

## Secretary's Report

This report details the day to day activities of the ASCA Board of Directors. It includes issues brought before the Board of Directors and mail, fax, e-mail and/or telephone communications.

September 1-30, 2009

### Monday September 14, 2009

The September 14th, 2009 Board of Directors (BoD) meeting was called to order at 8:02 PM CDT by President Michelle Berryessa. Those attending via phone or teleconference were: Rick Gann/First Vice President, Mark Westerman/Treasurer, Pete Dolan/Secretary, Jerry Aufox/Director, Patrick MacRoberts, Director, Chris Davenport/Director, Kristin McNamara/Director, Tenley Dexter/Director-elect, Rachel Vest/Director-elect and Mary Logue/Executive Secretary.

#### 1) Old Business

- a. Confirmation of e-mail/teleconference votes taken in August (Berryessa).

Motion: Aufox, second by Westerman: Confirmation of e-mail votes taken in August. Approve: Unanimous; Motion is approved.

- b. Treasurer's Report (Westerman): BoD will revisit present moratorium on spending during meeting scheduled at 2009 ASCA National Specialty.

- c. Affiliate Fee Increase (Westerman): Consider increasing affiliate fees and earmark monies for specific ASCA projects. Last affiliate fee increase in 2004.

A discussion occurred with regards to designating certain funds for specific projects. Discussion also about needing a list of future projects ASCA will need to fund so the projects can be placed in the budget when needed.

Westerman will discuss cost of fire suppression system with M. Walter. Topic will be discussed further at meeting scheduled at 2009 ASCA National Specialty.

- d. Tammy Seaman (Berryessa):

1. Motion #1 by Berryessa, Second by McNamara:

Dogs exhibited under Provisional Breeder Judge Tammy Seaman at the Lobo ASC show on August 16, 2009, who had been previously handled more than two times by Cameron Leopold, have been found to be ineligible to compete under said Judge under Ch 6, Section 7.6B of the Conformation Rules. Accordingly, awards issued for WB, armband #120 Hylands Cleared to Land at Ynot for Intact BOS, armband #136 VCH CH Del Sols Irresistible Magic ATDds OTDc RS-O JS-O GS-O DNA-CP and for ABOS, armband #121 Ynot Caught You Looking, are to be voided and all awards and or ribbons are to be returned to the Host Club. The bitch originally awarded RWB, armband #188 Rainy Days Love To Dance, will be awarded WB. Intact BOS and ABOS will not be awarded.

Notification of the above changes will be sent to each owner and the Host Club by the Business Office. Approve: Aufox, MacRoberts, McNamara, Berryessa, Dolan, Davenport; Abstain: Westerman, Gann. Motion is approved

Peter Hellmeister, Director-elect joined the meeting at 8:20 PM CDT

2. Motion #2 by Berryessa, Second by McNamara:

I move Provisional Breeder Judge Tammy Seaman be required to complete five (5) more judging assignments at the Approved Provisional Breeder Judge level, in addition to the current assignment remaining, before applying to move up to the Breeder Judge level. These assignments have to be completed without any further rule violations occurring. Such application can be submitted no sooner than one year from the date of this letter.

A letter will be sent by the BoD to Tammy Seaman stating the above penalty has been awarded due to violation of Conformation Show rule Ch 6, Section 7.6B. The letter will also contain a statement advising Ms Seaman to:

Contact the Business Office, when possible, on the best way to resolve any questions she may have on resolving problems that arise at shows she is officiating.

Approve: Aufox, MacRoberts, McNamara, Berryessa, Dolan, Davenport, Westerman; Abstain: Gann.  
Motion is approved.

3. Motion by Berryessa, Second by McNamara;

I move we direct the Conformation Committee to clarify the intent of Conformation Show Rule Ch 7, Section 7.19 so Judges, Show Secretaries and Show Coordinators know what changes are allowed to be made after Judging is completed, but before the books are sent to the ASCA Business Office.

Comment: The way the rule is now written, it leaves open the possibility to make changes to the Judge's award decisions as long as it is done before mailing to the ASCA Business office. Some changes should be allowed, such as obtaining a Judge's signature when the signature is forgotten, or an obvious error in writing down armband numbers that does not change the original award

Approve: Aufox, MacRoberts, McNamara, Berryessa, Dolan, Davenport, Westerman; Abstain: Gann.  
Motion is approved.

e. Colorado Schedule (Westerman): BoD meeting will start on Monday, September 28th at 10 AM MDT; Tuesday September 29<sup>th</sup> meeting will start at 9 AM MDT.

f. Reminder from SPC (Berryessa):

1. Accounting Pieces (Westerman): Won't be ready for September 28<sup>th</sup> BoD meeting.
2. Insurance (Aufox): Will try to have it prepared before September 28<sup>th</sup> BoD meeting.
3. Financial Documentation (Westerman): Won't be ready for September 28<sup>th</sup> BoD meeting.
4. Supporting Documentation (MacRoberts): Believes this should be completed by Business Office.
5. Physical Security (MacRoberts): Believes this should be completed by Business Office.
- g. Confidential information review (Dolan): discussed August meeting minutes and information to be submitted/not submitted for Aussie Times publication.

Motion to adjourn: Aufox, second Dolan; Approve: Unanimous; Motion is approved. Meeting adjourned at 8:58 PM CDT

\_\_\_\_\_/s Mary Logue\_\_\_\_\_  
Executive Secretary

\_\_\_\_\_/09/22/09\_\_\_\_\_  
Date of Approval

#### **02:00 Registry: Hardship Registration Moratorium**

Motion by Dolan second by MacRoberts

I move to lift the recently imposed hardship registration moratorium for the remainder of the time that the Hardship Registry is open.

Comment: Based on the recent change to the Hardship Registry procedures and requirements, the moratorium is no longer required.

Approve: Aufox, Berryessa, Dolan, MacRoberts, McNamara; Disapprove: Gann, Westerman; Abstain: Davenport;  
The motion is approved.

#### **04:02 Committee Procedures: Voting Procedures**

Motion by Dolan second by MacRoberts

I move to enter the following change in the Committee Procedures:

In the Committee Procedures under Voting Procedure insert the following:

3. When a motion is going to be made that affects the Webmaster or Business Office:

- a. The committee will send a draft copy of the proposed motion to the office it affects and advise this office it has five (5) working days to comment.
- b. If there are no comments, the affected office will so state.

c. At this point the committee will either abandon the motion or put the motion into final form, incorporating the office comments, and present it for voting.

Renumber old number three and all following paragraphs in the section.

Comment: This change allows an office affected by a program committee motion to comment on the effect of the motion on that office. It incorporates a procedure similar to the one contained in the Policy Book.

Approve: Aufox, Berryessa, Dolan, Gann, MacRoberts, McNamara, Westerman; Not-Voting: Davenport;  
The motion is approved.

#### **4:05 Agility Committee: Motion 16-2009: Chapter 8 Results**

Motion by Dolan

I move to approve the following Agility Committee motion:

Motion by Sue, second by Ally

Motion passes: Yes: Sherry, Sue, Janelle, Cynthia, Lisa, Annelise, Andrea, Betty, Pamela, Allison Abstain: Krystal  
Effective June 1, 2010

#### Section 8.2 Eligibility

Currently, item 4 reads:

4. For the Standard and Veterans division, a dog needs 7 points total to be eligible to compete at the Agility Finals. A minimum of 2 points must be from the Elite Jumpers class, 2 points from the Elite Gamblers class and 3 points from the Elite Regular class in the Standard and Veterans divisions respectively during the qualifying period. For the Junior Handler division a dog needs 5 total points to be eligible to compete in the Junior Handler division of the Agility Finals. A minimum of 2 points must be from the Elite Jumpers and 3 points from the Elite Regular from the Junior Handler division during the qualifying period. Points from the Standard division can be transferred to the Junior or Veteran division as described in Chapter 3.2. Eligible points will be those received during the ASCA Agility Finals qualifying period. The ASCA Agility Finals qualifying period will be the twelve month period from June 1st of the previous year to May 31st of the year of the ASCA Agility Finals are held.

Delete highlighted sentence above so the paragraph reads:

4. For the Standard and Veterans division, a dog needs 7 points total to be eligible to compete at the Agility Finals. A minimum of 2 points must be from the Elite Jumpers class, 2 points from the Elite Gamblers class and 3 points from the Elite Regular class in the Standard and Veterans divisions respectively during the qualifying period. For the Junior Handler division a dog needs 5 total points to be eligible to compete in the Junior Handler division of the Agility Finals. A minimum of 2 points must be from the Elite Jumpers and 3 points from the Elite Regular from the Junior Handler division during the qualifying period. Eligible points will be those received during the ASCA Agility Finals qualifying period. The ASCA Agility Finals qualifying period will be the twelve month period from June 1st of the previous year to May 31st of the year of the ASCA Agility Finals are held.

Currently, item 5 reads:

5. In addition to the yearly qualifiers, all ATCH dogs get an automatic invitation to compete in of the Agility finals. ATCH dogs can compete in the Standard division, or if they are eligible for the Veterans division, they may compete there if the owner so chooses. ATCH dogs handled by a junior may compete in the Junior Division

Change to Read:

5. In addition to the yearly qualifiers, an ATCH dog that is not invited to the Agility Finals based on rankings may request an invitation to compete in the Agility Finals, provided it has fulfilled at least the minimum eligibility requirements (see Section 8.2, item 4). The ATCH dogs attending via an ATCH invitation would compete in the division where the points were acquired during the qualifying year.

Currently, item 6 reads:

6. There will be 40 qualifiers for the Standard division (plus ATCH dogs), 20 qualifiers for the Veterans division (plus ATCH dogs) and 20 qualifiers for the Juniors division. If there are more than the specified number of dogs meeting the minimum requirements, then the top 40 qualifying Standard division dogs and the top 20 qualifying Veterans and Junior division dogs as ranked by the total number of points accumulated in the qualifying period with the highest number of points ranked first, will be invited to compete at the finals. If there is more than one dog with the same number of points as the 40th qualifier Standard and more than one dog with the same number of points as the 20th qualifier Veterans and Juniors, then all the dogs with that number of points will be invited to the Agility Finals.

Change to Read:

6. The top 60 qualifiers from the Standard division will be invited to attend the Standard Finals, the top 30 qualifiers from the Veterans division will be invited to attend the Veterans Finals and the top 30 qualifiers from the Juniors division will be invited to attend the Juniors Finals. The qualifiers will be ranked based on points accumulated, with the dog accumulating the most points being ranked as #1, the dog with the second most points being ranked as #2 etc. Dogs will be ranked on the list for each division and will be counted towards the total number of invitees (for each division) whether they have an ATCH or not. Current rankings will appear in the Agility Finals List posted in the Aussie Times and on the ASCA website. If there is more than one dog with the same number of points as the 60th qualifier in the Standard division and more than one dog with the same number of points as the 30th qualifier in the Veterans and/or Junior Handler division, then all the dogs with that number of points in the respective divisions will be invited. An additional 10 alternates will be notified of their alternate status, based on their point ranking on the Finals List in each division. See section 8.3, item 3.

Currently, Section 8.3 Verification reads:

1. Using USPS First Class Mail, the Business Office will notify all eligible competitors who have qualified for Finals. The letter will be postmarked no later than July 1st of the Finals year. If a competitor believes he/she is Finals eligible and has not received a notifying letter by July 8th of the Finals year, he/she shall notify the Business Office concerning this potential problem. Alternates will be notified of their standing as well. The ASCA Business Office will take necessary steps to notify foreign qualifiers. ATCH dogs who did not qualify through earning points but would like to attend, by virtue of the automatic invitation for ATCH dogs, must notify the ASCA Business Office as described in item 2 below.
2. All eligible contestants must verify that they will be competing at the Agility Finals by filling out an official entry form and sending it and the entry fees to the ASCA Business Office. The verification must be clearly postmarked by July 15th of the Finals Year. These forms will be forwarded to the host club by the ASCA Business Office by the close of the Nationals entries.
3. If an eligible contestant fails to send in an entry, the next alternate who has stated his/her intent to attend will be notified by the ASCA Business Office. Alternates must verify their intent to compete at the National Finals by filling out an official entry blank and sending to the ASCA Business Office by the due date. Alternates will pay when they become eligible. Alternates become eligible when a qualifier fails to verify his/her intent to attend the Finals by the due date as specified on section 3.2 of this chapter. No entry fee will be refunded.

Change to read:

1. Using USPS First Class Mail, the Business Office will notify all eligible competitors who have qualified for Finals. The letter will be postmarked no later than July 1st of the Finals year. If a competitor believes he/she is Finals eligible and has not received a notifying letter by July 8th of the Finals year, he/she shall notify the Business Office concerning this potential problem. Alternates will be notified of their standing as well. The Business Office will take necessary steps to notify foreign qualifiers. ATCH dogs that have met the minimum requirements as described in section 8.2, item 5, should contact the Business Office to obtain an entry form from or download one from the ASCA website.
2. All eligible contestants must verify that they will be competing at the Agility Finals by filling out an official entry form and sending it and the entry fees to the Business Office. The verification must be clearly postmarked by July 15th of the Finals Year. It is the responsibility of all eligible contestants to be able to provide proof of mailing in the event an entry form and fees are not received by the Business Office. Finals entry forms and fees will be forwarded to the host club by the Business Office by the close of Nationals entries.

3. If an eligible contestant fails to send in an entry, the next alternate who has stated his/her intent to attend will be notified by the Business Office. Alternates must verify their intent to compete at the National Finals by filling out an official entry blank and sending it to the Business Office postmarked no later than July 15 of the Finals year. Alternates will submit the non-refundable entry fee when the Business Office notifies them that they have filled a Finals entry vacancy. Alternates become eligible when a qualifier fails to verify his/her intent to attend the Finals by the due date. Rationale: Ever since the first finals there has been some confusion as to whether or not to remove the ATCH dogs (that compete throughout the entire year) from the Finals List. This motion would clarify that the top X number of dogs would be invited to Finals. Any ATCH dog wishing to be invited to Finals but not ranked high enough on the Finals List will have to support the program by competing in enough trials to meet the min. requirements of 7 elite Q's (3 from regular, 2 from gamblers and 2 from jumpers).

Approve: Unanimous;  
The motion is approved.

#### **4:05 Agility Committee: Motion 17-2009: Multiple Judge(s) Approval**

Motion by Dolan

I move to approve as Apprentice Agility Judges the individuals named in the following Agility Committee motion:

Motion by Ally, second by Sue

I move to accept the following as ASCA Apprentice Agility Judges:  
Gary Shipley, Cindy Elliott, Sue Graham, Andrea Hoffmann

Yes: Sherry, Sue (abstained on herself), Janelle, Krystal, Cynthia, Lisa, Andrea (abstained on herself), Betty, Pamela, Allison

Non-Voting: Annelise

Approve: Unanimous;  
The motion is approved.

#### **6:09 Nationals Committee: Sally Meyers resume for appointment to Nationals Committee**

Motion by Dolan

I move to appoint Sally Meyers to the Nationals Committee.

Approve: Aufox, Berryessa, Dolan, Gann, MacRoberts, McNamara, Westerman; Non-voting: Davenport;  
The motion is approved.

#### **Policy Book Section 9.9 Forms Management**

Motion by Dolan second by McNamara

I move to insert the following section into the Policy Book:

##### **Section 9.9 - Forms Management**

ASCA forms shall satisfy a valid need; information collected on a form shall be essential and necessary for the efficient and economical operation of the club. The forms shall be properly designed with clear instructions and standardized data for easy processing and retrieval of collected information. Information technology shall be used, to the maximum extent possible, for the creation, distribution, and use of forms and to record, store, and disseminate information entered on those forms. Standardized forms shall be used to the maximum extent possible.

The Business Office is responsible for generating, maintaining, and updating all forms needed to conduct ASCA's business, programs and services. When required individual program committees will act in an advisory role assisting the Business Office in the forms management program. When requested for comment/input concerning a new or revised form, a program committee will have two weeks to respond to the Business Office request and provide any recommendations concerning the applicable form. Program committees may request modification to an existing form or generation of a new form. Such requests shall be submitted from the applicable committee chair to the Business Office Manager. Requests may be submitted via mail, facsimile transmission or e-mail with a rough example attached. The Business Office will respond within two weeks of such requests or advise the requestor to employ an existing form.

When the Business Office revises or changes a form, the form shall have footer containing a revision date on each page of the form. New forms shall have a footer on each page noting its generation date. To the maximum extent possible forms shall be crafted to enable electronic data entry and submission.

Specifics for handling, generating, and revising forms shall appear in the Business Office Procedures Manual.

Effective 01/01/10

Comment: This motion establishes responsibilities and procedures for generating, maintaining, and updating ASCA forms

Approve: , Aufox, Berryessa, Dolan, Gann, MacRoberts, McNamara, Westerman; Non-voting: Davenport;

The motion is approved.

### **09:29 Kilcoyne Hardship Appeal for Cutting Acres Rodeo at Kilcoyne**

Motion by Dolan second by MacRoberts

I move to deny the appeal filed in response to the denial of Hardship Registration in the case of Cutting Acres Rodeo at Kilcoyne.

Comment/Rationale: Denial of the appeal is based on the subject dog having a grandparent registered as "another breed" in contravention of Hardship Eligibility Rule 5c.

Approve: MacRoberts, Berryessa, Dolan, Westerman, Aufox, Davenport, McNamara; Non-voting: Gann.

The motion is approved to deny the appeal request.

### **9:12 Current Membership Survey**

Motion by McNamara second by Dolan

I move the following:

ASCA will conduct a survey of current members using its subscription to Constant Contact. Emails shall be mined from the ASCA database in order to contact these members. The results will be reported to the Strategic Planning Committee and Board within a month of initial attention, and analysis will follow at the Spring Board Meeting and the process shall be revisited then for continuation or revision of the program.

Comment:

The Strategic Planning Committee has developed a survey for current members. What this survey is intended to do is to determine demographic experiences and expectations of the current membership and to give the Board tools to direct the future of the club. The contact would be made by email only to minimize the fiscal impact on ASCA.

Approve: Berryessa, Davenport, Dolan, MacRoberts, McNamara, Westerman; Disapprove: Aufox; Non-voting: Gann;

The motion is approved.

### **Policy Book Section 8.9 Policy Book Updates**

Motion by Dolan second by McNamara

I move to replace section 8.9 of the Policy Book which reads:

#### **8.9 Policy Book**

An up-to-date Policy Book will be supplied to the ASCA attorney, AUSSIE TIMES Editor, Business Office Manager and Web Master at the same time it is sent to the Board of Directors.

Effective: 02/23/99 Revised: 04/15/00

The ASCA Secretary will be responsible for updating the Policy Book.

With:

The ASCA Secretary will update the Policy Book quarterly and forward the updated version to the Business Office for filing and to the Webmaster for posting on the web site. The Business Office will notify the ASCA attorney, AUSSIE TIMES Editor, the Executive Secretary, and all Directors when the new version is posted on the web site.

The ASCA Secretary is responsible for updating the Policy Book. These updates shall occur quarterly (31 March. 30 June. 30 September and 31 December). The Secretary will maintain a working copy of the Policy Book, entering changes as generated during the monthly voting cycle and during teleconferences/meetings. The December revision each year will be

a clean copy (all previous year strikeouts and highlighting removed). For record purposes and continuity, the Executive Secretary will maintain an electronic file (CD/DVD) of the quarterly and annual update versions.

Comment: This motion documents how to handle changes/updates to the Policy Book as discussed at the Spring 2009 Board of Directors meeting.

Approve: Unanimous;  
The motion is approved.

### **Policy Book: Section 19 Treasury/Finance**

Motion by Dolan second by McNamara

I move to replace the existing Section 19 of the Policy Book (June 30, 2009 version available on the web site) which reads:

#### 19 Treasury/Finance

##### 19.1 Treasurer's Report

Any ASCA® member, who makes a written request to the Business office, shall be able to receive a copy of ASCA®'s 990 Tax Return and a copy of the CPA's compilation. A report prepared by the CPA will be available at the National Specialty.

Effective: 04/02

##### 19.2 Dishonored Checks

- a. Notice by certified and regular mail will be sent immediately upon receipt of a dishonored (NSF) check. The person will have twenty (20) days in which to make good the check or the person will be put on the Suspended List. The ASCA® Business Office will use discretion in making the best collection possible on the checks.
- b. There will be an additional Forty Dollar (\$40.00) charge for each dishonored check.
- c. Any person writing two (2) or more dishonored checks during a twelve (12) month period, will be placed on a cash basis until further notice.
- d. To be reinstated, the person must pay a Fifty Dollar (\$50.00) fine.
- e. The above policy is also applicable to dishonored checks written to affiliates provided the affiliate has made a good faith effort to collect said check for a period of at least thirty (30) days prior to submittal to the Business Office.
- f. Affiliates shall promptly pay all agreed upon judges fees and expenses. Any dishonored checks written by an affiliate to a judge will result in immediate suspension of the affiliate until the check is honored.
- g. The Business Office will send a post card to persons who make good on their bad checks, indicating they are now removed from the Dishonored (NSF) Check List as of the date it is made good.
- h. NATIONAL SPECIALTY FINALS - The Business Office will notify the contestant of the dishonored (NSF) check and will allow seven (7) days to have the check made good. Postmark dates will apply in all cases. If check is not made good, the alternate will be notified immediately.

Effective: 01/01/94 Revised: 04/15/00

##### 19.3 Finance Advisory Panel

- a. The Treasurer shall be a current ASCA® Director who shall be appointed by the Board.
- b. The Treasurer's duties shall include, but not be limited to: Chair of the Finance Advisory Panel; oversight of the bookkeeper and employees handling the Club's payables and receivables, have responsibility for all funds, assets and payables of the Club.
- c. The Finance Advisory Panel members shall be appointed by the Board and must include the following: the Treasurer, the President and one other elected Director. Assistant Treasurer(s) and up to three (3) individuals who shall be from the ASCA® membership and who have special financial expertise may also be chosen to serve on the Panel. This Panel shall be governed by the Board of Directors.
- d. The term for each Panel member, other than the President, Treasurer and elected Director, shall be a minimum of two (2) years unless a member is unable to fulfill the duties and commitments required of Panel members.
- e. The duties of the Finance Advisory Panel shall include, but not be limited to oversight of the Club's financial needs, review of all financial reporting prior to the Board's review, submission of nominations for new Panel members to the Board when needed and any other duties assigned by the Board of Directors.

Effective: 01/01/00.

#### 19.4 Quarterly Statements

- a. There will be prepared written annual and quarterly financial statements on the current status of ASCA®'s finances.
- b. Quarters shall begin and end on a calendar schedule; Jan1-March 31, April1-June 30, July 1- Sept 30, Oct 1-Dec 31.
- c. The annual reports shall be as of December 31st of each year.
- d. The Board of Directors may request additional reports from time to time as they may require.
- e. All Financial Reports shall contain supplemental reports comparing current status to budget.
- f. At the annual board meeting held at the National Specialty, there shall be presented to the full Board of Directors, for adoption, a budget for the forthcoming year.

Effective: 12/00

#### 19.5 Treasurer-Auditor Relationship

The Treasurer shall review all audit-related questions and statements. The treasurer must approve of the documents in writing prior to publication of the final report and management letter.

Added: 06/08

#### 19.6 Schedule of Fees

The Treasurer, coordinating with the Business Office Manager, shall assemble and maintain a schedule of fees to be charged for various ASCA® services including but not limited to:

- a. Advertising rates as determined by the Board of Directors
- b. AUSSIE TIMES subscription rates
- c. Registry fees including registration, ownership transfer, lease, kennel name, DNA, etc.
- d. Membership fees
- e. Program fees including recording fees, sanctioning fees, late result fees, and ranch dog inspection
- f. Club business fees including Affiliate formation/renewal, dispute filing fees, show/trial newsletter, yearbooks, progeny title search, kennel name list, rulebooks, and judges lists.

This schedule will be printed in each issue of the AUSSIE TIMES and available on the ASCA® web site.

Added: 02/09

#### 19.7 Financial Authorization

The President and Treasurer of the Australian Shepherd Club of America (ASCA®), or either of them, during their respective terms, be, and they hereby are, the only representatives of ASCA® who are authorized to transact ASCA®'s business with investment and banking accounts and in such capacity to handle all of ASCA®'s accounts with them. In turn, these organizations are authorized and directed to deal directly with said President and Treasurer with respect to all of such accounts.

Further, the ASCA® Office Manager hereby is authorized and directed to provide to these organizations the current names, addresses, contact information, and length of term of the President and Treasurer of ASCA® immediately after the Annual Meeting in each year. Further, the Secretary shall make note of the above, using officer names, in the minutes.

Added: 03/09

with:

### **19 Treasury/Finance**

#### **19.1 Treasurer Responsibilities**

The Treasurer is a current ASCA Director elected by the Board of Directors. The Treasurer is the steward of ASCA's financial information and documents. The outgoing Treasurer will hand over the following up-to-date documents to the incoming Treasurer:

- Budget projection worksheet
- Most recent Treasurer's report
- Schedule of fees
- Investment Policy (when in place)
- Most recent QuickBooks reports including the previous year and quarterly year-by-year comparisons
- Budget worksheet

The duties of the Treasurer require direct involvement in ASCA's day-to-day operations. The Treasurer manages the Business Office QuickBooks output (and the staff that handles that), manages investments, interprets the yearly audit and management letter, makes and implements corrective recommendations, and educates the Board of Directors. The ASCA accountant is available for consultation and education of the Treasurer. The Business Office Manager is a major resource



in managing ASCA's financial picture. Often the Business Office Manager will know the most about income, expenses, and the business practices that affect them.

The Treasurer is responsible for overseeing expenses processed by the Business Office. The simplest way to do this is to download the information from the bank and go through any checks over \$500 (per ASCA's capitalization policy), to determine whether the expense is appropriate or not and reportable. This simple procedure will detect expense discrepancies and opportunities for improvement.

Normally the Treasurer is the maker of fiscally related motions. Anything affecting ASCA's financial status must be recorded in meeting minutes. These minutes shall reflect review of finances and Treasurer's reports.

ASCA operates on a modified cash basis. The Office Procedures Manual shall document methods employed to handle cash, check, and credit card income. Familiarity with these processes will aid the Treasurer managing and tracking financial data.

The Treasurer is responsible for preparing the budget for the next fiscal year. The Treasurer will present this budget to the Board of Directors, for adoption at the annual meeting held at the National Specialty.

## **19.2 Treasurer's Report**

This document is compiled to present to the Treasurer and the Board of Directors ASCA's current fiscal condition and projections for the future. This report is a confidential document and shall not be distributed electronically without alteration. It contains salary information as well as proprietary strategy. Using this as a planning tool and a template can assist the treasurer in presenting meaningful fiscal data to the Board of directors. The report shall be updated and distributed at each live Board of Directors meeting. To minimize last minute effort and keep the Treasurer current on fiscal matters, the Treasurer's Report should receive periodic updates throughout the year.

Any ASCA member, who makes a written request to the Business Office, shall be able to receive a copy of ASCA's 990 Tax Return and a copy of the CPA's compilation. A report prepared by the CPA will be available at the National Specialty.

Effective: 04/02

## **19.3 Budget Projection Worksheet**

The budget projection worksheet was developed to supply an accurate picture of past actual income and expenses and generate a reliable projection of future income and expenses. "Direct expense" reflects costs that are directly attributable to the program involved (for example, DNA kits). "Indirect expense" reflects overhead expense not directly chargeable to a specific project or task. (for example, office staff and supplies). How much indirect expense is attributed to each program is reflected in the column, "% of indirect expense."

### **Using the Worksheet**

"% of indirect expense" – these numbers are estimated by the office manager and you should check in from time to time to see if she thinks they have changed significantly. Depending on popularity, available staff, and current business practices, these numbers can change year to year.

Update the actual from the previous year by using the YTD report from QuickBooks (your office manager can provide this) – the chart of accounts should match the listing in expense and income worksheets

When projecting for the next year, remember to:

Take into account any motion or change that might affect costs

Provide for raises each year or for additional hires (this includes taxes and insurance)

Consider outside factors (postage increases, economy, program development)

## **19.4 Dishonored Funds**

- a. Notice by certified and regular mail will be sent immediately upon notification of dishonored funds (i.e. NSF checks, stop payments, etc.). The person will have twenty (20) days, from the postmark date, in which to make good the funds or the person will be put on the Suspended List and suspended from all ASCA privileges, including competition in ASCA programs. Any services granted by ASCA and paid with dishonored funds will be withdrawn until all fees are paid. The Business Office will use discretion in making the best collection possible on the funds.
- b. There will be an additional forty dollar (\$40.00) charge for each dishonored fund.
- c. Any person writing two (2) or more dishonored funds during a twelve (12) month period will be placed on a cash basis until further notice.
- d. To be reinstated, the person must pay a fifty dollar (\$50.00) fine.
- e. The above policy is also applicable for dishonored funds received by Affiliates provided the Affiliate has made a good faith effort to collect said funds for a period of at least thirty (30) days prior to submittal to the Business Office. The Affiliate will be required to submit the appropriate form and materials to ASCA before ASCA undertakes collection efforts.

- f. Once submitted to ASCA by an Affiliate, any wins, qualifying scores or awards earned at an Affiliate level will be withdrawn and awarded to the next eligible dog or returned to the Affiliate, as applicable, if the dishonored funds and fees are not paid to ASCA in full within 20 days of the notification from ASCA.
- g. Affiliates shall promptly pay all agreed upon Judges' fees and expenses. Any dishonored funds from an Affiliate Club to a Judge will result in immediate suspension of the Affiliate Club until the check is honored.
- h. The Business Office will send a post card to persons who make good on their dishonored funds, indicating they are now removed from the Suspended List as of the date it is made good.
- i. NATIONAL FINALS - The Business Office will notify the contestant of the dishonored funds and will allow seven (7) days to have the funds made good. If the dishonored fund is not made good, the alternate will be notified immediately

Effective: 01/01/94 Revised: 04/15/00 7/31/09

### **19.5 Finance Advisory Panel**

- a. The Treasurer is Chair of the Finance Advisory Panel.
- b. The Finance Advisory Panel members shall be appointed by the Board and must include the following: the Treasurer, the President and one other Director. Assistant Treasurer(s) and up to three (3) other ASCA members having special financial expertise may also be chosen to serve on the Panel. The Board of Directors governs the Financial Advisory panel.
- c. The term for each member, other than the President, Treasurer and Director, shall be a minimum of two (2) years unless a member is unable to fulfill the duties and commitments of a Panel member.
- d. The duties of the Finance Advisory Panel shall include, but not be limited to, oversight of the ASCA's financial position, review of all financial reporting prior to review by the Board of Directors, submission of new Panel member nominations when needed, and any additional duties assigned by the Board of Directors.

### **19.6 Quarterly Statements**

- a. The Treasurer will prepare written annual and quarterly financial statements documenting the status of ASCA's finances.
- b. Quarters are: January 1-March 31, April 1-June 30, July 1-September 30, October 1-December 31.
- c. The annual report is as of December 31 each year.
- d. The Board of Directors may request additional reports as required.
- e. All financial reports shall contain information comparing current status to budget status

### **19.7 Treasurer-Auditor Relationship**

The Treasurer shall review all audit-related questions and statements. The treasurer must approve of the documents in writing prior to publication of the final report and management letter.

Added: 06/08

### **19.8 Schedule of Fees**

The Treasurer, coordinating with the Business Office Manager, shall assemble and maintain a schedule of fees to be charged for various ASCA services including but not limited to:

- a. Advertising rates as determined by the Board of Directors
- b. AUSSIE TIMES subscription rates
- c. Registry fees including registration, ownership transfer, lease, kennel name, DNA, etc.
- d. Membership fees
- e. Program fees including recording fees, sanctioning fees, late result fees, and ranch dog inspection
- f. Club business fees including Affiliate formation/renewal, dispute filing fees, show/trial newsletter, yearbooks, progeny title search, kennel name list, rulebooks, and judges lists.

This schedule will be printed in each issue of the AUSSIE TIMES and available on the ASCA web site.

Added: 02/09

### **19.9 Financial Authorization**

The President and Treasurer of the ASCA, during their respective terms, are the only representatives of ASCA® who are authorized to transact ASCA's business with investment and banking accounts and, in such capacity, to handle all of ASCA's accounts with them. In turn, these organizations are authorized and directed to deal directly with said President and Treasurer with respect to all such accounts.

The Office Manager is authorized and directed to provide these organizations the current names, addresses, contact information, and length of term of the President and Treasurer of ASCA immediately after the Annual Meeting in each year. Further, the Secretary shall make note of the above, using officer names, in the minutes.

The Treasurer is the primary manager of ASCA's accounts. Except in an emergency, the Treasurer shall obtain the concurrence of the President prior to making any realignment in the accounts. The Treasurer and the Office Manager shall consult frequently so that funds may be moved to anticipate variations in cash flow. These consultations will aid in ensuring the timely payments of anticipated and unanticipated expenses.

Comment/Rationale: The highlighted sections are changes we have made previously and are renumbered as part of this change. The Financial Advisory Panel is slightly rewritten and left in place as a mechanism to help and back up the Treasurer and be an element of the Financial Procedures Manual. The added sections define the duties and responsibilities of the Treasurer and define relationships, methodology, and mechanisms to standardize fiscal operations independent of who occupies the office of Treasurer. This section is a stopgap and should be replaced with a sentence directing use of the Financial Procedures Manual (when promulgated) instead of the Policy Book.

Approve: Aufox, , Berryessa, Davenport, Dolan, MacRoberts, McNamara; Disapprove: Westerman, Gann.  
The motion is approved.

### **Policy Book: Section 9.7 Employment Procedures**

Motion by McNamara second by Dolan

I move to add the following as Section 9.7 Employment Procedures to the Policy Book:

Comment: Developed by the Strategic Planning Committee, this has been reviewed by the Business Office and approved for establishing a set procedure.

Approve: Westerman, Dolan, McNamara; Disapprove: Davenport, Berryessa, Gann, Aufox; Abstain: MacRoberts.  
The motion is not approved.  
This policy returned to the authors for reworking.

### **Policy Book Section 10.6 Investigation of Complaints**

Motion by Dolan second by McNamara

I move to place the following in the Policy Book.

#### **10.6 Investigation of Complaints**

The complaint process, investigation and recommendations, will be handled by a rotation of the Directors as assigned by the Executive Secretary. The Director assigned to handle a specific complaint is responsible for conducting the entire process from investigation to presenting disposition recommendations to the Board of Directors.

Comment: This motion places the methodology passed by the Board of Directors at the 2006 National Specialty meetings in the appropriate location.

Approve: Unanimous;  
The motion is approved.

### **98:05 Conformation Committee: ASCA Breeder Judges Test**

Motion by Gann

**Motion by Leah Swatko, 2<sup>nd</sup> by Gail Karmalegos**

This declaration is to be added as a first page, or cover page if you will, for the ASCA Breeder Judges Test. As in the declaration, it is to clarify that the judge took the test him/her self without assistance. The committee feels that it is necessary for the applicant to realize that: yes, it's an open book test, but no, don't get on the phone and call to get someone to give you the answers.

The verbiage is as below. I have attached a .pdf file so that you may see the final product.

**Addition to the judges Test, front page, to read:**

I, \_\_\_\_\_, declare by my signature on this page, that I have not asked any person(s), to assist me in any way, nor accepted any assistance from anyone in the completion of this test. I declare that I have used only the ASCA approved written sources found within the ASCA web site, the ASCA Conformation Show Rules and Regulations, including Judges Guidelines and Code of Ethics, ASCA Junior Handling Rule Book, Judges Education, ASCA Breed Standard and Annotations, or other applicable sources.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please print your name.

Signature: \_\_\_\_\_

**This will be added onto an ASCA letterhead.**

VOTING was unanimously affirmative, with all members of the committee voting.

YEAH VOTES: Liz Gibson, Debbie Martin, Denise Creelman, Regi Gravette, Ann DeChant, Nancy Pelletier, Leah Swatko, Glenda Stephenson, Mary Hellmeister, David Clayton, Gail Karamalegos, Luc Goossens, Peter Kontos

Approve: Berryessa, Davenport, Dolan, Gann, MacRoberts, McNamara, Westerman; Disapprove: Aufox  
The motion is approved.

**98:05 Conformation Committee: 13.1 & 13.2 Submission of Show Records**

Motion:Gann

Motion to revise (correct) Chapter 13.1 by Debbie Martin, 2<sup>nd</sup> by Liz Gibson.

In Favor: Nancy Pelletier, Peter Kontos, Gail Karamalegos, Glenda Stephenson, Regi Gravettes, Cynthia Clark, Heather Herron, Liz Gibson, Debbie Martin, Denise Creelman, Mary Hellmeister, Luc Goossens, and David Clayton.

No opposed.

I make a motion to accept the corrections to Chapter 13 Submission of Show's Records to ASCA; Sections 13.1 and 13.2.

**Section reads as corrected: (italicized words are additions)**

**CHAPTER 13 SUBMISSION OF SHOW'S RECORDS TO ASCA**

SECTION 13.1 After each ASCA sanctioned event the following *must be sent to the ASCA Business Office*: a catalogue, if applicable, marked with all awards and absent dogs, certified by the Show Secretary; *all original Judges' Books*, (Non-Regular and Regular Classes); ASCA Official Entry Forms for: Best of Breed, Best Opposite Sex, Best of Winners, Winners Dog, Reserve Winners Dog, Winners Bitch, Reserve Winners Bitch, *Best Junior Handler, Reserve Junior Handler, All competing Juniors age eight (8) years to seventeen (17) years, disqualified and excused dogs*, and all qualifying obedience entrants; Gross Receipts report, including Event Membership dues; Sanction Grant; Conformation Show Report; Obedience Show Report; *Explanation for Disqualified Dog form(s), and an explanation of excused dogs*. All of the aforementioned items must be postmarked no later than fifteen (15) days after the close of the show.

Penalty for non-compliance is ten dollars (\$10.00) per day for each day delayed and such other penalties as may be imposed by the Board of Directors of ASCA.

SECTION 13.2 The club shall retain all other ASCA official entry forms, except the entry forms listed in Section 13.1 above, for a period of one year from date of show.

**The way that rule USED to read:**

**CHAPTER 13 SUBMISSION OF SHOW'S RECORDS TO ASCA**

SECTION 13.1 After each ASCA sanctioned event, a catalogue, if applicable, marked with all awards and absent dogs, certified to by the Show Secretary of the show, together with all Judges' Books, (Non-Regular and Regular Classes), ASCA Official Entry Forms for Best of Breed, Best Opposite Sex, Best of Winners, Winners Dog, Reserve Winners Dog, Winners Bitch, Reserve Winners Bitch and all qualifying obedience entry forms, Gross Receipts report, including Event

Membership dues, Sanction Grant, Conformation Show Report, Obedience Show Report must be sent to the ASCA Business Office, postmarked no later than fifteen (15) days after the close of the show.

Penalty for non-compliance is ten dollars (\$10.00) for each days delay and such other penalties as may be imposed by the Board of Directors of ASCA.

SECTION 13.2 The club shall retain all other ASCA official entry forms, except the entry forms listed in Section 13.1 above, for a period of one year from date of show.

**Comment:** The italicized items that are added to this chapter have been requested on the first page of the show packet, listing all items to be returned to the business office. The addition of the DQ/EXC dog form is also necessary.

Approve: Aufox, Dolan, Gann, MacRoberts, McNamara, Westerman; Disapprove: Berryessa; Non-voting: Davenport.  
The motion is approved.

### **98:05 Conformation Committee: 15.3 Participants**

Motion:Gann

Motion by Heather Herron, with a second from Liz Gibson:

Voting as follows: Affirmative: Liz Gibson, Ann DeChant, Leah Swatko, Heather Herron, Cynthia Clark, Nancy Pelletier, Regi Gravettes, Gail Karamalegos, Peter Kontos, Glenda Stephenson, David Clayton, and Luc Goossens

Motion passes.

I make the motion to revise Section 15:3 PARTICIPANTS to Chapter 15:3 Conformation Finals to be effective immediately.

Currently Section 15:3 reads as follows:

1.) The Top Thirty (30) Conformation Merit Altered Dogs Finalists and the Top Thirty (30) Merit Conformation Intact Dogs will be invited to compete in the Conformation Finals. No alternates will be invited. If less than thirty (30) dogs from those ranked Altered dogs and Intact dogs accept the invitations, the Conformation Finals will be limited to those entrants only.

Revise Section 15:3 to read as follows:

- 1.) The Top Thirty (30) Altered Conformation Merit Dogs Finalists and the Top Thirty (30) Intact Conformation Merit Dogs Finalists, including any dogs whose scores resulted in a tie within the Top Thirty score range, will be invited to compete in the Conformation Finals. Invitations will be sent to the Top Thirty (30) dogs and fifteen (15) alternates in their ranked order in both the Altered and Intact Divisions. If less than thirty (30) entries in both divisions are received by the ASCA Business Office by the postmarked deadline of July 15th of the Finals year, alternates whose entries also met the same deadline will be notified in their ranked order, to obtain the total number of entrants desired, which is thirty (30) Altered Merit Dogs and thirty (30) Intact Merit Dogs. Alternates will be required to submit the entry fee, in the amount of fifty dollars (\$50.00), upon notification of acceptance into the Finals competition. Entry fees are non-refundable.

Approve: Berryessa, Davenport; Disapprove: Aufox, Dolan, Gann, MacRoberts, McNamara, Westerman  
The motion is not approved.

### **98:05 Conformation Committee: Judges Guidelines and Code of Ethics**

Motion:Gann

This motion was originally a recommendation to the board, so that the Judges Conduct Reports could be overseen by the Conformation Committee. This current motion is adding provisions into Judges COE for implementation of CC reviewing Judges Conduct Reports and addition of provisions for Discipline into COE.

Mr. Dolan had stated that we need to take a look at the Agility rule book on the Judges Guidelines. This we did. So the additions, which are underlined, are just about verbatim from the Agility rule book.

MOTION BY: Glenda Stephenson, 2<sup>nd</sup> by Liz Gibson

YEAH VOTES: Liz Gibson, Debbie Martin, Peter Kontos, Ann DeChant, Leah Swatko, Gail Karamalegos, Luc Goossens, Glenda Stephenson

NAYS: David Clayton

NON VOTING: Denise Creelman, Mary Hellmeister, Regi Gravettes, Nancy Pelletier

COMMENTS BELOW

**MOTION AS FOLLOWS: (UNDERLINED PASSAGES ARE ADDITIONS)  
JUDGES GUIDELINES / CODE OF ETHICS**

**SECTION ONE:** Conformation Judge Code of Ethics

Official ASCA Guidelines/Code of Ethics for Conformation Judges

1. The ASCA Conformation Judge is authorized to judge contestants in an conformation show acting as an official Judge.
2. ASCA Judges are expected to conduct themselves in accordance with these Guidelines set forth by the Australian Shepherd Club Board of Directors. Failure to comply with these guidelines subjects a judge to possible disciplinary action by the ASCA Board of Directors, including the possible revocation of ASCA Judging privileges.
3. ASCA Conformation Judges carry a tremendous amount of responsibility. They function as a guiding voice of the Australian Shepherd and should represent the highest ideals in terms of honesty, integrity, impartiality and knowledge of the sport and the breed.
4. The approval to judge ASCA events is a privilege and is not a right or reward. Suspensions in other registries relevant to the task of judging will be a consideration in the approval and maintenance of judging privileges.
5. All Judges and applicants must agree to abide by the ASCA Judges Code of Ethics.
6. General comments and impressions of judges can be submitted by the host club using the *Judges' Conduct Evaluation Form*. The Business Office will forward comments on a judge's performance to the Conformation Committee for review. Multiple negative comments may be used to suspend judging privileges.
7. Any person wishing to lodge a protest or complaint against a judge shall do so in accordance with the ASCA Dispute Rules.
8. ASCA has the right to refuse, suspend or revoke the ASCA judging license of any person in violation of ASCA rules, or for the failure to comply with the guidelines set forth in the ASCA Judges Code of Ethics. Failure to comply with these guidelines, or any ASCA rules, subjects a judge to possible disciplinary action by the ASCA Board of Directors, including the possible revocation of ASCA Judging privileges. Judges will be notified if such action is being considered, the reason for its consideration, and given the opportunity to reply.

**RESPONSIBILITIES:**

1. ASCA Judges should have thorough breed knowledge, understanding of the Breed Standard and full comprehension of the rules concerning ASCA's Conformation Program. They are expected to demonstrate efficient ring procedure and control. It is their responsibility to keep up to date with current changes in both the program rules and Breed Standard.
2. Judges are expected to continue the education process throughout their career.
3. Judges are to be professional in carrying out their duties and must not allow personal preferences to interfere with the stated guidelines upon which they judge animals.
4. It is essential that exhibitors have complete faith in the impartiality of their judges. A judge's actions and decisions should leave no doubt that they were made based solely on the merits of the dogs presented to them on that day.

**CONDUCT**

1. The general conduct of judge, both inside and out of the ring, should be above reproach. Judges should avoid conduct and casual remarks that might be misconstrued or misinterpreted such as expressing favoritism or specific criticism of dogs or exhibitors.
2. Prior to the completion of a judging assignment, a judge shall not act as a spectator at the same conformation event at which he is scheduled to judge.
3. When officiating at a show, the judge shall not:
  - a) Discuss the merits or faults of the dogs with the stewards, attendants, or spectators during the assignment.
  - b) Address handlers or dogs in the ring by name
  - c) Hold, have control of, or groom any dog on the show grounds during his assignment that is not wholly owned or co-owned by the judge
  - d) While officiating, a judge should not ask individuals:
    - Who owns the dog;
    - From whom the dog was purchased;
    - What bloodlines the dog is out of;

Any information concerning the Affiliate Club's point schedule:

Which sex has a major win available.

4. A judge shall not personally exhibit a dog in Conformation in the same state as his assignment four (4) days prior to his assignment.

5. When attending social functions organized by the event-giving club where exhibitors are present, a judge is expected to exercise particular discretion in discussing individual exhibitors, dogs or breeders.

6. a) A judge or his family members should never solicit or promote assignments on the judge's behalf.

b) Solicitation is the repeated contact and/or the use of influence, persuasion or coercion in an effort to obtain a judging assignment.

c) Promotion is a judge's or their immediate family member's attempt to sell or popularize the judge or their judging assignments through verbal or written advertising and/or publicity.

7. Although a judge cannot directly control who enters under him, he should advise potential exhibitors not to enter under him when he feels there is a possible conflict of interest to avoid improprieties or perceived improprieties. Examples of such conflicts might be:

An employer or employee;

A relative;

A person with whom the judge co-own dogs;

A person with whom the judge is traveling or housing with.

A person who has handled dogs for the judge or the judges family\* in the past twelve (12) months. \* Family as defined in SECTION 7.6C

### **DISCIPLINE**

**1. An ASCA Conformation Judge may be temporarily denied judging privileges and/or banned from accepting new assignments from clubs for sixty (60) days by the Board of Directors while it investigate any infractions of the Judges Guidelines and Code of Ethics or violations ASCA Show Rules and Regulations.**

**2. A judge may be suspended from judging assignments by the Board of Directors.**

**3. If a formal complaint is filed against a judge concerning an event or show, it shall be investigated. If the complaint is valid, the judge may be reprimanded, suspended, or have judging privileges revoked by the Board of Directors.**

### **HERE ARE THE RULES AS THEY ARE NOW:**

#### **SECTION ONE: Conformation Judge Code of Ethics**

Official ASCA Guidelines/Code of Ethics for Conformation Judges

1. ASCA Judges are expected to conduct themselves in accordance with these Guidelines set forth by the Australian Shepherd Club Board of Directors. Failure to comply with these guidelines subjects a judge to possible disciplinary action by the ASCA Board of Directors, including the possible revocation of ASCA Judging privileges.

2. ASCA Conformation Judges carry a tremendous amount of responsibility. They function as a guiding voice of the Australian Shepherd and should represent the highest ideals in terms of honesty, integrity, impartiality and knowledge of the sport and the breed.

3. The approval to judge ASCA events is a privilege and is not a right or reward. Suspensions in other registries relevant to the task of judging will be a consideration in the approval and maintenance of judging privileges.

4. All Judges and applicants must agree to abide by the ASCA Judges Code of Ethics.

5. ASCA has the right to refuse, suspend or revoke the ASCA judging license of any person in violation of ASCA rules, or for the failure to comply with the guidelines set forth in the ASCA Judges Code of Ethics. Failure to comply with these guidelines, or any ASCA rules, subjects a judge to possible disciplinary action by the ASCA Board of Directors, including the possible revocation of ASCA Judging privileges. Judges will be notified if such action is being considered, the reason for its consideration, and given the opportunity to reply.

#### **RESPONSIBILITIES:**

1. ASCA Judges should have thorough breed knowledge, understanding of the Breed Standard and full comprehension of the rules concerning ASCA's Conformation Program. They are expected to demonstrate efficient ring procedure and control. It is their responsibility to keep up to date with current changes in both the program rules and Breed Standard.

2. Judges are expected to continue the education process throughout their career.

3. Judges are to be professional in carrying out their duties and must not allow personal preferences to interfere with the stated guidelines upon which they judge animals.

4. It is essential that exhibitors have complete faith in the impartiality of their judges. A judge's actions and decisions should leave no doubt that they were made based solely on the merits of the dogs presented to them on that day.

## **CONDUCT**

1. The general conduct of judge, both inside and out of the ring, should be above reproach. Judges should avoid conduct and casual remarks that might be misconstrued or misinterpreted such as expressing favoritism or specific criticism of dogs or exhibitors.

2. Prior to the completion of a judging assignment, a judge shall not act as a spectator at the same conformation event at which he is scheduled to judge.

3. When officiating at a show, the judge shall not:

a) Discuss the merits or faults of the dogs with the stewards, attendants, or spectators during the assignment.

b) Address handlers or dogs in the ring by name

c) Hold, have control of, or groom any dog on the show grounds during his assignment that is not wholly owned or co-owned by the judge

d) While officiating, a judge should not ask individuals:

Who owns the dog;

From whom the dog was purchased;

What bloodlines the dog is out of.

4. A judge shall not personally exhibit a dog in Conformation in the same state as his assignment four (4) days prior to his assignment.

5. When attending social functions organized by the event-giving club where exhibitors are present, a judge is expected to exercise particular discretion in discussing individual exhibitors, dogs or breeders.

6. a. A judge or his family members should never solicit or promote assignments on the judge's behalf.

b. Solicitation is the repeated contact and/or the use of influence, persuasion or coercion in an effort to obtain a judging assignment.

c. Promotion is a judge's or their immediate family member's attempt to sell or popularize the judge or their judging assignments through verbal or written advertising and/or publicity.

7. Although a judge cannot directly control who enters under him, he should advise potential exhibitors not to enter under him when he feels there is a possible conflict of interest to avoid improprieties or perceived improprieties. Examples of such conflicts might be:

An employer or employee;

A relative;

A person with whom the judge co-own dogs;

A person with whom the judge is traveling or housing with.

**COMMENT IN THE NEGATIVE:** The tone of this is accusatory. In our system of justice, we are innocent until proven guilty beyond a reasonable doubt, and the tone of this seems to me to indicate guilt prior to an evaluation of the situation. The statement below indicates a penalty prior to evaluation of the proposed event. Let's say a senior breeder judge is judging nationals and I really hate him or her...they are judging a show before nationals. I want them off of the judging panel. So I claim they threatened me or something that was really serious...that would attract attention...the board could have them suspended from judging nationals prior to evaluating the claim. I think this is unfair, also if I made my living judging dog shows...this action prior to investigation could prevent me from making a living and could lead to a lawsuit. I also think the following statement "Judges will be notified if such action is being considered, the reason for its consideration, and given the opportunity to reply" should remain included. (NOTE: The statement that Mr. Clayton is referring to, is still in the rule, it has not been removed, see Section 1, subs 8)

Approve: Berryessa, Davenport, Gann; Disapprove: Afox, Dolan, MacRoberts, McNamara, Westerman

The motion is not approved.

## **98:05 Conformation Committee: Section 7.22 Eligibility to Judge at ASCA Nationals**

Motion: Gann

Motion Author: LIZ GIBSON, 2nd by: PETER KONTOS

YEAH VOTES: Liz Gibson, Debbie Martin, Peter Kontos, Regi Gravette, Ann DeChant, Nancy Pelletier, Leah Swatko, Mary Hellmeister, David Clayton, Glenda Stephenson, and Luc Goossens

NAYS: Gail Karamalegos.



NON VOTING: Denise Creelman

**SECTION 7.22** To be eligible to judge at the ASCA National Specialty, a judge **MUST** be fully approved for the assignment. To be eligible to judge at the ASCA National Specialty, a judge **MUST** be a Full ASCA Member in good standing.

AS READS NOW;

**SECTION 7.22** To be eligible to judge at the ASCA National Specialty, a judge **MUST** be fully approved for the assignment.

Explanation; It was felt by many members of this CC that to judge an ASCA National Specialty is an honor and any ASCA Breeder judge asked to judge they should be members of ASCA.

Comment in dissent from Gail Karamalegos: I vote NO, for the following reasons. One, Conformation Judges should NOT be singled out this way, when none of the other venues' judges are required to be ASCA members. Two, as the Stock dog program discovered in the past, when they tried to make it mandatory for judges to remain ASCA members, it is impossible to keep track of, because in order for this proposed rule to be upheld, every Nationals conformation judge would have to have his/her ASCA membership confirmed **ON THE DAY HE/SHE** actually judged at Nationals. I feel this is frivolous legislation that has no bearing on whether or not a judge is qualified to perform the duties. I'm a Senior Breeder Judge and long-time ASCA member. I fully intend on remaining a member of ASCA, but I object strongly to anyone telling me that if I fail to renew my membership, either by accident or intent, I cannot judge. I feel that the committee's direction is wrong. We should be doing more to fix the existing rules and to develop a viable program of judge's education, than spending time on things like this which come across as threatening, with regards to removal of judging privileges. Right now, our Show Rules clearly state that only Senior Breeder Judges are allowed to judge the Regular and Non-Regular classes at Nationals, and Breeder Judges may judge the Non-Regular classes. Is this not sufficient? I am not aware of any problems that have arisen in the past, with regards to judges either being members or not, so I have to wonder as to the purpose of this motion and how it will improve the judging of our Nationals. In my opinion, it will do nothing. Sometimes, more rules/laws only muddy the waters, so to speak, and I feel this is one of those times.

Comment in the affirmative from Glenda Stephenson: ASCA Judges, when in the application process, have to be members of ASCA. They are required to follow the Code of Ethics and the ASCA Rule book. Once ASCA Breeder Judges are given approval to become an "ASCA Breeder Judge" *they don't have to be members*. When this occurs, ASCA doesn't have any avenue to discipline judges, as they aren't affirming that they will uphold the rules, by being a member. I believe that if the judge doesn't want to maintain their membership, then they may relinquish the "ASCA Breeder Judge" status, and remain an "OP Judge." I believe that this should be taken one step further, and cover that all ASCA Breeder judges (whatever level) should be ASCA Members in good standing.

Comment in the affirmative from Ann DeChant: I think that ASCA Membership and ASCA Breeder Judge go hand in hand. So if the requirement to Judge a certain event or class is to be an ASCA Senior Breeder Judge, for instance, then it is my opinion that they would/should be an ASCA Member to be considered an ASCA Breeder Judge.

Comment in the affirmative from Liz Gibson: To become an ASCA Breeder Judge, we require them to be a full member in good standing for 8 years before that person can apply. It is only logical that to be an ASCA Breeder Judge, you should continue to be a member of ASCA. This motion and overwhelming passage by the CC had been discussed over many weeks several months back. Once the CC had cleared some very important issues, it was felt time to bring this motion forward. Many judges were polled about this question and an overwhelming majority of those judges felt to be an ASCA Judge, you should be an ASCA member. It will be a very easy fix to add on a sanctioning form besides the Judge's name and Judge Number a spot for the Membership number and expiration date.

Approve: Gann, Westerman; Disapprove: Axford, Berryessa, Davenport, Dolan, MacRoberts, McNamara;  
The motion is not approved.