, you represent the SCA and are expected to behave in a professional manner. All correspondence between you and those seeking information is to be kept confidential (i.e., do not forward any information received to the Internet or other individuals). One of our goals beyond education is to encourage new membership in the SCA. Therefore, you should provide information on subscribing to the *Bulletin* and how to apply for membership.

Expenses

The Chairperson may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee, and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses of \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. If expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim. Note: When expenses are allowed to build, this affects the Treasury funds.

January 31st - Submit a year-end Committee report to the Committee Chairperson. The Chairperson will speak for the entire Committee and should note which people would be willing

to serve in the same capacity in the coming year. The deadline for this report is January 31st in order that the information can serve as an aid to the Board.

BULLETIN EDITOR

Standing Rules Relating to the SCA Bulletin Editor

- 89-03B The Bulletin Editor will provide an itemization of expenses.
- 92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.
- 92-04M Considering the high cost of printing the AKC show results in the Bulletin, we rescind the previous action requiring the Bulletin Editor to print the results in the bulletin.
- 95-08B Direct the Bulletin Editor that he/she is to submit for Board approval any materials that he/she feels in any way might be considered extremely controversial or might in any way seem to cause strife or extreme negativity within our club.
- 95-15B The Bulletin Editor may choose to publish the Schipperke column from the Gazette in the Bulletin.
- 96-03B The Bulletin editor to include pictures of the High in Trial and Best Junior at the Specialty, if available.
- 99-02B That the Bulletin Editor include in every issue a listing of regional club specialties and supported shows with point of contact and dates.
- 99-03B The Bulletin Editor will be instructed that if the front cover is sold the top dog will be included with the other three annual award winners on the back cover. The top dog shall be placed on the front cover of any remaining unsold issues.
- 01-05B Revise the wording in the standing rule 93-09B to read "Any Committee Chairperson spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer."
- 02-03B Raise the postage fees for the Bulletin for the European Countries to \$45.00 for surface mail and \$55.00 for airmail; postage fees for Australia and New Zealand to \$50.00 for surface mail and \$60.00 for airmail, effective upon renewal.
- 03-10B Every committee chairperson shall prepare and submit a quarterly report for publication in the SCA Newsletter. The report is to include a summary of committee activities as well as any income and expenses for that quarter.
- 06-23B That all Committee Chairpersons and/or any SCA member who shall receive any and all items of deposit, which shall include any and all Cash, Checks, Money Orders, or Cashier Checks, shall forward same to the Treasurer for processing and deposit within thirty (30) days of the date of issue or receipt thereof.

06-25B That the collection of the annual Bulletin subscription renewal fees and the tracking of all subscribers become the responsibility of the Bulletin editor/editors.

The Bulletin editor/editors shall send out the renewal notices for the Bulletin to SCA subscribers and non-members, such notices shall be included with the last issue of the Bulletin for that subscription. Such renewal notices shall contain instructions to remit the Bulletin subscription payments directly to the Bulletin editor/editors.

The Bulletin editor/editors shall send all Bulletin subscription payments to the Treasurer within 30 days of receipt per the SCA standing rules.

07-03B That all committee chairs, officers and directors must have their phone number published on the membership list.

Chairperson - Qualifications

The appointed Chairperson must be organized. He or she must be willing to have their name, mailing address, and phone number in the *SCA Bulletin* and/or *SCA Newsletter*.

Changing Editors

Notice of an opening for the SCA Bulletin Editor shall be published in the SCA Newsletter and the SCA Bulletin as soon as possible. The Board shall determine the length allowed for submission of resumes. All applicants must submit their qualifications at the time of applying. All qualified applications shall be voted on by the Board for final approval. It is recommended that printing estimates and paper samples must be furnished with application, although it is not required.

A brief description of the job and time required should be explained within the announcement of the job opening.

Within Fourteen (14) Days of Appointment

The outgoing SCA Bulletin Editor shall forward the committee's materials to the incoming SCA Bulletin Editor. The materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery.

General Information Regarding Editor's Duties

The Editor shall be responsible for collecting and assembling SCA news and submitting it to an approved printer for publication using the approved format.

Content Requirements

News and pictures of members and their dogs only may be featured. Specialty winners (major placings) are an exception. Editor to use discretion as to news value on non-member articles.

Articles quoted from magazines, newspapers, etc. must have all copyright information noted. If there is a copyright, a release or other, written permission must be maintained in the Club file. When in doubt, err on the side of caution and DO NOT print the material. This also applies to "Cartoons," drawings and pictures.

The Editor is answerable to the Board. Check with the Board by way of the Secretary or President if in doubt about a situation. Always be aware of possible libelous articles; names should be excluded per possible suits. The Editor has the authority of the Board to edit any article submitted for publication. Where misleading statements or misrepresentation is concerned, SCA may take action, such as refusing future submissions from a questionable contributor or holding them for AKC verification.

If pictures are requested by the Editor, they will be printed at no charge, but will not be returned unless the member sends return postage. Each issue of the SCA Bulletin should include a disclaimer which states, *“The Schipperke Club of America, Inc. takes reasonable caution to protect photographs submitted for publication; however, neither the SCA nor the Editor is responsible for lost or damaged items submitted for the SCA Bulletin.”*

All pertinent information must accompany photo (name, sire, dam/owner), and members are encouraged to give names of handler and judge, if shown (photos cannot be featured until said information is provided).

AKC titles cannot be used until confirmed. Unconfirmed titles must be noted as subject to AKC confirmation.

A sixty (60) word limit shall apply to all photo captions submitted to the SCA Bulletin. The names of the dog, sire, dam, owner(s) shall count as one word each (even if multi-word name). Editor will edit lengthy write-ups as needed to comply with this policy.

No member's dog is to monopolize the SCA Bulletin. Generally, one picture per issue of the dog unless they have a special achievement or a Specialty or Best in Show, High in Trail, or annual award. The Editor to use his or her discretion in this area.

SCA Specialty results will be printed in the SCA Bulletin. The Specialty results will be given to the printer in a camera-ready form by cutting and pasting catalog pages. This is a must to avoid the extra typesetting costs to the Club. Consult past Editors for guidance in preparing the copy for the printer.

Information which MUST be Included in Each Issue

Each issue of the SCA Bulletin is marked by season and year, i.e., Spring 2010, Summer 2010, and Winter 2010.

The names of the Officers and Directors, the name and address of the Club, and the name and address of the Editor will be in the header as per the standard format.

Every Issue of the SCA Bulletin Shall Contain the SCA Responsibility Statement as Follows:

“The SCA Bulletin is a publication authorized by the Schipperke Club of America, Inc. The advertising and opinions expressed in the publication are those of the authors and not necessarily those of the Schipperke Club of America or the Editor of this publication.”

Optional Information Which May be Included in Any Issue

SCA promotional materials available may be listed (get a periodic update from the Stationer to be sure information is kept current).

Reminders of next Specialty location(s). If necessary, the article may also request for host bids for the next scheduled zone.

The Editor may include a reminder that information on possible puppy mills or questionable persons involved should be sent directly to the Breeder Education Chairperson.

In the Spring issue, a list of the trophies and/or recognition awards offered through SCA as annual competitions for members should be noted to remind members and to inform new members.

The Winter issue shall include a reminder that membership renewals should be paid before the January 31st lapse date.

Prior to Printing

Proofread prior to final printing to eliminate possible errors by misunderstanding typesetters.

Bills for printing are sent by printer to the SCA Bulletin Editor. The Treasurer should be forwarded a duplicate copy from the printer so that he or she can check for accuracy.

Mailing

Print only number needed for monthly mailings with a few extra copies to hold for special requests.

Except for a few complementary copies, only subscribers receive the SCA Bulletin. Any special notices or inserts go to members only. The Treasurer will furnish the mailing labels and/or a computer disk containing paid subscribers.

All official mail is the property of the SCA. In particular, if the "Bulk Mail" rate is used, any personal messages in or on envelopes is prohibited. All SCA Bulletins may be mailed First Class, surface mail (this includes foreign countries), if requested, and paid for by any subscriber.

The SCA Bulletin should be mailed using U.S. postage. The Editor's address may be used as the return address. Any SCA Bulletin returned as undeliverable will be held by the Editor until an address correction is received or confirmed by the member.

Archives

Two sets of a year's SCA Bulletins should be sent to the Historian/Librarian in February. Copies of any flyers, etc. that were mailed should also be included and attached to the appropriate month's SCA Bulletin.

If available, extra complete sets can be offered as auction items at the Annual Banquet.

Expenses

The Chairperson may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee, and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses of \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. If expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim.

Note: When expenses are allowed to build, this affects the Treasury funds.

CANINE LEGISLATION

Standing Rules for Canine Legislation

- 92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.
- 93-02B The SCA to join the ADOA (American Dog Owners Association). **RESCINDED April 2009.**
- 01-05B Revise the wording in the standing rule 93-09B to read “Any Committee Chairperson spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer.”
- 03-10B Every committee chairperson shall prepare and submit a quarterly report for publication in the SCA Newsletter. The report is to include a summary of committee activities as well as any income and expenses for that quarter.
- 06-23B That all Committee Chairpersons and/or any SCA member who shall receive any and all items of deposit, which shall include any and all Cash, Checks, Money Orders, or Cashier Checks, shall forward same to the Treasurer for processing and deposit within thirty (30) days of the date of issue or receipt thereof.
- 07-03B That all committee chairs, officers and directors must have their phone number published on the membership list.
- 09-04B Rescind SR 93-02B and further move that the SCA join the NAIA.

Chairperson - Qualifications

The appointed Chairperson must be an active registered voter at their current address. He or she must be willing to have their name, mailing address, and phone number available on a master call out list by the State to be used by the AKC and the liaisons of other clubs. He or she must be willing to have their name, mailing address, and phone number in the SCA Bulletin and/or SCA Newsletter.

The Chairperson must be organized, able to handle “hot” issues with a level head, interface with politicians, dog owners, complainers, etc. and attend local town hall meetings on matters affecting responsible dog ownership. The Chairperson must be able to address an audience, offer constructive advice on resolving issues at the lowest level possible, be able to submit alternate resolutions to problems affecting responsible dog ownership, and offer ways to avoid problems affecting dog owners.

Within Fourteen (14) Days of Appointment

The outgoing Chairperson shall forward the committee's materials to the incoming Chairperson. The materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery.

Background

In 1988, AKC developed a Canine Legislation Department to monitor and provide input for Federal, State, and Local legislation dealing with responsible dog ownership. This includes breeding regulations, leash laws, dangerous dog laws, and zoning ordinances. Regional federation and more than 260 individual club legislation liaisons contact AKC with reports of local ordinances affecting dog ownership. The AKC responds with advice and examples of current laws, which the legislation liaisons may then present to town, city, or county officials.

Initial Setup

The incoming Chairperson shall contact 1-800-AKC-TELL and advises AKC of their appointed position. The AKC will then change their mailing list to include the name, mailing address, and telephone number of the new Chairperson. AKC will mail the *Legislative Observer* to the SCA Chairperson, along with any letters, educational, or informative material.

The Chairperson should receive folders consisting of the following:

- AKC Flyers
- AKC Letters
- Co-Sponsor List
- Club Contact List
- The Legislative Observer
- SCA Quarterly and Annual Reports
- AKC Folder and Taking Command Booklet: AKC flyers on legislation and how a bill becomes a law.
- AKC Dangerous Dog Legislation: AKC's policy regarding dangerous dog breeds.
- AKC Preventing Breeding Restrictions: AKC's policy regarding breeding restrictions.
- Legislation Committee Booklets
- Legislation Action Manual: A resource book filled with information from "getting started" to "state by state" information. This book is valuable, and the section labeled "The Process" covers a bill from "introduction" to the "local scene."

Canine Legislation Guidelines

Record of Purged Material. (Make sure to mark all material which was purged stating the reason for purging the material. This will avoid mix-ups in the future.)

The Corresponding Secretary of the SCA

Schipperke Club of America, Inc.

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Procedure and Policy Manual

Revised March 2010 – Amended January 2011 and February 2016

The Corresponding Secretary can be included on the AKC mailing list for reporting to the membership via the SCA Bulletin or SCA Newsletter. It is important that the SCA membership receive timely notices of all issues, which pertain to responsible dog ownership, breeding laws, and all other laws affecting canines. This method of timely receipt of Legislation by the Corresponding Secretary avoids duplication and additional expenses for Xeroxing and mailings.

The Chairperson should telephone, fax, or e-mail the Corresponding Secretary whenever the Chairperson needs to verify the best method of handling, the fastest way to process material, and the least expensive way to keep costs down for the Club.

News Media - Television, Radio, and Newspaper

Issues relating to canines are reported through the news media (television, newspapers, radio, etc.), and any that need to be brought to AKC's attention must be promptly reported by phone, fax, or by mail. E-mail is another way of notifying AKC. The Chairperson should include these items in the Quarterly and Annual Reports to the membership.

Town Hall Meetings

The Chairperson should watch for town hall meetings in his or her local area which have dog issues pending. The Chairperson should attend these meetings and should take notes of names. Try to help solve any problems at the lowest level. Contact AKC for advice when in doubt about any issues.

Quarterly and Annual Reports

The Chairperson shall submit Quarterly and Annual Reports by the dates set by the SCA President and Recording Secretary. Keep in mind these reports are published in the *SCA Bulletin* and/or *SCA Newsletter*, so they must be in and on time for these publications. Forward copies of these reports to the AKC so they are kept informed. AKC may want to intervene or take action in matters they deem necessary.

Mailings

When AKC items arrive, the Chairperson should read them over carefully and decide if any need to be coordinated with SCA Officers, the Board, and general membership. If so, make copies of these items and promptly forward the copies to the appropriate person or persons, keeping in mind any dates for action, meetings, seminars, and publication in the SCA Bulletin and/or SCA Newsletter. All such mailings are to be filed in date order and become a part of this Committee's records.

Purging Records

When items of record are purged, a log must be prepared stating the nature of the item (for historical records) and the reason the item was destroyed (i.e., the Canine Video packet destroyed on 11-24-94/Obsolete). This purge log is to be attached to the Quarterly or Annual Report at the time the item is purged. This must be done for proper and timely tracking.

Dating All Material Received

When letters, booklets, mailings, etc. are received, mark “Received (date)” in the upper right-hand section of the item for the Club’s records. This will be helpful later when purging records or identifying when an item was received.

Miscellaneous

When in doubt as to how to handle or proceed with an issue regarding this Committee, call AKC for direction. It is better to check out the proper procedure rather than take the wrong action. A good recourse is the prior Chairperson to sound out any issues.

The AKC prefers to have this Committee chaired by a person who is willing to serve as Chairperson for the Canine Legislation Committee on a “long term” basis much like the AKC Delegate for continuity and coordination.

Expenses

The Chairperson may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee, and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses of \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. If expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim. Note: When expenses are allowed to build, this affects the Treasury funds.

January 31st - Submit a year-end Committee report to the Committee Chairperson. The Chairperson will speak for the entire Committee and should note which people would be willing to serve in the same capacity in the coming year. The deadline for this report is January 31st in order that the information can serve as an aid to the Board.

FUTURITY/MATURITY

Standing Rules Relating to the Futurity

- 95-03B The Schipperke Club of America shall hold the Futurity, Maturity and the Sweepstakes with each National Specialty.
- 92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.
- 01-05B Revise the wording in the standing rule 93-09B to read "Any Committee Chairperson spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer."
- 03-10B Every committee chairperson shall prepare and submit a quarterly report for publication in the SCA Newsletter. The report is to include a summary of committee activities as well as any income and expenses for that quarter.
- 06-23B That all Committee Chairpersons and/or any SCA member who shall receive any and all items of deposit, which shall include any and all Cash, Checks, Money Orders, or Cashier Checks, shall forward same to the Treasurer for processing and deposit within thirty (30) days of the date of issue or receipt thereof.
- 07-03B That all committee chairs, officers and directors must have their phone number published on the membership list.

Chairperson - Qualifications

The appointed Chairperson must be organized. He or she must be willing to have their name, mailing address, and phone number in the *SCA Bulletin* and/or *SCA Newsletter*. The Chairperson is responsible for both Futurity and the Maturity.

Weekly Tasks

The Chairperson must keep track of nominations for SCA Futurity. This task should be performed on a weekly basis to prevent the task from becoming overwhelming. The Chairperson will record litter nominations and forward checks to the SCA Treasurer. The Chairperson shall then mail or e-mail confirmation of nomination with litter number to the breeder within fourteen (14) days from receipt.

Monthly Tasks

Review the records to make certain all nominations have been recorded.

Quarterly Tasks

Provide promotional information to the Editors of the *SCA Bulletin* and *SCA Newsletter*. Also forward checks to the SCA Treasurer.

Yearly Tasks

Provide a list of nominated litters and nominations of individual dogs to the SCA National Specialty Show Secretary or Superintendent.

MATURITY CHALLENGE CLASS

The addition of the Maturity Challenge as a regular event at our National was unanimously approved by the SCA Board of Directors at the 2010 National in Colorado Springs and will be introduced at the 2011 National Specialty Show.

The Maturity is designed to be educational and a complement to the Futurity. By bringing back the previous Futurity nominees and showcasing them as adults, breeders will have the opportunity to see not only how individual dogs have developed, but also how particular bloodlines grow and mature. The ages of the dogs will range from two years up to eight years of age. Maturity Dogs need not be entered in the regular classes. In addition, to fully evaluate bloodlines, we will also accept spayed and neutered dogs.

The Maturity is for adult dogs that came from nominated litters. They need not have been shown in the Futurity, but must have been part of a Futurity nominated litter. They may be shown in Maturities until 8 years of age. Owners of eligible dogs will have the right to enter those dogs.

SCA will offer cash prizes for class placements as with the Futurity. Entry fee for the Maturity each year will be the same amount as the entry fee for the Futurity. Please contact current Futurity Chair for eligibility. Entry form for Maturity will be in the Premium List for each National Specialty.

There will be one judge for Maturity who will select Best in Maturity and Best Opposite Sex to Best in Maturity. The person who judges Futurity may also judge Maturity.

Maturity Challenge Classes - open to all qualified dogs and bitches from two years to eight years. Classes divided by sex

Maturity Class 1 - Open to dogs and bitches that two years old and under four years old on the date of the event.

Maturity Class 2 - Open to dogs and bitches that are four years old and under six years old on the date of the event.

Maturity Class 3 - Open to dogs and bitches that are six years old and under eight years old on the date of the event.

The six class winners will compete for Best in Maturity and Best Opposite Sex to Best in Maturity.

Best in Maturity winners will not be eligible to compete in future Maturity events.

Within Fourteen (14) Days of Appointment

The outgoing Chairperson shall forward the committee's materials to the incoming Chairperson. The materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery.

Expenses

The Chairperson may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee, and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses of \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. If expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim. Note: When expenses are allowed to build, this affects the Treasury funds.

January 31st—Submit a year-end Committee report to the Committee Chairperson. The Chairperson will speak for the entire Committee and should note which people would be willing to serve in the same capacity in the coming year. The deadline for this report is January 31st in order that the information can serve as an aid to the Board.

HEALTH AND GENETICS

Approved by SCA Board on July 28, 2013

Standing Rules Relating to the Health and Genetics Committee

- 92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.
- 93-10B All checks for the SCA go through the SCA Treasurer.
- 94-04B Accounting records are to be kept by any individual receiving or spending SCA funds and such records are to be reported on a quarterly basis to the treasurer. **AMENDED: such report to be on a form which the Treasurer shall provide to all individuals spending SCA money, and the Treasurer will report to the Board.**
- 01-05B Revise the wording in the 1993 standing rule to read "Any Committee Chairperson spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer."
- 03-10B Every committee chairperson shall prepare and submit a quarterly report for publication in the SCA Newsletter. The report is to include a summary of committee activities as well as any income and expenses for that quarter.
- 06-23B That all Committee Chairpersons and/or any SCA member who shall receive any and all items of deposit, which shall include any and all Cash, Checks, Money Orders, or Cashier Checks, shall forward same to the Treasurer for processing and deposit within thirty (30) days of the date of issue or receipt thereof.

Chairperson - Qualifications

The appointed Chairperson must be organized. He or she must be willing to have their name, mailing address, and phone number in the *SCA Bulletin* and/or *SCA Newsletter*.

Within Fourteen (14) Days of Appointment

The outgoing Chairperson shall forward the Committee's materials to the incoming Chairperson. The materials shall be sent via certified mail, return receipt requested, or through package delivery service, verifying delivery.

Duties

The Health and Genetics Committee is responsible for keeping abreast of and keeping the fancy aware of developments in the fields of health and genetics as they relate to dogs in general and schipperkes specifically.

Attend or delegate someone to attend conferences relating to health and genetics open to dog fanciers (AKC Health Foundation and others).

Promote participation in the Schipperke Health Survey, the AKC-CHF DNA storage, and any research projects related to health concerns in Schipperkes.

Join or keep abreast of developments in CERF, OFA, and other canine health entities to stay aware of and up to date on health concerns reported in schipperkes.

March 1st - Submit a year-end Committee report to the incoming President.

In addition to the Annual Report to the President, the chair is required to submit a quarterly report, including expenses, to the Newsletter Editor. All reports must be copied to the SCA President.

Expenses

The Chairperson may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee, and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses of \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. If expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim. Note: When expenses are allowed to build, this affects the Treasury funds.

HISTORIAN/LIBRARIAN

Standing Rules Relating to the Historian/Librarian

- 92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.
- 01-05B Revise the wording in the standing rule 93-09B to read “Any Committee Chairperson spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer.”
- 03-10B Every committee chairperson shall prepare and submit a quarterly report for publication in the SCA Newsletter. The report is to include a summary of committee activities as well as any income and expenses for that quarter.
- 93-11B SCA Rescue shall be allocated a booth at each SCA national for the purpose of fund raising and education. This booth is to be comparable in size and location to the Stationer and Historian booths. **AMENDED October 2006 to read;** "The SCA Rescue & Health Foundation shall be allocated a booth at each SCA national for the purpose of fund raising for rescue, health and education. This booth is to be comparable in size and location to the Stationer and Historian booths."
- 94-06M Commencing with the 1995 National Specialty, historian items be on display at each National Specialty. **AMENDED:** specifically, the books of pictures of past specialties be on display.
- 02-07B The position of the Website/Librarian Committee shall be divided. The Librarian and Historian positions shall be combined as one committee. Website is one committee and Historian/Librarian is another committee.
- 06-11B That each year when the minutes of the Annual Meeting and Board Meeting are finalized that the Secretary shall send a copy of those minutes to the Historian for inclusion in the club records. **AMENDED JUNE 2009** to add the word “Recording” in front of the word “Secretary”.
- 06-12B That each year after the National Specialty the Show Chairman shall send a marked copy of the catalog along with the official show photos, or CD thereof, to the Historian for inclusion in the club records.
- 06-23B That all Committee Chairpersons and/or any SCA member who shall receive any and all items of deposit, which shall include any and all Cash, Checks, Money Orders, or Cashier Checks, shall forward same to the Treasurer for processing and deposit within thirty (30) days of the date of issue or receipt thereof.

07-03B That all committee chairs, officers and directors must have their phone number published on the membership list.

Chairperson - Qualifications

The appointed Chairperson must be organized. He or she must be willing to have their name, mailing address, and phone number in the *SCA Bulletin* and/or *SCA Newsletter*.

Within Fourteen (14) Days of Appointment

The outgoing Chairperson shall forward the committee's materials to the incoming Chairperson. The materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery. **This shall include an inventory of all items forwarded which shall be verified by the incoming Chairperson. A completed copy of the inventory will be forwarded to the Recording Secretary with a courtesy copy to the President.**

Duties

The Chairperson shall keep and store all historical data and materials owned by the SCA. This may include records, past SCA Bulletins, SCA Newsletters, awards, documents, memorandums, videos, pictures, etc. These records must be kept dry, free from vermin such as mice, and stored in a safe place. **In many instances, there are no duplicates available and loss of material may be permanent.**

Membership Applications

The Historian archives all original membership applications. They will be forwarded to the Historian by the Membership Chairperson after the membership has been approved.

SCA Newsletter and SCA Bulletin

Two sets of a year's SCA Bulletin should be sent to the Historian/Librarian in February of each year. Copies of any flyers, etc. that were mailed should also be included and attached to the appropriate month's SCA Bulletin. The Historian/Librarian shall maintain these in order of publication.

Dating All Material Received

When letters, booklets, mailings, etc. are received, mark "Received (date)" in the upper right-hand section of the item for the Club's records. The Chairperson shall keep a "log" of all material received, including a description of the item, date received, condition, and box or file within which it was stored.

Expenses

The Chairperson may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee, and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses of \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. If expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim. Note: When expenses are allowed to build, this affects the Treasury funds.

January 31st - Submit a year-end Committee report to the Committee Chairperson. The Chairperson will speak for the entire Committee and should note which people would be willing to serve in the same capacity in the coming year. The deadline for this report is January 31st in order that the information can serve as an aid to the Board.

JUDGE'S EDUCATION

Approved by the SCA Board – September 2014

Standing Rules Relating to the Judge's Education

- 92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.
- 93-10B All checks for the SCA go through the SCA Treasurer.
- 94-04B Accounting records are to be kept by any individual receiving or spending SCA funds and such records are to be reported on a quarterly basis to the treasurer. **AMENDED: such report to be on a form which the Treasurer shall provide to all individuals spending SCA money, and the Treasurer will report to the Board.**
- 95-06B The SCA is to purchase two (2) copies of the AKC Schipperke Video that these copies be given to the Judges Education Coordinator(s) that they be loaned out with a \$30.00 deposit, to be returned when the tape is returned.
- 98-07B Board established a committee composed of the Judge's Education Coordinator as Chairperson and six SCA members (the Board to select 4, the Judge's Education Coordinator to select 2) to review and revise the Illustrated Guide to the Standard. This committee will NOT be a standing committee, but those serving may be reappointed or replaced yearly, in the same manner they were originally appointed. Suggested revisions to be approved by a two thirds majority vote of the entire Board of Directors before the work may be submitted to the membership for approval.
- 99-04B The judge's education chair be authorized an advance in the amount of \$300. **Revised 2001.**
- 01-03B The advance for Judges Education committee shall be increased to \$1,000.00 to cover printing, mailings, expense reimbursements, etc. at the discretion of the chair.
- 01-05B Revise the wording in the 1993 standing rule to read "Any Committee Chairperson spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer."
- 03-10B Every committee chairperson shall prepare and submit a quarterly report for publication in the SCA Newsletter. The report is to include a summary of committee activities as well as any income and expenses for that quarter.
- 04-04B The proposed judges' education guidelines shall be approved as the judges' education policy of the SCA, and that they are included in the Policy and Procedures Manual.

The Show giving Club will provide a roped off area for Judges mentoring. This area will be restricted to Judges Education Committee members and Judges attending the session. At the Judges Education Seminar there will be an area set aside for Judges and another for guests. There will be signup sheets for Judges and separate one for guests. Only Judges or Judge Applicants enrolled will participate at this Seminar. Guests may attend the seminar but not participate.

No Certificate of Attendance issued by the Schipperke Club of America or Judges Education Committee will be given at an SCA National or SCA sponsored event, to any Judge or Judge Applicants who do not attend the Seminar and/or Judges mentoring in the area assigned for such purpose.

To avoid the appearance of impropriety, any Judge that attends the seminar or mentoring in the Host Hotel at a National Specialty or SCA Sponsored Event shall not be assigned by the host Club or Group to share a room with an exhibitor at that Show or Event.

- 05-20B To adopt the following guidelines for membership on the SCA Judges Education Committee:

Guidelines for membership on the SCA JEC Committee

Proof of information (SCA or AKC records) will be asked for in areas where it applies.

SCA Member (Required Category) Requires 10 pts. minimum

5 - 10 years	10 pts.
11 - 15 years	15 pts.
16 - 20 years	20 pts.
21+ years	25 pts.

Owned Schipperkes (Required Category) Requires 10 pts. minimum

10 - 14 years	10 pts.
15 - 19 years	15 pts.
20+ years	20 pts.

Bred Schipperkes (Required Category) Requires 10 pts. minimum

5 - 10 years	10 pts.
11 - 15 years	15 pts.
16 - 20 years	20 pts.
21+ years	25 pts.

Exhibited Schipperkes

5 - 10 years	10 pts.
11 - 15 years	15 pts.
16 - 20 years	20 pts.
21+ years	25 pts.

Breeder/Owner Champion Schipperkes (Required Category) Requires 10 pts. minimum

10 - 15 Champions	10 pts.
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16 - 20 Champions	15 pts.
21+ Champions	20 pts.

Bred Best In Show Schipperke

1	10 pts.
2+	15 pts.

Bred Best In Specialty Schipperke (Regional or National Specialty)

1	10 pts.
2+	15 pts.

Bred Regional or National Specialty Winners: WD, WB, BOW, BOS, AOM

2 - 4	10 pts.
5+	15 pts.

Breeder/Owner Group Placing Schipperkes

2 - 4	10 pts.
5+	15 pts.

ROM Schipperkes Owned (Dogs or Bitches)

2 - 4	10 pts.
5+	20 pts.

ROMX Schipperkes Owned (Dogs or Bitches)

1 - 4	15 pts.
5+	20 pts.

National Specialties Attended (Required Category) Requires 10 pts. minimum

7 - 14	10 pts.
15+	20 pts.

JEC Seminars Attended (Required Category) Requires 10 pts. minimum

5 - 9	10 pts.
10+	15 pts.

Also recommended for presenters:

Experience speaking before groups and giving presentations. Resume will be asked for.

Total Points needed to qualify for the JEC Committee

JEC Chairperson	130 pts.
Member	100 pts.

- 06-14B That the Schipperke Club of America create guidelines (that must include the AKC criteria of 12 years experience breeding, exhibiting or judging the breed in conformation) for qualification as a mentor of our breed and from those guidelines establish a list of approved mentors. This list will be published on the public side of

the website along with a short bio, limited to 100 words or less, for each mentor, including contact information.

- 06-15B That the JEC Chairperson and all JEC committee members be required to sign the following pledge, patterned after what is required of SCA approved mentors:
- 1.I will use only SCA membership and/or Board approved JEC materials when presenting.
 - 2.I will keep the tone positive and be objective when presenting.
 - 3.I will concentrate on virtues rather than faults when discussing dogs.
 - 4.I will share my knowledge and experience in such a way that it inspires judges and prospective judges to learn more about Schipperkes.
 - 5.I will not use my status as a JEC committee member for advertising or self-promotion in any way.
 - 6.I will conduct myself in a professional manner as a representative of the Schipperke Club of America.
- 06-18B That the AKC slides (along with the accompanying key) and the AKC video may be used in conjunction with the approved JEC PowerPoint presentation.
- 06-20B That the board adopt the form supplied by the JEC to screen & approve applicants to the SCA Club Approved Mentors list. Once approved a mentor's bio & contact information will be made available on the SCA website along with SCA JEC members.
- 06-21B That the following policy be adopted *effective immediately* regarding travel expense reimbursements to SCA Members who conduct Judges' Education seminars:
- For seminars that are presented as "stand alone" seminars or in conjunction with a dog show in which the presenter has NO ENTRY (no dogs owned, co-owned, or handled by the presenter):
- Seminar presenters may be reimbursed up to 100% of gasoline and the following expenses: At seminars in which the presenter travels less than 400 miles round trip, reimbursement may be made for gasoline and for meals for the day not to exceed \$25.00 (no hotel stay will be paid). At seminars for which the presenter must travel between 400-850 miles round trip, presenter may be reimbursed for gasoline, one night's hotel stay, and meals for the day not to exceed \$25.00. At seminars for which the presenter must travel 850 miles or more round trip the presenter may be reimbursed for gasoline, two nights' hotel stay and meals for 2 days, not to exceed \$25.00 per day. Discretion of the Committee Chair will be used to set limits on the amounts for hotel rooms. Alcoholic beverages will not be reimbursed. Detailed receipts must be provided in order to qualify for reimbursement.
- For Presenters who have entries (dogs owned, co-owned, or handled) at shows where they are presenting a seminar:

These presenters will be allowed 50% of the reimbursement amounts above, subject to the same stipulations.

No reimbursements will be made for travel or meals to present the JEC seminar at the SCA National specialty. Any exceptions for payment should be handled as provided for in the Policy Manual.

- 06-23B That all Committee Chairpersons and/or any SCA member who shall receive any and all items of deposit, which shall include any and all Cash, Checks, Money Orders, or Cashier Checks, shall forward same to the Treasurer for processing and deposit within thirty (30) days of the date of issue or receipt thereof.
- 10-03B Amend the JEC Mentor Application to add the following words to item 3: *(special consideration will be given to handicapped applicants who meet all other requirements)*
- 12-03B If the Judges Ed chair is unable do the Seminar, the Board should select someone to do the Seminar at the National and that person should have enough points to be the Chair.

Chairperson - Qualifications

The appointed Chairperson must be organized. He or she must be willing to have their name, mailing address, and phone number in the *SCA Bulletin* and/or *Schipp's Log*. Must have met all qualifications to be a JEC Chair in accordance with Standing Rule 05-20B and signed the following Pledge of Conduct:

1. I will use only SCA membership and/or Board approved JEC materials when presenting.
2. I will keep the tone positive and be objective when presenting.
3. I will concentrate on virtues rather than faults when discussing dogs.
4. I will share my knowledge and experience in such a way that it inspires judges and prospective judges to learn more about Schipperkes.
5. I will not use my status as a JEC committee member or mentor for advertising or self-promotion in any way.
6. I will conduct myself in a professional manner as a representative of the Schipperke Club of America and will dress accordingly.
7. I will not discuss the show records of any dogs currently being shown.

Within Fourteen (14) Days of Appointment

The outgoing Chairperson shall forward the committee's materials to the incoming Chairperson. The materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery.

Duties

The Committee is responsible for assisting in the education of current and newly appointed Judges with regard to Schipperkes.

The Chairman will maintain materials which may be loaned to Judges on request, such as the Illustrated Standard, the AKC Video, etc. If the materials are loaned, the Chairperson shall keep a record of to whom they have been loaned and specify a deadline for return.

March 1st - Submit a year-end Committee report to the incoming President.

In addition to the Annual Report to the President, the chair is required to submit a quarterly report for scheduled and completed seminars to date, including expenses, to the Newsletter Committee. All reports must be copied to the SCA President.

A list of attending judges and a copy of their evaluation form of the seminar should be included in the committee's report to the SCA President.

A list of all judges and prospective judges that have attended seminars is to be given to the President and Corresponding Secretary. This list will be made available to the Board of Directors and the current Regional Club Chairperson. The Regional Club Chair will pass this list of judges on to the President and Secretary of each Regional Club. This will enable the Regional clubs to utilize those judges for future matches, sweeps and futurity assignments or regular Judging assignments.

It is the responsibility of the chair to periodically check the AKC website for updates to the JEC guidelines.

Seminars

The Committee shall prepare and coordinate seminars and workshops for the education of Judges of Schipperkes at the annual National Specialty.

A description of all anticipated equipment necessary, such as compatible projection equipment, etc. to the National Specialty Show Chairperson to ensure the equipment will be at the location of the JEC seminar/workshop at least one hour prior to the published beginning time of the seminar.

As plans firm up, furnish both the Recording Secretary and the National Specialty Show Chairperson with periodic reports so that the seminar is incorporated into the Specialty plans.

Notify Judging Operations at AKC (*there is a form to fill out*) of the seminar date and approximate time at least 4-6 months prior to seminar. AKC will publish on their Judges' Education calendar of events.

The JEC Committee is responsible for all setup at the Judges Workshop/Seminar. To clarify, it is the responsibility of the show chairperson to make arrangements to have the projection equipment made available one hour in advance of the start of the workshop/seminar but it is the JEC Committee chair's responsibility to set up that equipment.

The committee may be asked to present additional seminars throughout the year hosted by various regional clubs, judges' study groups, etc. The Committee chair, once a request has been received, shall attempt to find presenters (must be an SCA approved mentor) and contact

presenter(s) for availability. Once presenters have agreed to do the seminar, they will coordinate with JEC and local breeders to find dogs that illustrate the desirable merits according to our standard for hands-on portion of the seminar. It is recommended that presenters not use their own dogs to avoid the appearance of impropriety. It is also understood that it is not possible in all instances to follow this recommendation, and decisions should be made between JEC and presenters during these situations.

AKC has specific times for the duration of each hands-on (*60 minutes minimum*) and lecture seminar (*90 minutes minimum*), as well as forms to be completed by the presenter and/or judges study group. These forms are required by AKC to be sent in by the JEC/Presenter. The JEC should keep copies of all such forms before sending to AKC in case they are lost in the mail. Judges' tests and hands-on evaluation sheets are NOT to be disbursed to anyone without the written permission of the AKC.

GUIDE TO THE CLASSROOM-PRESENTATION (Revised by AKC - September 8, 2008)

GOALS:

- To help create a clear mental image of correct breed type according to the standard. This mental image is necessary for good judging – sometimes the correct dog may look different from the others. A presenter has to be able to verbalize this mental image in easy to understand terms.
- Clarify the breed standard. What does it call for? Where is the emphasis? Where do you “give” when judging this breed? Or what are you willing to “forgive” and why?
- Reveal what longtime breeders think and value. What are the hard to get virtues that are treasured and what is the drag of the breed? What are the hallmarks of the breed?
- Familiarize the participant with the development of the breed including its history and purpose and the evolution of breed type. Discuss those features important in a breed relative to its purpose, i.e. a herding dog's ability to be sure-footed and swift, or a bloodhound having enough extra skin to reach the ground in order to detect scent.
- Provide BREED SPECIFIC exam techniques such as bite, mouth, the approach, eyes etc...
- Why do you use your hands the way you do and what specifically are you checking for?
- Answer questions regarding the breed and clear up any confusion regarding the standard, breed type and character. Personality: Aloof, overly friendly? What should you expect as a judge when going over a breed? What is acceptable behavior (for example, Min Pins hardly ever stand still).
- Finally, to inspire the prospective judge with the beauty and uniqueness of the breed so that he or she WANTS to judge the breed.

AKC Criteria: Seminars and Workshops (Revised by AKC 3/16/2012)

In an effort to establish uniformity and clarify requirements, “Seminars” and “Hands On Workshops” are specifically defined as follows. For all institutes, seminars and workshops attended after April 1, 2006, credit toward the requirements for additional breeds will only be

given according to the following conditions.

Seminars

Educational credit will be granted for attendance at a breed specific “Seminar” providing its sole purpose is the presentation of information essential to judge that breed and:

- There is a 90 minute or longer presentation that includes history, form and function of the breed, an in-depth consideration of the Standard and a question and answer period.
- The presenter and content are preferably Parent Club approved. Content must be consistent with the currently approved breed standard.
- One or two live dogs are available for illustration and examination.
- All attendees must take the AKC breed test in order to receive credit for attending Seminars or Institutes, effective March 2012.
- Class size should be limited to 40.
- Attendance must be certified and reported to Judging Operations.

Workshops

Additional credit will be granted for attendance at an accompanying breed-specific hands-on “Workshop” providing it is a clinical extension of a seminar and:

- A discussion of the proper prioritization of breed characteristics precedes the hands on.
- There is a 60 minute or longer period that includes instructions on how to properly effect a breed specific examination.
- There is the occasion to rank exhibits presented and explain placements to mentors.
- Mentor/Participant ratio should not exceed 1:10.
- A minimum of four dogs/bitches per group must be present. All must be at least six months of age. No dog/bitch may be examined by more than 20 individuals per day.
- Attendance must be certified and reported to Judging Operations by the presenter. (*The following forms must be submitted to Judging Operations: **Seminar and Hands-On Workshop Report, Hands-On Workshop Breed Evaluations, Breed Exams and Seminar Attendance list***).

General

Institutes, seminars and workshops must be accessible to American Kennel Club Staff including the Executive Field Staff. Judging Operations Staff will be available as a resource, to promote a positive rapport in the judging community and make periodic presentations as Judging Operations considers appropriate and feasible.

Sponsoring organization must submit a summary and report of each Seminar and Workshop presented along with certification of attendance. Report must document having met each condition outlined above.

Additional credit for “Mentoring” will not be given for experience at the institute. “Mentoring” credit will be considered for relationships established at institutes/seminars/workshops and documented as ongoing.

AKC Criteria for Comparison Seminars (Revised by AKC 5/10/2013)

1. Comparison seminars will be accepted for credit as breed education for those breeds previously approved by the AKC Judging Operations Department.
2. Comparison Seminars must include a 90-minute comparison presentation on all breeds and exams for each.
3. 90-minute presentation must be followed by a 90-minute hands-on workshop.
4. Work shop must meet the following criteria:
 - a. There is a 90-minute or longer period that includes instructions on how to properly effect a breed specific examination.
 - b. There is the occasion to rank exhibits presented and explain placements to mentors.
 - c. Mentor/Participant ratio should not exceed 1:10.
 - d. A minimum of four dogs/bitches per breed and/or variety must be present. All must be at least six months of age. No dog/bitch may be examined by more than 20 individuals per day.
 - e. Attendance must be certified and reported to Judging Operations by the presenter.
*(The following forms must be submitted to Judging Operations: **Seminar and Hands-On Workshop Report, Hands-On Workshop Breed Evaluation and Seminar Attendance list, breed exam answer sheets**).*
5. Institutes, seminars and workshops must be accessible to American Kennel Club Staff including the Executive Field Staff. Judging Operations Staff will be available as a resource, to promote a positive rapport in the judging community and make periodic presentations as Judging Operations considers appropriate and feasible.
6. Sponsoring organization must submit a summary and report of each Seminar and Workshop presented along with certification of attendance. Report must document having met each condition outlined above.
7. Additional credit for “Mentoring” will not be given for experience at the institute.

“Mentoring” credit will be considered for relationships established at Institutes / seminars / workshops and documented as.

For updates, contact: Judging Operations, PO Box 900062- Raleigh, NC 27675-
judgesed@akc.org or www.akc.org

JEC Chair is responsible for preparing the packets for the judges attending each seminar. These packets are to include ONLY the following Board-approved items:

- Cover Sheet
- Welcome Letter

- Breed History
- Letter to Judges regarding tails
- Letter to Judges regarding trimming
- List of SCA Approved mentors
- Illustrated Guide of the Standard
- Pocket Standard
- CD of PowerPoint presentation
- Seminar Evaluation Form (for feedback to SCA JEC)
- Other materials, such as articles printed in magazines, letters, etc., that are specifically approved by the SCA Board for inclusion in the judges' education packet.

For Convenience's sake, the following required AKC materials should be included:

- Breed Exam and Answer Sheet (provided by AKC)
- Hands-On Evaluation Sheet(s) (provided by AKC)

Owners/handlers are required to fill out the SCA approved sheet for each dog used in the presentation, which are to be handed to presenter prior to the presentation. These sheets are NOT sent to AKC, but are kept by the JEC with the records for the seminar.

All materials pertaining to Schipperkes other than the required AKC material must be SCA board approved and inserted into the judge's packet, no material should be laid out for prospective judges to pick up.

Expenses

The budget for the Judges Education Committee to be \$1,000.00 to cover printing, mailings, expense reimbursements, etc. at the discretion of the chair.

The Chairperson may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee, and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses of \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. If expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim. Note: When expenses are allowed to build, this affects the Treasury funds.

MEDALS AND AWARDS

Standing Rules Relating to the Medals and Awards

- 79-01M Roy Henre Award established. **Action: To be determined by board (Committee and Award - see 83-07B)**
- 83-07B Every year at the annual National Specialty, beginning with 1984, awards are to be given for winners of the Bred By Exhibitor Dog and Bitch classes in memory of Roy Henre.
- 83-08M Juniors must be SCA members to receive awards. All juniors showing Schips will still have their wins printed in the Bulletin, whether or not they are SCA junior members.
- 85-02M The SCA point system for awards was revised to reflect the award of one point for each dog defeated, based on actual dogs shown as published in the Awards, at the Breed, Group and BIS levels. BOS points will be awarded according to the number of Schipperkes of that sex defeated. The same point system will apply for Junior Showmanship points. This change will be effective January 1, 1985.
- 88-01M The top ten Breed Schipperkes the top five Breed bitches, the top ten Obedience Schipperkes and the top Stud Dog and top Brood Bitch will be awarded paper certificates in recognition of their standing. The award will be made at the awards banquet.
- 90-03B Points accrued for SCA awards by a dog begin with the date the membership application is approved by the Board.
- 90-04B The perpetual trophy offered by Mr. and Mrs. Bernfeld be held in possession of the SCA; i.e. Secretary or other Board Designate. For permanent individual possession, the Trophy must be won three times by the same owner, but not necessarily with the same dog.
- 91-03B The medals chairman place an order at any time the medals reach 25 or less. Medals chairman must notify and get approval from Treasurer on reorder.
- 91-05B The club shall make club medals available to club members at the cost of \$5.00 each, for those who did not request the medals in the time frame set by the club. Members who are due medals at the time they were not available would be exempt from the \$5.00 charge. **AMENDED: Changed in 1993 to \$3.00**
- 92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.
- 92-06B/M Hall of Fame established.

- 93-06B The first gold-plated Championship medal be presented without charge upon request, and that the Club assess a \$3.00 fee for each additional medal requested. Stipulation was made that the medals must still be applied for. **AMENDED April 2009 to read:** The first Championship pin be presented without charge upon request, and that the Club assess a \$3.00 fee for each additional pin requested. Stipulation was made that the pins must still be applied for.
- 93-08B Gold-plated medals be provided without charge for the following obedience titles awarded: CD, CDX, UD, T, TDX.
- 94-09M Medals and Awards Chairperson to continue the compilation of a list of judges who have put Schipperkes up in Group. **AMENDED**
- 94-11B All Presidents of the SCA receive, upon leaving office, a label type pin to be designated as Past President pin, the value of which should not exceed \$10.00. The aforementioned pin is to be presented at the Annual Awards banquet to the outgoing President by the newly elected President is possible. This award will be listed on the Medals and Awards sheet as an ongoing permanent award.
- 96-04B SCA shall create a Challenge Trophy for the National, Best of Opposite Sex to be named the Jack and Frances Griggs Challenge Trophy.
- 98-04M The SCA establish a Best in Sweepstakes Challenge Trophy in the name of Dorris Hearing.
- 98-06B The criteria for inclusion of Schipperkes in the Hall of Fame be amended as follows: eligibility for inclusion be based entirely on statistics and records as published by the American Kennel Club in the AKC Awards. Further amended, that the HOF criteria requiring the dog to be American-bred to be included on the list be replaced with the requirement that the dog be AKC-registered. **AMENDED 1999 Board**
- 99-01B The HOF criteria requiring the dog to be American bred to be included on the list be replaced with the requirement that the dog be AKC registered. All dogs eligible for inclusion in the HOF under the Criteria in effect before Feb. 28, 1999 be permitted to apply for inclusion. When the HOF listing is updated that Canadian wins be so identified.
- 99-09B Members eligible for club medallions for titles earned be allowed to apply beyond the 90 day limit by paying a \$5.00 late fee.
- 01-01B The Medals and Awards list has been revised to include Agility. Some revisions in procedures and point schedules were made as well.
- 01-05B Revise the wording in the standing rule 93-09B to read “Any Committee Chairperson spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer.”
- 02-04B The Kleingaul Challenge Trophy (for Best of Breed at the annual National Specialty), offered by Kathy Gaul-Montgomery and Richard Montgomery, be held in possession of the SCA, i.e. Secretary or other Board designee until retired. For permanent possession the Trophy must be won three times by the same owner, not necessarily by the same dog.

- 02-05B The Rebel Player Challenge Trophy (for High in Trial at the annual National Specialty), offered by Howard & Mary Cox and Wilma Dame, be held by Wilma Dame until retired, or until such time as she no longer wishes to maintain it. Wilma will assure that each year an appropriate plaque will be added, listing the year, the winning dog, and the owner's name. Wilma will also see that the Trophy is delivered to the show site. At such time as Wilma Dame cannot maintain the trophy as described above, the Trophy will be held in permanent possession of the SCA, i.e. Secretary or other Board designee until retired. For permanent possession the Trophy must be won three times by the same owner, not necessarily by the same dog.
- 02-09B The SCA shall sponsor the commemorative medallions given for best of breed, best of opposite sex, and best bred-by-exhibitor at the 2002 AKC/Eukanuba National Invitational Championship, and automatically sponsor parent club sponsored medallions in the subsequent years to follow, providing that the format of awarding the medallions remains relatively the same and, in addition to sponsoring the medallions, participate in the "meet the breeds" attraction, by manning a booth to display breed information, provided that the Schipperke Club of America has volunteers willing and able to do so.
- 03-04M The Top Ten Breed Schips, Top 10 Schip Dogs, Top 10 Schip Bitches, Top 10 Schips based on BOB points, Top 10 Obedience Schips & Top Stud Dog & Brood Bitch, Top 10 Agility Schips & Top 10 Juniors will be awarded paper certificates in recognition of their standing. The award will be made at the Awards Banquet.
- 03-10B Every committee chairperson shall prepare and submit a quarterly report for publication in the SCA Newsletter. The report is to include a summary of committee activities as well as any income and expenses for that quarter.
- 05-02B The Master Agility Champion (MAC) and Champion Tracker (CT) AKC titles shall be added to the SCA Hall Of Fame (HOF).
- 05-13M That the new AKC Obedience Rally be included in Top 10 list to begin with events starting on January 1, 2005.
- 05-21B To adopt the revision of the Top Ten Agility and establish two lists - one for the Regular classes and one for the Preferred classes.
- 06-23B That all Committee Chairpersons and/or any SCA member who shall receive any and all items of deposit, which shall include any and all Cash, Checks, Money Orders, or Cashier Checks, shall forward same to the Treasurer for processing and deposit within thirty (30) days of the date of issue or receipt thereof.
- 07-02B That we adopt the following for determination of the HIT Agility award given at the National Specialty each year it is offered. High in Trial Agility award is given to the schipperke that has the highest qualifying score of all dogs competing in the regular agility classes as defined by AKC Agility rules and regulations. When two schipperkes competing in the trial have the same score, regardless of the class or division in which it was earned, the winner of the High in Trial award shall be the schipperke running under the ACT with the greatest difference between its running time and the Assigned Course Time (ACT minus running time.) If the two schipperkes remain tied the tie shall stand.

- 07-03B That all committee chairs, officers and directors must have their phone number published on the membership list.
- 08-05B AKC FAST Standard as well as Preferred be included in their own respective Top Ten lists (apart from the SCA Top Ten Agility List) starting on January 1, 2008, using the following point system:
- Novice.....Qualifying Score of 50 - 80.....10 pts
 - Open.....Qualifying Score of 55 - 80.....15 pts
 - Excellent.....Qualifying Score of 60 - 80.....20 pts
- Add 4 points for a first place, 3 for second, 2 for third and 1 for fourth
- 08-09B SCA Hall of Fame status will be awarded to any UDX Schipperke.
- 09-08B Amend Standing Rule 06-07B “That we raise the maximum cost of the year end BIS and High in Trial plaques from \$35 to \$45 and the cost of the Highest Scoring Junior Showmanship plaque from \$25 to \$35” shall be amended to read: “That we raise the maximum cost of the year end BIS and High in Trial plaques from \$45 to \$50 and the cost of the Highest Scoring Junior Showmanship plaque from \$35 to \$40.”
- 09-09B Amend Standing Rule 94-11B “All presidents of the SCA receive, upon leaving office, a lapel type pin to be designated as Past President pin, the value of which should not exceed \$10.00” shall be amended to read: “That we raise the maximum cost of the Past President pin from \$10.00 to \$20.00.
- 09-11B Amend Standing Rule 93-06B to read ‘The first Championship pin be presented without charge upon request, and that the Club assess a \$3.00 fee for each additional medal requested. Stipulation was made that the pins must still be applied for’.
- 10/01B **BEST BRED BY EXHIBITOR – The T. Hall Keyes III Challenge Trophy.** Barbara & Bill Murray offer through the Schipperke Club of America, open to all exhibitors, the T. Hall Keyes III Challenge Trophy for Best Bred By Exhibitor at the SCA National Specialty beginning in 2010. This trophy is a Silver-Plated Bowl on a wooden base with a plaque to be engraved with the name of the winning dog, the name of the owner and the year won. For permanent possession the trophy must be won three times by the same owner, not necessarily with the same dog, not at consecutive shows. The trophy will be held by the SCA until retired.
- 10/02B **BEST OF WINNERS - The DeLamer Challenge Trophy.** Krista Nuovo offers through the Schipperke Club of America, open to all exhibitors, the DeLamer Challenge Trophy in memory of Ann K. Smith, Knotty Knoll Kennels, for Best of Winners at the SCA National Specialty beginning in 2010. This trophy is a Silver-Plated Bowl on a wooden base with a plaque to be engraved with the name of the winning dog, the name of the owner and the year won. For permanent possession the trophy must be won three times by the same owner, not necessarily with the same dog, not at consecutive shows. The trophy will be held by the SCA until retired.

Chairperson - Qualifications

The appointed Chairperson must be organized. He or she must be willing to have their name, mailing address, and phone number in the *SCA Bulletin* and/or *SCA Newsletter*.

Within Fourteen (14) Days of Appointment

The outgoing Chairperson shall forward the committee's materials to the incoming Chairperson. The materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery.

Equipment Requirements

Current subscription to the *AKC Gazette*.

Access or ownership of a copy machine.

Access or ownership of a typewriter or computer.

Strongly suggested—ownership or access to a personal computer with a minimum of 256k of RAM.

Duties

It is recommended that this Committee have plenty of help and time. There should be one person assigned to compilation of (1) Junior Handling statistics, (2) brood bitch and stud dog, (3) obedience, and (4) group placings and/or Best in Show awards.

Become well acquainted with SCA awards and medals. The Chairperson must ensure that all required procedures are disseminated to the Membership. This may be done via the *SCA Bulletin*, the *SCA Newsletter*, mailings, an information booth at the National Specialty, and the website. The information should include proper procedures for SCA members to obtain medals for new championships and obedience titles.

Championship and Obedience Medals

The Chairperson should expect to receive telephone calls from members who will state that their Schipperke has just finished their championship or title and request that a medal be sent to them. Members must send copy of AKC certificate or give month of the Awards listing completion within ninety (90) days of publication. There is a \$3.00 charge for a new Championship medal after the first medal for the same owner in a calendar year. There is no charge for an Obedience medal.

The Championship and Obedience medals should be mailed to the member via First Class mail within fourteen (14) days of verification of the title.

The Membership Chairperson shall send the Medals and Awards Chairperson notification of the date each new member has been accepted into the SCA. This is required so that the Medals and Awards Chairperson can accurately calculate points for SCA Awards. (Remember—Points do not count for Schipperke or Junior Handlers until AFTER they are members of the SCA.)

Regional Specialties

Regional Specialties must publish requirements for prizes. These must be listed in premium in order to be given and **cannot be given outside the ring** pursuant to AKC regulations. The Medals and Awards Chairperson will mail cards to the regional specialty show chairman to be returned to the Chairperson to avoid giving out medals to non-members, as verification of SCA membership cannot be easily checked when prizes are awarded in the ring.

National Specialty

Approximately 55 to 60 certificates must be prepared for presentation at the Awards Banquet (see the list of Awards in the Appendix).

Purchase special Bred-by Exhibitor prizes and notify host club so the Special Awards can be listed in premium lists. There are special plaques, medals for Best in Show, Top Winning Dog and Bitch, Breeders, etc. See list (see the list of Awards in the Appendix).

Make arrangements for the winners of the SCA Challenge Trophies from the previous year's National Specialty to return the Challenge Trophies for the upcoming National Specialty. This should be done no later than March 1st.

Purchase the required pin for the Outgoing President (see Standing Rules).

Prepare report to be included in National Committee reports.

Special Medals must be at ringside for Best of Breed, Best Opposite Sex, Winner's Dog, and Winner's Bitch.

Special Awards which are not listed in the Premium List cannot be awarded in the ring pursuant to AKC regulations. It is very important to coordinate with the National Specialty Chairperson to make certain the awards have been listed in the Premium List.

At the end of the National Specialty, the National Specialty Chairperson **MUST** forward a list of the winners of the Challenge Trophies, including name and address, to the Medals and Awards Chairperson.

Medals and Awards of the SCA

The Schipperke Club of America, Inc. offers to members only the following awards:

1. **Title Awards**
 - a. An Epoxy Dome pin with club logo for each dog earning a Championship title. There is no charge for the first medal; all subsequent medals requested by the same owner will be charged at \$3.00 per medal.
 - b. An Epoxy Dome pin with club logo for each dog earning an Obedience title: CD, CDX, UD, TD and TDX.
2. **Special Awards** - These will be announced at the Annual Banquet.
 - a. A Sterling Silver Ch. Maroufke of Kelso Memorial Medal to the member owning the Schipperke winning the most points using the SCA point system. Said dog is to be designated the Top Winning Schipperke for the Year.

- b. A gold-plated Ch. Maroufke of Kelso Memorial Medal to the member who bred the Top Winning Schipperke for that year.
- c. A Sterling Silver Ch. Maroufke of Kelso Memorial Medal to the member owning the Best of Opposite Sex to the Top Winning Schipperke who has accumulated the most points based on the Club point system.
- d. A gold-plated Ch. Maroufke of Kelso Memorial Medal to the member who bred the Top Best of Opposite Sex Schipperke for that year.
- e. A Sterling Silver Ch. Maroufke of Kelso Memorial Medal to the member owning a Schipperke who won a Best in Show while under their ownership. Each Schipperke is limited to one medal per year.
- f. A Plaque (value not to exceed \$35.00) engraved with the dog's name, owner, breeder and year shall be awarded to the member owning the dog having the most Best in Show wins. In the case of a tie, the winner shall be determined by the most number of dogs defeated for Best in Show wins.

3. **Certificates**

A paper Certificate with the dog's name, placement, breeder, owner and year goes to the member owning each of the following:

Top Ten (Inclusive) Dogs, Top Ten (Inclusive) Bitches, Top Ten (Inclusive) Obedience Schipperkes, Top Ten (Inclusive) Junior Handlers, Top Stud Dog, Top Brood Bitch, and Breeder of a Best in Show Dog and/or Bitch.

4. **Memorial Awards**

- a. **The Rebel Player Challenge Trophy.** For High in Trial at the annual National Specialty, offered by Mary and Howard Cox and Wilma Dame. A reverse silver plate loving cup set on a walnut base.
- b. **The Kleingaul Challenge Trophy.** For Best of Breed at the annual National Specialty, offered by Kathy Gaul-Montgomery and Richard Montgomery. A silver vase mounted on a walnut wooden base.
- c. **The Kleingaul-Freewood Challenge Trophy.** For Best of Opposite Sex to Breed at the annual National Specialty, offered by Kleingaul-Freewood Schipperkes. A seven-inch sterling silver bowl on a wooden base.
- d. **The Jack and Fran Griggs Challenge Trophy.** For Best of Winners at the annual National Specialty, offered by the SCA. A sterling silver bowl on a cherry wood base. **RETIRED**
- e. **The Doug Wilson Memorial Trophy.** For Best in Veteran's Class at the annual National Specialty, offered by friends of Doug Wilson and the SCA. A three-legged milking stool on a wood base with a caricature of a Schipperke on the stool handcrafted by John Ross.

- f. **The Dorris Hearing Memorial Challenge Trophy.** For Best in Sweepstakes at the annual National Specialty, offered by friends of Doris Hearing and the SCA. A sterling silver bowl on a cherry wood base.
 - g. **The Sheradin SPIRIT Challenge Trophy** to the Best Veteran offered by Sherwood and Diane Harris at the National Specialty beginning in 2007. A champagne bucket mounted upon a wooden base.
 - h. **The T. Hall Keyes III Challenge Trophy.** For Best Bred By Exhibitor at the annual National Specialty, offered by Barbara & Bill Murray, through the Schipperke Club of America beginning in 2010. A silver-Plated Bowl on a wooden base.
 - i. **The DeLamer Challenge Trophy.** For Best of Winners at the annual National Specialty, offered by Krista Nuovo through the Schipperke Club of America in memory of Ann K. Smith, Knotty Knoll Kennels beginning in 2010. A Silver-Plated Bowl on a wooden base.
5. **Junior Showmanship**
- a. A Plaque, value not to exceed \$25.00, shall be awarded to the Highest Scoring Junior Showmanship winner handling a Schipperke. Said Plaque shall be engraved with the Junior's name and the year.
 - b. A Gold-Plated Ch. Maroufke of Kelso Memorial Medal engraved with name and year shall be awarded to any Junior Handler who qualifies for Westminster, AKC requirements, providing all wins for qualification are with a Schipperke.
6. **Obedience**
- a. A Sterling Silver Ch. Maroufke of Kelso Memorial Medal to the member of the Schipperke winning the most points using the SCA point system. Said dog is to be designated as Top Winning Obedience Schipperke.
 - b. A Sterling Silver Ch. Maroufke of Kelso Memorial Medal to the member owning a Schipperke who wins an All Breed High in Trial at an AKC Trial. Said dog must defeat at least 75 other dogs to be eligible. Each dog is limited to one medal per year.
 - c. A Plaque, value not to exceed \$35.00, to be awarded to the member owning the Schipperke with the most All Breed High in Trial wins. In the case of a tie, the winner shall be determined by the most number of dogs defeated.
 - d. A Gold-Plated Ch. Maroufke of Kelso Memorial Medal to the member accumulating the most points, based on the Club point system, in either Novice A or B. Said dog is to be designated as the Top Winning Novice Obedience Schipperke.
 - e. A Gold-Plated Ch. Maroufke of Kelso Memorial Medal to the member accumulating the most points, based on the Club point system, in either Open

or Utility. Said dog is to be designated as Top Winning Advanced Obedience Schipperke.

SCA Point System—Conformation

One point shall be awarded for each dog defeated at an AKC licensed or Member show.

SCA Point System—Obedience

195-200	Either Novice A or B	2.0 points
190-194.5	Either Novice A or B	1.5 points
180-189.5	Either Novice A or B	1.0 point
170-179.5	Either Novice A or B	0.5 point
195-200	Either Open A or B	3.0 points
190-194.5	Either Open A or B	2.0 points
180-189.5	Either Open A or B	1.5 points
170-179.5	Either Open A or B	1.0 point
195-200	Either Utility A or B	4.0 points
190-194.5	Either Utility A or B	3.0 points
180-189.5	Either Utility A or B	2.0 points
170-179.5	Either Utility A or B	1.5 points

The following placement points are determined by the number of dogs in competition:

Highest Scoring dog in Trial	75 or more	6.0 points
Highest Scoring dog in Trial	74 or less	4.0 points
Highest Scoring dog in Class	10 or more	2.0 points
2 nd Highest Scoring dog in Class	10 or more	1.5 points
3 rd Highest Scoring dog in Class	10 or more	1.0 point
4 th Highest Scoring dog in Class	10 or more	0.5 point

Junior Showmanship

One point shall be awarded to each Junior Handler of a Schipperke for each other handler defeated at an AKC licensed or Member show.

Awards Offered at SCA National Specialty Only

BEST OF BREED	Sterling Silver Ch. Maroufke of Kelso Memorial Medal
BEST OF OPPOSITE	Gold-Plated Ch. Maroufke of Kelso Memorial Medal
WINNER'S DOG	Bronze Ch. Maroufke of Kelso Memorial Medal
WINNER'S BITCH	Bronze Ch. Maroufke of Kelso Memorial Medal

HIGH IN TRIAL

Sterling Silver Ch. Maroufke of Kelso Memorial Medal

Awards for Area Specialties

As of 1993, return postcards will be furnished to the show giving Club to be awarded to the member winners for each class. Winners may receive their medal award by returning postcard to Medals Chairperson. Show giving Clubs must request these return cards at least two (2) months in advance. These prizes must be listed in the premium in accordance with AKC regulations, or they cannot be awarded.

BEST OF BREED

Silver-Plated Ch. Maroufke of Kelso Memorial Medal

BEST OF OPPOSITE

Bronze Ch. Maroufke of Kelso Memorial Medal

WINNER'S DOG

Epoxy Dome Pin

WINNER'S BITCH

Epoxy Dome Pin

HIGH IN TRIAL

Silver-Plated Ch. Maroufke of Kelso Memorial Medal

Expenses

The Chairperson may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee, and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses of \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. If expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim. Note: When expenses are allowed to build, this affects the Treasury funds.

January 31st - Submit a year-end Committee report to the Committee Chairperson. The Chairperson will speak for the entire Committee and should note which people would be willing to serve in the same capacity in the coming year. The deadline for this report is January 31st in order that the information can serve as an aid to the Board.

MEMBERSHIP

Approved by Board – 10/17/2013

Standing Rules Relating to the Membership Chairman

- 78-02B The initiation fee will be waived on a Junior Member's application if one or both parents are SCA members.
- 80-01B Dues paid by a new member elected after October 1st shall be credited to the following year, and shall be considered annual dues for that year. Membership application letter is to include this information.
- 82-02B The Membership Chairman will not sponsor a prospective member.
- 83-05B The membership chair is to make quarterly reports to be included in the Newsletter.
See Appendix
- 84-04B Junior handlers whose parents are SCA members can be accepted as Junior Members without going through the entire membership process.
- 88-02B A completed membership application includes publishing the name in a Bulletin.
Action: Bulletin is replaced by Newsletter.
- 91-04B The membership chairman be allowed up to four times a year, to send out postcards to the membership, listing the new applicants for membership and their sponsors. In this way, the postcards can fill the requirements for publishing new applicant's names, and could be sent at the discretion of the membership chairperson either to fill in between Bulletins or instead of Bulletins, in a case where timeliness is an issue.
Replaced by Newsletter.
- 92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.
- 93-09B Any member spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer. **Revised 2001 to read "Any Committee Chairperson spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer."**
- 93-10B All checks for the SCA go through the SCA Treasurer.
- 94-04B Accounting records are to be kept by any individual receiving or spending SCA funds and such records are to be reported on a quarterly basis to the treasurer. **AMENDED: such report to be on a form which the Treasurer shall provide to all individuals**

spending SCA money, and the Treasurer will report to the Board.

- 97-01M If an application for membership elicits derogatory information that application will not be presented to the board for a vote until the sponsors have an opportunity to respond to the derogatory information and all relevant information can be presented to the board within 30 days
- 98-05B Club members who are sponsoring a New Applicant for Membership must prepare their sponsorship letters themselves, in their own words and under their own signatures. They may be either handwritten or typed. The use of "form letters" and e-mail will not be allowed. Sponsor letters may be faxed to the Membership Chairperson providing the Membership Chairperson is equipped with a fax machine, the letters contain the sponsor's signature, and the fax is followed up with an original mailed to the Chairperson within seven days.
- 01-05B Revise the wording in the 1993 standing rule to read "Any Committee Chairperson spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer."
- 01-06B The SCA change the wording in the "Application For Membership" to read: "Sponsors must have been a member for at least one year and have known you for at least one year. Knowledge of an applicant obtained entirely through correspondence, without having personally met the applicant and seen applicant's dog(s) and interaction between the applicant and applicant's dog(s) is not sufficient knowledge for sponsorship."
- 02-06B When an application is received by the Membership Chair, the Chair must return a letter to the person applying, indicating the application has been received, and stating that the process may take approximately four to six months.
- 03-10B Every committee chairperson shall prepare and submit a quarterly report for publication in the SCA Newsletter. The report is to include a summary of committee activities as well as any income and expenses for that quarter.
- 05-12B That the Membership Chairman shall submit all completed applications, with signature, to the Board of Directors for consideration. The names and addresses of prospective members and their sponsors shall be published, as determined by the Board. Club members will be allowed 15 days to respond to the Membership Chairman with any negative comments from the date of posting. This date will be posted alongside the names. The Membership chair will contact the sponsors promptly allowing the sponsors the right to respond to any negative comments within 15 days. Applicants will be elected to membership by secret ballot of the Board of Directors no later than 45 days after the posting date, provided no negative comments are received. **Replaces Standing Rule 95-02B. See Appendix**
- 05-14B That the names of new membership applicants, along with their address and names of their sponsors, shall be posted to the Members Only section of the website when the membership chair determines the applications are complete. This information shall be posted to the Members Only part of the website the first of each month (deleted when

the time is completed, per SCA policy). This posting will satisfy the publishing requirement approved by the membership at its meeting in 2005.

- 06-23B That all Committee Chairpersons and/or any SCA member who shall receive any and all items of deposit, which shall include any and all Cash, Checks, Money Orders, or Cashier Checks, shall forward same to the Treasurer for processing and deposit within thirty (30) days of the date of issue or receipt thereof.
- 11-08B to establish an advance of \$300 for the Membership Chairperson.
- 12-01B that the SCA provide pins commemorating years of membership, beginning with 10 years of membership and continuing for each 5 years of membership.
- 12-08B that sponsors may use the sponsor form provided on the SCA website or may submit a letter of their own creation as long as they answer all of the questions on the most currently approved sponsor form.
- 13-01B that if, after the required two years are up, an Associate member wishes to become a Regular member that they be required to submit an updated introduction letter and be required to have two sponsors. This information would be sent to the Corresponding Secretary who would then send it to the Membership Chairperson for processing. This motion would be retroactive to July 10, 2008.
- 13-02B that Associate members are not eligible for any club awards until after they have applied for and been approved as a Regular member. This motion would be retroactive to July 10, 2008.
- 13-05B that each new member be sent one complimentary copy of the Bulletin. This copy will be the most recent issue available.
- 13-07B that each club member will receive their first commemorative pin at no charge. Each club member will have the option to purchase past year pins for \$3.00 each plus a shipping and handling fee of \$3.00. Up to 4 pins can be ordered for the \$3.00 s/h. If a member ever wants to replace the initial commemorative pin they will be charged \$3.00 plus s/h. Jo Patrick will handle the initial pin mailings; thereafter it will become the job of the Membership Chairperson to distribute the pins as the members anniversary date arrives.
- 13-08B that all SCA members who have ever been a member, and because of life-events had to drop out and have since rejoined, be grandfathered in so they can receive their pin for years of membership. Only the years they were actually members will count. For instance if they joined in 1990, dropped out in 2000 and rejoined in 2005, they would be eligible to receive a 15 year pin and be credited with 18 years' service instead of 23.
- 14-03B that the Membership Roster be changed to a format that is the same size as the Illustrated Guide to the Standard, to be printed on 11"x17" paper, folded in half to make a booklet and stapled in the middle at the fold. The official SCA logo with current year to be on the front cover and the cover is to change color each year. The current Board members' names on page 1, committee members on page 2, page 3 will begin the roster with member name, address, telephone number if available,

email address if available, kennel name if available and the year the member joined SCA. Any blank pages will be filled utilizing Schipperke clip art. The Corresponding Secretary will be responsible for the content and distribution of the Membership Directory.

Chairperson - Qualifications

The appointed Chairperson must be organized. He or she must be willing to have their name, mailing address, and phone number on the SCA website, in the SCA Bulletin and SCA Newsletter.

Job Description

The Membership Chairperson shall be responsible for maintaining the Membership records of the Club, conducting all correspondence relating thereto, advising Recording Secretary and SCA Newsletter Editor of new applicants receive any and all complaints against new applicants. He or she shall be responsive to directives from the Board of Directors.

The position also requires the cooperation of the Board of Directors to be effective. Properly executed, the function of the Membership Chairperson can be a goodwill asset to the Club by performing “first contact” in such a manner as to convey an interest by the Club in the new member.

Within Fourteen (14) Days of Appointment

The outgoing Chairperson shall forward the committee’s materials to the incoming Chairperson. The materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery.

Duties of the Membership Chairperson

1. To process new applicants according to approved Club procedures.
2. To keep a complete set of completed application forms for the Club.
3. Periodically, these full sets/copies should be turned over to the Historian/Librarian.
4. Keep track of years of membership and mail out commemorative pins in January of each year.
5. Provide an inventory of commemorative pins to President in the annual report each March.
6. Provide Stationer with name and address of new members for their one free issue of the most current Bulletin.

Equipment Requirements

1. Access to or ownership of a copy machine.
2. Access to or ownership of a computer.

Processing Procedures

All initial requests for a membership application must be sent by the Membership Chairperson to ensure applicant being on record and to ensure they get pertinent information. The Club has specific Board-approved information and/or form letters that are used for inquiries and applicants which expedite the membership application process.

It is strongly suggested that the Membership Chairperson maintain a checklist charting the progress of each application when the request for membership is received (see Appendix).

Requests for applications come from phone calls, through the mail, email or personal contact. When a request is received, the Chairperson should mail a copy of the application to the prospective member (which includes the letter outlining requirements for submitting their application, including applicable fee; Code of Ethics; Breeder's Code of Ethics; two Sponsor letter forms and Introduction letter form) or suggest they download the same from the SCA website.

Upon receipt of completed application, enter the date received on the application. Then check to make sure the following items have been enclosed:

1. Two (2) sponsors from separate households who have known the applicant(s) for at least a year;
2. Signature of applicant(s) and date submitted;
3. A check or money order in the amount of the application processing fee only. This amount is currently \$20.00. This check must not contain any other money, such as Bulletin Subscriptions, Club dues, etc.;
4. The signed and dated copy of the Code of Ethics;
5. The signed and dated copy of the Breeder's Code of Ethics (optional);
6. Two sponsor letters recommending applicant(s) for membership, if a household membership, sponsor letters must have names of both applicants on them;
7. Introduction letter

If additional information is required, contact applicant by mail, email or by phone and explain what is needed. If the check or money order is for the wrong amount, return it and explain what is required.

When all information is received:

1. Send check to Treasurer.
2. Applicants for membership shall be published on the SCA website with city and state of residence and names of sponsors. If no membership objections are received within fifteen (15) days, their application will be presented to the Board for membership approval.
3. If any negative comments are received from SCA members concerning the applicant within the fifteen (15) day period following publication SCA website, date and attach to the application.

4. The Membership Chairperson should immediately begin an investigation when a complaint is received against an applicant, under no circumstances revealing the source of the complaint. If an applicant elicits derogatory information their application will not be presented to the board for a vote until the sponsors have had an opportunity to respond to this information and all relevant information can be presented to the board within 30 days.
5. Fifteen (15) days following publication on the SCA website, make fourteen (14) copies of the following documents of each applicant:
 - a. Application - front and back;
 - b. Sponsor letters (must be two);
 - c. Introduction letter;
 - d. Comments received (do not reveal source), if any; and
 - e. Do NOT forward either the copy of the Code of Ethics or the Breeder's Code of Ethics.
6. Draft a Voting Ballot (see sample in Appendix) including all applicant names to be voted upon, sponsors, and verifying they have signed the Code of Ethics and optional Breeder's Code of Ethics.
7. Mail ballot and applicant packets to each Board Member.
8. Send Quarterly Report which states the following to the SCA Newsletter Editor with a copy to the President:
 - a. Applicant name and address; and
 - b. The names of each sponsor and the state in which they live.

The Board has thirty (30) days in which to vote on the applicants by submitting their ballot to the Recording Secretary. The Recording Secretary requires nine (9) affirmative votes for each member to be approved.

The Recording Secretary advises the Board of Directors, the Membership Chairperson and the Applicant of their acceptance or denial into the Club. Any applications not approved are kept in the Membership file. Any comment letters received are kept in the Membership file and not sent to the Historian/Librarian. Any correspondence requesting information regarding membership is also kept in the Membership file.

The Membership Chairperson should immediately notify the applicant of their acceptance by mail, email or phone, letting them know that the Corresponding Secretary will be sending them a New Member packet which will include their dues statement.

Persons asking for reinstatement must go through the application process. Members sign the Code of Ethics and the Breeder's Code of Ethics with their initial application for membership. If a membership lapses or a person is removed from the Breeder's List due to suspension, they may be required to sign either document again.

Applications for Junior Membership only must be published in the SCA Newsletter and may be sponsored by their parents who must be a member in good standing. Junior members may also be included on their parents' application for membership.

Approval of Membership

When notified of an applicant's election, the Corresponding Secretary shall write a letter of welcome. The letter of welcome shall include a copy of the Dues Statement, Constitution and Bylaws booklet, Bulletin subscription information, login ID and password for the Members Only side of the SCA website, the Schipperke Standard, the Membership Roster, the Standing Rules, and such other inserts as may be from time to time directed, and shall add the newly approved name to the SCA Newsletter mailing list. The name shall be sent to the SCA Newsletter to welcome and announce as a new member.

The Membership Chairperson shall send the Medals and Awards Chairperson notification of the date each new member has been accepted into the SCA. This is required so that the Medals and Awards Chairperson can accurately calculate points for SCA Awards. (Remember - points do not count for Schipperke or Junior Handlers until AFTER they are members of the SCA.)

In accordance with Standing Rule 13-05B, the Membership Chairperson shall notify the Stationer of the names and addresses of new members so they may be sent their free copy of the Bulletin if they are not already a subscriber.

Membership Roster

With the exception of the mandatory submission to AKC, the Membership Roster shall be sent to members only.

The Membership Roster may be sent as a separate mailing or included with the Corresponding Secretary's annual all-member mailing or with the SCA Newsletter.

Year-End Duties

Membership Chairperson shall compile a year-end summary for the SCA Newsletter and the President. It shall list the number of current Regular members, applications received and processed, whether they were accepted or refused, the total number of Junior members and honorary members. These figures should be accompanied by a comparison on each figure from the preceding year.

Original application forms with all attachments is mailed to the Historian/Librarian.

The Membership Chairperson should periodically run a brief outline of the Membership application/renewal process in the SCA Newsletter. **It should emphasize that application blanks are only obtained directly from the Membership Chairperson or the SCA Website.** The Membership Chairperson's name and address shall be printed in a consistent place in each month's SCA Newsletter.

Member's address changes as reported to the Membership Chairperson will be put in the SCA Newsletter for the purpose of keeping the membership updated.

Expenses

The Chairperson has access to a \$300.00 petty cash advance and may request reimbursement of expenses for postage, telephone calls, printing, and other related costs by forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee, and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses of \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. If expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim. Note: When expenses are allowed to build, this affects the Treasury funds.

NATIONAL SPECIALTY COORDINATOR

Standing Rules Relating to the National Specialty Chairman

- 77-04M Offers to host the National Specialty be solicited from both specialty clubs and unofficial hosting groups on an open basis each year for the specialty two years hence. Such offers to be presented to the general membership at the annual meeting in time for a decision on the show two years hence. Further, that the specialty may not be sited in the same general geographic region within three years.
- 79-02M Combined specialty shows - conformation and obedience - to be established.
- 81-04M The National Specialty financial report is to be sent to the membership as quickly as possible.
- 82-01B The First vice-president is no longer the National Specialty Coordinator, thus canceling the 1977 standing rule. **RESCINDED May 2009.**
- 82-03B Qualifying ribbons are to be awarded at National Specialties to obedience dogs who qualify but do not place in their classes.
- 82-04B All judges for National Specialties are to have their banquet tickets paid for by the host club.
- 82-05B All National Specialties shall be held the day following the specialty of the host club.
- 83-07B Every year at the annual National Specialty, beginning with 1984, awards are to be given for winners of the Bred By Exhibitor Dog and Bitch classes in memory of Roy Henre.
- 84-01M The compilation of the judge's list was discontinued. The local host club will decide upon judges and all other aspects of the National Specialty, beginning in 1986. **Action: AMENDED by 2000 Standing Rules.** See minutes of 2000 annual meeting.
- 84-02M SCA will advance \$1,000.00 (one thousand dollars) to the host club, upon its request, to enable the payment of bills as they are presented to the club.
- 90-02B The SCA Board shall approve the date and location of the National Specialty at least two years in advance of the date to facilitate having the desired judges and time enough for host to make accommodation to enhance this special event for the SCA.
- 90-05M There will be Select designated at National Specialties in addition to BOB and BOS. Number of select determined by the Board.
- 90-06B The number of Select is designated as five.
- 92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession

of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.

- 93-11B SCA Rescue shall be allocated a booth at each SCA national for the purpose of fund raising and education. This booth is to be comparable in size and location to the Stationer and Historian booths. **AMENDED October 2006 to read;** "The SCA Rescue & Health Foundation shall be allocated a booth at each SCA national for the purpose of fund raising for rescue, health and education. This booth is to be comparable in size and location to the Stationer and Historian booths."
- 94-06M Commencing with the 1995 National Specialty, historian items be on display at each National Specialty. **AMENDED: specifically, the books of pictures of past specialties be on display.**
- 94-07M All winners of Best of Breed, Best of Opposite Sex, and High in Trial for all past National Specialties shall be printed in future National Specialty catalogs. This list to include Best Junior Handler.
- 94-08M If Seminars be offered at National Specialties, that at least one of those be free of charge.
- 94-13M Specialty Coordinator is to maintain list of show dates of regional specialties to avoid further conflict.
- 94-14B A page shall be provided in each National Specialty catalog commemorating deceased members. This responsibility shall rest with the National Specialty Coordinator.
- 94-15B The board continue to accept commitments 2-4 years in advance but a firm proposal, including a budget be submitted to the board for its approval not later than one year in advance.
- 95-03B The Schipperke Club of America shall hold the Futurity and the Sweepstakes with each National Specialty.
- 95-04B The SCA shall donate a page in each National Specialty catalog to be used to promote the next years specialty.
- 95-05B Any independent clubs holding their specialty in conjunction with the National Specialty shall be responsible for costs associated with their specialty.
- 97-02M When SCA Specialties are held indoors on patterned carpeting or floor; all measures should be taken to have full matting for Obedience.
- 97-03B The SCA adopt the National Specialty Guidelines presented to the board with the November, 1996 Board Mailing. Effective year 1998
- 98-01B That a disclaimer to read: "The advertising and opinions expressed in the publication are those of the authors and not necessarily those of the Schipperke Club of America or the editor of this publication" be used in our publications including the catalog at the National Specialty.
- 98-03M The SCA offer, at each National Specialty, a Parade of Rescue dogs.
- 98-04M The SCA establish a Best in Sweepstakes Challenge Trophy in the name of Dorris

Hearing.

00-01M In January each year, the secretary will send to the membership a listing of all judges eligible, at that time, to judge Schipperkes, highlighting those who have placed Schips in Group judging. Each member in good standing (dues paid, e.g.) will be requested to return that list with the names of no more than five judges checked, and those that have judged the national specialty. From these lists, a master list of all selected judges will be compiled, with the number of votes received listed by each name. These names will then be ranked in order, with the one with most votes first, second-most second and so on. From this ranked list of judges a second ballot will be prepared, listing the top ten judges (and ties). In the event that this formula yields more than fifteen names, the names tied for the last position on the list will be chosen by lottery until a maximum of fifteen (total) names are listed, the "short list". This list will be distributed to each member on arrival at the national specialty in March or April of that year. Each member in good standing in attendance will be asked to vote for one judge. Each member at the specialty will have until the morning of the annual meeting to turn in his ballot to the secretary to be tallied. The results of this balloting will be a final ranking of the "short list", from which the Specialty judge for the show two years hence will be selected. That list will be announced at the annual meeting. The host group for that specialty will be provided with this ranked "short list" and will be directed to contact, and to offer a contract to, the judges in order of their appearance on that list, provided that: a) the judge is available, b) the judge agrees not to judge Schipperke's for at least six months before the specialty, c) that the judges fee will not exceed expenses plus \$3.00 per dog and d) that the individual has not judged our national specialty within the last five years. If no judge on the list meets these three criteria, the host club will be free to pick a judge of their choice from any position on the first ranked list of judges. **AMENDED by membership 2002:** part (c) that the judge's fee will not exceed expenses plus compensation based on reasonable and customary rates. **AMENDED by membership 2004:** The phrase "highlighting those who have placed Schips in Group Judging" shall be removed. **AMENDED by membership 2006 to read:** that in September of each year the Secretary will send to the membership a list of all judges eligible at that time to judge Schipperkes. Each member in good standing (dues paid, e.g.) will be requested to return that list with the names of no more than five judged checked by November 1st. From these lists, a master list of all selected judges will be compiled, with the number of votes received listed by each name. These names will then be ranked in order, with the one with most votes first, second-most second and so on. From this ranked list of judges, a second ballot will be prepared, listing the top ten judges (and ties). In the event that this formula yields more than fifteen names, the names tied for the last position on the list will be chosen by lottery until a maximum of fifteen (total) names are listed, the "short list". This list will be distributed to each member in good standing by December 1st. This list will be arranged in alphabetical order. Each member will vote for one individual and return the ballot by mail, postmarked by January 10th. A legitimate ballot must have the name of the voting member on the outside of the envelope. The counting of these ballots will be in accordance with Robert Rules of Order. The judge receiving the majority will be contacted by the Secretary and to offer a contract to the judge receiving the majority of

voted provided that a) the judge is available, b) the judge agrees not to judge Schipperkes for at least 6 months before the specialty, c) that the judge's fee will not exceed expenses plus \$3.00 per dog and d) that the individual has not judged our National Specialty within the last five years. If no judge on the list meets these four criteria, the host club will be free to pick a judge of their choice from any position on the first ranked list of judges. **AMENDED by the membership in 2007 to read:** The Secretary will send to the membership, a list of all judges eligible at the time to judge Schipperkes along with the Annual mailing. Each member in good standing (dues paid, e.g.) will return this initial ballot with the names of no more than five judges selected by a date set by the Secretary, which would be no less than 45 days after the annual mailing. From these lists, a master list of all selected judges will be compiled, with the number of votes received listed by each name. These names will then be ranked in order, with the one with most votes first, second-most second and so on. From this ranked list of judges, a second ballot will be prepared, listing the top ten judges (and ties). In the event that this formula yields more than fifteen (total) names, the names tied for the last position on the list will be chosen by lottery until a maximum of fifteen (total) names are listed, the "short list". This list will be distributed to each member in good standing by November 1st. Each member will vote for one individual and return the secret ballot by mail, on or before by January 10th. A legitimate ballot must be returned in the envelope provided by the Secretary with his/her address on the envelope and the member's return address already affixed. The counting of these ballots will be in accordance with Robert Rules of Order. The judge receiving the majority will be contacted by the Secretary who will offer a contract to the judge receiving the majority of voted provided that a) the judge is available, b) the judge agrees not to judge Schipperkes for at least 6 months before the specialty, c) that the judge's fee will not exceed expenses plus \$3.00 per dog and d) that the individual has not judged our National Specialty within the last five years. If no judge on the list meets these four criteria, the host club will be free to pick a judge of their choice from any position on the first ranked list of judges. **AMENDED March 2008 by membership to read:** The Annual Mailing will include a list of the judges of the last four (4) National Specialties plus the name of the judge for the following year along with a ballot to choose the judge for the National for the year after that. Each member may nominate up to six (6) judges who are approved for Schipperkes and reside in the United States, Canada or Mexico. This list will be due to the Secretary on a date set by the Secretary that will be no less than 45 days after the Annual Meeting mailing. The names submitted will be ranked in order, the ones with the most votes first, second-most second, etc. From this list a second ballot will be prepared listing the top ten (10 judges and the ties. This list shall be called the "short list". The short list will be arranged in alphabetical order and each member will vote for one individual. This secret ballot will be due to the Secretary on a date set by him/her that will be less than 45 days after they have been mailed to the membership. In order for a ballot to be counted it must be returned to the Secretary in the envelope provided with his/her address on the envelope and the member's return address already affixed. Counting of these ballots will be in accordance with Robert's Rules of Order. The judge receiving the majority will be contacted by the Secretary who will offer a contract provided (a) the judge is available; (b) the judge agrees not to

judge Schipperkes for at least six months prior to the Specialty; (c) the fee will not exceed reasonable and customary fees; and (d) that the judge has not judged our National Specialty within the last five years. If no judge on the list meets the four criteria, the host club/group will be free to pick a judge of their choice from any position on the short list.

- 01-05B Revise the wording in the standing rule 93-09B to read “Any Committee Chairperson spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer.”
- 02-04B The Kleingaul Challenge Trophy (for Best of Breed at the annual National Specialty), offered by Kathy Gaul-Montgomery and Richard Montgomery, be held in possession of the SCA, i.e. Secretary or other Board designee until retired. For permanent possession the Trophy must be won three times by the same owner, not necessarily by the same dog.
- 02-05B The Rebel Player Challenge Trophy (for High in Trial at the annual National Specialty), offered by Howard & Mary Cox and Wilma Dame, be held by Wilma Dame until retired, or until such time as she no longer wishes to maintain it. Wilma will assure that each year an appropriate plaque will be added, listing the year, the winning dog, and the owner’s name. Wilma will also see that the Trophy is delivered to the show site. At such time as Wilma Dame cannot maintain the trophy as described above, the Trophy will be held in permanent possession of the SCA, i.e. Secretary or other Board designee until retired. For permanent possession the Trophy must be won three times by the same owner, not necessarily by the same dog.
- 02-08B SCA establish a fixed rotation for the SCA National Specialty, which will rotate yearly from region to region, which will encompass those regional clubs or groups within the specific designated region, therefore causing the cycle to be on a six year axis. To start this process, the rotation will begin with region 4 in 2003, and proceed to region 5, then region 3, followed by region 6, then 1, and the last being 2. This rotation shall appear at least twice yearly in the *Bulletin* as a reminder. **AMENDED by Board in 2006 to add:** In the event the scheduled region is unable or unwilling to offer a bid within the prescribed time frame, it will be offered to the next scheduled region. **RESCINDED 2008**
- 03-02B The SCA may only charge an RV parking fee to pass on a direct charge assessed by the host hotel. This shall be retroactive to the 2003 Specialty Show. The club may limit or regulate parking.
- 03-10B Every committee chairperson shall prepare and submit a quarterly report for publication in the SCA Newsletter. The report is to include a summary of committee activities as well as any income and expenses for that quarter.
- 05-08B That SCA use Rocky Mountain Ribbons and Awards as the official SCA ribbon company as they will store unused ribbons and change out center streamers for the next year, thus saving the club money.

- 06-07B That we raise the maximum cost of the year end BIS and High in Trial plaques from \$35 to \$45 and the cost of the Highest Scoring Junior Showmanship plaque from \$25 to \$35.
- 06-09B That each year the National hosting club/group be responsible for having the four banners updated and the plates from the Challenge trophies engraved with the winners from their show prior to sending them to the next years show hosting club/group. They need not keep the trophies just the blank plates.
- 06-12B That each year after the National Specialty the Show Chairman shall send a marked copy of the catalog along with the official show photos, or CD thereof, to the Historian for inclusion in the club records.
- 06-13B That John and Amy Gossman offer the Von Kay-Dante Challenge Trophy, in memory of Ray & Phyllis Kerchiel for Best of Breed at the National Specialty, beginning in 2007. For permanent possession, the trophy must be won three times by the same owner, not necessarily with the same dog. The Trophy will be held in the club's possession until retired.
- 06-19B That any negotiations or bids regarding the SCA National Specialty be reviewed by the National Specialty Coordinator prior to any contractual obligations being made. All contracts for the specialty, with the exception of the conformation judge's selection and contract, that exceed the amount of \$500.00, be approved by the National Specialty Coordinator and the SCA Board of Directors and signed by the National Specialty Coordinator. **AMENDED 7-29-2008 TO READ:** That any negotiations or bids regarding the SCA National Specialty be reviewed by the National Specialty Coordinator prior to any contractual obligations being made. All contracts for the specialty, with the exception of the conformation judge's selection and contract, that exceed the amount of \$500.00 be approved by the National Specialty Coordinator and the SCA Board of Directors and must be signed by an officer of the club.
- 06-23B That all Committee Chairpersons and/or any SCA member who shall receive any and all items of deposit, which shall include any and all Cash, Checks, Money Orders, or Cashier Checks, shall forward same to the Treasurer for processing and deposit within thirty (30) days of the date of issue or receipt thereof.
- 07-01B That we accept the challenge trophy....Sherwood and Diane Harris offer the Sheradin SPIRIT Award to the Best Veteran at the SCA National Specialty Show beginning in 2007. This trophy is a champagne bucket mounted upon a wooden base, with plaque to be engraved with the name of the winning dog, the name of the owner and the year. For permanent possession the trophy must be won three times by the same owner, not necessarily with the same dog, nor at consecutive shows. The trophy will be held by the SCA until retired.
- 07-03B That all committee chairs, officers and directors must have their phone number published on the membership list.
- 07-04B That all auctions and raffles held during the National will be limited to the SCA and the SCA Rescue & Health Foundation.

- 07-05B That host clubs shall be offered a vendor booth at the National at no fee – for host club use only.
- 08-04B The SCA shall establish the following regions, West, Central, East. Beginning in 2010, the national specialty will rotate through the regions as follows: West, Central, East, West, Central, East and so on. Each region currently has 4 active regional clubs.
- The West will consist of these states: AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, UT, WA, WY
- The Central will consist of these states: AR, IA, IL, IN, KS, LA, MI, MN, MO, ND, NE, OK, SD, TX, WI
- The East will consist of these states: AL, CT, DC, DE, FL, GA, KY, MA, MD, ME, MS, NC, NH, NJ, NY, OH, PA, RI, SC, TN, VA, VT, WV
- 08-06B It shall be mandatory for the Show Chairman of the SCA National, the SCA Treasurer and a representative from the host group or host club (preferably their Show Chairman), be present at the meeting with the host hotel after the National to settle accounts.
- 09-01B SCA will add a banner for Rally to those we currently hang during the National. Instead of listing the dog that takes top honors at the National each year (*because there is no such thing in Rally*), this banner would list the dog designated as the #1 Rally dog for each year. The new banner would list all of the #1 Rally dogs retroactive to when Rally was first held at a SCA National Specialty and if this motion passes, we have the new banner ready for the 2009 National.
- 10/04B That the SCA National Specialty Planning Guidelines be approved by the Board as a document to be updated and refined as necessary and included in the Procedures and Policy Manual and that the Guidelines be made into a 5 1/2" x 8 1/2" booklet for distribution to all future show chairpersons in a quantity to be determined by the Board.

Chairperson - Qualifications

The appointed Chairperson must be organized. He or she must be willing to have their name, mailing address, and phone number in the *SCA Bulletin* and/or *SCA Newsletter*.

Within Fourteen (14) Days of Appointment

The outgoing Chairperson shall forward the committee's materials to the incoming Chairperson. The materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery.

Recommendations, Policies and Rules For The Hosting Club

The Schipperke Club of America (SCA) National Specialty Show is the premier event of the SCA. It is the annual gathering of Schipperke fanciers nationwide for the purpose of educational, social, and competitive dog activities. The centerpiece is the Conformation Show, Obedience and Rally trials, which, because it is held in conjunction with the Annual Meeting, must be scheduled in March, April or May of every year.

The SCA National Specialty Show is an activity of the SCA and is conducted under American Kennel Club (AKC) rules by the SCA as a member club of the AKC. This means that formal correspondence requesting the show will be submitted over the signature of an officer of the SCA--usually the Secretary--and the SCA is ultimately responsible to the AKC for the proper conduct of the event.

Notwithstanding this responsibility, the SCA usually will delegate the responsibility for the planning and conduct of the National Specialty to a designated host. For purposes of this document, the “host” may be an AKC sanctioned Regional Specialty Club, or it may be a group of Schipperke fanciers. If a group of fanciers, there should be a nucleus group of at least ten persons identified as participating in the offer to host the specialty. Of these ten persons, at least half should be members of the SCA, and all should be located in the same general geographic area.

The SCA will select Specialty Hosts from among those submitting a “bid” to plan and conduct National Specialty shows at least two years before the event. That is, in 1997, the SCA should choose the host for the 1999 National Specialty.

Beginning in 2010, the National Specialty will rotate through the regions as follows: West, Central, East, West, Central, East and so on. Each region currently has 4 active regional clubs.

The West will consist of these states: AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, UT, WA, WY

The Central will consist of these states: AR, IA, IL, IN, KS, LA, MI, MN, MO, ND, NE, OK, SD, TX, WI,

The East will consist of these states: AL, CT, DC, DE, FL, GA, KY, MA, MD, ME, MS, NC, NH, NJ, NY, OH, PA, RI, SC, TN, VA, VT, WV

MAKING A BID

In order to conduct the Specialty in different parts of the country, a rotation schedule, as listed above, was implemented. The corresponding Regional Clubs of each region are given first consideration regarding bids to host the National Specialty. Every effort should be made by the National Specialty Chair to ascertain, in advance of the two year submission date, whether or not a Regional Club intends to submit a bid to host. If the Regional Club declines to host, a group of fanciers within the designated region will have the opportunity to submit a bid. All bids to host a National Specialty should be submitted for approval at least two years in advance.

In preparing a bid, the most important factors are the site, available manpower, and the date. The following items should be included in the bid:

Proposed date - within the March/April/May time frame. The hotel is generally booked from Sunday to Sunday. Generally, show set-up and the first Board meeting are scheduled for Monday with the Regional Specialty on Tuesday followed by the National itself on Wednesday through Saturday. Check the dates of any Regional Club Specialties being held in these months and schedule so as not to conflict with a Specialty. Regional Clubs are encouraged to hold their Specialties in conjunction with the National. Consideration must be given to the AKC rule that a Regional Specialty show must be held within a 300 mile radius of the Region.

Show site - include if possible, a diagramed drawing and written description outlining the hotel and event space available. Include local accommodations, specific distance to show grounds if separate from host hotel, and rules regarding dogs in rooms.

1. Indications of key personnel willing to work on the show. The name of the Show Chairman. This person must be an SCA member.
2. Special attractions or points of interest which your area has to offer.
3. Access to transportation including freeways and airlines which serve your area.
4. Recreational vehicle facilities at show site or near-by.

Generally, bids will be considered at the Board meeting held in conjunction with the Annual National Specialty.

SHOW SITE(S)

Start your search for a show site early so as to allow for plenty of negotiation time. It is best to line up two to three sites for comparison and to ensure the best “deal” for the club. The American Kennel Club website offers a link to the Parent Club Specialty Site Locator. It can be found under the Clubs section titled Club services. You can search by state for Specialty sites used by other parent clubs in the recent past.

A satisfactory show site and headquarters are important to the enjoyment of the visiting exhibitor as well as the smooth conduct of the show. The ideal situation would be to have all activities conducted at one location known as a composite site. The proposed site should be either (1) a composite site, in which a single hotel or inn is able to provide accommodations for the show events, meetings, banquet, and rooms for all or most out of town guests, or (2) separate sites, in which the show facility is separate from the headquarters hotel and the meeting and banquet facilities. If separate sites are selected, distance and transportation factors must be addressed.

If possible, the headquarters hotel should be low-rise, with a commitment to provide mostly ground floor rooms to SCA members.

The proposed site should be located no more than one hour by road from a major airport (one served by at least two major airlines).

A guaranteed room rate which is at least as low as the best commercial rate offered, with no restrictions on sharing the room with other adults, and no restrictions (except for refundable damage deposits) on accommodating well-behaved and crated dogs.

A description of the facilities offered for show ring, grooming, sales, meetings, and banquet should be included. Show room size should be large enough to contain the ring and adequate seating for spectators.

Your initial contact with the management of a site you are considering should be made only after careful examination of what you want and what you have to offer. Usually free space or various reduced package deals are available. Not only can the rooms for various functions be negotiated for, but the price for sleeping room rates for attendees should be considered as well. The hotel management will want to know how many room nights the SCA is willing to commit too. The ideal is to have the room nights be counted on a cumulative basis throughout the week. In general, 300 minimum cumulative room nights is acceptable. The commitment may be slightly more or less depending on the region and the estimated number of attendees for the National.

Many hotels will waive additional fees for the ballroom, meeting rooms, etc... if the minimum cumulative room nights is met by the club. This is an ideal situation as it saves the club money and helps ensure a profitable National.

SHOW SITE EVENT SPACE

Conformation: The ring size is dictated by the size of the largest class. This is generally the Best of Breed competition. It is recommended that the show room be a minimum of 5000 square feet with a minimum ring size of 50 x 70. This allows room for the show ring as well as adequate spectator space to accommodate seating. Bear in mind that this is a minimum and that this is a case where more would be better. If it is desired to have space for merchandise sales, etc.. in the show room, additional square feet of space is a must. Avoid ballrooms that contain columns or pillars in their center if possible. If the show room is carpeted, the club will lay Poly-Tak plastic to protect carpeting. It is recommended that the show ring be matted.

Obedience: As per the AKC regulations, if this takes place indoors the ring should be rectangular and should be 40 feet wide by 50 feet long. In no case shall the ring for utility be less than 35 x 50 feet. The floor shall have surface or covering that provides firm footing, using non-slip material at least 4 feet wide for takeoffs and landings of all jumps, unless the judge feels the surface does not require it. At an outdoor show, rings shall be 40 x 50. Obedience classes are judged in the following order: Utility, Open and Novice, with all non-regular classes following Novice. At an indoor show where limited space does not permit the exclusive use of any ring for obedience and the ring has previously been used for breed judging, it must be thoroughly cleaned before the obedience judging starts.

Note: The SCA membership passed a standing rule which states, "When SCA Specialties are held indoors on patterned carpeting or floor, all measures should be taken to have full matting for Obedience."

Rally: As per AKC regulations, the ring must be 40 x 50 feet to 50 x 60 feet or any combination of sizes in between. The floor covering or ground surface must be the same as would be suitable for traditional AKC Obedience trials.

Agility (Optional): As per the AKC regulations, the minimum useable course area must be 5000 square feet for Novice, 6500 square feet for Open, and 8000 square feet for Excellent. While the previous square footage areas are the minimum sizes, a 100 foot x 120 foot ring is ideal for agility. Winged jumps and 12-foot plank Dog Walks will necessitate larger areas than the minimum recommendations. The course area should be moderately level and clear and a minimum of 60 feet wide. Judges have the option to request a change of venue or to cancel the event if conditions pose a hazard or danger and cannot be modified or corrected. The course must be set up on non-slip surfaces, whether indoors or outdoors (packed dirt, grass, carpeting and padded matting are acceptable surfaces. If a course is run on concrete, the area must be fully matted or padded.

Hospitality Room: This room is made available for people to meet and gather as well as releasing any information necessary. A double hotel room or meeting room will fit the bill. Hotels usually give you one free room for every 50 rooms rented, so this may be free. When negotiating with the hotel management regarding the hospitality room, request that the room be located in a part of the hotel that would allow for food to be brought in from off site.

Board Room: The Board of the Schipperke Club of America generally holds its first big meeting on the day preceding the start of judging. Often times, this is on a Monday. The Board will meet many times during the week and often at random so a room should be available for this purpose.

Meeting Room/Seminar Room: This room will be needed for the annual meeting as well as any seminars that are scheduled. It should be able to seat a minimum of 125 people. It would be preferable that it seat 150 so as to ensure sufficient space.

Grooming Area: The grooming area should always be located as close to the show room as possible. If the room is carpeted, the club will lay Poly-Tak plastic to protect carpeting. It is recommended that the grooming area be a minimum of 1800 square feet. Depending on the region, bathing the dogs outside may not be a suitable option. Request an indoor bathing area when negotiating with the hotel management.

Banquet: The banquet is also known as the Awards Dinner and is held on the last evening of the National Specialty week. This generally falls on Saturday evening. The banquet is often held in the same ballroom as the show, but can be booked in a separate ballroom if available without additional cost to the club. The banquet room should be large enough to accommodate a minimum of 125 people when set up in banquet style using tables of 10 (seating 10 each). It would be preferable that the banquet room accommodate 150 people. It is common practice to have a set of long tables set up at the front of the room for the SCA officers and judges. A podium and microphone will be required for this event.

Auction: The SCA Auction is held at the banquet immediately following the Awards presentation. Silent Auctions may also be held during the week.

Exercise Areas: It should be discussed with the hotel management what areas will be designated for setting up x-pens for the dogs. The ideal would be to set up in grassy areas.

RV Parking: Consideration must be made for parking of recreational vehicles either at the show site or a local campsite. Check if the hotel will allow non-paying guests to stay in campers; they generally will for a fee. No RV parking fees may be charged unless it is done by the hotel. If outside doors to hotel are automatically locked, obtain “keys” for people in RVs so they have access.

Storage: Have a place to store trophies and other precious items. This room must possess a door that locks to ensure the safety of the items stored.

Once again, determine your needs and then negotiate for a package. If guarantees are required, this is one place to be CONSERVATIVE. You are generally required to pay for what you guarantee. Once you ascertain that the hotel possesses enough event space of sufficient size to hold the anticipated entry, then guarantee the smallest number of sleeping rooms necessary to reserve that space.

SELECTION OF JUDGES

Judges will be selected for the national specialty conformation event as described by the policy and operational rule voted on by the Membership in the year of 2008. The host club or group will select the dates and location. In making its selection, the SCA judge’s selection committee will be guided by current SCA policy.

Judges for obedience, rally, sweepstakes, futurity, agility, and any other special judging events will be selected by the host club or group. The SCA will pay for one room night for the Sweepstakes, Futurity, Obedience, Rally and Agility judges. The SCA pays for the hotel room utilized by the conformation judge for the duration of the judging assignment. The SCA pays for the banquet meal of each judge who chooses to stay and attend the banquet. The conformation judge is encouraged to stay for the banquet and offer an overview of the judging.

Be sure to get signed contracts for EVERY judge along with the fee agreement for each. The SCA Recording Secretary, Treasurer, and National Specialty Chair will need a copy of each contract in order to verify payment.

Note: A paid hotel room for one night along with a paid banquet dinner is the clubs standard “fee” for the Sweeps and Futurity judges.

REQUIRED EVENTS

In submitting a bid, the host will provide a tentative schedule which will allow for:

- A judge’s education seminar
- A parade of Rescue dogs
- An annual meeting with space for a minimum of 125 persons; space for 150 preferred
- An educational seminar (free to all attendees)
- Annual awards dinner for a minimum of 125 persons; space for 150 preferred
- At least two meetings of the board of directors
- Conformation judging
- Futurity judging for puppies
- Junior Showmanship competition
- Obedience judging
- Sweepstakes judging for puppies and veterans

OPTIONAL EVENTS

In addition to providing time and space for the foregoing activities, a host may wish to propose additional social and educational events. These might include, for example:

- Paid-admittance seminars
- Agility events
- Dog demonstration events
- Parade of Titleholders
- Top Twenty
- Other social events

MANPOWER AND DUTIES

As with any dog show, willing and interested workers are the most essential ingredient. At the outset, the host club/group must determine whether they have an SCA member who knows the ins and outs of producing a successful show, and who would be willing to accept the job of Show Chairman. A checklist is provided in the back of this document which will remind you of most of the many large and small items which must be properly cared for or delegated. Such a check list is a great help as it is very easy to overlook things which cause the show to be less than it might have been.

Secondly, the club/group must be able to muster a sufficient number of willing workers to chair the various committees or fill the individual positions described. Where possible, SCA members should be placed in key positions.

Agility Chairperson: Is in charge of securing Agility judges, site setup, obtaining equipment as well as Agility Stewards, etc. This person should be knowledgeable in this area of dog shows and must be a member of the club.

Auctions: Responsible for soliciting auction items from the membership and other sources, cataloging the auction items, and overseeing the auction itself.

Banquet: Responsible for planning and hosting the Awards Dinner at the National Specialty. This event must be planned well in advance as all prices and information should be included in the pre-show publicity as well as the Premium List.

Catalog Ads/Advertising: Responsible for soliciting ads for the show catalog.

Chief Ring Steward: Is responsible for maintaining order in the conformation ring, keeping ribbons/trophy placements in order, refreshments at judging table, clean-up crews, escorting judges to and from show ring, photographers, etc...

Futurity: This is the responsibility of the SCA Futurity Chair.

Grounds and Equipment: Responsible for laying protective plastic on carpeted areas of the show and grooming space. Ensures proper set-up and tear down of show rings. Responsible for maintaining the outside grounds, trash and waste pick-up, etc...

Hospitality Chairperson: Hospitality begins with the first arrival. This position can take many different directions, as this is where the personality and imagination of your club can show off. The person in charge should have all the details of the show, facilities, highways, all committee heads, etc... The hospitality Chair is responsible for putting together hospitality bags which are handed out to every attendee. The bags should include show schedule, hotel layout, list of area attractions, and donated doggie items, etc... Hospitality is one area that all club members can, and should, be involved. They should be constantly on the look out for ways they can help out-of-town exhibitors whenever needed. The hospitality room should open early enough in the morning to serve coffee, bagels, muffins, etc... to exhibitors. Time is short in the mornings and the hospitality room can help exhibitors get a jump start on the day's activities. The hospitality room should be available for people to congregate and visit. This room can also be used for planned activities if your club is so inclined.

Hotel Liaison: This should be an especially diplomatic person to take on the task of liaison with the hotel management and staff. They should maintain daily contact with housekeeping to head off any potential problems. It is suggested that the hotel people contact this person if there are any problems rather than contacting the problem individual.

Marked Catalogs: Responsible for compiling a list of all placements to create a marked catalog and is responsible for the sale of the marked catalog.

Obedience Chairperson: Is in charge of securing Obedience judges, ring setup, obtaining equipment as well as Obedience Stewards, etc... This person should be knowledgeable in this area of dog shows.

Parades: Responsible for coordinating the Parade of Castaways and the Parade of Titleholders and supplying a list of participants to the person responsible for the ribbons.

Raffles: Responsible for advertising and sale of raffle tickets for designated items at the National Specialty.

Rally Chairperson: Is in charge of securing Rally judges, ring setup, obtaining equipment as well as Rally Stewards, etc. This person should be knowledgeable in this area of dog shows.

Ribbons: This person is responsible for obtaining all ribbons for the National Specialty.

RV Chairperson: In charge of laying out designated area for campers, collecting rent for RV spaces (if required by the hotel), and making sure the area is kept clean.

Seminars: If educational seminars are offered at the National Specialty at least one is required to be a free seminar. The chairperson is responsible for coordinating these seminars as well as any optional seminars the host club/group undertakes.

Show Chairperson: Must be an SCA member, familiar with the conduct of dog shows. This individual is to be selected by the host club/group, but is subject to the approval of the SCA Board. He or she must be familiar with the conduct of dog shows and have the time, and willingness to give that time, to the Specialty. This person coordinates the activities of all committees and acts as liaison between the host club and the SCA via the National Specialty Chair. This person is responsible for the overall planning, physical preparation, the actual production of the show, and any other functions of the Specialty. The Show Chairman is responsible for completing the show application for submission and approval to AKC. The application must have the signature of an SCA officer. A copy of a marked catalog and the show report should also be sent to the National Specialty Coordinator.

Specialty Merchandise/Sales: Responsible for obtaining, advertising, and selling all National Specialty merchandise. This person should be highly organized and detail oriented.

Top Twenty: See board approved guidelines at end of this document.

Trophy Chairperson: Reviews all classes to be offered and establishes a trophy budget; monitors progress of the ribbons, selects and purchases all trophies, secures cards for SCA medallions from Medals & Awards Chairman, submits list of all trophies offered to the Show Chairman for submission to the Show Secretary/Superintendent as part of the Premium List. Delivers, sorts, tags, and displays trophies on trophy table. Must be familiar with challenge trophies and provides the “take home” prizes in place of the challenge trophies.

Trophy Pledges: Secures donors for trophies and trophy fund. Submits donor’s list for the catalog.

Vendors: Responsible for sale of vendor space as well as set up of vendor space.

Videos: Responsible for live video coverage of all events held at the National Specialty. Also responsible for video sales.

Ways and Means: This is generally the SCA Ways and Means Chair. This person is responsible for any and all fund raising events.

Website: Responsible for creating and maintaining the official SCA National Specialty website.

SHOW OPERATIONS

Generally, the club selected to act as host has extensive experience in running their own specialty shows so that this section will only cover general topics. It is suggested, however, that the check list included on the last pages of this manual be utilized.

It is the responsibility of the host club/group to choose a Show Superintendent. A good Show Superintendent is worth their weight in gold so choose wisely. Review the contract carefully as to what the Superintendent is responsible for regarding the event.

The Host Club/Group sets the **entry fees** for the National Specialty. It must be stated that Non-Regular classes are reduced to the additional entry fee cost; this includes Bred-By, Puppy, Veterans, Sweepstakes, Stud Dog, Brood Bitch, Brace and Team. The exception would be the Futurity classes and the Parades. Prices for these are generally lower and are basically meant to cover the cost of the ribbons.

For trophy donations, pre-publicity show information, and Premium Lists, mailing lists/labels may be obtained from the SCA Secretary.

The Premium List should go out as early as possible. It should include all information regarding headquarters, the show site, rules applying to dogs in rooms, campgrounds, rules regarding RV's and RV information, banquet information, significant show times, seminar information, raffle information, etc... Include names and contact information for key personnel prepared to respond to questions.

Special seating should be arranged at ringside for judges and prospective judges. Space should also be provided for the photographer and for the videographer.

It is very important to coordinate with the Awards Chairperson to make certain the awards have been listed in the Premium List. Special Awards which are not listed in the Premium List cannot be awarded in the ring pursuant to AKC regulations. Generally the Special awards are handed out at the Awards Ceremony.

Have someone take absentee numbers around for spectators to see or have them announced. Announce the armband numbers of the placements after each class. Provide a poster board at the obedience/rally ring so exhibitors can check in and watch for their turn. Provide a board for placings (both obedience/rally and conformation) to be displayed for each class.

Provide plastic to all attendees that will have dogs crated in their room. Placing plastic beneath the crates will help prevent damage to the hotel's carpet.

Good show sites are becoming more difficult to find each year. Remember that your show site is being used as an example for future years and for other clubs. Have announcements to the exhibitors requesting their help. Be certain to have many available trash barrels and a good supply of trash bags. Have pooper-scoopers in as many locations as possible; baggies and paper towels for small clean-ups. Make sure the exhibitors know where extra supplies are kept. Arrange for a place to dump trash and trash pick-ups after the show.

NOTE: Remind exhibitors that there are consequences for poor treatment of hotel property! In 1992, the SCA Board passed a standing rule which states "At a National Specialty where a specific hotel is involved, those members who violate hotel or SCA recommendations of proper treatment of rooms will, after inspection of two SCA Board members and hotel's staff, be

responsible for financial reimbursement to the hotel and may incur up to a six (6) month suspension from the SCA.

TROPHIES

Trophies will be selected by the host giving group or club. Solicitation for sponsorship is the responsibility of the selected Trophy Chairman. The amount of the solicitation should reflect as closely as possible to the combined price of trophy and ribbon for each placement. **NOTE** - all trophies not awarded are the property of the Schipperke Club of America and should be passed on to the next host Club or group to utilize, if appropriate, as trophies for the next National.

CHALLENGE TROPHIES

For permanent possession, the following trophies must be won three times by the same owner, not necessarily with the same dog or at consecutive shows. Trophy to be held by the SCA; i.e. Secretary or other Board designee until retired. A plaque will be added each year listing the name of the winning dog, the year and the owner's name. A suitably engraved plaque commemorating the win will be awarded to the winner.

Best in Sweepstakes - The Dorris Hearing Memorial Challenge Trophy, offered by the Schipperke Club of America, in honor of the lifetime contributions to the Schipperke fancy by Dorris Hearing, offer a Sterling Silver Bowl on a Cherry wood Base.

Best of Breed - The Kleingaul Challenge Trophy - Kathy Gaul-Montgomery & Richard Montgomery offer through the SCA, a Silver Vase mounted on a Walnut Wooden Base.

Best of Opposite Sex To Best Of Breed - The Kleingaul-Freewood Challenge Trophy, Kleingaul-Freewood Schipperkes offer through the Schipperke Club of America. In memory of CH Kleingaul's BJ's Schip in Hand, a seven inch Sterling Silver Bowl on a Wooden Base.

Best of Winners - The DeLamer Challenge Trophy. Krista Nuovo offers through the Schipperke Club of America, open to all exhibitors, the DeLamer Challenge Trophy in memory of Ann K. Smith, Knotty Knoll Kennels, for Best of Winners at the SCA National Specialty beginning in 2010. This trophy is a Silver-Plated Bowl on a wooden base with a plaque to be engraved with the name of the winning dog, the name of the owner and the year won.

Best Bred By Exhibitor – The T. Hall Keyes III Challenge Trophy. Barbara & Bill Murray offer through the Schipperke Club of America, open to all exhibitors, the T. Hall Keyes III Challenge Trophy for Best Bred By Exhibitor at the SCA National Specialty beginning in 2010. This trophy is a Silver-Plated Bowl on a wooden base with a plaque to be engraved with the name of the winning dog, the name of the owner and the year won.

Best In Veteran Classes - The Sheradin SPIRIT Award offered by Sherwood and Diane Harris to the Best Veteran at the SCA National Specialty Show beginning in 2007. This trophy is a champagne bucket mounted upon a wooden base, with plaque to be engraved with the name of the winning dog, the name of the owner and the year.

Highest Scoring Dog In The Regular Obedience Classes - The Rebel Player Challenge Trophy, in honor of CH Wil-Cle's Rebel Player CDX, NA, offered by Mary & Howard Cox & Wilma Dame through the SCA, a Revere Silverplate Loving Cup set on a Walnut Wood Base.

CONFORMATION TROPHIES

Open to Schipperke Club of America Members Only:

Best of Breed - CH Maroufke of Kelso Memorial Sterling Silver Medallion offered by the Schipperke Club of America.

Best of Opposite Sex to Best of Breed - CH Maroufke of Kelso Memorial Gold Plated Medallion offered by the Schipperke Club of America.

Winners Dog - CH Maroufke of Kelso Memorial Bronze Medallion offered by The Schipperke Club of America.

Winners Bitch - CH Maroufke of Kelso Memorial Bronze Medallion offered by The Schipperke Club of America.

Highest Scoring Dog in the Obedience Regular Classes - CH Maroufke of Kelso Memorial Sterling Silver Medallion offered by The Schipperke Club of America.

RIBBON PRIZES

REGULAR CLASSES

First Place.....	Blue Rosette
Second Place	Red Rosette
Third Place	Yellow Rosette
Fourth Place	White Rosette
Winners	Purple Rosette
Reserve Winners	Purple/White Rosette
Best of Winners.....	Blue/White Rosette
Best of Breed.....	Purple/Gold Rosette
Best of Opposite Sex.....	Red/ White Rosette
Awards of Merit (Five offered).....	Red/Black/Yellow
Judge's Select Award.....	Light Blue/White
Highest Scoring Dog in Regular Obedience Classes	Blue/Gold Rosette
Highest Combined Score in Open and Utility Classes	Blue/ Green Rosette
Completion of Obedience/Rally/Agility Title	Special Rosette
Qualifying Score in Regular Obedience/Rally/Agility Classes	Dark Green Rosette
Best Junior Handler.....	Rose/ Green Rosette
Breeder of Best of Breed.....	Dark Green Rosette
Best Veteran.....	Dark Green Rosette
Best Puppy In Regular Classes	Dark Green Rosette
Best Bred By Exhibitor in Regular Classes	Dark Green Rosette

NON-REGULAR CLASSES

First Place.....	Rose Rosette
Second Place	Brown Rosette
Third Place	Lt. Green Rosette

Fourth Place	Gray Rosette
Best in Sweepstakes	Pink/Green Rosette
Best of Opposite Sex in Sweepstakes	Lavender Rosette
Best Veteran in Sweeps	Pink/Green Rosette
Best of Opposite Sex In Veteran Sweepstakes	Lavender Rosette
Best in Futurity	Pink/Green Rosette
Best of Opposite Sex in Futurity.....	Lavender Rosette
Parade of Titleholders	Red/White/Blue Rosette
Parade of Veterans	Red/White/Blue Rosette
Parade of Rescue Dogs	Red/White/Blue Rosette

SWEEPSTAKES MONEY PRIZES

35% of total Sweepstakes fees will be retained by SCA for expenses

Best in Sweepstakes	10%
Best of Opposite Sex To Best In Sweeps.....	5%
First Prize in Each Class	40% of entry fee left for that class
Second Prize in Each Class.....	30% of entry fee left for that class
Third Prize in Each Class.....	20% of entry fee left for that class
Fourth Prize in Each Class.....	10% of entry fee left for that class

Undistributed funds revert to the Club. All Cash prizes rounded to the nearest dollar amount. The six class winners will compete for Best in Sweepstakes & Best of Opposite Sex in Sweepstakes.

FUTURITY MONEY PRIZES

All monies from nominations and entry fees (less 35% withheld for SCA for expenses) will be divided as follows:

Best in Futurity	15%
Best of Opposite Sex in Futurity.....	5%
Breeder of Best in Futurity	15%
Owner of Sire of Best in Futurity	5%
Allocated to Classes.....	60%

Class monies will be divided as follows: First 40%, Second 30%, Third 20%, Fourth 10%

CLASSES

REGULAR CLASSES

Puppy dog/bitch 6 months & under 9 months
Puppy dog/bitch 9 months & under 12 months
Dog/bitch 12 months & under 18 months
Novice Dog/Bitch
Amateur Owner Handler
Bred-By-Exhibitor Dog/Bitch
American Bred Dog/Bitch
Open Dog/Bitch
Winners Dog/Bitch

Best of Breed

NON-REGULAR CLASSES

Veteran Dog/Bitch 8 years & under 10 years.
Veteran Dog/Bitch 10 years & under 12 years.
Veteran Dog/Bitch 12 years & over
Best Veteran
Best Puppy in Regular Classes
Best Bred-By
Stud Dog/Brood Bitch
Brace
Team
Parade of Titleholders
Parade of Castaways

SWEEPSTAKES CLASSES

Puppy Dogs, 6 months & under 9 months
Puppy Dogs, 9 months & under 12 months
Dogs, 12 months & under 18 months
Puppy Bitches, 6 months & under 9 months
Puppy Bitches, 9 months & under 12 months
Bitches, 12 months & under 18 months

The six class winners will compete for Best in Sweepstakes and Best of Opposite Sex in Sweepstakes.

VETERAN SWEEPSTAKES CLASSES

Veteran Dog, 8 years and under 10 years
Veteran Dog, 10 years and under 12 years
Veteran Dog, 12 years and older
Veteran Bitches, 8 years and under 10 years
Veteran Bitches, 10 years and under 12 years
Veteran Bitches, 12 years and older

The six class winners will compete for Best in Veteran Sweepstakes & Best of Opposite Sex in Veteran Sweepstakes.

FUTURITY STAKES

Puppy Dogs, 6 months & under 9 months
Puppy Dogs, 9 months & under 12 months
Dogs, 12 months & under 18 months
Puppy Bitches, 6 months & under 9 months
Puppy Bitches, 9 months & under 12 months
Bitches, 12 months & under 18 months

The six class winners will compete for Best in Futurity and Best of Opposite Sex in Futurity.

JUNIOR SHOWMANSHIP

Novice Junior

Novice Intermediate
Novice Senior
Open Junior
Open Intermediate
Open Senior
Best Junior

OBEDIENCE CLASSES

Novice A & B
Open A & B
Utility A & B
Graduate Novice
Versatility
Veteran
Brace
Team
Highest Scoring Dog in Regular Classes
Highest Scoring Dog in Open B & Utility

RALLY CLASSES

Novice A & B
Advanced A & B
Excellent A & B

AGILITY TRIAL (OPTIONAL)

Standard Agility Classes
Novice A & B
Open
Excellent A & B
Novice A & B Jumper with Weaves
Open Jumper with Weaves
Excellent A & B Jumper with Weaves
Preferred Agility Classes
Novice
Open
Excellent A & B
Novice Jumper with Weaves
Open Jumper with Weaves
Excellent A & B Jumper with Weaves

CONCLUSION OF SPECIALTY

The Show Chairman **MUST** forward a list of the winners of the Challenge Trophies, including name and address, to the Medals and Awards Chairperson. This information is necessary for the Medals and Awards Chairperson to retrieve the trophies for the next National Specialty.

The National Banners are to be shipped to the Show Chairman of the following year's National as soon as possible. They will then be updated and properly stored until the next National where they will once again be displayed.

The Challenge Trophies are to be carefully packed up and placed in the hands of a Board designated SCA member who will ensure that they are updated, properly stored and delivered to the show site of the following year's National.

TOP TWENTY EVENT GUIDELINES

PROCEDURES

This event provides special recognition to those Schipperkes with the most outstanding records in the conformation ring during the previous calendar year, together with their breeders, handlers, and owners.

The event offers all who attend a chance to view, in one location, one at a time, the very best Schipperkes in the country, based upon their competitive standings for the previous year.

Using the scale of points, as approved by the SCA Board, each dog is evaluated according to how closely it conforms to the breed standard. This procedure is not available at any AKC show and allows the spectators an opportunity to evaluate the dogs, scoring them at the same time they are being judged.

ELIGIBILITY AND INVITATIONS – MANDATORY

1. Any champion Schipperke ranked in the Top Twenty dogs and bitches based on Breed Points and the Top Twenty dogs and bitches based on All Breed points during the previous calendar year (January 1 through December 31) will be invited to compete as determined by AKC year-end statistics.
2. To compete in this event, all owners, co-owners, and handlers must be in good standing with the AKC at the time the invitations are extended, and at the time of the event. Membership in Schipperke Club of America is not required.
3. Spayed bitches or neutered dogs that have been named among the final Top Twenty Schipperkes may compete in this event.
4. Previous winners of the Top Twenty Event are not eligible to compete in the current year's Top Twenty. Each year, previous Top Twenty winners will be invited to exhibit in the Showcase of Previous Winners (with their music) either just before actual judging, or just before the winner is announced.
5. In addition, the Top Obedience Dog, the Top Rally Dog, the Top Agility Dog and the Top Junior Handler will be invited for Exhibition Only. No entry fee will be charged.
6. The dogs currently eligible to compete, and the previous winners of the Top Twenty Event, must all be invited to participate in the event by formal written invitation.
7. In order to eliminate any possible conflict of interest, no dog that is owned, co-owned, or shown by an active, voting member of the Top Twenty committee, or a member of their family as defined by AKC rules may compete at the Top Twenty event. The dog, if

qualified may be listed in the event catalog and shown for exhibition only. No entry fee will be charged and they may run a small photo in the catalog at no charge.

8. All handlers will attend a brief meeting held prior to the event for the purposes of assigning arm band numbers, and reviewing the staging of the event.
9. All participants agree to abide by any and all rules as may become effective through authorization of the Top Twenty Committee and/or the SCA Officers and Board of Directors as concerns the conduct of finalists participating in the event. Failure to do so may revoke the privileges of invitation in the future, regardless of eligibility.
10. All qualifiers will be listed on the SCA National website before invitations are sent out.
11. The Score Sheet on page 7 *must* be used by judges.
12. The winners shall be announced at the Top Twenty Event.

JUDGES/SELECTION OF JUDGES – MANDATORY

1. There will be three (3) judges of the Top Twenty Event. There will be one judge from each of the following three categories.
 - a. Breeder Judge
An established Schipperke breeder who has been breeding for at least ten years, having produced at least five (5) Champions of Record as published in the AKC Awards; or is approved by the AKC to judge Schipperkes. The breeder judge must not own, co-own or be the breeder of record of any dog in the Top Twenty competition nor its sire or dam. The breeder judge may exhibit Schipperkes in all classes (including intersex) at the SCA National Specialty Show and any associated all breed shows, or Schipperke Specialty shows.
 - b. Multi-Breed Judge
2. A person approved by the AKC to judge Schipperkes and at least 10 other breeds.
 - c. Handler Judge
A professional handler, either active or retired, who meets the requirements for membership in a Professional Handlers' Association (though not necessarily a member). The Handler Judge must have at least five (5) years experience. The Handler Judge must not have shown a Schipperke for an owner of a dog in the Top Twenty competition for two (2) years preceding the event. In addition, the Handler Judge may not handle any dog owned or co-owned by an owner of a Top Twenty entrant, at the SCA National Specialty Show or at any associated Schipperke Specialty Shows.
3. Excluded from judging the event will be the following:
 - a. Any person actively serving on the Top Twenty Committee
 - b. Any person that has judged an SCA Top Twenty event in any of the three judging categories for the previous 5 years.

- c. Any person who owns, co-owns, is the breeder of record of any dog entered in the Top Twenty competition or its sire or dam.
4. The Top Twenty committee will select the judges in each of the three judging categories. Excluded from the process of selecting the judges will be any committee member who has any interest in a dog eligible to compete. Committee members will disqualify themselves if this circumstance exists or may be disqualified by the Chairman. A committee member who has an interest in a dog eligible to compete may participate in the selection process if the dog in question is excluded from competition.

EVENT GUIDELINES

A ballroom in which to hold the event is required. The recommended minimum room's size is 65 feet by 75 feet. Ideally, the ballroom should be large enough to comfortably accommodate the show ring and seating for up to 100 spectators, including a clear aisle for safety.

1. A show ring is required. The recommended minimum ring size is 40 feet by 50 feet.
2. Reserved seating for spectators, either chairs or tables with chairs. If possible, there should be seating reserved for the Top Twenty Event participants.
3. A total of three judges (one breeder judge, one AKC Approved judge, and one handler judge).
4. A total of three ring stewards, one to be designated chief ring steward.
5. Three judges' tables with chairs at each table.
6. Three exhibit examination tables.
7. One table and chair for the announcer.
8. A microphone and sound system. A DJ to orchestrate the music for each exhibit.
9. An area to display the Top Twenty Event Trophy and rosette ribbons.
10. Rosettes (or suitable awards) for each participant and any former winners of the Top Twenty Event who are in attendance, and a rosette for the winner of the current year's Top Twenty winner.
11. Formal invitations to be sent to each of the current year's finalists and the winners of the previous Top Twenty Events.
12. Times of all Top Twenty Events shall be posted in the Judging Program and on the SCA National website.
13. A videographer, if possible. The top Twenty Event Committee should work with the SCA National Specialty Show Chairperson to arrange for the video taping.
14. A photographer.
15. Top Twenty Event Catalogs
16. Top Twenty Event exhibitor armbands.
17. A high-quality item to serve as a trophy for the winner of the Top Twenty Event.

TOP TWENTY EVENT FUNDING

The Top Twenty Event Committee is responsible for fund raising to help financially support the Top Twenty Event. Fund raising may be done at any time during the year prior to the SCA National Specialty show, as well as during the Top Twenty Event. The SCA board will advance funds (up to \$500.00) annually.

AUCTIONS/RAFFLES

1. Fund raising can include the auctioning or raffling of high quality items only.
2. A 50/50 raffle to benefit the top Twenty Event may be held during the SCA National Specialty Show on the day the Top Twenty is held.
3. The Top Twenty Committee is responsible for the selection of auction and/or auction items. The SCA Officers and Board of Directors have final approval of all fund raising activities conducted.

ENTRY FEES

1. The amount of the Top Twenty Event entry fee shall be reviewed each year for adequacy by the Top Twenty Event Committee. The SCA Officers and Board of Directors members must approve any change in entry fee recommended by the Top Twenty Event Committee
2. The Top Twenty entry fee in 2005 was \$60.00; in 2008 it was \$50.00; in 2010 it was \$65.00.
3. Top Twenty entry fees must be paid by the Top Twenty entrants when responding to the formal invitation sent to them by the Top Twenty Committee.
4. Payment of entry fees entitles the Top Twenty entrant to receive one rosette, a two page spread in the Top Twenty Catalog, a copy of the Top Twenty Catalog, and one ticket for the event.

CATALOG ADVERTISING

1. Catalog advertising is limited to invitees to the Top Twenty Event and to businesses.
2. The cost of advertising in the Top Twenty Catalog shall be reviewed by the Top Twenty committee annually. The SCA Officers and Board of Directors members must approve any change in catalog advertising fees recommended by the Top Twenty Event Committee.
3. The cost of an advertisement for a business in the Top Twenty catalog should be no less than \$30.00 per page and adjusted to ensure covering expenses and showing some profit.
4. Invited dogs that do not enter may also advertise in the catalog and receive their rosette, for a fee to be determined.

CATALOGS

1. A Top Twenty Event Catalog shall be printed each year. It will be for sale just prior to the scheduled starting time of the event, during the remainder of the SCA National

week, and by mail thereafter, through a designated Top Twenty Committee member and by payment of an extra mailing fee.

2. Each Top Twenty entrant will be provided a two page advertisement. The advertisement shall include a photograph of the dog and a four generation pedigree of the dog. *Invited dogs that do not enter may also advertise in the catalog for a fee to be determined by the chair.*
3. All Top Twenty previous winners will be featured in a brief section in the front of the catalog.
4. Every effort should be made to ensure that the armband number for each Top Twenty entrant corresponds to the page number for the entrant's listing in the Top Twenty catalog.

THE TOP TWENTY CATALOGS SHOULD ALSO INCLUDE:

1. The judging procedure for the Top Twenty Event.
2. The scale of points to be used in judging the Top Twenty Event.
3. A photograph and brief bio of each of the three judges.
4. A list of the Top Twenty finalists, whether entered or not.
5. Advertisements placed by businesses for inclusion in the Top Twenty Catalog.
6. Score sheet for evaluating the Top Twenty entrants.
7. The people's choice ballot, if people's choice is offered, (must be printed on colored paper) may be inserted in each catalog.

CATALOG SALES

1. The Top Twenty Event Committee shall review the cost of catalogs annually to ensure the cost of the catalog is adequate to cover expenditures. The SCA Officers and board of Directors members must approve any change in catalog price recommended by the Top Twenty Event Committee.
2. The Top Twenty catalog mailed to individuals requesting catalogs shall incur an additional cost over and above the cost of the catalog, to cover the cost of mailing.

TROPHIES, ROSETTES AND CERTIFICATES OF ELIGIBILITY

1. Entrants in attendance will receive a rosette.
2. Invitees are afforded the privilege of responding "no" to the invitation if they are unable or do not plan to attend, and still obtain their rosette by ordering it in advance from a designated Top Twenty committee member. Fee for this, plus mailing cost, will be determined annually.
3. Co-owners and breeders of finalists may purchase additional rosettes by ordering from a designated committee member. Advance order is required. The total number of additional rosettes ordered may not exceed the number of listed breeders and co owners of the dog. Fees for this will be determined annually.

EVENT SCHEDULING

The Top Twenty will be held prior to intersex competition of the SCA national Specialty Show.

MUSIC CHOICE - OPTIONAL

2. Each entrant will have the opportunity to exhibit their dog, accompanied by their choice of music.
3. Music selection will be first come, first served, based on the date entry is received by the event chair.

JUDGING PROCEDURE SUGGESTIONS

(Judging procedure may vary according to the procedure used, but in any case, each dog will be judged individually by each judge)

1. Each dog will be judged individually. The first dog will enter the ring and go around, then pose for "First Impression." The dog will then be moved down and back, and in a circle while all three judges watch, and the judges will score the dog for movement. The dog will then be examined and scored individually by the three judges, each judge examining the dog on the table as he/she sees fit. The dog will then circle the ring and exit. This process will be repeated until all dogs have been scored.
2. All dogs will be scored by each judge using the scale of points as provided by the Top Twenty committee, and approved by the Board of Directors.
3. Immediately following the judging of each dog, each judge will fold the score sheet and hand it to his steward, who will then turn it over to an independent and impartial person or persons to be tabulated. The scores for each dog, from each of the three judges, are added together. The total is the dog's score.
4. The winner will be determined on the basis of the total score of each dog
5. In the event of a tie, the winner is determined by consulting the First Impression total. The dog with the highest First Impression total is declared the winner. If there is still a tied score, there will be two winners who shall share the title of Top Twenty winner.
6. The ballots for the People's Choice Award will be collected in a box prior to announcement of the judge's choice winner. These ballots will be tabulated by the same person or persons tabulating the judges' sheets.

EXPENSES - MANDATORY

The Chairperson may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee, and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses of \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. If expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim. Note: When expenses are allowed to build, this affects the Treasury funds.

TOP TWENTY SCORE SHEET

DOG NO. _____

FIRST IMPRESSION (1-10) _____

SCALE OF POINTS

For Evaluation of Individual Specimen
On The Basis of the Standard

CATEGORY	MAXIMUM POINTS	POINTS ASSIGNED
General Appearance	5	_____
Silhouette	15	_____
Balance, Proportion, Substance	10	_____
Head	10	_____
Neck, Topline, Body	10	_____
Forequarters	5	_____
Hindquarters	5	_____
Feet	5	_____
Coat - Pattern & Condition	15	_____
Gait	10	_____
Temperament	10	_____

TOTAL: 100

FINAL SCORE: _____

PLEASE NOTE: Final Score is NOT to be tabulated by judges or stewards.

SPECIALTY CHECKLIST

- ☐ Hotel Contract
- ☐ Select Show Chair
- ☐ Select Committee Chairs
- ☐ Select Show Superintendent
- ☐ Request AKC forms
- ☐ Contact Conformation Judge
- ☐ Select Juniors Judge
- ☐ Select Sweepstakes Judge
- ☐ Select Futurity Judge
- ☐ Select Obedience Judge
- ☐ Select Agility Judge (if offered)
- ☐ Select Photographer
- ☐ Select Show Veterinarian
- ☐ Select Videographer
- ☐ Assemble Premium List
- ☐ Set All Deadlines
- ☐ Ring Placement Markers (held by Kathy Gaul-Montgomery)
- ☐ Trophies
- ☐ Check on Challenge Trophies
- ☐ Check on Banners
- ☐ Ribbons
- ☐ Cash Prizes
- ☐ Ring Set-up
- ☐ Clean-Up Crews
- ☐ Ring Steward
- ☐ Directions to Show Site
- ☐ Hospitality arrangements
- ☐ Room Reservations for Judges/Photographer/Superintendent
- ☐ ID Badges & Judges Gifts
- ☐ Judge's Lunch
- ☐ Judge's Banquet dinners
- ☐ List & Find Equipment
- ☐ Notify Judges of Arrangements
- ☐ Obedience Arrangements
- ☐ Obtain Catalog Ads
- ☐ Obtain Mailing list
- ☐ Parking & RV's
- ☐ Vendors
- ☐ Trophy table
- ☐ Merchandise sales table
- ☐ Stationer's table
- ☐ Superintendent table
- ☐ Transportation from airport

NEWSLETTER EDITOR

Standing Rules Relating to the SCA Newsletter Editor

- 83-02M A message from the president is required in each issue of the club Bulletin. **Changed to Newsletter**
- 83-04M The Bulletin will publish the names and addresses of prospective members, and their sponsors. Members are to make any pertinent comments to the membership chairman by 45 days after the date of issue of the Bulletin (this date to be included in the notice of the applications). The result of all voting is to be published in the Bulletin.
Action: **Bulletin is replaced by Newsletter.**
- 92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.
- 93-03B/M The club newsletter is to be used for reporting club business only and is not to contain opinions, articles, awards standings, etc.
- 94-10B Regional Club Secretaries be placed on the mailing list of the Schipperke Club of America Newsletter.
- 95-01B The Treasurer to advance \$300.00 to the Newsletter Editor as an operating fund.
- 95-02B After being published by the Newsletter, members have 30 days to send comments regarding applicants to the membership chairperson, and the Board is to have 30 days to return their ballot to the Secretary after the Membership Chairperson mails the materials to the Board. **Replaced 2005**
- 96-05B Deadlines for the Newsletter be changed to Nov 1, Feb 1, May 1, and Aug 1.
- 98-01B That a disclaimer to read: "The advertising and opinions expressed in the publication are those of the authors and not necessarily those of the Schipperke Club of America or the editor of this publication" be used in our publications including the catalog at the National Specialty.
- 01-05B Revise the wording in the standing rule 93-09B to read "Any Committee Chairperson spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer."
- 03-10B Every committee chairperson shall prepare and submit a quarterly report for publication in the SCA Newsletter. The report is to include a summary of committee activities as well as any income and expenses for that quarter.
- 06-23B That all Committee Chairpersons and/or any SCA member who shall receive any and all items of deposit, which shall include any and all Cash, Checks, Money Orders, or

Cashier Checks, shall forward same to the Treasurer for processing and deposit within thirty (30) days of the date of issue or receipt thereof.

07-03B That all committee chairs, officers and directors must have their phone number published on the membership list.

08-01B To establish that all SCA Members who provide the SCA with their email address will be sent their Quarterly Newsletter via email, effective with the August, 2008 issue. Ample time (8 months) notice will be given to members to request in writing that their newsletter NOT be sent via email. A notice shall be printed in a prominent manner in the February, 2008 Newsletter and again in the May, 2008 Newsletter to notify all members of this change. A form shall be provided to all members to fill out and submit to the current Newsletter Editor on an annual basis, in order for a member to receive a printed and mailed copy of the Newsletter. It shall also be announced at the general membership meeting in March, 2008.

Chairperson - Qualifications

The appointed Chairperson must be organized. He or she must be willing to have their name, mailing address, and phone number in the *SCA Bulletin* and/or *SCA Newsletter*.

Within Fourteen (14) Days of Appointment

The outgoing Chairperson shall forward the committee's materials to the incoming Chairperson. The materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery.

Changing Editors

Notice of an opening for the *SCA Newsletter* Editor shall be published in the *SCA Bulletin* and the *SCA Newsletter* as soon as possible. The Board shall determine the length allowed for submission of resumes. All applicants must submit their qualifications at the time of applying. All qualified applications shall be voted on by the Board for final approval. It is recommended that printing estimates and paper samples must be furnished with application, although it is not required.

A brief description of the job and time required should be explained within the announcement of the job opening.

Duties of the Newsletter Editor

The Editor shall be responsible for collecting and assembling SCA news and printing it for publication using the approved format.

The *SCA Newsletters* are published four (4) times per year—February, May, August, and November on the 15th day of each month.

Length of publication is subject to Newsletter Editor's discretion, but reports should be kept to reasonable lengths since the number of sheets impacts postage costs.

Mail, fax, or e-mail reminder notices to Officers, Board members, and all committee chairpersons on the first day of the month prior to publication, i.e., January, April, July, and October.

Items for publication are limited to SCA business only.

Keep in mind the newsletter is non-income producing, so the Editor should keep costs to a minimum.

Content Requirements

The Editor is answerable to the Board. Check with the Board by way of the Corresponding Secretary, Recording Secretary or President if in doubt about a situation. Always be aware of possible libelous reports; names should be excluded per possible suits. The Editor has the authority of the Board to edit any report submitted for publication. Where misleading statements or misrepresentation is concerned, SCA may take action, such as refusing future submissions from a questionable contributor or holding them for AKC verification.

If pictures are requested by the Editor, they will be printed at no charge but will not be returned unless a member sends return postage. Include a periodic disclaimer to effect that the SCA takes reasonable caution to protect photos, but cannot be responsible for lost or damaged items submitted for the *SCA Newsletter*.

Supported entry/sweeps planned by regional clubs may be listed in the *SCA Newsletter*. Regional clubs should be encouraged to provide this information in a timely fashion. Only basic details will be in the listing, the SCA not to be the publicity/communication medium for regional club projects.

The Editor should check with the Corresponding Secretary for the exact way to list nominations for elections. It is suggested this be in the body of the *SCA Newsletter*, not included as an insert.

The February newsletter should include a copy of the Volunteer Sheet.

The August and November *SCA Newsletters* may include a reminder that membership renewals should be paid before the January 31st lapse date. **It is suggested that the reminder be in bold print.**

Information To Be Included in Each Issue

Each issue of the *SCA Newsletter* is dated with the month and year of publication.

Each issue should include the names of the Officers and Directors, the name and address of the Club, and the name and address of the Editor will be in the header or footer as per the standard format.

Every issue of the SCA Bulletin shall contain the SCA responsibility statement as follows: “The SCA Bulletin is a publication authorized to by the Schipperke Club of America. The advertising and opinions expressed in the publication are those of the authors and not necessarily those of the Schipperke Club of America or the Editor of this publication.”

New applicant information as provided by the Membership Chairperson.

New member contact information as well as corrections to membership roster as provided by the membership Chairperson, Treasurer or Corresponding Secretary.

Each issue shall include reports from Committee Chairs.

Optional Information

Treasury report totals and/or unusual expenses. (A full report may be obtained by any member by a written request to the Treasurer with a return self-addressed, stamped envelope.)

Name of the Membership Chairperson with address.

The name and address of new members with a welcome.

Insert of Board business.

Special inserts as directed/approved by the Board.

Ballots for special items of Club activities to vote on other than the general election.

Annual calendar listing year's schedule of activities/business.

Promotional materials available from the SCA. (Check with the Stationer and get a periodic update to be sure information is kept current.)

Reminders of next Specialty location(s) and request for host bids for the next scheduled zone.

A list of year's committee chairpersons.

Reminder that the Memorial and Rescue Funds are sustained by donations. Give information on the purpose for these funds as information for new members.

At the beginning of each year, a list of the Trophies/Recognition Awards offered through the SCA as annual competitions for members to remind members and to inform new members.

The Editor may include a reminder that information on possible puppy mills or questionable persons involved should be sent directly to the Breeder Education Chairperson.

Pertinent membership totals.

Any other news deemed important to the membership.

Information to be Printed Periodically in the SCA Newsletter

When misleading statements or misrepresentations are concerned, the SCA will have to take action on future submissions, including refusing future submissions from a questionable contributor or holding the articles for AKC verification.

The Editor has the authority of the Board to edit any article submitted for publication.

Prior to Printing

Proofread prior to final printing to eliminate possible errors by misunderstanding typesetters.

Bills for printing are sent by the *SCA Newsletter* Editor to the Treasurer. Double-check the bill prior to sending for accuracy.

Mailing

Print only number needed for monthly mailings with a few extra copies to hold for special requests.

The newsletter shall be e-mailed to all SCA members who provide SCA with their e-mail address. A form shall be provided to all members to fill out and submit to the current newsletter Editor on an annual basis.

Except for a few complimentary copies, only members receive the *SCA Newsletter*. Any special notices or inserts go to members only. The Treasurer will furnish the mailing labels and/or a computer disk containing paid subscribers.

All official mail is the property of SCA. Any personal messages **are prohibited**. *SCA Newsletters* mailed via U.S. Post are to be mailed First Class surface mail (this includes foreign countries).

The Editor's address may be used as the return address.

Any *SCA Newsletter* returned as undeliverable will be held by the Editor until an address correction is received or confirmed by the member.

Archives

Two sets of a year's *SCA Newsletters* should be sent to the Historian/Librarian in February. Copies of any flyers, etc. that were mailed should also be included and attached to the appropriate month's *SCA Newsletter*.

Expenses

The Editor may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee, and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses of \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. If expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim. Note: When expenses are allowed to build, this affects the Treasury funds.

January 31st - Submit a year-end Committee report to the Secretary. Please note whether the Editor would be willing to serve in the same capacity in the coming year. The deadline for this report is January 31st in order that the information can serve as an aid to the Board.

NOMINATING COMMITTEE

Bylaws Relating to Elections and the Nominating Committee

Article IV, The Club Year, Voting, Nominations, Elections

Section 1) Club Year. The Club's fiscal year shall begin on the 1st day of January and end on the 31st of December. The Club's official year shall begin on the 1st day of March and end on the last day of February. The elected Officers and Directors shall take office on March 1 and each retiring officer shall immediately turn over to their successor in office the pertinent properties and records necessary to perform the duties of the office by March 1 and will deliver all properties and records relating to that office to their successor by March 31.

Section 2) Voting. At the Annual Meeting or at a special meeting of the Club, voting shall be limited to those regular members in good standing who are present at the meeting, except for the annual election of Officers and Directors and amendments to the Constitution and Bylaws and the Standard for the breed which shall be decided by written ballot cast by mail. 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 3) Annual Election. For the election of the Officers and Directors, the vote shall be conducted by ballot sent to the entire membership. Ballots, to be valid, must be received by February 1 at the residence of record of the Corresponding Secretary, or the residence of record of any other officer, director, independent firm or person designated to receive such ballots by the Board of Directors. The ballots shall be counted by three inspectors of election (or professional firm) designated by the Board of Directors. None of the inspectors may be current members of the Board or candidates for any elected position. The inspectors shall count the ballots and report the results to the Corresponding Secretary who shall notify the membership of the election results by March 1. The inspectors shall return the ballots to the Corresponding Secretary in a sealed envelope, who shall make the ballots available for inspection by the membership at the Annual Meeting. The person receiving the largest number of votes for each position shall be declared elected. In the event of a tie vote, the previous Board members and the newly-elected Board members shall immediately following the report of the election inspectors, cast a secret ballot to determine who shall fill the position. If any Officer-elect or Director-elect, at the time of the Annual Board meeting, is unable to serve for any reason, the vacancy so created shall be filled by the new Board of Directors in the manner provided by Article III, Section 3. If no challenges are received by the conclusion of the Annual Membership Meeting, the Secretary shall destroy the ballots and the election will be considered final.

Section 4) Nominations and Ballots. No person may be a candidate in a Club election who has not been nominated in accordance with these Bylaws. The Board shall appoint before July 1 a Nominating Committee consisting of three members and two alternates, all regular members in good standing, no more than one of whom may be a member of the current Board of Directors. The Board shall name a Chairperson for the Committee. The Nominating Committee may conduct its business by mail, fax, or by electronic means. If the Nominating Committee conducts

its business by electronic mail, the committee must use the same precautions that apply to the Board of Directors as set forth in Art II, Section 5.

- a) The Nominating Committee shall nominate from among the eligible members of the Club, one candidate for each Office, four candidates for Directors, and any additional candidates required to fill vacancies in any unexpired term, and shall procure the acceptance of each nominee so chosen. The Committee shall then submit its slate of candidates, including the state in which each candidate resides, to the Corresponding Secretary who shall mail the list to each member of the Club on or before November 1, so that additional nominations may be made by the members if they so desire.
- b) Additional nominations of eligible members may be made by written petition addressed to the Corresponding Secretary and received at his/her regular address on or before December 1, signed by two members and accompanied by the written acceptance of each such individual nominee signifying his/her willingness to be a candidate. Additional nominations should be sent by US Postal Service Certified or Overnight mail or other postal carrier in such a manner that provides proof of time and place of delivery.
- c) If no valid additional nominations are received by the Corresponding Secretary on or before December 1, the Nominating Committee's slate shall be declared elected, and no balloting will be required.
- d) If one or more valid additional nominations are received by the Corresponding Secretary on or before December 1, he/she shall, on or before January 1, mail to each Regular member in good standing a ballot in a single column format listing all of the nominees for each position in alphabetical order, with their state of residence, together with a secret ballot envelope and a return envelope addressed to the Corresponding Secretary marked "Ballot" and bearing the name of the member to whom it was sent. So that the ballots remain secret, each voter, after marking their ballot, shall seal it in the secret ballot envelope, which, in turn, shall be placed in the second envelope addressed to the Corresponding Secretary. Members must return their ballot in the envelope provided by the Corresponding Secretary in order to be valid. The inspectors of election shall check the returns against the list of members whose dues are paid for the current year prior to opening the outer envelopes and removing the secret ballot envelopes, and shall certify the eligibility of the voters as well as the results of the voting.
- e) Nominations cannot be made at the Annual Meeting nor in any manner other than as provided above.

Within Fourteen (14) Days of Appointment

The outgoing Chairperson shall forward the committee's materials to the incoming Chairperson. The materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery.

Procedure

The SCA Board of Directors has the responsibility of appointing a committee of three members and two alternates. The Board designates the Chairperson, as well as two members who shall be first alternate and second alternate. This is usually done at the Annual Meeting, but may be done as late as July 1st.

The Chairperson should contact the other two committee members during early July and confirm their ability and willingness to fulfill their duty on the Committee. In the event one is unable to serve, the Chairperson should contact the first alternate. If necessary, contact the second alternate to fill the Committee with three members.

All three members should participate in the selection of the slate. The Chairperson should suggest Committee members give thought to nominees. A time should be set during this initial contact in July for a conference call during early August.

The Chairperson should be the one to make any offer of nomination to individual nominees. This is not to say Committee members should not inquire of an individual's interest in running for a position on the Board, but it should be made clear that any such inquiry does not indicate official nomination by the Committee.

It is the responsibility of the Committee to ensure a qualified candidate is nominated to fill each of the five Officer positions and four Director positions. This does not mean there will be no additional nominations made by the membership. It does ensure each position will be filled.

The proposed slate of nominees should be agreed upon by the Committee by the middle of August. It is helpful if the Committee agrees on an alternate nominee or two in the event a first choice does not wish to serve. This will save the time and money involved in contacting the Committee again in that event.

The Chairperson should contact each nominee by telephone to obtain tentative acceptance of the nomination. The nominee should be told he or she will receive a formal written notification of nomination from the Committee Chairperson. The nominee is to sign the written acceptance and return it to the Corresponding Secretary by the first week in October. A series of questions approved by the Board of Directors also goes to the nominee. The answers to these questions will constitute the resume to be mailed to the membership along with the slate.

The Chairperson should send a report to the SCA President. Send an information copy of this report to the Corresponding Secretary and the two other members of the Nominating Committee. Do this at the same time the notifications of nomination are mailed.

The Corresponding Secretary must mail the slate of nominees and all resumes received to the membership no later than November 1st. A resume is not required in order for the nomination to be valid.

Remember, total expenses for this Committee should be kept under \$50.00.

Considerations When Making Nominations

Geographic Location of Nominees

Look at the spread of nominees, as well as those four Directors who have an additional year remaining on their term.

Experience Level

1. The President should have leadership ability and be able to attend and conduct all meetings
2. The Vice President should be capable and willing to assume the Presidency should the need arise. These two individuals should have experience on the SCA Board, either at some time in the past or at the present.
3. The Corresponding Secretary shall: (i) conduct the correspondence of the Club; (ii) mail to all members of the Club a copy of the minutes of all membership meetings, or otherwise inform the membership of the proceedings of these meetings through the medium of the Club's official publications; (iii) issue notices of all meetings, mail lists and ballots to all members as required by these bylaws and receive such ballots back from the members; (iv) report to the Recording Secretary the results of all votes of the membership by mail so they may be entered in those records; (v) notify new members of their election to membership, enclosing a copy of the bylaws, standing rules, an up-to-date membership list and minutes of the last annual membership meeting; (vi) notify Officers and Directors of their election to office; (vii) keep a roll of the members of the Club with their addresses and once a year furnish members with a list of the membership; (viii) hold, as custodian, such books, records and correspondence which the Corresponding Secretary is required to keep or which come into his or her possession by virtue of the office and (ix) carry out such other duties as are prescribed by these Bylaws.
4. The Recording Secretary shall: (i) record all of the proceedings of the meetings of the membership and of the Board in a book kept for that purpose; (ii) provide the members of the Board with copies of the minutes of all Membership and Board meetings within thirty (30) days; (iii) send, receive and record the business conducted by the Board at meetings or by mail, fax, electronic mail, electronic forum, video conference telephone conference call; (iv) act as custodian of all records submitted to the Recording Secretary and of the books and records pertaining to the office; (v) carry out such other duties as are prescribed by these Bylaws.
5. The Treasurer should definitely have bookkeeping/accounting experience. The Treasurer MUST be able to qualify for a bond. This job is becoming increasingly larger as the Club grows into the future.

Attempt to add one or two nominees who have not served on the Board. Also consider some who are not currently serving on the Board, but have served in the past. This brings in “new blood,” while still preserving the experience level necessary to manage the affairs of the SCA.

According to Roberts Rules of Order, no member may be denied their right to run for office by reason of their serving on the Nominating Committee.

Ability and Willingness to Attend the National Specialty

Nominees are to sign a letter of acceptance of nomination indicating they will attend all scheduled meetings of the Board of Directors. Usually the only face-to-face meetings of the Board take place at the National Specialty.

Expenses

The Chairperson may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee, and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses of \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. If expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim. Note: When expenses are allowed to build, this affects the Treasury funds.

January 31st - Submit a year-end Committee report to the Committee Chairperson. The Chairperson will speak for the entire Committee and should note which people would be willing to serve in the same capacity in the coming year. The deadline for this report is January 31st in order that the information can serve as an aid to the Board.

PROCEDURE AND POLICY MANUAL

Standing Rules Relating to the Procedure and Policy Chairperson

- 92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.
- 94-01B This Board to create a Policy manual and that applicable portions be sent to new appointees when they are notified by the Secretary. **AMENDED JUNE 2009** to add the word "Corresponding" in front of the word "Secretary".
- 01-05B Revise the wording in the standing rule 93-09B to read "Any Committee Chairperson spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer."
- 03-10B Every committee chairperson shall prepare and submit a quarterly report for publication in the SCA Newsletter. The report is to include a summary of committee activities as well as any income and expenses for that quarter.
- 04-04B The proposed judges' education guidelines shall be approved as the judges' education policy of the SCA, and that they are included in the Policy and Procedures Manual.
- The Show giving Club will provide a roped off area for Judges mentoring. This area will be restricted to Judges Education Committee members and Judges attending the session. At the Judges Education Seminar there will be an area set aside for Judges and another for guests. There will be signup sheets for Judges and separate one for guests. Only Judges or Judge Applicants enrolled will participate at this Seminar. Guests may attend the seminar but not participate.
- No Certificate of Attendance issued by the Schipperke Club of America or Judges Education Committee will be given at an SCA National or SCA sponsored event, to any Judge or Judge Applicants who do not attend the Seminar and/or Judges mentoring in the area assigned for such purpose.
- To avoid the appearance of impropriety, any Judge that attends the seminar or mentoring in the Host Hotel at a National Specialty or SCA Sponsored Event shall not be assigned by the host Club or Group to share a room with an exhibitor at that Show or Event.
- 05-03B To permanently identify each Policy and Procedure Manual and they be checked out. Each board member will be responsible for their manual and if damaged or lost, will be responsible for replacement costs which was \$60 for the present copies.
- 06-23B That all Committee Chairpersons and/or any SCA member who shall receive any and all items of deposit, which shall include any and all Cash, Checks, Money Orders, or

Cashier Checks, shall forward same to the Treasurer for processing and deposit within thirty (30) days of the date of issue or receipt thereof.

07-03B That all committee chairs, officers and directors must have their phone number published on the membership list.

Chairperson - Qualifications

The appointed Chairperson must be organized. He or she must be willing to have their name, mailing address, and phone number in the *SCA Bulletin* and/or *SCA Newsletter*.

Within Fourteen (14) Days of Appointment

The outgoing Chairperson shall forward the committee's materials to the incoming Chairperson. The materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery. **Make certain that the material contains the "Master" Procedure and Policy Manual and the "Master" Disk.** The format used is Microsoft Word.

Procedure and Policy Manual

The original Procedure and Policy Manual was compiled from March 1, 2002 to March 1, 2003. It was submitted to the SCA Board of Directors at the Annual Meeting in 2003. It was approved in 2005. It was next updated in 2010 after having to be retyped and reformatted.

Updates

The Procedure and Policy Manual should be updated on a yearly basis. The Chairperson should mail all Committee Chairpersons a letter requesting that they review the Policies and Procedures set forth in the Procedure and Policy Manual and forward any revisions or updates to the Procedure and Policy Chairperson no later than November 1st.

In particular, the Procedure and Policy Chairperson should communicate with the Recording Secretary to make certain that an update of all Standing Rules are received by the November 1st deadline.

When the updates are received, the Procedure and Policy Chairperson should compile a list of all proposed revisions, amendments, corrections, changes, and rescissions suggested by the Committees and any revisions, amendments, corrections, changes, and rescissions voted for by the Officers and the Board of Directors.

The proposed changes to Policies and Procedures must be approved by the SCA Board of Directors **BEFORE** they are included in the Procedure and Policy Manual. The Procedure and Policy Manual has been designed so that only the sections which have been revised need be replaced.

After the Board has approved some or all of the proposed revisions, amendments, corrections, changes, and rescissions, use the Master Disk to create a copy of the Manual on the hard drive of the computer. **Revise the version on the hard drive ONLY.** Once it has been completed and all pages have been checked for errors, the NEW VERSION should be saved on a new, formatted disk.

Be careful to check for spelling, page numbering, and format.

Title the new version with the year, such as 2003-2004 Procedure and Policy Manual. Make three copies of the disk. Keep one disk. Forward one disk to the incoming Procedure and Policy Chairperson and one disk to the Corresponding Secretary with a letter noting which sections of the Manual have been altered or revised so that these sections can be forwarded to the proper Officer or Committee Chairperson.

Standing Rules

The Standing Rules should be updated on a yearly basis. They do not require submission to the Board, as they have received prior Board or Member approval.

January 31st - Submit a year-end Committee report outlining all of the proposed revisions, amendments, corrections, changes, and rescissions suggested by the Committees and any revisions, amendments, corrections, changes, and rescissions voted for by the Officers and the Board of Directors to the Secretary. (A suggested format is in the Appendix.) The deadline for this report is January 31st in order that the information can serve as an aid to the Board.

Expenses

The Chairperson may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee, and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses of \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. If expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim. Note: When expenses are allowed to build, this affects the Treasury funds.

REGIONAL CLUBS

Standing Rules Relating to the Regional Clubs

- 74-02M Each local Schipperke Club be asked to submit a contact/delegate (when necessary) to the parent club.
- 77-05M The names and addresses of secretaries for local Schipperke clubs will be published in the Bulletin.
- 78-03B SCA “supported entries” be defined as: SCA donations of \$35.00 retail value, of stock Stationer's items to be used as trophies and all Bulletin ad space possible. **AMENDED September 2006 to read:** SCA “supported entries” be defined as: SCA donations of either existing unused club trophies of appropriate quality for BOB, BOS, BW, WD and WB or \$35.00 retail value of stock stationer items to be used as trophies and one Bulletin ad, space and size to be determined by the Bulletin editor(s).
- 79-02M Combined specialty shows - conformation and obedience - to be established.
- 92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.
- 92-03B The divisions of the United States as listed below be accepted by the SCA as the Regions for future National plans.
- Region 1 (31 members): PA, NJ, CT, MA, RI, NY, VT, NH, ME, MD, DE
 - Region 2 (31 members): TN, AL, GA, MS, KY, WV, VA, FL, NC, SC
 - Region 3 (49 members): OH, IN, NE, IL, IA, WI, MI, MN, ND, SD
 - Region 4 (43 members): KS, MO, AR, LA, TX, OK
 - Region 5 (55 members): CA, NV, AZ, UT, CO, NM
 - Region 6 (40 members): WA, OR, AK, ID, MT, WY
- RESCINDED 2008**
- 94-10B Regional Club Secretaries be placed on the mailing list of the Schipperke Club of America Newsletter.
- 95-05B Any independent clubs holding their specialty in conjunction with the National Specialty shall be responsible for costs associated with their specialty.
- 95-14B That we rescind the motion to appoint four Regional Coordinators. **AMENDED:** to appoint six Regional Rescue Coordinators; that these regions coincide with those already established with respect to the National Specialty locations. **RECINDED 2008**
- 01-05B Revise the wording in the standing rule 93-09B to read “Any Committee Chairperson spending over \$50.00 without prior Board approval may or may not be reimbursed. No

expenses will be reimbursed without proper receipts submitted to Treasurer.”

- 02-08B SCA establish a fixed rotation for the SCA National Specialty, which will rotate yearly from region to region, which will encompass those regional clubs or groups within the specific designated region, therefore causing the cycle to be on a six year axis. To start this process, the rotation will begin with region 4 in 2003, and proceed to region 5, then region 3, followed by region 6, then 1, and the last being 2. This rotation shall appear at least twice yearly in the *Bulletin* as a reminder. **AMENDED by Board in 2006 to add:** In the event the scheduled region is unable or unwilling to offer a bid within the prescribed time frame, it will be offered to the next scheduled region. **RESCINDED 2008**
- 02-10B The Board of Directors upholds their prior action dated 3/28/02, removing the Schipperke Club of Puget Sound’s link from the Schipperke club of America’s web site and removing mention of them as a regional club in the Schipperke club of America Bulletin until such time as they receive either sanctioning from the American Kennel Club or are not geographically encroaching on a sanctioned club’s territory.
- 03-10B Every committee chairperson shall prepare and submit a quarterly report for publication in the SCA Newsletter. The report is to include a summary of committee activities as well as any income and expenses for that quarter.
- 06-23B That all Committee Chairpersons and/or any SCA member who shall receive any and all items of deposit, which shall include any and all Cash, Checks, Money Orders, or Cashier Checks, shall forward same to the Treasurer for processing and deposit within thirty (30) days of the date of issue or receipt thereof.
- 07-03B That all committee chairs, officers and directors must have their phone number published on the membership list.
- 08-04B The SCA shall establish the following regions, West, Central, East. Beginning in 2010, the national specialty will rotate through the regions as follows: West, Central, East, West, Central, East and so on. Each region currently has 4 active regional clubs.
- The West will consist of these states: AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, UT, WA, WY
- The Central will consist of these states: AR, IA, IL, IN, KS, LA, MI, MN, MO, ND, NE, OK, SD, TX, WI
- The East will consist of these states: AL, CT, DC, DE, FL, GA, KY, MA, MD, ME, MS, NC, NH, NJ, NY, OH, PA, RI, SC, TN, VA, VT, WV

Chairperson - Qualifications

The appointed Chairperson must be organized. He or she must be willing to have their name, mailing address, and phone number in the *SCA Bulletin* and/or *SCA Newsletter*.

Within Fourteen (14) Days of Appointment

The outgoing Chairperson shall forward the committee's materials to the incoming Chairperson. The materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery.

Duties

The Regional Club Chairperson acts as a liaison between the Regional Clubs and the SCA. The Chairperson should maintain the names of each Club and the name and address, and if available, e-mail address of the Secretary for the Regional Club.

This information should be forwarded to the SCA Secretary and the SCA Website Chairperson.

Expenses

The Editor may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee, and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses of \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. If expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim. Note: When expenses are allowed to build, this affects the Treasury funds.

January 31st - Submit a year-end Committee report to the Committee Chairperson. The Chairperson will speak for the entire Committee and should note which people would be willing to serve in the same capacity in the coming year. The deadline for this report is January 31st in order that the information can serve as an aid to the Board.

REGISTER OF MERIT - REGISTER OF MERIT OF EXCELLENCE - HALL OF FAME

Standing Rules for ROM, ROMX, and HOF

- 98-06B The criteria for inclusion of Schipperkes in the Hall of Fame be amended as follows: eligibility for inclusion be based entirely on statistics and records as published by the American Kennel Club in the AKC Awards. Further amended, that the HOF criteria requiring the dog to be American-bred to be included on the list be replaced with the requirement that the dog be AKC-registered. **AMENDED 1999 Board**
- 99-01B The HOF criteria requiring the dog to be American bred to be included on the list be replaced with the requirement that the dog be AKC registered. All dogs eligible for inclusion in the HOF under the Criteria in effect before Feb. 28, 1999 be permitted to apply for inclusion. When the HOF listing is updated that Canadian wins be so identified.
- 92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.
- 01-05B Revise the wording in the standing rule 93-09B to read “Any Committee Chairperson spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer.”
- 03-10B Every committee chairperson shall prepare and submit a quarterly report for publication in the SCA Newsletter. The report is to include a summary of committee activities as well as any income and expenses for that quarter.
- 05-04B The Board revise the method of authorization for the use of ROM/ROMX/HOF and Obedience HOF titles from publication in the SCA Bulletin to a letter of notification sent to the owner of the dog qualifying for the title. After the required qualification for the title has been verified by publication in AKC Awards, the notification is to be sent to the dog's owner(s) by the Chair of the ROM/ROMS.HOF and Obedience HOF Committee. A copy of the letter of notification is also to be sent to the SCA Secretary for the Club's files. The website Chairperson is to be notified of the title award by e-mail or letter so that the award may be posted on the website. Any future titles of a similar nature that may be established by the SCA will also be authorized in this manner. A draft of the notification letter is to be approved by the SCA Board prior to any such letter being issued.

- 05-05B When a dog has completed the requirements for, and is authorized by the SCA to use a title of ROM, ROMX, or HOF, the Owner(s) of the dog is to be provided with a Certificate indicating the title earned and awarded. The certificate is to be prepared by the Chair of the ROM/ROMX/HOF and Obedience HOF Committee and is to be included with the letter of notification of authorization for use of the title. The design of the Certificate of Award is to be approved by the SCA Board prior to any such certificates being issued.
- 05-16B To approve the format for the ROM/ROMX/HOF award notification letter and Award Certificate as submitted to the Board by John Ross.
- 06-04B That as of January 1, 2006, all progeny be AKC champions to qualify that sire or dam for ROM/ROMX status.
- 06-23B That all Committee Chairpersons and/or any SCA member who shall receive any and all items of deposit, which shall include any and all Cash, Checks, Money Orders, or Cashier Checks, shall forward same to the Treasurer for processing and deposit within thirty (30) days of the date of issue or receipt thereof.
- 07-03B That all committee chairs, officers and directors must have their phone number published on the membership list.
- 09-22B SCA shall create a Conformation Hall of Fame, a Producers Hall of Fame and a Companion/Performance Events Hall of Fame, and that we will create a committee for each Hall of Fame to establish criteria for inclusion based on a point system for each Hall of Fame. Dams and sires/dogs currently listed as ROM, ROMX and Hall of Fame based on producing champion get will move to the Producers Hall of Fame, dogs and bitches currently listed as HOF Best In Show will move to the Conformation Hall of Fame and HOF Companion Events will move to the Performance Hall of Fame.

Chairperson - Qualifications

The appointed Chairperson must be organized. He or she must be willing to have their name, mailing address, and phone number in the *SCA Bulletin* and/or *SCA Newsletter*.

Within Fourteen (14) Days of Appointment

The outgoing Chairperson shall forward the committee's materials to the incoming Chairperson. The materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery.

The Board of Directors appoints a member to be Chairperson of the Register of Merit each year.

Three awards are recognized which are as follows:

Register of Merit (ROM);

Register of Merit of Excellence (ROMX); and

Hall of Fame (HOF).

The Chairperson shall compile and confirm all recipients from the *AKC Gazette/Awards Books*. *AKC Awards* does not publish Versatility titles; therefore, a copy of the AKC Certificate of

Award must be submitted to the Chairperson for recognition of this award. Additionally, copies of Certificates of Award for Canadian Kennel Club titles/awards must be submitted to the Chairperson for recognition of these titles/awards. The entire ROM, ROMX, and HOF list shall be published once a year in the Summer issue of the *SCA Bulletin*. Updates may be published in subsequent issues as they are earned. The entire list shall be published on the SCA website and updated as new titles are earned and verified.

1. If the prospective ROM, ROMX or HOF sire and/or dam has champion get in Canada prior to January 1, 2006, the SCA member shall submit proof to the Chairperson by forwarding a copy of the get's Canadian Championship Certificate. The dog and/or bitch can only be counted once in the list of get.
2. HOF titles may only be given to AKC-registered dogs/bitches that have received an All Breed BIS in the USA or Canada prior to April 1999 or AKC-registered dogs/bitches that have received an All Breed BIS in the USA after April 1999. It is the Committee's hope that Canada will establish the ROM also, so we can have a uniform system in both countries. If this is established, we hope to have reciprocating sharing of data.
3. The data for earning these titles are based on the required number of Champion Get in the United States, and in Canada prior to January 1, 2006. Those requirements are:

ROM Dogs – 10 or more Champions	ROM Bitches – 6 or more Champions
ROMX Dogs – 20 or more Champions	ROMX Bitches – 10 or more Champions
HOF Dogs – 25 or more Champions	HOF Bitches – 12 or more Champions
4. Additional HOF titles are for AKC-registered dogs and bitches that have an All Breed Best in Show in the United States or Canada prior to April 1999, or AKC-registered dogs and bitches that have an All Breed Best in Show in the United States after April 1999.
5. Additional HOF titles for companion events are as follows:
 - a. The qualifications for the Obedience HOF are: AKC-registered dogs/bitches with a High In Trial at an All Breed Show or Obedience Trial, or an Obedience Trial Champion (OTCH) title.
 - b. The qualifications for the Agility HOF are: AKC-registered dogs/bitches with a Master Agility Champion (MACH) title.
 - c. The qualifications for the Tracking HOF are: AKC-registered dogs/bitches with a Champion Tracker (CT) title.
6. The qualifications for the Versatility HOF are: AKC-registered dogs/bitches with a Versatile Companion Dog (VCD) title.
7. The Chairperson shall review all corrections listed in the *AKC Gazette* Awards prior to ratifying the SCA title to be awarded to check for errors, omissions, or revisions by the AKC.
8. The Chairperson shall maintain a database of all new champions, as published in AKC Awards. The database shall include the name of the new champion, any additional titles

it may have, its AKC number, date of title, names and titles of its sire and dam, name(s) of its breeder(s) and owner(s), and other data that may be included in the AKC Awards listing for new Champions. The database shall be updated on a monthly basis, and the status of Sires and Dams of the new Champions shall be reviewed at least quarterly to determine if any of these sires/dams have attained ROM, ROMX, or HOF status based on the criteria listed in items 1 and 3 above.

9. The Chairperson shall prepare, in the format approved by the SCA Board, a Letter of Award and a Certificate of Award for each new title earned by each dog/bitch. The Letter of Award is to be addressed to the first named owner of the dog/bitch as shown on the AKC Award Certificate, or as listed in AKC Awards. The completed Letter of Award and Certificate of Award are then mailed to the SCA President for signature. The signed Letter and Certificate are returned by the President to the Chairperson for mailing to the named recipient. A copy of each signed letter and certificate is sent to the SCA Secretary, and another copy is placed in the Committee files. Once the signed Certificate has been mailed, the Chairperson shall notify the website Chairperson of the new title(s) for inclusion on the list posted on the SCA website.
10. This is a title that is given by the Schipperke Club of America. No SCA member may use the ROM, ROMX, or HOF titles prior to receipt of the Letter of Award and the Certificate of Award from the Committee Chairperson. In the event a SCA member submits an advertisement or a pedigree utilizing this title prior to the issuance of the Certificate of Award, the Editor of the *SCA Bulletin* will strike the title. The Chairperson of the Register of Merit shall maintain a current list of recipients and shall forward the list to the *SCA Bulletin* Editor upon request.

Expenses

The Chairperson may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee, and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses of \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. If expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim.

Note: When expenses are allowed to build, this affects the Treasury funds.

January 31st - Submit a year-end Committee report to the Committee Chairperson. The Chairperson will speak for the entire Committee and should note which people would be willing to serve in the same capacity in the coming year. The deadline for this report is January 31st in order that the information can serve as an aid to the Board.

RESCUE REFERRAL

Standing Rules Relating to Rescue Referral

TBD

Rescue Referral - Qualifications

TBD

Within Fourteen (14) Days of Appointment

The outgoing Chairperson shall forward the committee's materials to the incoming Chairperson. The materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery.

Expenses

The Chairperson may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee, and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses of \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. If expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim. Note: When expenses are allowed to build, this affects the Treasury funds.

January 31st - Submit a year-end Committee report to the Committee Chairperson. The Chairperson will speak for the entire Committee and should note which people would be willing to serve in the same capacity in the coming year. The deadline for this report is January 31st in order that the information can serve as an aid to the Board.

STATIONER

Standing Rules Relating to the Stationer

- 78-03B SCA “supported entries” be defined as: SCA donations of \$35.00 retail value, of stock Stationer's items to be used as trophies and all Bulletin ad space possible. **AMENDED September 2006 to read:** SCA “supported entries” be defined as: SCA donations of either existing unused club trophies of appropriate quality for BOB, BOS, BW, WD and WB or \$35.00 retail value of stock stationer items to be used as trophies and one Bulletin ad, space and size to be determined by the Bulletin editor(s).
- 93-11B SCA Rescue shall be allocated a booth at each SCA national for the purpose of fund raising and education. This booth is to be comparable in size and location to the Stationer and Historian booths. **AMENDED October 2006 to read;** "The SCA Rescue & Health Foundation shall be allocated a booth at each SCA national for the purpose of fund raising for rescue, health and education. This booth is to be comparable in size and location to the Stationer and Historian booths."
- 92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.
- 01-05B Revise the wording in the standing rule 93-09B to read “Any Committee Chairperson spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer.”
- 03-10B Every committee chairperson shall prepare and submit a quarterly report for publication in the SCA Newsletter. The report is to include a summary of committee activities as well as any income and expenses for that quarter.
- 06-23B That all Committee Chairpersons and/or any SCA member who shall receive any and all items of deposit, which shall include any and all Cash, Checks, Money Orders, or Cashier Checks, shall forward same to the Treasurer for processing and deposit within thirty (30) days of the date of issue or receipt thereof.
- 07-03B That all committee chairs, officers and directors must have their phone number published on the membership list.

Stationer - Qualifications

The appointed Stationer must be organized. He or she must be willing to have their name, mailing address, and phone number in the *SCA Bulletin* and/or *SCA Newsletter*.

Promotional Material and Other Printed Forms

SCA promotional materials are offered for sale to members to assist them with promoting Schipperkes. The SCA items are offered as a service and not to accrue a profit for the Club.

Within Fourteen (14) Days of Appointment

The outgoing Stationer completes a full inventory of all promotional material in their possession on March 1st. The Stationer shall then forward the inventory to the incoming Stationer, with a copy to the Secretary. The promotional materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery. The incoming Stationer should use the inventory list and verify receipt of all material listed in the inventory.

Postage

Postage and packaging are at the option of the Stationer who is responsible for ordering and mailing out material. A separate set of records/books is kept for the promotional materials by the Stationer who keeps the Treasurer informed on finances pertaining to the promotional materials.

Cost of Living Adjustment

The Board reviews the costs for printing and postage/handling of promotional materials periodically and adjusts the charge to members accordingly.

Under certain circumstances promotional material is available free for seminars, etc.

Description of Printed Materials

It isn't practical to include samples of the printed materials used by the Club in this manual. However, a list of them is included, shown in the Appendix of this manual.

Sales

The Stationer should mail the requested material to any person so requesting within two (2) days of receipt of payment if by money order. The item should be held until the payment clears if payment is by check. An invoice shall accompany all items sold. The invoices should be in duplicate.

All monies received shall be forwarded to the Treasurer within five (5) days of receipt.

The Stationer shall keep a copy of the invoice and shall maintain an inventory of all materials sold during their term and shall submit a copy with their annual report. The invoices should balance with the ledger.

Standard Forms, Notices, and Letters

To expedite the various Club jobs and to ensure uniformity of replies, the SCA has adopted several standardized forms/letters to be used as-is or as suggested sample letters. Space does not warrant including copies, but for general information it is noted in the Appendix when a job uses standard forms/letters/notices.

Whenever assistance or suggestions per letter content for Club/committee correspondence is needed and a standard form letter is not in use, the Secretary can be contacted and will help as needed.

Expenses

The Chairperson may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee, and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses of \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. If expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim. Note: When expenses are allowed to build, this affects the Treasury funds.

January 31st - The Stationer shall submit a year-end Committee report to the Secretary. This should include the inventory received at the time of the transfer of material and copies of the logs of all sales. The deadline for this report is January 31st in order that the information can serve as an aid to the Board.

WAYS AND MEANS COMMITTEE

Approved by board 2-28-2013

Standing Rules Relating to the Ways and Means Committee

- 93-01B The club to establish a Ways and Means Committee.
- 01-05B Revise the wording in the standing rule 93-09B to read “Any Committee Chairperson spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer.”
- 03-10B Every committee chairperson shall prepare and submit a quarterly report for publication in the SCA Newsletter. The report is to include a summary of committee activities as well as any income and expenses for that quarter.
- 06-23B That all Committee Chairpersons and/or any SCA member who shall receive any and all items of deposit, which shall include any and all Cash, Checks, Money Orders, or Cashier Checks, shall forward same to the Treasurer for processing and deposit within thirty (30) days of the date of issue or receipt thereof.
- 07-03B That all committee chairs, officers and directors must have their phone number published on the membership list.

Chairperson - Qualifications

The appointed Chairperson must be organized. He or she must be willing to have their name, mailing address, and phone number in the *SCA Bulletin* and/or *SCA Newsletter*.

Within Fourteen (14) Days of Appointment

The outgoing Chairperson shall forward the Committee’s materials to the incoming Chairperson. The materials shall be sent via certified mail, return receipt requested, or through package delivery service, verifying delivery.

Duties

The Ways and Means Committee is responsible for helping fund the national Specialty through donations and fundraisers. The Committee should solicit donations and have fundraisers throughout the year. The committee may send out mailings requesting donations and may offer items for sale on the SCA website or any other media at its disposal. The committee will also coordinate fundraising activities to be held at the National Specialty with the national show committee through an appointed Ways and Means Committee liaison.

These fundraising activities may include but are not limited to a 50/50 raffle, a regular raffle, auctions, sales of approved merchandise, etc.

The committee and its liaison shall coordinate shipping times pertaining to the Ways and Means Committee, as well as be in direct contact regarding booth space and set up/break down of said Ways and Means Committee booth.

Expenses

A petty cash fund will be advanced to the Ways and Means Committee chair for use in purchasing items needed for fundraising. The Chairperson may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee, and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses of \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. If expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim.

Note: When expenses are allowed to build, this affects the Treasury funds.

WEBSITE LIAISON

Standing Rules Relating to the Website

- 92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.
- 99-10B The board authorize expenditure of funds to obtain a domain name, to include authorization for the web site manager to obtain an Internet service provider, not to exceed \$20.00 per month.
- 01-05B Revise the wording in the standing rule 93-09B to read “Any Committee Chairperson spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer.”
- 02-07B The position of the Website/Librarian Committee shall be divided. The Librarian and Historian positions shall be combined as one committee. Website is one committee and Historian/Librarian is another committee.
- 02-10B The Board of Directors upholds their prior action dated 3/28/02, removing the Schipperke Club of Puget Sound’s link from the Schipperke club of America’s web site and removing mention of them as a regional club in the Schipperke club of America Bulletin until such time as they receive either sanctioning from the American Kennel Club or are not geographically encroaching on a sanctioned club’s territory.
- 03-08B A section of the official SCA website shall be set up and used for posting pending motions and subjects currently being discussed by the Board. This section will be accessible by password and will be available to SCA members only.
- 03-09B A link to e-mail all Board members shall be set up on the motions/ideas under consideration section of the official SCA website. This ensures that SCA members will be able to view motions/ideas being considered and offer feedback via e-mail to all Board members.
- 03-10B Every committee chairperson shall prepare and submit a quarterly report for publication in the SCA Newsletter. The report is to include a summary of committee activities as well as any income and expenses for that quarter.
- 05-04B The Board revise the method of authorization for the use of ROM/ROMX/HOF and Obedience HOF titles from publication in the SCA Bulletin to a letter of notification sent to the owner of the dog qualifying for the title. After the required qualification for the title has been verified by publication in AKC Awards, the notification is to be sent to the dog’s owner(s) by the Chair of the ROM/ROMS/HOF and Obedience HOF Committee. A copy of the letter of notification is also to be sent to the SCA Secretary

for the Club's files. The website Chairperson is to be notified of the title award by e-mail or letter so that the award may be posted on the website. Any future titles of a similar nature that may be established by the SCA will also be authorized in this manner. A draft of the notification letter is to be approved by the SCA Board prior to any such letter being issued.

- 05-09B That we put Stationers items and merchandise left over from nationals for sale on the website
- 05-14B That the names of new membership applicants, along with their address and names of their sponsors, shall be posted to the Members Only section of the website when the membership chair determines the applications are complete. This information shall be posted to the Members Only part of the website the first of each month (deleted when the time is completed, per SCA policy). This posting will satisfy the publishing requirement approved by the membership at its meeting in 2005.
- 05-18B That the board approved Judge's Education Presentation be made available to the general membership via the website.
- 06-14B That the Schipperke Club of America create guidelines (that must include the AKC criteria of 12 years experience breeding, exhibiting or judging the breed in conformation) for qualification as a mentor of our breed and from those guidelines establish a list of approved mentors. This list will be published on the public side of the website along with a short bio, limited to 100 words or less, for each mentor, including contact information.
- 06-20B That the board adopt the form supplied by the JEC to screen & approve applicants to the SCA Club Approved Mentors list. Once approved a mentor's bio & contact information will be made available on the SCA website along with SCA JEC members.
- 06-23B That all Committee Chairpersons and/or any SCA member who shall receive any and all items of deposit, which shall include any and all Cash, Checks, Money Orders, or Cashier Checks, shall forward same to the Treasurer for processing and deposit within thirty (30) days of the date of issue or receipt thereof.
- 07-03B That all committee chairs, officers and directors must have their phone number published on the membership list.
- 07-09B To create a one-way communication tool on Yahoo Groups specifically for Official SCA news items and updates only. This list will automatically include all SCA members who have provided the Club with an e-mail address, and will be open to all interested non-members, as well. SCA members wishing to be removed from the list will have a tool available to unsubscribe. Posts from this group will be made by moderators selected by the Board. Postings will include notifications of updates to the website, National and Regional specialty information, and other club-related communications. A disclaimer will be displayed on the Home Page and on each post stating: "This is a read-only message and you cannot reply to it. If you have questions or concerns, contact your Board of Directors via phone or e-mail link on the SCA Website." A link to the SCA Website will also be included. The name of the list shall be The "SCA Communicator"

08-07B The name of the dog, name of the breeder, name of the owner and name of the sire and dam of the top winners at our National Specialty and at all of the Regional Specialties be displayed on our website with a link to same being on our Home Page. This would include name and date of the show and the name of the judges. This is not intended to be a complete listing of winners, only BB, BOS, BW, WD, WB, Best in Sweeps, BOS to Best in Sweeps, High in Trial, etc. Listing would remain on website for 1 year following the date of the show.

Chairperson - Qualifications

The appointed Chairperson must be organized. He or she must be willing to have their name, mailing address, and phone number in the *SCA Bulletin* and/or *SCA Newsletter*.

Within Fourteen (14) Days of Appointment

The outgoing Chairperson shall forward the Committee's materials to the incoming Chairperson. The materials shall be sent via certified mail, return receipt requested, or through package delivery service verifying delivery.

Website Address

The current website address is <http://www.schipperkeclub-usa.org>.

Duties

The **Website** shall be maintained by the Website Liaison Chairperson. Information posted must be approved by the Board. The Website Chairperson is charged with making sure that the website is updated periodically and that it conforms to the requirements set forth by the Board.

Suggested Contents

The AKC Standard of the Schipperke

The Officers and Appointees of the SCA

Breeder Referral

Regional Clubs

National Specialty Information (including the Premium List, if available)

The Code of Ethics

The Breeder's Code of Ethics

Membership Information

A Membership Application

The Volunteer Sheet

Stationer Items

Publications such as the *SCA Bulletin* Information

Health and Education Articles

The SCA Secretary's Name and Address

The Website Shall Contain a Disclaimer Which States As Follows:

"The SCA has made every effort to ensure the accuracy of the information within this site. The information is provided 'as is' with any and all faults and without warranty of any kind, express or implied. In no event shall the SCA be liable for any incidental or consequential damages, lost profits, or indirect damages.

Individuals are responsible for and encouraged to research all matters before making any decisions or purchases based on the behalf of the Schipperke Club of America Website or any of the links from the SCA website. For use of this material in publications for profit, please contact the SCA by addressing your request to the corresponding Secretary and Board of Directors."

Expenses

The Chairperson may request reimbursement of expenses for postage, telephone calls, copies, and other related costs by forwarding copies of the receipts and/or telephone bills to the Treasurer within ninety (90) days of incurring the cost. Any postage receipts must be clearly marked with the name and address of the addressee, and all telephone bills must clearly mark the calls made on behalf of the Club.

All expenses of \$50.00 and above associated with this position must be cleared by the SCA Treasurer before being incurred. If expenses are incurred without Board approval, then reimbursement cannot be guaranteed.

All expenses are to be submitted monthly to the Treasurer of the SCA. Receipts must be included and marked. If a telephone bill is included, then the telephone calls shall be highlighted and the name of the recipient caller should be noted. Failure to do so may result in a denial of the claim. Note: When expenses are allowed to build, this affects the Treasury funds.

January 31st - Submit a year-end Committee report to the Committee Chairperson. The Chairperson will speak for the entire Committee and should note which people would be willing to serve in the same capacity in the coming year. The deadline for this report is January 31st in order that the information can serve as an aid to the Board.

CHAPTER FIVE

STANDING RULES OF THE SCHIPPERKE CLUB OF AMERICA, INC.

Policy Changes and Operational Rulings - 1973 through 2010

Motion # Motion

- 73-01M All members be advised of any matter being considered by the Board of Directors which will require membership approval, and that notification shall be at least 45 days before they are asked to render a decision.
- 74-01M In addition to the existing committees under the Standing rules, that we have the following: A Standing Rules Committee, a Constitution and by-laws Committee, and Awards Committee; the Chairman of the committees be elected by the Board of Directors and that the Board may select the committee or permit the head of each committee as is now done with all other committees. That all rules that pertain to present Board or until the next Board is elected.
- 74-02M Each local Schipperke Club be asked to submit a contact/delegate (when necessary) to the parent club.
- 76-01M The gratuity Bulletin subscription given to each member be rescinded effective January 1, 1977, and membership be charged the rate as published in the Bulletin.
- 77-01B A \$10.00 initiation fee will be required for all new applicants. **Action: Determined by board per the by-laws**
- 77-02M Complimentary Bulletin copies to judges have been discontinued.
- 77-03M The cost of yearly Bulletin ads be set at a level to reflect costs as they increase, effective January 1978.
- 77-04M Offers to host the National Specialty be solicited from both specialty clubs and unofficial hosting groups on an open basis each year for the specialty two years hence. Such offers to be presented to the general membership at the annual meeting in time for a decision on the show two years hence. Further, that the specialty may not be sited in the same general geographic region within three years.
- 77-05M The names and addresses of secretaries for local Schipperke clubs will be published in the Bulletin.
- 78-01B Any “no” vote cast by any Board member on any application must be accompanied by written comment. This notation will be included on the application form.
- 78-02B The initiation fee will be waived on a Junior Member's application if one or both parents are SCA members.
- 78-03B SCA “supported entries” be defined as: SCA donations of \$35.00 retail value, of stock

Stationer's items to be used as trophies and all Bulletin ad space possible. **AMENDED September 2006 to read:** SCA "supported entries" be defined as: SCA donations of either existing unused club trophies of appropriate quality for BOB, BOS, BW, WD and WB or \$35.00 retail value of stock stationer items to be used as trophies and one Bulletin ad, space and size to be determined by the Bulletin editor(s).

- 79-01M Roy Henre Award established. **Action: To be determined by board (Committee and Award see 83-07B)**
- 79-02M Combined specialty shows - conformation and obedience - to be established.
- 80-01B Dues paid by a new member elected after October 1st shall be credited to the following year, and shall be considered annual dues for that year. Membership application letter is to include this information.
- 80-02B SCA sterling silver lapel pins to be available for resale to members only. **AMENDED May 2009 to read:** Membership pins will be available for resale to members only.
- 81-01B The Secretary shall announce results to all Directors within 30 days of any Board balloting. **(RESCINDED September 2007)**
- 81-02B At the Annual Board Meeting, all balloting results will be specified as to the vote of each Director.
- 81-03B In the matter of any co-signatures on bank accounts, the standard form of resolution be used by the treasurer to register necessary signature cards.
- 81-04M The National Specialty financial report is to be sent to the membership as quickly as possible.
- 81-05M The Secretary is to research minutes of meeting notices of policy changes and operational rulings.
- 81-06B The awards shall be presented at the Annual Banquet rather than at the Annual Meeting.
- 82-01B The First vice-president is no longer the National Specialty Coordinator, thus canceling the 1977 standing rule. **RESCINDED May 2009.**
- 82-02B The Membership Chairman will not sponsor a prospective member.
- 82-03B Qualifying ribbons are to be awarded at National Specialties to obedience dogs who qualify but do not place in their classes.
- 82-04B All judges for National Specialties are to have their banquet tickets paid for by the host club.
- 82-05B All National Specialties shall be held the day following the specialty of the host club.
- 83-01B The Secretary will ignore solicitations from companies/manufacturers. The SCA is not in the business of promoting products and/or services.
- 83-02M A message from the president is required in each issue of the club Bulletin. **Changed to Newsletter**
- 83-03B Secretary will provide a tape recorder at meetings. The tape will be kept in Secretary's

file for a permanent record of the meeting.

- 83-04M The Bulletin will publish the names and addresses of prospective members, and their sponsors. Members are to make any pertinent comments to the membership chairman by 45 days after the date of issue of the Bulletin (this date to be included in the notice of the applications). The result of all voting is to be published in the Bulletin.
Action: Bulletin is replaced by Newsletter.
- 83-05M The membership chairman is to make quarterly reports to the President; those reports to be included in the President's message. **Changed to the chair making his/her own reports 1991,**
- 83-06M The Secretary will submit for publication in the Bulletin, all actions proposed to the Board, and how each board member voted on every issue. **Action: Replaced by newsletter.**
- 83-07B Every year at the annual National Specialty, beginning with 1984, awards are to be given for winners of the Bred By Exhibitor Dog and Bitch classes in memory of Roy Henre.
- 83-08M Juniors must be SCA members to receive awards. All juniors showing Schips will still have their wins printed in the Bulletin, whether or not they are SCA junior members.
- 84-01M The compilation of the judge's list was discontinued. The local host club will decide upon judges and all other aspects of the National Specialty, beginning in 1986. **Action: AMENDED by 2000 Standing Rules. See minutes of 2000 annual meeting.**
- 84-02M SCA will advance \$1,000.00 (one thousand dollars) to the host club, upon its request, to enable the payment of bills as they are presented to the club.
- 84-03M The Treasurer will request phone numbers of all members, to be included on the membership list.
- 84-04B Junior handlers whose parents are SCA members can be accepted as Junior Members without going through the entire membership process.
- 85-01B The Secretary shall be given a \$500.00 operating fund. **AMENDED to \$1,000 in 1994. AMENDED in April 2009** to provide a \$1000 advance for Corresponding Secretary and a \$300 advance for Recording Secretary.
- 85-02M The SCA point system for awards was revised to reflect the award of one point for each dog defeated, based on actual dogs shown as published in the Awards, at the Breed, Group and BIS levels. BOS points will be awarded according to the number of Schipperkes of that sex defeated. The same point system will apply for Junior Showmanship points. This change will be effective January 1, 1985.
- 87-01B Nominees and current Board members should be advised that they must attend the annual Board of Directors meeting. Absentees must explain in writing in advance.
- 87-02B The income tax return be part of Treasurer's report and be audited with that report.
- 88-01M The top ten Breed Schipperkes the top five Breed bitches, the top ten Obedience Schipperkes and the top Stud Dog and top Brood Bitch will be awarded paper

certificates in recognition of their standing. The award will be made at the awards banquet.

- 88-02B A completed membership application includes publishing the name in a Bulletin.
Action: Bulletin is replaced by Newsletter.
- 88-03B A \$500.00 working fund for Bulletin editor established.
- 89-01M The Secretary will no longer send out free Bulletins in response to information inquiries. Instead a letter indicating available items from the Stationer, "Little Captain" pamphlet and a Breeder's Directory listing will be mailed. Single issue of the Bulletin will be offered at a price of \$5.00 postpaid. **Action: This task was passed to the Breeder Referral Chairman**
- 89-02M A membership applicant will be required to have owned a Schipperke for at least one year, and have one sponsor who had both known the applicant for one year and has been a member for at least one year. **AMENDED by By-Laws**
- 89-03B The bulletin Editor will provide an itemization of expenses.
- 90-01M Board business conducted by means other than a called meeting shall be a stated motion. The initiator and seconder shall be named. Arguments supporting, and any known to be against, shall be made known with the solicitation for a written ballot.
- 90-02B The SCA Board shall approve the date and location of the National Specialty at least two years in advance of the date to facilitate having the desired judges and time enough for host to make accommodation to enhance this special event for the SCA.
- 90-03B Points accrued for SCA awards by a dog begin with the date the membership application is approved by the Board.
- 90-04B The perpetual trophy offered by Mr. and Mrs. Bernfeld be held in possession of the SCA; i.e. Secretary or other Board Designate. For permanent individual possession, the Trophy must be won three times by the same owner, but not necessarily with the same dog.
- 90-05M There will be Select designated at National Specialties in addition to BOB and BOS. Number of select determined by the Board.
- 90-06B The number of Select is designated as five
- 91-01B The President will write thank you's to all committee chairmen for their past year's service, and request them to submit in writing to him/her their report to be presented at Annual Meeting. Each report will be copied for distribution at the Specialty before the Business Meeting (the President will do this) and formal readings of Committee Reports during the business meeting will not be done. Instead, members will be given the opportunity to ask questions and comment on the reports which will have been made available to them earlier. Acceptance of the reports will then be voted upon.
AMENDED JUNE 2009 TO READ: The President will write thank you letters to all committee chairmen for their past years service and request they submit their annual reports to the President by March 15th. The reports will then be placed on the SCA website for members to review prior to the Annual Meeting. No printed committee

- reports will be distributed at the Annual Meeting unless the Annual Meeting occurs in March. At the Annual Meeting members will be given the opportunity to ask questions and comment on the committee reports made available to them on the website. Acceptance of the reports will then be voted upon.
- 91-02B A cutoff date be established for annual reports, etc., to be submitted to the Secretary for publication in his/her annual minutes/committee reports package, no longer than 30 days after the date of each annual meeting.
- 91-03B The medals chairman place an order at any time the medals reach 25 or less. Medals chairman must notify and get approval from Treasurer on reorder.
- 91-04B The membership chairman be allowed up to four times a year, to send out postcards to the membership, listing the new applicants for membership and their sponsors. In this way, the postcards can fill the requirements for publishing new applicant's names, and could be sent at the discretion of the membership chairperson either to fill in between Bulletins or instead of Bulletins, in a case where timeliness is an issue. **Replaced by Newsletter.**
- 91-05B The club shall make club medals available to club members at the cost of \$5.00 each, for those who did not request the medals in the time frame set by the club. Members who are due medals at the time they were not available would be exempt from the \$5.00 charge. **AMENDED: Changed in 1993 to \$3.00**
- 92-01B All SCA Officers, Committee Heads. etc., on an ongoing basis, provide at the end of each year's term, in addition to their annual committee/job report, guidelines and comments on exactly how to do the job they have been performing for the past year. If guidelines are already established, add comments on how to make the job go smoother. A copy of these guidelines to be kept in a notebook established for that particular job, as well as in a master notebook containing all job descriptions to be held in possession of the SCA president, so that the books could both be kept up to date at all times. Any changes in established guidelines to be approved by the board.
- 92-02B The Board of the SCA will change the publication frequency of the "Newsletter" from bi-monthly to quarterly, effective immediately.
- 92-03B The divisions of the United States as listed below be accepted by the SCA as the Regions for future National plans.
- Region 1 (31 members): PA, NJ, CT, MA, RI, NY, VT, NH, ME, MD, DE
 - Region 2 (31 members): TN, AL, GA, MS, KY, WV, VA, FL, NC, SC
 - Region 3 (49 members): OH, IN, NE, IL, IA, WI, MI, MN, ND, SD
 - Region 4 (43 members): KS, MO, AR, LA, TX, OK
 - Region 5 (55 members): CA, NV, AZ, UT, CO, NM
 - Region 6 (40 members): WA, OR, AK, ID, MT, WY
- RESCINDED 2008**
- 92-04M Considering the high cost of printing the AKC show results in the Bulletin, we rescind the previous action requiring the Bulletin Editor to print the results in the bulletin.

- 92-05B At a national Specialty where a specific hotel is involved, those members who violate hotel or SCA recommendations of proper treatment of rooms will, after inspection of two SCA Board members and the hotel's staff, be responsible for financial reimbursement to the hotel and may incur up to a 6 month suspension from the SCA.
- 92-06B/M Hall of Fame established.
- 93-01B The club to establish a Ways and Means Committee.
- 93-02B The SCA to join the ADOA (American Dog Owners Association). **RESCINDED April 2009.**
- 93-03B/M The club newsletter is to be used for reporting club business only and is not to contain opinions, articles, awards standings, etc.
- 93-04B The club to continue the AKC Gazette Ad with contact person to be listed as the Public Education Coordinator, and that only the name and address be listed, not the phone number.
- 93-05B Rescind a prior motion stating that a copy of the Schipperke Standard and the yellow book "What is a Schipperke" be sent to prospective judges.
- 93-06B The first gold-plated Championship medal be presented without charge upon request, and that the Club assess a \$3.00 fee for each additional medal requested. Stipulation was made that the medals must still be applied for. **AMENDED April 2009 to read:** The first Championship pin be presented without charge upon request, and that the Club assess a \$3.00 fee for each additional pin requested. Stipulation was made that the pins must still be applied for.
- 93-07B Treasurer to be bonded in amount of \$25,000.
- 93-08B Gold-plated medals be provided without charge for the following obedience titles awarded: CD, CDX, UD, T, TDX.
- 93-09B Any member spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer. **Revised 2001.**
- 93-10B All checks for the SCA go through the SCA Treasurer.
- 93-11B SCA Rescue shall be allocated a booth at each SCA national for the purpose of fund raising and education. This booth is to be comparable in size and location to the Stationer and Historian booths. **AMENDED October 2006 to read;** "The SCA Rescue & Health Foundation shall be allocated a booth at each SCA national for the purpose of fund raising for rescue, health and education. This booth is to be comparable in size and location to the Stationer and Historian booths."
- 94-01B This Board to create a Policy manual and that applicable portions be sent to new appointees when they are notified by the Secretary. **AMENDED JUNE 2009** to add the word "Corresponding" in front of the word "Secretary".
- 94-02B Three generation pedigrees will be sent to the board as part of membership applications. **RESCINDED May 2009.**

- 94-03B All correspondence received by the Secretary as it pertains to club business be sent to Board members within 30 days. **AMENDED JUNE 2009** to add the word “Corresponding” in front of the word “Secretary”.
- 94-04B Accounting records are to be kept by any individual receiving or spending SCA funds and such records are to be reported on a quarterly basis to the treasurer. **AMENDED:** such report to be on a form which the Treasurer shall provide to all individuals spending SCA money, and the Treasurer will report to the Board.
- 94-05M The front and back covers of the bulletin are to be sold. **AMENDED:** the first cover of the year to be given to the number one dog or bitch of the previous year, and that the back cover be given to the top Obedience, Junior handler, and Best Opposite Sex dog or bitch for the previous year, and that the remaining three covers for the year be sold. **RESCINDED 2006.**
- 94-06M Commencing with the 1995 National Specialty, historian items be on display at each National Specialty.
AMENDED: specifically, the books of pictures of past specialties be on display.
- 94-07M All winners of Best of Breed, Best of Opposite Sex, and High in Trial for all past National Specialties shall be printed in future National Specialty catalogs. This list to include Best Junior Handler.
- 94-08M If Seminars be offered at National Specialties, that at least one of those be free of charge.
- 94-09M Medals and Awards Chairperson to continue the compilation of a list of judges who have put Schipperkes up in Group.
- 94-10B Regional Club Secretaries be placed on the mailing list of the Schipperke Club of America Newsletter.
- 94-11B All Presidents of the SCA receive, upon leaving office, a lapel type pin to be designated as Past President pin, the value of which should not exceed \$10.00. The aforementioned pin is to be presented at the Annual Awards banquet to the outgoing President by the newly elected President is possible. This award will be listed on the Medals and Awards sheet as an ongoing permanent award.
- 94-12B Any member who has a check returned that is unpaid for 30 days, shall no longer be considered a member in good standing, and all rights and privileges shall be revoked until said check has been made good. Any person who has applied for membership who writes a check that is returned may not be voted on until said check has been made good. Any person who writes a check to the SCA which is returned for any reason will be charged \$15.00 to cover the cost of the delinquent check. **AMENDED by the Board in 2006 to add the phrase “may be waived at the discretion of the Board.”**
- 94-13M Specialty Coordinator is to maintain list of show dates of regional specialties to avoid further conflict.
- 94-14B A page shall be provided in each National Specialty catalog commemorating deceased members. This responsibility shall rest with the National Specialty Coordinator.
RESCINDED 1/25/2011.

- 94-15B The board continue to accept commitments 2-4 years in advance but a firm proposal, including a budget be submitted to the board for its approval not later than one year in advance.
- 95-01B The Treasurer to advance \$300.00 to the Newsletter Editor as an operating fund.
- 95-02B After being published by the Newsletter, members have 30 days to send comments regarding applicants to the membership chairperson, and the Board is to have 30 days to return their ballot to the Secretary after the Membership Chairperson mails the materials to the Board. **Replaced 2005**
- 95-03B The Schipperke Club of America shall hold the Futurity and the Sweepstakes with each National Specialty.
- 95-04B The SCA shall donate a page in each National Specialty catalog to be used to promote the next years specialty.
- 95-05B Any independent clubs holding their specialty in conjunction with the National Specialty shall be responsible for costs associated with their specialty.
- 95-06B The SCA is to purchase two (2) copies of the AKC Schipperke Video that these copies be given to the Judges Education Coordinator(s) that they be loaned out with a \$30.00 deposit, to be returned when the tape is returned.
- 95-07B That the SCA place a classified advertisement in Dog Fancy magazine to read as follows: SCHIPPERKE - Information packet w/breeder's list, send \$5.00 (check or money order) to SCA etc.
- 95-08B Direct the bulletin Editor that he/she is to submit for Board approval any materials that he/she feels in any way might be considered extremely controversial or might in any way seem to cause strife or extreme negativity within our club.
- 95-09B The SCA Rescue Fund shall be self funded and funding methods be approved by the Board. **AMENDED:** All income generated by the Schipperke Rescue Policy Committee will accrue to the SCA Rescue Fund and should not be used for any purpose other than those specified in this standing rule, unless approved by the Board.
- 95-10B The donation to adopt a rescued dog be between \$50 and \$150 dollars, with \$50.00 being the minimum; The National Coordinator having the authority to make the final decision. **AMENDED by the Board 2003, RESCINDED by the Board 2005.**
- 95-11B That forms created to be used for relinquishment and adoption be approved by the Board. **RESCINDED May 2009**
- 95-12B While the Rescue Committee will control the disposition of the fund by the SCA Treasurer, all moneys received will be payable to the SCA, deposited with the Treasurer, and designated for SCA Rescue. **RESCINDED May 2009**
- 95-13B Clubs and/or individuals doing rescue work in their own name, and not in the name of SCA National Rescue, and who do not draw money from the Fund are not required to be accountable to the Fund. **RESCINDED May 2009**
- 95-14B That we rescind the motion to appoint four Regional Coordinators. **AMENDED:** to

appoint six Regional Rescue Coordinators; that these regions coincide with those already established with respect to the National Specialty locations. **RESCINDED 2008**

- 95-15B The Bulletin Editor may choose to publish the Schipperke column from the Gazette in the Bulletin.
- 96-01B The current Code of Ethics is left as is. The new code shall be called the Breeder's Code which shall be optional as to if a member wishes to sign it.
- 96-02B The new Breeder's Code of Ethics is completed and approved by the Board that it be presented as being able to be signed voluntarily and those who sign it may advertise that they are signers of the new Breeders Code of Ethics.
- 96-03B The Bulletin editor to include pictures of the High in Trial and Best Junior at the Specialty, if available.
- 96-04B SCA shall create a Challenge Trophy for the National, Best of Opposite Sex to be named the Jack and Frances Griggs Challenge Trophy.
- 96-05B Deadlines for the Newsletter be changed to Nov 1, Feb 1, May 1, and Aug 1.
- 97-01M If an application for membership elicits derogatory information that application will not be presented to the board for a vote until the sponsors have an opportunity to respond to the derogatory information and all relevant information can be presented to the board within 30 days.
- 97-02M When SCA Specialties are held indoors on patterned carpeting or floor; all measures should be taken to have full matting for Obedience.
- 97-03B The SCA adopt the National Specialty Guidelines presented to the board with the November, 1996 Board Mailing. Effective year 1998
- 97-04B The SCA Treasurer advance \$50.00 to the Breeder Referral Chairperson to be used for expenses incurred by that Committee's Chairperson in carrying out the duties of said Committee.
- 98-01B That a disclaimer to read: "The advertising and opinions expressed in the publication are those of the authors and not necessarily those of the Schipperke Club of America or the editor of this publication" be used in our publications including the catalog at the National Specialty.
- 98-02B When conducting Board business by means other than a called meeting (refer to Operational Ruling, 1990), board members will be given a period of 14 days, from the postmark of the Secretary's mailing containing that motion, to send (via fax, e-mail, postal or other carrier) their written comments to the Secretary. The secretary, within seven days, shall send a ballot and all comments or the notice "no comments received", to all board members (via fax, e-mail, postal or other carrier). Board members shall then have 14 days from postmark date to mark their ballot and return to the Secretary (via fax, postal or other carrier). The above shall not apply to voting by telephone conference call. **Replaced 2005.**
- 98-03M The SCA offer, at each National Specialty, a Parade of Rescue dogs.

- 98-04M The SCA establish a Best in Sweepstakes Challenge Trophy in the name of Dorris Hearing.
- 98-05B Club members who are sponsoring a New Applicant for Membership must prepare their sponsorship letters themselves, in their own words and under their own signatures. They may be either handwritten or typed. The use of "form letters" and e-mail will not be allowed. Sponsor letters may be faxed to the Membership Chairperson providing the Membership Chairperson is equipped with a fax machine, the letters contain the sponsor's signature, and the fax is followed up with an original mailed to the Chairperson within seven days.
- 98-06B The criteria for inclusion of Schipperkes in the Hall of Fame be amended as follows: eligibility for inclusion be based entirely on statistics and records as published by the American Kennel Club in the AKC Awards. Further amended, that the HOF criteria requiring the dog to be American-bred to be included on the list be replaced with the requirement that the dog be AKC-registered. **AMENDED 1999 Board**
- 98-07B Board established a committee composed of the Judge's Education Coordinator as Chairperson and six SCA members (the Board to select 4, the Judge's Education Coordinator to select 2) to review and revise the Illustrated Guide to the Standard. This committee will NOT be a standing committee, but those serving may be reappointed or replaced yearly, in the same manner they were originally appointed. Suggested revisions to be approved by a two thirds majority vote of the entire Board of Directors before the work may be submitted to the membership for approval.
- 99-01B The HOF criteria requiring the dog to be American bred to be included on the list be replaced with the requirement that the dog be AKC registered. All dogs eligible for inclusion in the HOF under the Criteria in effect before Feb. 28, 1999 be permitted to apply for inclusion. When the HOF listing is updated that Canadian wins be so identified.
- 99-02B That the bulletin editor include in every issue a listing of regional club specialties and supported shows with point of contact and dates.
- 99-03B The bulletin editor will be instructed that if the front cover is sold the top dog will be included with the other three annual award winners on the back cover. The top dog shall be placed on the front cover of any remaining unsold issues.
- 99-04B The judge's education chair be authorized an advance in the amount of \$300. **Revised 2001.**
- 99-05B A committee be formed to formulate a versatility program to promote the recognition of Schips that work in several AKC sanctioned events, the committee to include the medals chairman.
- 99-06B In Accordance with Roberts Rules that all motions submitted to the Secretary for consideration also be submitted to the chair. **AMENDED JUNE 2009** to add the word "Recording" in front of the word "Secretary".
- 99-07B That resumes of all members running for election be included with the mailing of the ballot.

- 99-08B The breeder's code of ethics be included in the breeder's education packet.
- 99-09B Members eligible for club medallions for titles earned be allowed to apply beyond the 90 day limit by paying a \$5.00 late fee.
- 99-10B The board authorize expenditure of funds to obtain a domain name, to include authorization for the web site manager to obtain an Internet service provider, not to exceed \$20.00 per month.
- 00-01M In January each year, the secretary will send to the membership a listing of all judges eligible, at that time, to judge Schipperkes, highlighting those who have placed Schips in Group judging. Each member in good standing (dues paid, e.g.) will be requested to return that list with the names of no more than five judges checked, and those that have judged the national specialty. From these lists, a master list of all selected judges will be compiled, with the number of votes received listed by each name. These names will then be ranked in order, with the one with most votes first, second-most second and so on. From this ranked list of judges a second ballot will be prepared, listing the top ten judges (and ties). In the event that this formula yields more than fifteen names, the names tied for the last position on the list will be chosen by lottery until a maximum of fifteen (total) names are listed, the "short list". This list will be distributed to each member on arrival at the national specialty in March or April of that year. Each member in good standing in attendance will be asked to vote for one judge. Each member at the specialty will have until the morning of the annual meeting to turn in his ballot to the secretary to be tallied. The results of this balloting will be a final ranking of the "short list", from which the Specialty judge for the show two years hence will be selected. That list will be announced at the annual meeting. The host group for that specialty will be provided with this ranked "short list" and will be directed to contact, and to offer a contract to, the judges in order of their appearance on that list, provided that: a) the judge is available, b) the judge agrees not to judge Schipperke's for at least six months before the specialty, c) that the judges fee will not exceed expenses plus \$3.00 per dog and d) that the individual has not judged our national specialty within the last five years. If no judge on the list meets these three criteria, the host club will be free to pick a judge of their choice from any position on the first ranked list of judges.
- AMENDED by membership 2002: part (c) that the judge's fee will not exceed expenses plus compensation based on reasonable and customary rates.**
- AMENDED by membership 2004:** The phrase "highlighting those who have placed Schips in Group Judging" shall be removed. **AMENDED by membership 2006 to read:** that in September of each year the Secretary will send to the membership a list of all judges eligible at that time to judge Schipperkes. Each member in good standing (dues paid, e.g.) will be requested to return that list with the names of no more than five judged checked by November 1st. From these lists, a master list of all selected judges will be compiled, with the number of votes received listed by each name. These names will then be ranked in order, with the one with most votes first, second-most second and so on. From this ranked list of judges, a second ballot will be prepared, listing the top ten judges (and ties). In the event that this formula yields more than fifteen names, the names tied for the last position on the list will be chosen by lottery until a maximum of fifteen (total) names are listed, the "short list". This list will be distributed to each

member in good standing by December 1st. This list will be arranged in alphabetical order. Each member will vote for one individual and return the ballot by mail, postmarked by January 10th. A legitimate ballot must have the name of the voting member on the outside of the envelope. The counting of these ballots will be in accordance with Robert Rules of Order. The judge receiving the majority will be contacted by the Secretary and to offer a contract to the judge receiving the majority of voted provided that a) the judge is available, b) the judge agrees not to judge Schipperkes for at least 6 months before the specialty, c) that the judge's fee will not exceed expenses plus \$3.00 per dog and d) that the individual has not judged our National Specialty within the last five years. If no judge on the list meets these four criteria, the host club will be free to pick a judge of their choice from any position on the first ranked list of judges. **AMENDED by the membership in 2007 to read:** The Secretary will send to the membership, a list of all judges eligible at the time to judge Schipperkes along with the Annual mailing. Each member in good standing (dues paid, e.g.) will return this initial ballot with the names of no more than five judges selected by a date set by the Secretary, which would be no less than 45 days after the annual mailing. From these lists, a master list of all selected judges will be compiled, with the number of votes received listed by each name. These names will then be ranked in order, with the one with most votes first, second-most second and so on. From this ranked list of judges, a second ballot will be prepared, listing the top ten judges (and ties). In the event that this formula yields more than fifteen (total) names, the names tied for the last position on the list will be chosen by lottery until a maximum of fifteen (total) names are listed, the "short list". This list will be distributed to each member in good standing by November 1st. Each member will vote for one individual and return the secret ballot by mail, on or before by January 10th. A legitimate ballot must be returned in the envelope provided by the Secretary with his/her address on the envelope and the member's return address already affixed. The counting of these ballots will be in accordance with Robert Rules of Order. The judge receiving the majority will be contacted by the Secretary who will offer a contract to the judge receiving the majority of voted provided that a) the judge is available, b) the judge agrees not to judge Schipperkes for at least 6 months before the specialty, c) that the judge's fee will not exceed expenses plus \$3.00 per dog and d) that the individual has not judged our National Specialty within the last five years. If no judge on the list meets these four criteria, the host club will be free to pick a judge of their choice from any position on the first ranked list of judges. **AMENDED March 2008 by membership to read:** The Annual Mailing will include a list of the judges of the last four (4) National Specialties plus the name of the judge for the following year along with a ballot to choose the judge for the National for the year after that. Each member may nominate up to six (6) judges who are approved for Schipperkes and reside in the United States, Canada or Mexico. This list will be due to the Secretary on a date set by the Secretary that will be no less than 45 days after the Annual Meeting mailing. The names submitted will be ranked in order, the ones with the most votes first, second-most second, etc. From this list a second ballot will be prepared listing the top ten (10 judges and the ties. This list shall be called the "short list". The short list will be arranged in alphabetical order and each member will vote for one individual. This secret ballot will be due to the Secretary

- 00-02B SCA Bulletin advertising policy changes: make the disclaimer policy more prominent, indicate SCA will accept non-member ads that meet SCA publications standards, charge 100 dollars per page, with one photo, for non-members (vs. 75 dollars for members) with additional photos at 20 dollars a piece (vs. 10 for members), Only reports of dog competitions and results will be accepted, but simple listings of kennel names, addressees, phone numbers and/or email are acceptable. Dog related items for sales would be priced at commercial rates for non-members (e.g. negotiated, case by case), commercial ads publicizing dog-related products for sale will be accepted, and prices established by competitive analysis, but not less than 150 dollars per page with print ready copy. **RESCINDED 2005**
- 01-01B The Medals and Awards list has been revised to include agility. Some revisions in procedures and point schedules were made as well.
- 01-02M The SCA shall add Best Juniors and Top Scoring Agility Dog to the banners that are hung at the National Specialty, retroactive as far back as records exist.
- 01-03B The advance for Judges Education committee shall be increased to \$1,000.00 to cover printing, mailings, expense reimbursements, etc. at the discretion of the chair.
- 01-04B The Time and Talent Survey Questionnaire (the distribution and collection of) shall be the responsibility of the first Vice President. **AMENDED JUNE 2009:** to remove the word “first”.
- 01-05B Revise the wording in the 1993 standing rule to read “Any Committee Chairperson spending over \$50.00 without prior Board approval may or may not be reimbursed. No expenses will be reimbursed without proper receipts submitted to Treasurer.”
- 01-06B The SCA change the wording in the “Application For Membership” to read: “Sponsors must have been a member for at least one year and have known you for at least one year. Knowledge of an applicant obtained entirely through correspondence, without having personally met the applicant and seen applicant’s dog(s) and interaction between the applicant and applicant’s dog(s) is not sufficient knowledge for sponsorship.”
- 01-07B The SCA board approves the suggestions of Mary Cox, SCA rescue coordinator, presented as follows:

1. Appoint Beverly Henry as the rescue fund raiser program editor/publisher/director.
2. Change the name of the program to the "Castaway's Tower of Honor."
3. Adjust the monetary levels to:
 - Bronze - Donations up to \$49.00
 - Silver - Donations of \$50 - \$99
 - Gold - Donations of \$100 - \$249
 - Platinum - Donations of \$250 - \$500
4. Grandfather anyone who was within \$1.00 of being in a higher level to that next level.

(Note: appointment of the individual is not a standing rule, rather the establishment of the position as a part of Rescue is.) **RESCINDED May 2009**

- 01-08B The Secretary will send all policy changes to the Standing Rules Chairperson as soon as possible after the board has approved them. **RESCINDED May 2009**
- 02-01M The SCA Board shall form and appoint a National Specialty Show Committee which will assist local groups/clubs in dealing with hotels, setting schedule of events & seminars, trophies, assisting with any other needs pertaining to holding a National Specialty.
- 02-02M Amend part (c) of the standing rule adopted by the membership in 2000 to read "that the judge's fee will not exceed expenses plus compensation based on reasonable and customary rates."
- 02-03B Raise the postage fees for the *Bulletin* for the European Countries to \$45.00 for surface mail and \$55.00 for airmail; postage fees for Australia and New Zealand to \$50.00 for surface mail and \$60.00 for airmail, effective upon renewal.
- 02-04B The Kleingaul Challenge Trophy (for Best of Breed at the annual National Specialty), offered by Kathy Gaul-Montgomery and Richard Montgomery, be held in possession of the SCA, i.e. Secretary or other Board designee until retired. For permanent possession the Trophy must be won three times by the same owner, not necessarily by the same dog.
- 02-05B The Rebel Player Challenge Trophy (for High in Trial at the annual National Specialty), offered by Howard & Mary Cox and Wilma Dame, be held by Wilma Dame until retired, or until such time as she no longer wishes to maintain it. Wilma will assure that each year an appropriate plaque will be added, listing the year, the winning dog, and the owner's name. Wilma will also see that the Trophy is delivered to the show site. At such time as Wilma Dame cannot maintain the trophy as described above, the Trophy will be held in permanent possession of the SCA, i.e. Secretary or other Board designee until retired. For permanent possession the Trophy must be won three times by the same owner, not necessarily by the same dog.
- 02-06B When an application is received by the Membership Chair, the Chair must return a letter to the person applying, indicating the application has been received, and stating that the process may take approximately four to six months.

- 02-07B The position of the Website/Librarian Committee shall be divided. The Librarian and Historian positions shall be combined as one committee. Website is one committee and Historian/Librarian is another committee.
- 02-08B SCA establish a fixed rotation for the SCA National Specialty, which will rotate yearly from region to region, which will encompass those regional clubs or groups within the specific designated region, therefore causing the cycle to be on a six year axis. To start this process, the rotation will begin with region 4 in 2003, and proceed to region 5, then region 3, followed by region 6, then 1, and the last being 2. This rotation shall appear at least twice yearly in the *Bulletin* as a reminder. **AMENDED by Board in 2006 to add:** In the event the scheduled region is unable or unwilling to offer a bid within the prescribed time frame, it will be offered to the next scheduled region. **RESCINDED 2008**
- 02-09B The SCA shall sponsor the commemorative medallions given for best of breed, best of opposite sex, and best bred-by-exhibitor at the 2002 AKC/Eukanuba National Invitational Championship, and automatically sponsor parent club sponsored medallions in the subsequent years to follow, providing that the format of awarding the medallions remains relatively the same and, in addition to sponsoring the medallions, participate in the “meet the breeds” attraction, by manning a booth to display breed information, provided that the Schipperke Club of America has volunteers willing and able to do so.
- 02-10B The Board of Directors upholds their prior action dated 3/28/02, removing the Schipperke Club of Puget Sound’s link from the Schipperke club of America’s web site and removing mention of them as a regional club in the Schipperke club of America Bulletin until such time as they receive either sanctioning from the American Kennel Club or are not geographically encroaching on a sanctioned club’s territory.
- 02-11B The Schipperke Club of America, being a licensed member club, shall strictly adhere to the rules and guidelines set forth by the American Kennel Club.
- 02-12B The SCA Board of Directors authorizes the Chairperson of the Breeder Education Committee to purchase a membership in the Canine Eye Registry Foundation, including the databases from most of the veterinary colleges in North America, and that the SCA continue to fund this membership annually for the Chairperson of the Breeder Education Committee until such time as the Board should act to discontinue funding for this membership.
- 02-13B The SCA shall establish recognition of members awarded the VCD-1, VCD-2, and VCD-3 titles by the AKC with Certificates to be presented at the annual awards banquet.
- 03-01B A parliamentarian may be hired, at the President’s discretion, for any SCA Meeting.
- 03-02B The SCA may only charge an RV parking fee to pass on a direct charge assessed by the host hotel. This shall be retroactive to the 2003 Specialty Show. The club may limit or regulate parking.

- 03-03B The 1995 standing rule regarding rescue policy shall be changed from “between \$50 and \$150 with \$50 being the minimum” to “between \$75 to \$150 with \$75 being the minimum”. **RESCINDED 2005**
- 03-04M The top ten Breed Schips, top 10 Schip Dogs, Top 10 Schip Bitches, Top 10 Schips based on BOB points, Top 10 obedience Schips & top Stud Dog & Brood Bitch, top 10 agility Schips & top 10 Juniors will be awarded paper certificates in recognition of their standing. The award will be made at the awards banquet.
- 03-05M The SCA shall award certificates to any SCA member that does any service to help the Schipperke breed as deemed appropriate by a motion of the board or membership.
- 03-06B The SCA Breeder Referral listing is to be included in the SCA web site
- 03-07B The first paragraph of the SCA Rescue Policy shall be amended to read “Resolved: The Schipperke Club of America Rescue Committee hereinafter referred to as ‘the Committee’ will consist of a National Chairperson, appointed annually by the Board of Directors, and six (6) Regional chairpersons, appointed annually by the National Chairperson. **RESCINDED May 2009**
- 03-08B A section of the official SCA website shall be set up and used for posting pending motions and subjects currently being discussed by the Board. This section will be accessible by password and will be available to SCA members only.
- 03-09B A link to e-mail all Board members shall be set up on the motions/ideas under consideration section of the official SCA website. This ensures that SCA members will be able to view motions/ideas being considered and offer feedback via e-mail to all Board members.
- 03-10B Every committee chairperson shall prepare and submit a quarterly report for publication in the SCA Newsletter. The report is to include a summary of committee activities as well as any income and expenses for that quarter.
- 04-01B The Secretary advance shall be increased to \$1,000 from the current \$500. **AMENDED in April 2009** to provide a \$1000 advance for Corresponding Secretary and a \$300 advance for Recording Secretary.
- 04-02M The phrase “highlighting those who have placed Schips in Group Judging” shall be removed from the standing rule regarding specialty judge selection passed by the membership in 2000.
- 04-03M The newly elected Officers and Board of the Schipperke Club of America shall take an oath of office at the Annual General Meeting of the Club. This oath of office shall be as follows: “I pledge to uphold the SCA Constitution and Bylaws, Standing Rules, Code of Ethics, and the rules of the AKC while conducting the business of the Schipperke Club of America.”
- 04-04B The proposed judges’ education guidelines shall be approved as the judges’ education policy of the SCA, and that they are included in the Policy and Procedures Manual.
- The Show giving Club will provide a roped off area for Judges mentoring. This area will be restricted to Judges Education Committee members and Judges attending the

session. At the Judges Education Seminar there will be an area set aside for Judges and another for guests. There will be signup sheets for Judges and separate one for guests. Only Judges or Judge Applicants enrolled will participate at this Seminar. Guests may attend the seminar but not participate.

No Certificate of Attendance issued by the Schipperke Club of America or Judges Education Committee will be given at an SCA National or SCA sponsored event, to any Judge or Judge Applicants who do not attend the Seminar and/or Judges mentoring in the area assigned for such purpose.

To avoid the appearance of impropriety, any Judge that attends the seminar or mentoring in the Host Hotel at a National Specialty or SCA Sponsored Event shall not be assigned by the host Club or Group to share a room with an exhibitor at that Show or Event.

- 04-05B The SCA shall approve the proposed Schipperke Club of America Rescue and Health Foundation Articles of Incorporation.
- 04-06B The SCA establish the Carrol and Delcia Degroff award for exemplary sportsmanship or contributions to the breed, not necessarily to be awarded each year. Tom Luke will designate the first recipient and donate the trophy and plaque for the winner(s) this year. Previous recipients will determine the recipient for the following year if awarded.
- 05-01B That the SCA implement a fully moderated bulletin board located in the member only section of the SCA web site. Initial set up and implementation of the bulletin board to be completed within 30 days of this motion being officially passed by the board. Questions coming in to the "Talk to Your Board" email link will be checked by the moderator for content and appropriateness prior to being sent to the web master for posting to the bulletin board. The responses of the board to the questions submitted will be sent to the web master by the moderator. The time frame for the aforementioned process to be completed, from submission to posted responses, to be no more than fourteen days. Nothing of an inflammatory or derogatory nature will be posted. The moderator is to be a member of the board of directors. This will be a standing committee.
- 05-02B The Master Agility Champion (MAC) and Champion Tracker (CT) AKC titles shall be added to the SCA Hall Of Fame (HOF).
- 05-03B To permanently identify each Policy and Procedure Manual and they be checked out. Each board member will be responsible for their manual and if damaged or lost, will be responsible for replacement costs which was \$60 for the present copies.
- 05-04B The Board revise the method of authorization for the use of ROM/ROMX/HOF and Obedience HOF titles from publication in the SCA Bulletin to a letter of notification sent to the owner of the dog qualifying for the title. After the required qualification for the title has been verified by publication in AKC Awards, the notification is to be sent to the dog's owner(s) by the Chair of the ROM/ROMX/HOF and Obedience HOF Committee. A copy of the letter of notification is also to be sent to the SCA Secretary for the Club's files. The website Chairperson is to be notified of the title award by e-mail or letter so that the award may be posted on the website. Any future titles of a

similar nature that may be established by the SCA will also be authorized in this manner. A draft of the notification letter is to be approved by the SCA Board prior to any such letter being issued.

- 05-05B When a dog has completed the requirements for, and is authorized by the SCA to use a title of ROM, ROMX, or HOF, the Owner(s) of the dog is to be provided with a Certificate indicating the title earned and awarded. The certificate is to be prepared by the Chair of the ROM/ROMX/HOF and Obedience HOF Committee and is to be included with the letter of notification of authorization for use of the title. The design of the Certificate of Award is to be approved by the SCA Board prior to any such certificates being issued.
- 05-06B To continue Top Twenty at National and to appoint a standing committee. **AMENDED JUNE 2009 TO READ:** Continue Top Twenty competition at the National and make it part of the Show Committee instead of a Standing Committee, effective with the 2011 National.
- 05-07B We re-establish a committee to review the Illustrated Guide to the Standard and make recommendations to the Board of any revisions if necessary.
- 05-08B That SCA use Rocky Mountain Ribbons and Awards as the official SCA ribbon company as they will store unused ribbons and change out center streamers for the next year, thus saving the club money
- 05-09B That we put Stationers items and merchandise left over from nationals for sale on the website
- 05-10B That when conducting Board business by means other than a called meeting (refer to Operational Ruling, 1990), board members will be given a period of 7 days from the Secretary's mailing (via fax, e-mail, postal or other carrier) containing that motion to send (via fax, e-mail, postal or other carrier), their written comments to the Secretary. The secretary, within 7 days shall send a ballot and all comments or the notice "no comments received", to all board members (via fax, e-mail, postal or other carrier). Board members shall then have 7 days from mailing to mark their ballot and return to secretary (via fax, postal or other carrier). The above shall not apply to voting by telephone conference call. **(AMENDED September 2007 to read:** That when conducting Board business by means other than a called meeting (refer to Operational Ruling, 1990), board members will be given a period of 7 days from the Secretary's mailing (via fax, e-mail, postal or other carrier) containing that motion to send (via fax, e-mail, postal or other carrier), their written comments to the Secretary. The secretary, within 7 days shall send a ballot and all comments or the notice "no comments received", to all board members (via fax, e-mail, postal or other carrier). Board members shall then have 7 days from mailing to mark their ballot and return to secretary (via fax, postal or other carrier). The secretary shall then have 7 days in which to announce results to the Board. The above shall not apply to voting by telephone conference call.)

- 05-11M That sponsors will be required to complete the sponsor form approved by the board of directors. An individual sponsor will only be allowed to sponsor three memberships per year.
- 05-12M That the Membership Chairman shall submit all completed applications, with signature, to the Board of Directors for consideration. The names and addresses of prospective members and their sponsors shall be published, as determined by the Board. Club members will be allowed 15 days to respond to the Membership Chairman with any negative comments from the date of posting. This date will be posted alongside the names. The Membership chair will contact the sponsors promptly allowing the sponsors the right to respond to any negative comments within 15 days. Applicants will be elected to membership by secret ballot of the Board of Directors no later than 45 days after the posting date, provided no negative comments are received. **Replaces the Standing Rule passed by the board in 1995.**
- 05-13M That the new AKC Obedience Rally be included in Top 10 list to begin with events starting on January 1, 2005.
- 05-14B That the names of new membership applicants, along with their address and names of their sponsors, shall be posted to the Members Only section of the website when the membership chair determines the applications are complete. This information shall be posted to the Members Only part of the website the first of each month (deleted when the time is completed, per SCA policy). This posting will satisfy the publishing requirement approved by the membership at its meeting in 2005.
- 05-15B That we add "8. What are your qualifications for this position?" to the list of questions to be answered by the nominees for office.
- 05-16B To approve the format for the ROM/ROMX/HOF award notification letter and Award Certificate as submitted to the Board by John Ross.
- 05-17B To accept the Rescue Policy and Procedures as submitted by Sharon Furr.
RESCINDED May 2009
- 05-18B That the board approved Judge's Education Presentation be made available to the general membership via the website.
- 05-19B That SCA will charge an \$8.00 fee for 12 months of the Stud Book. The Stud Book will be distributed, to those who have submitted the proper form, in September of each year by the Secretary. The \$8.00 will cover the CD, mailer, labels and postage.
- 05-20B To adopt the following guidelines for membership on the SCA Judges Education Committee:

Guidelines for membership on the SCA JEC Committee

Proof of information (SCA or AKC records) will be asked for in areas where it applies.

SCA Member (Required Category) Requires 10 pts. minimum

5 - 10 years	10 pts.
11 - 15 years	15 pts.
16 - 20 years	20 pts.

21+ years 25 pts.

Owned Schipperkes (Required Category) Requires 10 pts. minimum

10 - 14 years 10 pts.

15 - 19 years 15 pts.

20+ years 20 pts.

Bred Schipperkes (Required Category) Requires 10 pts. minimum

5 - 10 years 10 pts.

11 - 15 years 15 pts.

16 - 20 years 20 pts.

21+ years 25 pts.

Exhibited Schipperkes

5 - 10 years 10 pts.

11 - 15 years 15 pts.

16 - 20 years 20 pts.

21+ years 25 pts.

Breeder/Owner Champion Schipperkes (Required Category) Requires 10 pts. minimum

10 - 15 Champions 10 pts.

16 - 20 Champions 15 pts.

21+ Champions 20 pts.

Bred Best In Show Schipperke

1 10 pts.

2+ 15 pts.

Bred Best In Specialty Schipperke (Regional or National Specialty)

1 10 pts.

2+ 15 pts.

Bred Regional or National Specialty Winners: WD, WB, BOW, BOS, AOM

2 - 4 10 pts.

5+ 15 pts.

Breeder/Owner Group Placing Schipperkes

2 - 4 10 pts.

5+ 15 pts.

ROM Schipperkes Owned (Dogs or Bitches)

2 - 4 10 pts.

5+ 20 pts.

ROMX Schipperkes Owned (Dogs or Bitches)

1 - 4 15 pts.

5+ 20 pts.

National Specialties Attended (Required Category) Requires 10 pts. minimum

7 - 14 10 pts.

15+ 20 pts.

JEC Seminars Attended (Required Category) Requires 10 pts. minimum

5 - 9 10 pts.

10+ 15 pts.

Also recommended for presenters:

Experience speaking before groups and giving presentations. Resume will be asked for.

Total Points needed to qualify for the JEC Committee

JEC Chairperson 130 pts.

Member	100 pts.
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- 05-21B To adopt the revision of the Top Ten Agility and establish two lists - one for the Regular classes and one for the Preferred classes.
- 06-01B That the Board hold regular quarterly teleconferences starting with the first quarter following the National.
- 06-02B To continue Top Twenty at National and to appoint a standing committee. If the Board determines there is insufficient participation they may cancel the Top Twenty for that year.
- 06-03B That SCA register copyright to the book The Complete Schipperke with Copyright Clearance Center, Inc
- 06-04B That as of January 1, 2006, all progeny be AKC champions to qualify that sire or dam for ROM/ROMX status.
- 06-05B To Award HOF Status to any dog awarded a VCD (Versatility Companion Dog) title.
- 06-06M That AKC DNA swabs be made available at all future National Specialties beginning with the 2007 National.
- 06-07B That we raise the maximum cost of the year end BIS and High in Trial plaques from \$35 to \$45 and the cost of the Highest Scoring Junior Showmanship plaque from \$25 to \$35.
- 06-08B That the SCA Treasurer purchase the AKC Awards annually and have it mailed to the Medals & Awards chair by the publishing/distributing company.
- 06-09B That each year the National hosting club/group be responsible for having the four banners updated and the plates from the Challenge trophies engraved with the winners

from their show prior to sending them to the next years show hosting club/group. They need not keep the trophies just the blank plates.

- 06-10B That SCA copyright its breed standard per AKC's recommendation.
- 06-11B That each year when the minutes of the Annual Meeting and Board Meeting are finalized that the Secretary shall send a copy of those minutes to the Historian for inclusion in the club records. **AMENDED JUNE 2009** to add the word "Recording" in front of the word "Secretary".
- 06-12B That each year after the National Specialty the Show Chairman shall send a marked copy of the catalog along with the official show photos, or CD thereof, to the Historian for inclusion in the club records.
- 06-13B That John and Amy Gossman offer the Von Kay-Dante Challenge Trophy, in memory of Ray & Phyllis Kerchiel for Best of Breed at the National Specialty, beginning in 2007. For permanent possession, the trophy must be won three times by the same owner, not necessarily with the same dog. The Trophy will be held in the club's possession until retired.
- 06-14B That the Schipperke Club of America create guidelines (that must include the AKC criteria of 12 years experience breeding, exhibiting or judging the breed in conformation) for qualification as a mentor of our breed and from those guidelines establish a list of approved mentors. This list will be published on the public side of the website along with a short bio, limited to 100 words or less, for each mentor, including contact information.
- 06-15B That the JEC Chairperson and all JEC committee members be required to sign the following pledge, patterned after what is required of SCA approved mentors:
- 7.I will use only SCA membership and/or Board approved JEC materials when presenting.
 - 8.I will keep the tone positive and be objective when presenting.
 - 9.I will concentrate on virtues rather than faults when discussing dogs.
 - 10. I will share my knowledge and experience in such a way that it inspires judges and prospective judges to learn more about Schipperkes.
 - 11. I will not use my status as a JEC committee member for advertising or self-promotion in any way.
 - 12. I will conduct myself in a professional manner as a representative of the Schipperke Club of America.
- 06-16B To amend the current "Rescue Policy and Procedures" by removing the italicized and underlined portions as follows:
- 1) The Committee shall have the power to raise money for the Schipperke Club of America, Inc. Rescue. All fund raising must be pre approved by the SCA board. The various methods used to raise funds may be:
 - a) Fun matches for the schipperke as well as other breeds.
 - b) Raffles or similar games of chance.
 - c) Requests for donations.
 - d) Bequeaths for estates.

- e) Auctions and sales of items made at the request of the committee.
- f) Sale of commercial items for a percentage of the profits.
- g) \$1.00 of each National Specialty entry fee will be donated to the rescue Fund.
- h) Any other legal methods to be determined at a later date.
- i), Once the club receives its 501(3) C status other avenues of fund raising will be explored and presented to the board.

All activities must be legal in all aspects and conducted in a manner so as not to interfere with the normal operations of the Schipperke Club of America, Inc. and its National Specialty show. **RESCINDED May 2009**

- 06-17B That in future Audit Exceptions, only the individuals name and last four digits of the account number be published.
- 06-18B That the AKC slides (along with the accompanying key) and the AKC video may be used in conjunction with the approved JEC PowerPoint presentation.
- 06-19B That any negotiations or bids regarding the SCA National Specialty be reviewed by the National Specialty Coordinator prior to any contractual obligations being made. All contracts for the specialty, with the exception of the conformation judge's selection and contract, that exceed the amount of \$500.00, be approved by the National Specialty Coordinator and the SCA Board of Directors and signed by the National Specialty Coordinator. **AMENDED 7-29-2008 TO READ:** That any negotiations or bids regarding the SCA National Specialty be reviewed by the National Specialty Coordinator prior to any contractual obligations being made. All contracts for the specialty, with the exception of the conformation judge's selection and contract, that exceed the amount of \$500.00 be approved by the National Specialty Coordinator and the SCA Board of Directors and must be signed by an officer of the club.
- 06-20B That the board adopt the form supplied by the JEC to screen & approve applicants to the SCA Club Approved Mentors list. Once approved a mentor's bio & contact information will be made available on the SCA website along with SCA JEC members.
- 06-21B That the following policy be adopted *effective immediately* regarding travel expense reimbursements to SCA Members who conduct Judges' Education seminars:

For seminars that are presented as "stand alone" seminars or in conjunction with a dog show in which the presenter has NO ENTRY (no dogs owned, co-owned, or handled by the presenter):

Seminar presenters may be reimbursed up to 100% of gasoline and the following expenses: At seminars in which the presenter travels less than 400 miles round trip, reimbursement may be made for gasoline and for meals for the day not to exceed \$25.00 (no hotel stay will be paid). At seminars for which the presenter must travel between 400-850 miles round trip, presenter may be reimbursed for gasoline, one night's hotel stay, and meals for the day not to exceed \$25.00. At seminars for which the presenter must travel 850 miles or more round trip the presenter may be reimbursed for gasoline, two nights' hotel stay and meals for 2 days, not to exceed \$25.00 per day. Discretion of the Committee Chair will be used to set limits on the

amounts for hotel rooms. Alcoholic beverages will not be reimbursed. Detailed receipts must be provided in order to qualify for reimbursement.

For Presenters who have entries (dogs owned, co-owned, or handled) at shows where they are presenting a seminar:

These presenters will be allowed 50% of the reimbursement amounts above, subject to the same stipulations.

No reimbursements will be made for travel or meals to present the JEC seminar at the SCA National specialty. Any exceptions for payment should be handled as provided for in the Policy Manual.

- 06-22B That the Treasurer shall report the financial condition of the SCA treasury to the Board of Directors on a monthly basis by means of reports that shall include a Monthly Balance Sheet, a Detailed Monthly Profit and Loss report, and/or any additional report(s) requested, and that any and all such reports shall be system generated, and that any and all such reports shall be provided to the Board not later than fifteen (15) days from the end of each respective month.
- 06-23B That all Committee Chairpersons and/or any SCA member who shall receive any and all items of deposit, which shall include any and all Cash, Checks, Money Orders, or Cashier Checks, shall forward same to the Treasurer for processing and deposit within thirty (30) days of the date of issue or receipt thereof.
- 06-24B That the SCA sponsor the BestJunior.com rosette for the junior handler with the most points received for showing a Schipperke during the calendar year. The rosette shall be sent directly to the Best Junior Handler. Their membership status in SCA will be immaterial to this prestigious win.
- 06-25B That the collection of the annual Bulletin subscription renewal fees and the tracking of all subscribers become the responsibility of the Bulletin editor/editors.
- The Bulletin editor/editors shall send out the renewal notices for the Bulletin to SCA subscribers and non-members, such notices shall be included with the last issue of the Bulletin for that subscription. Such renewal notices shall contain instructions to remit the Bulletin subscription payments directly to the Bulletin editor/editors.
- The Bulletin editor/editors shall send all Bulletin subscription payments to the Treasurer within 30 days of receipt per the SCA standing rules.
- 06-26B That the SCA adopt the following policy: Dogs owned or co-owned by the Show Chair and members of his/her household will not be eligible for entry in regular conformation, sweepstakes or futurity nor will the Show Chair and members of his/her household handle dogs for any one else at the event where he/she is officiating. This policy shall be printed in all future SCA national specialty premium lists. **AMENDED 11/09/06 to read:** The Show Chair and members of his/her household will not exhibit at the event where he/she is officiating. This policy shall be printed in all future SCA national specialty premium lists. **AMENDED 8/22/07 to read:** The Show Chair will not personally handle a dog in any competitive class. This policy will be printed in all future SCA National Specialty premium lists. **RESCINDED 6-8-2008**

- 07-01B That we accept the challenge trophy....Sherwood and Diane Harris offer the Sheradin SPIRIT Award to the Best Veteran at the SCA National Specialty Show beginning in 2007. This trophy is a champagne bucket mounted upon a wooden base, with plaque to be engraved with the name of the winning dog, the name of the owner and the year. For permanent possession the trophy must be won three times by the same owner, not necessarily with the same dog, nor at consecutive shows. The trophy will be held by the SCA until retired.
- 07-02B That we adopt the following for determination of the HIT Agility award given at the National Specialty each year it is offered. High in Trial Agility award is given to the schipperke that has the highest qualifying score of all dogs competing in the regular agility classes as defined by AKC Agility rules and regulations. When two schipperkes competing in the trial have the same score, regardless of the class or division in which it was earned, the winner of the High in Trial award shall be the schipperke running under the ACT with the greatest difference between its running time and the Assigned Course Time (ACT minus running time.) If the two schipperkes remain tied the tie shall stand.
- 07-03B That all committee chairs, officers and directors must have their phone number published on the membership list.
- 07-04B That all auctions and raffles held during the National will be limited to the SCA and the SCA Rescue & Health Foundation.
- 07-05B That host clubs shall be offered a vendor booth at the National at no fee – for host club use only.
- 07-06B Establish criteria for kennels to be included in the Schipperke Club of America's "Complete Schipperke" book to be as follows: Must have produced any combination of 10 AKC Champions or AKC Performance titled schipperkes or at least one AKC National or Regional specialty winner of Best of Breed, Best of Opposite, Winners Dog, Winners Bitch or All Breed Best in Show winner or Group placer or Award of Merit winner. **AMENDED** to read: The criteria for kennels to be included in the conformation portion of The Schipperke Club of America's Complete Schipperke book, to be as follows:
- Must be active in the breed at least 10 years.
Must have produced at least 10 AKC champions.
Must have produced at least two Schipperkes that meet any one of the following:
AKC National or Regional specialty winner of BOB, BOS, WD, WB, AKC all Breed Best in Show Winner or Group Winner.
AKC National Specialty AOM Winner.
SCA ROMX or ROM.
- 07-07B That the Secretary will require all motions made at the Annual Membership Meeting and Annual Board Meeting be presented to her/him in writing before being acted upon. **AMENDED JUNE 2009** to add the word "Recording" in front of the word "Secretary".
- 07-08B To amend the SCA membership dues notice to include a check box and an appropriate space for a member's email address in order to allow members to elect to receive the

SCA Newsletter via email. And such an election, by any member, of receiving the Newsletter via email would allow or provide a \$5.00 reduction from the regular or established membership dues. **RESCINDED Effective January 31, 2008.**

- 07-09B To create a one-way communication tool on Yahoo Groups specifically for Official SCA news items and updates only. This list will automatically include all SCA members who have provided the Club with an e-mail address, and will be open to all interested non-members, as well. SCA members wishing to be removed from the list will have a tool available to unsubscribe. Posts from this group will be made by moderators selected by the Board. Postings will include notifications of updates to the website, National and Regional specialty information, and other club-related communications. A disclaimer will be displayed on the Home Page and on each post stating: "This is a read-only message and you cannot reply to it. If you have questions or concerns, contact your Board of Directors via phone or e-mail link on the SCA Website." A link to the SCA Website will also be included. The name of the list shall be The "SCA Communicator".
- 07-10B For the SCA to use I-Universe to publish the official rewrite of the book "Official Schipperke", supported by the SCA. That we use the Premier Pro Package offered by I-Universe to publish this book at a cost of \$1,299.00 (plus any applicable taxes/fees).
- 07-11B To accept the questionnaire below as the one needed for inclusion into the newly rewritten Official Schipperke Book. This questionnaire will be used to help determine inclusion of new kennels of Schipperkes into the new rewrite based on the Board approved motion previously adopted. Old kennels previously noted will remain in the contents of the new book as well.

SCA Book New Kennel Questionnaire

For kennels that have come into existence since or for those kennels that were inadvertently left out of the 1993 book, and if you wish to be considered for inclusion in the next edition, please provide the following information:

1. Name:
2. State of Residence:
3. Kennel Name:
4. Active Since:
5. a) Year showed first Schipperke:
b) Dog's registered and call name:
6. Year bred/co-bred your first Schipperke:
7. Number of dogs owned/co-owned and shown to conformation Championship:
8. Number of dogs bred/co-bred that have conformation Championships: Names of notable dogs shown in conformation competition (designate any dog bred/co-bred by you and any awards won by that dog other than BOB, such as AOM, BIS, etc.):
9. Number of dogs with obedience titles: Names of notable dogs shown in obedience competition (designate any dog bred/ co-bred by you):
10. Number of dogs with rally titles: Names of notable dogs shown in rally competition (designate any dog bred/co-bred by you):

11. Number of dogs with agility titles: Names of notable dogs in agility competition
(designate any dog bred/co-bred by you)

- 08-01B To establish that all SCA Members who provide the SCA with their email address will be sent their Quarterly Newsletter via email, effective with the August, 2008 issue. Ample time (8 months) notice will be given to members to request in writing that their newsletter NOT be sent via email. A notice shall be printed in a prominent manner in the February, 2008 Newsletter and again in the May, 2008 Newsletter to notify all members of this change. A form shall be provided to all members to fill out and submit to the current Newsletter Editor on an annual basis, in order for a member to receive a printed and mailed copy of the Newsletter. It shall also be announced at the general membership meeting in March, 2008.
- 08-02B To add the FAST agility class to the SCA Top Ten agility list effective January 1, 2008. This will be in addition to the Standard class and the Jumpers with Weaves class. The maximum points available in FAST is 80 so the point system will be:
- | | | |
|-------------|-----------------|-----------|
| 80 | Novice | 10 points |
| 50-79 | Novice | 5 points |
| 80 | Open | 15 points |
| 55-79 | Open | 10 points |
| 80 | Excellent | 20 points |
| 60-79 | Excellent | 15 points |

Additional placement points will be calculated on the same scale as in Standard and Jumpers with Weaves so dogs running in any regular (non-preferred) AKC agility class will be eligible for the SCA Top Ten Agility standings. I further submit the same point system to be used for the SCA Top Ten Agility Preferred classification and all dogs running in any non-preferred AKC agility class (Standard Preferred, Jumpers with Weaves Preferred and FAST preferred) will be eligible for the SCA Top Ten Preferred Agility standings. Since this class is optional and by its very definition fast, if the class is offered at the SCA National, dogs in this class will not be eligible for the SCA Agility High in Trial award as defined in Standing Rule 07-02B. **RESCINDED 6-8-2008**

- 08-03B To establish a "Cashier committee" under the Office of Treasurer (an SCA member appointed by the Treasurer), to establish and maintain a PayPal account for accepting payments for any items SCA currently sells, including, but not limited to: Bulletin Ads/Subscriptions, Catalog Ads, Nationals and other Merchandise, Dues, Trophy Sponsorships, Banquet reservations, Top 20 Entries, and other items as they come available. This committee chair shall remit the funds received along with a report monthly to the Treasurer on the 20th of the month all monies received, and for their purposes. ~~The "Cashier" will open a bank account, which will carry the signatures of both the Cashier and the Treasurer.~~ The bank account reconciliation will be prepared by the ~~Cashier and submitted to the Treasurer~~ by the 20th of the month following. The account shall be opened with an amount of \$100.00, and shall maintain a minimum balance of \$100.00 at all times. It will be the Treasurer's responsibility to notify each respective committee chair of payments received immediately upon receipt of payment

so that the remitter may receive merchandise ordered on a timely basis. **AMENDED April 2009** to delete the sentence “The Cashier will open a bank account, which will carry the signatures of both the Cashier and the Treasurer” and further, in the next sentence, to strike the phrase “Cashier and submitted” and in the last sentence replace “Cashier” with “Treasurer”.

- 08-04B The SCA shall establish the following regions, West, Central, East. Beginning in 2010, the national specialty will rotate through the regions as follows: West, Central, East, West, Central, East and so on. Each region currently has 4 active regional clubs.

The West will consist of these states: AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, UT, WA, WY

The Central will consist of these states: AR, IA, IL, IN, KS, LA, MI, MN, MO, ND, NE, OK, SD, TX, WI

The East will consist of these states: AL, CT, DC, DE, FL, GA, KY, MA, MD, ME, MS, NC, NH, NJ, NY, OH, PA, RI, SC, TN, VA, VT, WV

- 08-05B AKC FAST Standard as well as Preferred be included in their own respective Top Ten lists (apart from the SCA Top Ten Agility List) starting on January 1, 2008, using the following point system:

Novice.....Qualifying Score of 50 - 80.....10 pts

Open.....Qualifying Score of 55 - 80.....15 pts

Excellent.....Qualifying Score of 60 - 80.....20 pts

Add 4 points for a first place, 3 for second, 2 for third and 1 for fourth

- 08-06B It shall be mandatory for the Show Chairman of the SCA National, the SCA Treasurer and a representative from the host group or host club (preferably their Show Chairman), be present at the meeting with the host hotel after the National to settle accounts.

- 08-07B The name of the dog, name of the breeder, name of the owner and name of the sire and dam of the top winners at our National Specialty and at all of the Regional Specialties be displayed on our website with a link to same being on our Home Page. This would include name and date of the show and the name of the judges. This is not intended to be a complete listing of winners, only BB, BOS, BW, WD, WB, Best in Sweeps, BOS to Best in Sweeps, High in Trial, etc. Listing would remain on website for 1 year following the date of the show.

- 08-08B The Recording Secretary shall be responsible for maintaining the Standing Rules.

- 08-09B SCA Hall of Fame status will be awarded to any UDX Schipperke.

- 09-01B SCA will add a banner for Rally to those we currently hang during the National. Instead of listing the dog that takes top honors at the National each year (*because there is no such thing in Rally*), this banner would list the dog designated as the #1 Rally dog for each year. The new banner would list all of the #1 Rally dogs retroactive to when Rally was first held at a SCA National Specialty and if this motion passes, we have the new banner ready for the 2009 National.

- 09-02B Standing Rule 85-01B and all subsequent amendments be amended to provide a \$1000 advance for Corresponding Secretary and a \$300 advance for Recording Secretary.
- 09-03B Amend SR 08-03B by deleting the sentence “The Cashier will open a bank account, which will carry the signatures of both the Cashier and the Treasurer” and further, in the next sentence, to strike the phrase “Cashier and submitted” and in the last sentence replace “Cashier” with “Treasurer”.
- 09-04B Rescind SR 93-02B and further move that the SCA join the NAIA.
- 09-05B Rescind 82-01B, 94-02B, 95-11B, 01-08B, 03-07B, 06-16B and 93-02B.
- 09-06B That the following AKC titles be considered as eligible for induction into the SCA Hall of Fame (beginning 2009): CT: Champion Tracker; FTC/FTCP: FAST Century/Preferred; OM: Obedience Master; PAX2: Preferred Agility Excellent; RAE3: AKC Rally Advanced Excellent.
- 09-07B Amend Standing Rule 91-01B to read: The President will write thank you letters to all committee chairmen for their past years service and request they submit their annual reports to the President by March 15th. The reports will then be placed on the SCA website for members to review prior to the Annual Meeting. No printed committee reports will be distributed at the Annual Meeting unless the Annual Meeting occurs in March. At the Annual Meeting members will be given the opportunity to ask questions and comment on the committee reports made available to them on the website. Acceptance of the reports will then be voted upon.
- 09-08B Amend Standing Rule 06-07B “That we raise the maximum cost of the year end BIS and High in Trial plaques from \$35 to \$45 and the cost of the Highest Scoring Junior Showmanship plaque from \$25 to \$35” shall be amended to read: “That we raise the maximum cost of the year end BIS and High in Trial plaques from \$45 to \$50 and the cost of the Highest Scoring Junior Showmanship plaque from \$35 to \$40.”
- 09-09B Amend Standing Rule 94-11B “All presidents of the SCA receive, upon leaving office, a lapel type pin to be designated as Past President pin, the value of which should not exceed \$10.00” shall be amended to read: “That we raise the maximum cost of the Past President pin from \$10.00 to \$20.00.
- 09-10B The SCA shall adopt the policy outlined in Roberts Rules of Order, Section 47, when dealing with vacancies. "In filling vacancies for unexpired terms, an officer who has served more than half a term in an office is considered to have served a full term." Service for less than half the term shall not be counted toward the two successive term limit on an officer or director position imposed by Article III, Section 1(b) of the bylaws. No person shall serve more than six consecutive years.
- 09-11B Amend Standing Rule 93-06B to read ‘The first Championship pin be presented without charge upon request, and that the Club assess a \$3.00 fee for each additional medal requested. Stipulation was made that the pins must still be applied for’.
- 09-12B Amend Standing Rule 80-02B to read ‘Membership pins will be available for resale to SCA members only’.

- 09-13B Rescind the following Standing Rules as they no longer apply: 82-01B, 94-02B, 95-11B, 01-08B, 03-07B, 06-16B, 93-02B.
- 09-14B Amend Standing Rule 01-04B to remove the word “first”.
- 09-15B Amend Standing Rule 05-06B to read: Continue Top Twenty competition at the National and make it part of the Show Committee instead of a Standing Committee, effective with the 2011 National.
- 09-16B Amend Standing Rule 07-07B to insert the word “Recording” in front of the word “Secretary”.
- 09-17B Amend Standing Rule 06-11B to insert the word “Recording” in front of the word “Secretary”.
- 09-18B Amend Standing Rule 99-06B to insert the word “Recording” in front of the word “Secretary”.
- 09-19B Amend Standing Rule 94-03B to insert the word “Corresponding” in front of the word “Secretary”.
- 09-20B Amend Standing Rule 94-01B to add the word “Corresponding” in front of the word “Secretary”.
- 09-21B Rescind the following Standing Rules as they no longer apply: 95-12B, 95-13B, 01-07B and 05-17B.
- 09-22B SCA shall create a Conformation Hall of Fame, a Producers Hall of Fame and a Companion/Performance Events Hall of Fame, and that we will create a committee for each Hall of Fame to establish criteria for inclusion based on a point system for each Hall of Fame. Dams and sires/dogs currently listed as ROM, ROMX and Hall of Fame based on producing champion get will move to the Producers Hall of Fame, dogs and bitches currently listed as HOF Best In Show will move to the Conformation Hall of Fame and HOF Companion Events will move to the Performance Hall of Fame.
- 10-01B **BEST BRED BY EXHIBITOR – The T. Hall Keyes III Challenge Trophy.** Barbara & Bill Murray offer through the Schipperke Club of America, open to all exhibitors, the T. Hall Keyes III Challenge Trophy for Best Bred By Exhibitor at the SCA National Specialty beginning in 2010. This trophy is a Silver-Plated Bowl on a wooden base with a plaque to be engraved with the name of the winning dog, the name of the owner and the year won. For permanent possession the trophy must be won three times by the same owner, not necessarily with the same dog, not at consecutive shows. The trophy will be held by the SCA until retired.
- 10-02B **BEST OF WINNERS - The DeLamer Challenge Trophy.** Krista Nuovo offers through the Schipperke Club of America, open to all exhibitors, the DeLamer Challenge Trophy in memory of Ann K. Smith, Knotty Knoll Kennels, for Best of Winners at the SCA National Specialty beginning in 2010. This trophy is a Silver-Plated Bowl on a wooden base with a plaque to be engraved with the name of the winning dog, the name of the owner and the year won. For permanent possession the trophy must be won three times by the same owner, not necessarily with the same dog, not at consecutive shows. The trophy will be held by the SCA until retired.

- 10-03B Amend the JEC Mentor Application to add the following words to item 3: (*special consideration will be given to handicapped applicants who meet all other requirements*)
- 10-04B That the SCA National Specialty Planning Guidelines be approved by the Board as a document to be updated and refined as necessary and included in the Procedures and Policy Manual and that the Guidelines be made into a 5 1/2" x 8 1/2" booklet for distribution to all future show chairpersons in a quantity to be determined by the Board.
- 10-05B SCA will reimburse the club's AKC Delegate for the following expenses:
- a. Airfare – Ticket will be purchased at least 21 days prior to travel date.
 - b. Lodging – Room at the host hotel or hotel of Delegate's choice when there has a lower room rate. Every effort should be made to share a room with another Delegate.
 - c. Ground Transportation – Travel from airport to hotel and back.
 - d. Airport Parking
 - e. Meals – No more than \$30 per diem may be charged for meals. This is meant to subsidize the high cost of meals in some host cities and may not cover the full cost of meals.
- 10-06B The Policy and Procedures Manual be approved by the Board as presented by Beverly Henry and as a document to be updated and refined as necessary.
- 10-07B The BOD shall rescind standing rule 09-22B which reads: SCA shall create a Conformation Hall of Fame, a Producers Hall of Fame and a Companion/Performance Events Hall of Fame, and that we will create a committee for each Hall of Fame to establish criteria for inclusion based on a point system for each Hall of Fame. Dams and sires/dogs currently listed as ROM, ROMX and Hall of Fame based on producing champion get will move to the Producers Hall of Fame, dogs and bitches currently listed as HOF Best In Show will move to the Conformation Hall of Fame and HOF Companion Events will move to the Performance Hall of Fame.
- 10-08B The SCA BOD shall rescind Standing Rule 78-03B.
- 10-09B A surcharge of \$5.00 shall be levied annually on all members with foreign addresses to defray the cost of postage.
- 10-10B That the word "four" preceding the word "banners" shall be deleted from Standing Rule 06-09B.
- 10-11B The SCA shall institute Maturity Classes for all dogs registered in the Futurity Classes by their breeders 24 months prior. This will showcase the development of all breeding stock and evaluate the propensity of those dogs involved. This will be extended to all Futurity dogs 24 months prior and be introduced at the 2011 National Specialty Show. All breeders and owners will be informed of their eligibility to enter the Maturity with their Futurity Litter number within three months of the National by the Futurity Chair. Altered dogs may be entered.

- 10-12M Amend Standing Rule 90-05M to replace the word “select” with the words “Award of Merit.
- 10-13B That the number of Awards of Merit at the National Specialty be designated as five.
- 10-14B The SCA Board shall advise the Bulletin staff that the photos of the top Schipperkes of 2009, shall be run in the Bulletin carrying the National coverage. Those photos will be run free of charge, and only once a year, (as opposed to being published in each issue as they were in previous years) and a note to that effect will be included with the photos. Each year, the Bulletin covering the National will run the previous year's top dogs. Front covers and / or back covers will no longer be given free to the top winners.
- 10-15B The SCA Board shall entertain the support of entries at an all-breed show if requested by local Schipperke fanciers. If the SCA Board does approve the supported entry, the SCA shall provide unused SCA trophies for BOB, BOW and BOS. The SCA will provide trophies for only one show of a multi-show cluster. If there are no unused trophies, any required trophies are the responsibility of the local fanciers. Trophies will be supplied on a first-requested basis.
- 10-16B That SCA Bulletin Subscription rates effective January 1, 2011 shall be \$40.00 for members (membership effective at time payment for subscription received, no pro-rated refunds) for three issues and \$45.00 for non-members. All subscribers with addresses outside the USA and Canada shall pay an additional \$15.00 annually for added shipping costs.
- 10-17B To approve the addition of the following medals to the Awards & Medals document:
- A Sterling Silver Ch. Maroufke of Kelso Memorial Medal to the member owning the #1 Dog winning the most points in conformation, based on the Club point system for Breed points.
 - A Gold Plated Ch. Maroufke of Kelso Memorial Medal to the member who bred the #1 Dog for that year based on the Club points system for Breed points.
 - A Sterling Silver Ch. Maroufke of Kelso memorial medal to the member owning the #1 Bitch who has accumulated the most points based on the Club point system for Breed points.
 - A Gold Plated Ch. Maroufke of Kelso Memorial Medal to the member who bred the #1 Bitch based on the Club point system for Breed points.
- If the same dog or bitch wins both categories (breed and all breed points) there will be a limit of one medal for that dog and one medal for that breeder. This shall be effective immediately upon approval and allow for presentation of these medals at the 2011 Awards Banquet.
- 10-18B That SR 05-05B be amended to allow any owner who requests a Certificate of Award for a title earned prior to the institution (2005) of Certificates of Award, be given the certificate.
- 11-01B To rescind SR 94-14B.

- 11-02B That each year the national specialty shall be dedicated to all members who passed away during the previous year, they be listed by name on the premium list and catalog, and one page in the specialty catalog be designated to honor those members.
- 11-03B SCA shall accept the following challenge trophy: WINNERS DOG - The Skipalong Challenge Trophy. Tom, Kaitlyn, & Dr. Mary Kraus, Dan, Peggy, and Diane Ramsey offer through the Schipperke Club of America, open to all exhibitors, the Skipalong Challenge Trophy in honor of V. Frances Griggs and Phyllis Kerchiel for Winners Dog at the SCA National Specialty beginning in 2011. This trophy is a bronze Danny Quest Schipperke figurine on a wooden base with a plaque to be engraved with the name of the winning dog, the name of the owner and the year won. For permanent possession the trophy must be won three times by the same owner, not necessarily with the same dog, not at consecutive shows. The trophy will be held by the SCA until retired.
- 11-04B SCA shall accept the "Anne K. Smith Knotty Knoll Schipperkes Memorial Challenge Trophy" for Best Of Opposite Sex, donated by Krista Nuovo in Memory of Anne K. Smith of Knotty Knoll Schipperkes - a 10" Silver Paul Revere Bowl mounted to a large, walnut finished base with removable plaques to be engraved with the name of the winning dog, the name of the owner and the year won. For permanent possession the trophy must be won three times by the same owner, not necessarily with the same dog, not necessarily at consecutive shows. The trophy will be held by the SCA until retired.
- 11-05B The Top 20 Guidelines approved Sept 17, 2010 shall be amended to specify the invitations for Top Obedience Dog, the Top Rally Dog, Top Agility Dog and the Top Junior Handler shall be determined by the SCA rankings
- 11-06B The Awards & Medals Chair shall be responsible for compiling the list of invitees for the Top Twenty Competition and will forward this list to the Top Twenty Chair as soon as the statistics are compiled. The list of invitees will include the Top 20 Schipperkes (dogs and bitches combined) based upon the SCA all-breed point system (includes BOS points), as well as the 20 dogs and the 20 bitches with the most points based on the SCA breed points system (which includes BOB & BOS Points) during the previous calendar year (January 1 through December 31). This list will not include previous Top 20 winners or non-Champions, but will include all dogs/bitches tied within the 20.