

Greater Charlotte Shetland Sheepdog Club

GUIDELINES

SECTION 1 – STATEMENT OF PURPOSE

ARTICLE 1. Statement of purpose is to provide guidelines/rules in a written format, which will assist in governing the club.

ARTICLE 2. Nothing contained in these guidelines will actually, or be construed to, replace any portion of the constitution and bylaws of the club. These guidelines will provide only clarification of, amplification of, the constitution and bylaws of the club.

SECTION 2 – METHOD OF CHANGING GUIDELINES

ARTICLE 1. It is intended that these guidelines will be easily modifiable by adhering to the following:

- a) Make motion at a general membership meeting of the club stating intention to modify the guidelines at the next general membership meeting of the club and the modification.
- b) The motion must be carried in the affirmative by a simple majority of the members present and voting.
- c) Ensure that each member of the club in good standing receives the modification in the form of a Notice or included in the Newsletter sent via the US Postal Service to be mailed at least two (2) weeks prior to the regular or special membership meeting of the club at which the vote to accept or defeat the modification will take place.
- d) Make the motion to accept the modification to these guidelines as published. Changes/amendments offered at this time will be added to the original motion if the amendment(s) carried in the affirmative by a simple majority of those members present and voting. If the main motion is passed in the affirmative by a simple majority of those members present and voting the modification/change will be incorporated into these guidelines.

SECTION 3 – CODE OF ETHICS

- To breed quality Shetland Sheepdogs as near the Standard as possible.
- To be scrupulously honest in all advertising, avoiding the use of misleading and/or untruthful statements.
- To exhibit good sportsmanship and to conduct oneself in a manner befitting the club.
- To make an honest effort to maintain a reputation as an honest and dependable breeder, exhibitor, and/or owner of the Shetland Sheepdog.
- GCSSC will provide education to the community at large as well as to club members concerning responsible breeding practices and dog ownership.

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- We believe that owning and breeding Shetland Sheepdogs requires a commitment to provide adequate time for our dogs, in order to maintain the best possible health, care, and facilities for their well being.
- We believe that a responsible breeder should, to the best of his or her ability, research and understand any problems concerning the breed, in order to make informed and educated decisions in selecting suitable breeding stock, which has been tested free from hereditary disease.
- We support the American Kennel Club policy, which states that breeding should be done for the purpose of improving and perpetuating the breed and not merely to produce puppies.
- We support spaying and neutering as a means to prevent unplanned litters, thereby producing canine overpopulation, and placing puppies with limited registration certificates as provided by AKC.
- GCSSC encourages its members to assist each other in obtaining good homes for puppies and supports this with information on available puppies and dogs.

SECTION 4 – BOARD OF DIRECTORS

ARTICLE 1. Forced resignation of a member of the board of directors. There are three conditions in which any board member will be forced to resign from the board:

- a) If a member of the board is absent from three (3) consecutive board meetings, then the board member is to be considered to have voluntarily resigned from the board and shall be replaced by the board. Replacement board position will be as provided in the bylaws of the club.
- b) If at a regularly scheduled or special board meeting a motion is made to force a board member to resign and the motion is carried in the affirmative by all board members with only a single negative vote. Board member who is to be forced to resign must be present at the meeting at which the motion to force resignation is voted upon. Replacement of said board position will be as provided in the club's bylaws at the next regularly scheduled board meeting if there has been a regularly scheduled general membership meeting held between the board meetings.
- c) By petition from the general membership. Petition requirements are the same as provided in the bylaws for a change of the bylaws.

ARTICLE 2. Reinstatement of a “forced resignation” member of the board of directors will take place if a motion to be reinstated is made by the resigned board member at the next regularly scheduled general membership meeting and the motion is carried in the affirmative by a simple majority of those members present and voting. The motion to reinstate needs no second and will be voted upon immediately with no discussion. Any forced resignation board member reinstated in such manner will complete the term of office to which originally elected and cannot be forced to quit for the remainder of such term. Members forced to resign by the petition method cannot be reinstated.

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ARTICLE 3. At the first board of directors meeting to occur after an annual meeting, the board will select a non-board member of the club to be the Board Advisor. The Board Advisor is an official but non-voting member of the board.

ARTICLE 4. *Duties of the Board Advisor* are to include, but not be limited to:

- a) Being Chairperson at all meeting of the board.
- b) Serving as Parliamentarian at all General Membership meetings.
- c) Serving as personal advisor to the President and any other person(s) the President of the Club may so designate.

ARTICLE 5. *Number of Directors* on the Board of Directors:

- a) Will be three (3).
- b) Will be increased or decreased in increments that will cause the number of votes of the board to never be an even number.

SECTION 5 – STANDING COMMITTEES

ARTICLE 1. Standing committees to be appointed by the board at the first board of directors meeting held following the annual meeting of the club are:

- a) Newsletter Editor
- b) Judges Committee
- c) Show/Match Chairperson
- d) Show/Match Secretary
- e) Historian
- f) Hospitality Chairperson

In all cases, every effort should be made to appoint non-board members to standing committees.

ARTICLE 2. *Duties of Newsletter Editor.* (This is Section 6 from Original Guidelines)

- a) Advertisement rates are to be per issue:

<u>Category</u>	<u>Full Page</u>	<u>½ Page</u>	<u>¼ Page</u>
GCSSC Member	\$2.00	\$1.50	\$0.75
Non-member	\$5.00	\$2.50	\$1.25
Dog Clubs	\$1.00	\$0.50	N/A

- b) All ads are to be reproduced as received, in black and white. No touch-up, or copy preparations are to be attempted or requested.
- c) All articles must have the following appended “Submitted by GCSSC member (member’s name)”. Articles selected by Newsletter Editor form other newsletters, magazines, and newspapers must also carry this suffix. This suffix will be in addition to any copyrights/acknowledgements to articles copies from other newsletters, magazines, and/or newspapers.

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- d) Articles may be submitted to the newsletter for publishing by GCSSC members. Any questionable articles shall be reviewed by the board of directors and the newsletter editor.
- e) It is the responsibility of the GCSSC member to inform the newsletter editor of show/match wins/placings/results by their owned/co-owned dogs. It is suggested that it be in writing rather than word-of-mouth.
- f) The newsletter is to be distributed using first class U.S. Mail.

ARTICLE 3. *Duties of Judges Committee.* Duties are to ensure that there is one qualified judge nominated for each judging position needed for upcoming show. List of judges will be presented to the club via putting the list in the newsletter in an issue immediately prior to the vote by the club at a general membership meeting. Normally, the committee will select judges six (6) months prior to a show/match.

ARTICLE 4. *Duties of the Show/Match Chairpeson.* Duties of the Show/Match Chairperson shall include, but not be limited to the following:

- a) Maintain the Show/Match Chairperson Notebook and return same to the club Secretary within two (2) weeks of the show/match for which they were chairperson.
- b) Be responsible for the physical show location, equipment, trophies, concessions, publicity, and manpower.
- c) Should delegate duties by obtaining the following chairperson:
 - a. Equipment Chairperson
 - b. Obedience Chairperson
 - c. Confirmation Chairperson
 - d. Concessions Chairperson
 - e. Trophy Chairperson
 - f. Publicity Chairperson

ARTICLE 5. *Duties of Show/Match Secretary.* Duties of the Show/Match Secretary shall include, but not be limited to the following:

- a) All correspondence with AKC, ASSA, and Judges Panel is to be via the Show Secretary only.
- b) All entries are handled by the Show Secretary only.
- c) Show Secretary will not show at the show/match at which they are Show Secretary.
- d) Premium List compilation, approval, printing, and distribution are the responsibility of the Show Secretary, but can be assigned to a committee of the Show Secretary's choosing.
- e) Catalog compilation, approval, printing, and distribution are the responsibility of the Show Secretary. Number of entries and identity of entries must remain a secret and known only by the Show Secretary until after the closing of the entry period.

ARTICLE 6. *Duties of the Historian/Librarian.* The Historian for GCSSC shall also serve as Librarian. It shall be the responsibility of the Historian/Librarian to maintain a portfolio or scrapbook of newsletters, pictures, and memorabilia pertinent to GCSSC that reflects our history,

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work, and growth. This chairperson shall also maintain the GCSSC Library, compiling a listing and inventory of books, documents, films, etc. as they are donated or purchased by GCSSC. The listing/inventory shall be complete with information on source from which to obtain items and replacement value. Items in the Library may be borrowed by GCSSC members. The Historian/Librarian shall be responsible for monitoring items borrowed, securing return within one month and charging any members the replacement value if items are lost. The Chairperson shall make the listing/inventory of Library items available to club members at each GCSSC meeting.

ARTICLE 7. *Duties of Hospitality Chairperson.* The Hospitality Chairperson will hold this position for one (1) year. Chairperson will serve as the contact person for members to call with news of occurrences in club members' lives where it would be appropriate for GCSSC to send a card, flowers, or gift as acknowledgement. Amount of purchases of flowers, cards, or gifts should be pre-approved by the board and is reimbursable to the Hospitality Chairperson upon presentation of a receipt to the GCSSC Treasurer.

ARTICLE 8. *Duties of AKC Public Education Coordinator.* The AKC Public Education Coordinator shall the position for one (1) year. Duties shall include, but not be limited to: Responsibility to maintain a minimum supply of AKC Education Department literature, to order appropriate literature for special GCSSC events when needed, to inform club members of any information received from AKC Public Education Department, and to develop methods of distribution of AKC Education programs within the community. The Chairperson shall also assist the board and the GCSSC membership with any correspondence between GCSSC and AKC regarding public education.

ARTICLE 9. *Duties of Membership Committee.* The duties and responsibilities of the Membership Committee include, but are not limited to the description below.

- a) Provide and receive applications for membership to GCSSC.
- b) Review the application for any area of concern and interest to the applicant (obedience, agility, basic training, and other areas).
- c) Introduce the applicant to the general membership at two (2) meetings for a trial period.
- d) Make the applicant feel "at home" with the club, in addition to getting the applicant involved and on a committee.
- e) After the trial period, make a recommendation to the general members to either accept or deny the application. The application will then be voted upon by secret ballot.
- f) The Membership Committee will recommend to the board, for their review and acceptance or denial, a method of maintaining membership. The membership committee will documents their methods used to accomplish their duties and the documentation will become part of their duties and of this document.
- g) The membership will maintain the official list of members in the club and provide updated lists to the Secretary and committees as required.
- h) Follow up on members who are not attending meetings and/or events regularly.

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ARTICLE 10. *Duties of Obedience/Agility Chairperson.* The Obedience/Agility Chairperson will hold this position for one (1) year. Committee members may be selected by the Chairperson to assist in fulfilling the duties of this position. The Obedience/Agility Chairperson will be an educator to GCSSC club members concerning the concepts of obedience and agility, and will inform GCSSC members of upcoming seminars, classes, and trials. Such information will be reported at each GCSSC meeting. It will also be the responsibility of the Chairperson to host one program or demonstration during the year.

ARTICLE 11. *Duties of the Fundraising Chairperson.* The Fundraising Chairperson will hold this position for one (1) year. Co-chairperson(s) may be selected to assist with the duties of this position. Chairperson will work during the course of the year to solicit donations for raffles at GCSSC events and will organize and supervise raffles at these events. Chairperson may request assistance and support from GCSSC members for additional fundraising activities through the year, such as auctions, bake sales, etc. in order to add moneys to the GCSSC treasury.

SECTION 6 – SHOWS/MATCHES

ARTICLE 1. The GCSSC's primary show/match is to be held annually at an approved AKC facility in the Greater Charlotte NC area.

ARTICLE 2. The GCSSC's secondary show/match, if held, is to be held at an approved AKC facility in the Greater Charlotte NC area, as voted upon at a membership meeting by the members in good standing who are present and voting.

ARTICLE 3. There may be one or more GCSSC Members-only fun matches/picnics to be held during each fiscal year.

SECTION 7 – FUNDS/MONEYS

ARTICLE 1. Payments to the "GCSSC" will be made by check or cash with receipt given.

ARTICLE 2. All checks should be made payable to "GCSSC" or "Greater Charlotte Shetland Sheepdog Club". No checks are to be accepted by the Club Treasurer if "pay to the order of" anything else.

ARTICLE 3. All chairpersons who receive funds/moneys/checks are to ensure that the "pay to the order of" is GCSSC.

ARTICLE 4. All chairpersons who receive funds/moneys/checks are to place such into the hands of the Club's Treasurer no later than the next general membership meeting after receiving such funds/moneys/checks.

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ARTICLE 5. The Club Treasurer will deposit all funds/moneys/checks to the club's checking account within fourteen (14) days of receiving such fund/moneys/checks.

ARTICLE 6. No funds will be disbursed by the Club's Treasurer, unless one of the following occur:

- a) Bill/receipt, identifying the project shall be attached with a request for reimbursement.
- b) Budgets for projects, events, committees, and discretionary spending shall be approved by the board of directors.

ARTICLE 7. No member of the GCSSC will cause indebtedness to the club.