



# THE AUSTRALIAN SHEPHERD CLUB OF AMERICA®

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## ASCA's Policy Book

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These rules were last updated:

Date	Change	Related Motion
5-27-2022	New section 9.14 Reporting of Business Office Statistics	BD.22.72
2-27-2022	Deleted 11.3 Oversight of ASCA's DNA Program	BD.22.15
2-27-2022	Section 8.2 Communication	BD.22.19
2-27-2022	Section 8.9 Executive Session Minutes	BD.22.20
1-27-2022	New 9.6.2 Membership Card	BD.22.01
1-27-2022	New 20.4 Premium Retention	BD.22.11
12-31-2021	Removed reference to changes from 2021	Per policy
8-27-2021	19.10 Disbursing Additional Event Membership Dues	BD.21.74
6-28-2021	New 9.12 Social Media	BD.21.64
3-27-2021	12.1 ASCA Election Calendar	BD.21.32
2-27-2021	22.4 Committee Membership and ASCA Board Members	NA.21.01
1-27-2021	6.25 Publication of Judge Information	BD.21.01
1-27-2021	New 22.4 Committee Membership and ASCA Board Members	BD.21.03
1-27-2021	Deleted 11.1 Permission for use of samples	BD.21.04
1-27-2021	Deleted 17.1 Ten Litter Kennels	BD.21.05
12-31-2020	Removed reference to changes from 2020	Per policy

Shaded and ~~strikethrough~~ areas indicate rule changes with the **effective date** listed.

The following contents are clickable links that will take you directly to that section.

## Table of Contents

1	Mission Statement .....	8
2	Vision Statement.....	8
3	Australian Shepherd Annual - Advertising .....	8
4	Affiliate Clubs.....	8
4.1	Fourth Quarter Approvals.....	8
4.2	Renewal Notification .....	8
4.3	New Affiliate Club Bylaw Review.....	8
4.4	Affiliate Club Bylaw Change Review Committee .....	8
5	Counsel .....	9
5.1	Communications .....	9
5.2	Contact by Assignment .....	9
5.3	Conflicts and Costs .....	9
5.4	ASCA Counsel Committee.....	9
5.4.1	Committee Information.....	9
5.4.2	Legal Conflicts .....	10
6	Aussie Times .....	10
6.1	Affiliate Reports .....	10
6.2	Deadline for Submission .....	10
6.3	Affiliate Club Reps .....	10
6.4	Director's Copy .....	10
6.5	Approval for Committee Submissions .....	10
6.6	Two Cents Worth .....	10
6.7	Letters to the Editor.....	10
6.7.1	Length.....	10
6.7.2	Response To .....	11
6.8	Merit Program Listings .....	11
6.9	Publication Dates.....	11
6.10	Listing of Non-ASCA Titles.....	11
6.11	Aussie Times Committee .....	11
6.12	Errors.....	11
6.13	Board Issues and Announcements .....	11
6.14	Breed Standard.....	11
6.15	Complimentary Copies.....	11
6.16	Donor's Page.....	12

6.17	Vendor's Page .....	12
6.18	Special Awards Column.....	12
6.19	General Policies.....	12
6.19.1	Cover Theme .....	12
6.19.2	Back Cover Theme .....	12
6.19.3	Selection of Cover Photo .....	13
6.19.4	Notification of Cover Winner .....	13
6.19.5	Identification of Photos.....	13
6.20	Director's Half Page .....	13
6.21	Length of Articles .....	13
6.22	Potentially Defamatory Material .....	14
6.23	Publication of Suspensions .....	14
6.24	Columnists' Complimentary Ads .....	14
6.25	Publication of Judge Information .....	14
7	Awards.....	14
7.1	Year End Awards.....	14
7.2	Eligibility for Awards.....	14
7.3	Most Versatile Aussie Memorial Trophy .....	14
7.4	ASCA Junior Program Awards .....	15
7.4.1	Junior Service Award.....	15
7.4.2	Junior Merit Awards .....	15
7.4.3	500 Club .....	15
7.4.4	All-Around Junior .....	15
7.4.5	Recognition in The Aussie Times.....	15
7.5	Paw Print Genetics Gift Certificates as Awards.....	15
7.6	High Tracking Performance Award .....	16
7.7	ASCA Lifetime Achievement Award .....	16
7.7.1	Announcement.....	16
7.7.2	Awards.....	16
7.7.3	Aussie Times .....	16
7.8	Volunteer Appreciation.....	16
8	Board of Directors .....	17
8.1	Board Meeting Agenda .....	17
8.1.1	Agenda Contents .....	17
8.1.2	Deadlines.....	17
8.1.3	Publication .....	17

8.2	Communication.....	17
8.3	Board Member Correspondence.....	18
8.4	Confidentiality.....	18
8.5	Conflict of Interest.....	18
8.5.1	President.....	19
8.6	Expenses.....	19
8.6.1	Purchases exceeding One Thousand Dollars (\$1,000.00).....	19
8.6.2	Approval for Reimbursement.....	20
8.6.3	Jacket.....	20
8.6.4	Deceased Director Donation.....	20
8.7	Review of Contracts.....	20
8.8	General Minutes.....	20
8.8.1	Secretary's Report.....	20
8.9	Executive Session Minutes.....	21
8.10	Motions.....	21
8.10.1	Description.....	21
8.10.2	AUSSIE TIMES, Webmaster or Business Office.....	21
8.10.3	Executive Secretary.....	22
8.10.4	Judge Approval Motion.....	22
8.10.5	Notes from the Executive Secretary.....	22
8.11	Policy Book.....	22
8.12	Resignations/Vacancies.....	23
8.13	Travel.....	23
8.13.1	Reservations.....	23
8.13.2	Travel Expenses.....	23
8.13.3	Air Travel.....	23
8.13.4	Ground Travel (Privately owned vehicles).....	24
8.13.5	Rental Vehicles.....	24
8.13.6	Lodging.....	24
8.13.7	Per Diem.....	24
8.13.8	Miscellaneous.....	24
8.13.9	Pre-National and National Specialty Travel.....	24
8.14	Voting Procedures.....	26
8.15	Rules and Procedures for Emergency Voting.....	27
8.16	Strategic Plan.....	28
9	Business Office.....	28

9.1	Questions .....	28
9.2	Attorney Bill.....	28
9.3	LEP Committee.....	28
9.3.1	Requirements .....	28
9.3.2	Procedure .....	28
9.3.3	Disagreement .....	29
9.3.4	Directions to Committee Members .....	29
9.4	Financial Reporting .....	29
9.5	Holidays.....	29
9.6	Membership .....	30
9.6.1	Lapsed Membership .....	30
9.6.2	Membership Card .....	30
9.6.3	Membership Retention Survey.....	30
9.7	Disclosure of Tax Information .....	30
9.8	Forms Management.....	30
9.9	Stockdog Finals Judges Random Draw .....	31
9.10	Membership List .....	31
9.11	Sympathy Cards .....	31
9.12	Social Media .....	31
9.13	Opening and Sorting of Mail.....	32
9.14	Reporting of Business Office Statistics.....	32
10	Discipline.....	32
10.1	Motions for Suspensions.....	32
10.2	Motions for Fines .....	32
10.3	Aussie Times .....	32
10.4	No Response to Board Inquiries .....	32
10.5	Filing of Conflict Letters .....	32
10.6	Investigation of Conflicts .....	33
10.7	Members' and Judges' Files .....	33
11	DNA Profiling.....	33
11.1	Acceptance of Other Registries.....	33
11.2	DNA Liaison.....	33
11.3	Oversight of ASCA's DNA Program .....	34
12	Elections.....	34
12.1	ASCA Election Calendar .....	34
13	Employees .....	34

13.1	Bonuses.....	34
13.2	Raises.....	35
13.3	Staff Compensation .....	35
13.4	ASCA Employees Involved in ASCA Competitive Programs .....	35
14	Member in Good Standing.....	35
15	ASCA Programs .....	35
15.1	Finals - Juniors .....	35
15.2	Hall of Fame .....	35
15.3	Program Development .....	36
15.4	ASCA Rule Books.....	36
15.4.1	Changes to Rule Books .....	36
15.4.2	Board Changes.....	36
15.4.3	Style Guide .....	37
15.4.4	Judge Process .....	37
16	Purchases .....	37
16.1	Office Equipment .....	37
16.2	Hardware and Software .....	37
17	Registry.....	38
17.1	LEP Registration for ARPH.....	38
18	Trademark.....	38
18.1	Use of Trademark .....	38
18.2	Unauthorized Use .....	38
19	Treasury/Finance .....	38
19.1	Treasurer Responsibilities.....	38
19.2	Treasurer's Report.....	39
19.3	Budget Projection Worksheet.....	39
19.3.1	Using the Worksheet.....	39
19.4	Dishonored Funds.....	40
19.5	Finance Advisory Panel .....	40
19.6	Quarterly Statements .....	40
19.7	Yearly Audit .....	41
19.8	Treasurer-Auditor Relationship .....	41
19.9	Schedule of Fees .....	41
19.10	Disbursing Additional Event Membership Dues .....	41
19.11	Financial Authorization .....	41
20	Website .....	42

20.1	Motions .....	42
20.2	Approved ASCA Vendors.....	42
20.3	ASCA Breed Standard and Working Description.....	42
20.4	Premium Retention .....	42
21	Technical Assistance.....	42
21.1	Webmaster .....	42
21.1.1	Webmaster Posting of Photographs on ASCA Social Media Sites .....	43
21.1.2	Website Photo Policy .....	43
21.1.3	Website Homepage .....	44
21.1.4	Paid Advertisements by Candidates to the ASCA Board of Directors.....	44
21.2	System Liaison .....	44
21.3	Consultants.....	44
22	Committees .....	44
22.1	Committee Procedures .....	44
22.2	Request for Exemptions.....	45
22.3	Approved Exemptions.....	45
22.4	Committee Membership and ASCA Board Members .....	45
23	Miscellaneous.....	45
23.1	General Membership Meeting Minutes.....	45
23.2	ASCA Power of Attorney.....	45

## **1 Mission Statement**

The Australian Shepherd Club of America is dedicated to maintaining the integrity of its registry and to preserving and promoting the Australian Shepherd as an intelligent working dog with strong herding instincts.

## **2 Vision Statement**

The Australian Shepherd Club of America will preserve the Australian Shepherd as an intelligent working dog of strong herding and guardian instincts.

## **3 Australian Shepherd Annual - Advertising**

The cover of The Australian Shepherd Annual will be reserved for ASCA advertising for three years at a time. Budgeting for payment for the cover must always be included in the annual advertising budget.

## **4 Affiliate Clubs**

### **4.1 Fourth Quarter Approvals**

All new Affiliate Clubs approved in the fourth quarter of the year will have their first renewal date the following year. Payment of initial dues may be delayed until January 1.

### **4.2 Renewal Notification**

All Affiliate Clubs will be notified on or before December 1, of the expiration of the deadline for renewal. Letters will be sent to the Affiliate President and Affiliate Representative, if they are not in the same household, giving them a final deadline of February 15 to renew. If renewal is not received by February 15, the Affiliate Club must submit the annual renewal fee and a \$100 late fee to be processed and returned to good standing. Additional Officers of the Affiliate Club will receive a copy of the letter if the Affiliate President and Affiliate Representative are in the same household. All applications for sanctioning for events between January 1 and February 15 will be held until the renewal is received. This policy will accompany all Affiliate Club renewals.

### **4.3 New Affiliate Club Bylaw Review**

The ASCA Business Office will review all new Affiliate Club applicants' bylaws prior to being voted upon by the ASCA Board of Directors. They will ensure the correct bylaw template was used, check to make sure all Officers and Directors are full ASCA members, and all the required application information and fees are correct. Once the Business Office is satisfied all the requirements have been met, the new Affiliate Club application will be forwarded to the Executive Secretary for distribution to the Board for approval.

### **4.4 Affiliate Club Bylaw Change Review Committee**

The ASCA President will appoint an Affiliate Club Bylaw Change Review Committee. Their purpose will be to review all Affiliate Club bylaw changes prior to being voted upon by the ASCA Board of Directors. If necessary, the Committee may consult with ASCA's Counsel to settle any legal issues regarding the Affiliate Club's bylaw changes. The Committee will send their recommendation to the Executive Secretary who will forward it to the Board for approval.



## **5 Counsel**

### **5.1 Communications**

All communication with ASCA's Counsel will be made through the ASCA Counsel Committee, an Executive Board Committee (see Policy Book 5.4). This Committee will monitor communication with Counsel and Directors to ensure that this communication is necessary to conduct ASCA's business. The Committee will update the ASCA Board of Directors regarding the Directors' communication with Counsel.

ASCA's Counsel may, at Counsel's discretion, monitor all official email traffic between Directors on any matter whatsoever. Counsel will be free to comment on or raise questions about any such email, as deemed necessary by Counsel.

At ASCA's Counsel's discretion, Counsel may correspond privately and directly with any Director on any matter of official ASCA business; in such case, Counsel will have the discretion to share such communication with the ASCA Counsel Committee and/or the ASCA President.

### **5.2 Contact by Assignment**

In the event that a Director has been assigned to investigate a matter before the ASCA Board of Directors, e.g., a disciplinary matter or a Conflict Resolution filed with the Board, the assignment of the matter to the Director will be made known to ASCA's Counsel by the ASCA Counsel Committee, to include the name of the assigned Director, along with copies of any pertinent correspondence. Once officially assigned a matter for investigation, the assigned Director may contact Counsel directly for guidance in the investigation. Communication regarding an assigned investigation between the assigned Director and Counsel will be shared with the ASCA Counsel Committee unless Counsel deems such sharing of communication unnecessary or inadvisable.

If ASCA's Counsel deems it necessary for Counsel to intervene on behalf of ASCA in the assigned investigation of a disciplinary matter or a conflict resolution filed with the ASCA Board of Directors, Counsel will immediately advise the ASCA Counsel Committee and the assigned investigating Director of Counsel's need and intent to intervene. In such a case, the direction and conduct of the investigation will, from that point, be at the discretion of Counsel.

### **5.3 Conflicts and Costs**

Any provision of this section that constitutes or may give rise to a conflict between these rules and the contract which exists between ASCA and ASCA's Counsel will be resolved in favor of the contract. Counsel will always keep the ASCA President aware if any actions of the Board or its Counsel will incur costs over and above Counsel's agreed retainer.

### **5.4 ASCA Counsel Committee**

#### **5.4.1 COMMITTEE INFORMATION**

**Committee Name** - The ASCA Counsel Committee will consist of two Directors and the ASCA President. The Counsel Committee will use Groups.io as its form of Committee communication.

**Purpose** - The purpose of this Committee is to monitor communication between Directors and Counsel to ensure that the communication is necessary to conduct ASCA's business. This Committee acts to maintain a fiduciary responsibility in regard to ASCA'S legal budget.

**Appointment** - Directors will be seated at the ASCA Board's Spring Meeting. Directors who volunteer and are selected for this Committee must be confirmed by the full Board. An alternate member of the Committee, who will serve in cases where a member of the Committee has been

assigned an investigation that may require the advice of Counsel, will also be selected and must be confirmed by the full Board.

**Terms** - Directors chosen for the ASCA Counsel Committee shall hold office for a one-year period, until the next regular annual meeting of the Board of Directors. If a Director resigns from this Committee, the Board of Directors will select a replacement which must be confirmed by the full Board. There will be no term limit for the President. The President will function as Chair of this Committee. This Committee may be dissolved/terminated by the Board of Directors.

**Bylaw** - This is an Executive Board Committee and will operate as per the ASCA Bylaw's, sect. 12, Article XII Executive or Special Committee.

#### **5.4.2 LEGAL CONFLICTS**

Legal issues that arise with a member or Chair of the ASCA Counsel Committee will require that the Director or Chair be temporarily removed from the Committee discussion group pending resolution of the issue. The full Board will appoint a Director to serve in this position until the issue is resolved. The Board may or may not choose to reseat that Director or Chair who was temporarily removed.

## **6 Aussie Times**

### **6.1 Affiliate Reports**

Reports will consist of any news pertinent to each Affiliate Club, excluding show results. Controversial material will be submitted to the Board of Directors for approval. Reports will contain only: items of national interest, year-end and ROM awards, and human interest or special awards.

### **6.2 Deadline for Submission**

All materials must be in the Editor's possession by the advertised deadline. Any materials received after the deadline will be returned to the sender.

### **6.3 Affiliate Club Reps**

Copies of the AUSSIE TIMES will no longer be sent to the Affiliate Club Representatives.

### **6.4 Director's Copy**

ASCA Directors will receive their copy of the AUSSIE TIMES via First Class Mail.

### **6.5 Approval for Committee Submissions**

It is the Board of Directors' policy that all material from ASCA Committees and Officers must have the approval of your liaison before it will be printed in the AUSSIE TIMES. The offices that do not have a Liaison will send their material to the ASCA President for approval. Please see that your material gets to your Liaison with plenty of time to then be sent to the AUSSIE TIMES.

### **6.6 Two Cents Worth**

NO anonymous letters. Limit to 150 words per letter.

### **6.7 Letters to the Editor**

#### **6.7.1 LENGTH**

Letters to the Editor will be signed letters of 150 words or less.

### **6.7.2 RESPONSE TO**

Letters to the Editor containing questions, comments, and complaints regarding an ASCA program, standing committee, or Executive committee shall be sent within forty-eight hours by fax or e-mail to the Board liaison prior to publication. Five working days are allowed for the liaison to send a response for inclusion in the same issue. If the five days fall on an AUSSIE TIMES deadline, the letter will be held until the next issue.

### **6.8 Merit Program Listings**

At the end of the show year the top twenty winners in all classes of all Merit Programs will be listed in the September/October issue of the AUSSIE TIMES. The standings will be available and updated monthly on the Website. The end of show year program Finals standings will be published in the AUSSIE TIMES in the same manner as the Merit standings.

### **6.9 Publication Dates**

The AUSSIE TIMES Committee will establish publication dates for the AUSSIE TIMES and these dates will be published in the AUSSIE TIMES.

### **6.10 Listing of Non-ASCA Titles**

Titles from organizations other than ASCA will be allowed in advertising in the AUSSIE TIMES.

### **6.11 Aussie Times Committee**

The AUSSIE TIMES Committee is to be appointed by the President. It will be comprised of three Board members.

### **6.12 Errors**

Errors made by the AUSSIE TIMES printing service will be reported to the printer in writing by the Editor. A written reply with a method of resolution will be required. All correspondence will be sent to the Board and kept on file.

### **6.13 Board Issues and Announcements**

Each issue of the AUSSIE TIMES will contain from one to three pages devoted to important Board issues and announcements. This page will be maintained by a person appointed by the President who will be responsible for its timely submission to the AUSSIE TIMES in camera-ready form and for keeping it current. The page will be for the use of the Board of Directors and other ASCA officials such as the Business Office Manager, Webmaster, and other persons the Board of Directors may designate. All content will have the final approval of the Board of Directors prior to publication.

### **6.14 Breed Standard**

The ASCA Breed Standard shall be published in every other issue of the AUSSIE TIMES within the first fifty pages of the publication. The ASCA Working Description shall be published in the AUSSIE TIMES in alternate issues.

### **6.15 Complimentary Copies**

Complimentary copies or subscriptions to the AUSSIE TIMES shall be sent only to persons approved by the ASCA Board of Directors. Non-member advertisers shall receive a single copy of the issue in which their ad appears. Advertisers who purchase the inside front cover or inside back cover will receive one additional copy of the issue in which their ad appears.

## **6.16 Donor's Page**

The Donor's Page shall be placed in the AUSSIE TIMES and will include the following information designating all people or clubs who donated money for any of ASCA's programs or projects. The name of the person, the range of the amount (Example: 0-500; 501-1000; 1001-5000, etc.) and the donations are to be listed from January to December in the AUSSIE TIMES or from the time of the donation for the entire year, starting over each year.

## **6.17 Vendor's Page**

The Vendor's Page shall list all companies who have a trademark license agreement with ASCA to sell items with the ASCA trademark and/or logo on them in each issue of the AUSSIE TIMES, stating their company name and address and type of product sold.

## **6.18 Special Awards Column**

A permanent feature of the AUSSIE TIMES will be a column devoted to Hall of Fame Sires and Dams, Performance Champions, Supreme Performance Champions, Versatility Champions, and Supreme Versatility Champions. Each dog will be featured with a one-half page space to include a photograph and/or write-up submitted by the owner of the dog. Submissions will be published in the order of receipt by the Editor.

## **6.19 General Policies**

The AUSSIE TIMES policy shall be as follows:

### **6.19.1 COVER THEME**

The cover of the AUSSIE TIMES will not be for sale. The front cover themes of the AUSSIE TIMES will be as follows:

1. **JANUARY/FEBRUARY** theme shall be Junior and Merit Program results. The cover shall be the National Finals Best Junior Handler. The Reserve Best Junior Handler shall be given a color full page inside the issue.
2. **MARCH/APRIL** theme shall be ASCA National Specialty Results; the front cover shall be the National Specialty MVA winner.
3. **MAY/JUNE** theme shall be Obedience. The cover shall be the Super Dog Finals Winner with the remaining four Obedience Finals winners each given a color full page inside the issue.
4. **JULY/AUGUST** theme shall be Stock Dog. The Stock Dog Cattle Finals winner shall be on the cover. The other two winners (if different dogs than the Cattle Finals winner) will each receive a color full page inside the issue.
5. **SEPTEMBER/OCTOBER** theme shall be Agility. The Standard Division Agility Finals winner shall be on the cover. The Veterans and Junior Finals winner shall receive a full-color page inside.
6. **NOVEMBER/DECEMBER** theme shall be Conformation. The cover shall be the dog with the highest number of points from either the intact or altered Merit lists. An inside page will be given to the dog with the highest number of points from the other Merit list.

### **6.19.2 BACK COVER THEME**

1. MAY/JUNE theme shall be Rally. The Rally Finals Winner will receive the back cover.
2. JULY/AUGUST theme shall be Tracking. Master Tracker awarded in the year would be recognized on the back cover or a selection from the Tracking Committee if one is not available.
3. Remaining back covers will be sold for advertising.

### **6.19.3 SELECTION OF COVER PHOTO**

The Editor will select the photograph for the front cover from those submitted in accordance with the above schedule. The photo selection shall be based upon the following:

1. Clarity
2. Composition
3. Layout Design
4. Aesthetics
5. Color Quality

In making the selection for the cover, the editor shall work with the owner of the winner or the winner to get a photo that highlights the venue for which the dog was awarded the cover. For example, an ideal stockdog cover winner would display the dog working cattle. An ideal agility cover winner would display a dog performing an agility obstacle or running a course.

It shall be understood that the final selection will rest with the Editor who will make every effort to get an appropriate photo from the winner. The photograph must be clear and sharp and be appropriate for a magazine cover. Except for the Best Junior Handler Finals winner, win photos, and photos with people posing with their dogs are not acceptable.

If the cover winner does not or cannot submit a photo that meets the Editor's criteria outlined above, the following alternates may submit a photo for consideration:

1. **JANUARY/FEBRUARY** will be the Reserve Best Junior Handler Finals winner.
2. **MARCH/APRIL** will be the National MVA second place dog.
3. **MAY/JUNE** will be the Utility Obedience Finals winner.
4. **JULY/AUGUST** will be the Stock Dog Sheep Finals winner.
5. **SEPTEMBER/OCTOBER** will be the Veterans Agility Finals winner.
6. **NOVEMBER/DECEMBER** will be the Conformation Merit dog with the second-most points for the year.

### **6.19.4 NOTIFICATION OF COVER WINNER**

The Editor shall send letters to the Winners for each theme, notifying them of the date for the submission of photographs to the Editor and the submission for a one-half page write-up on the Winner, which may be edited. The write-up shall not contain any advertising. The winner shall include the dog's full registered name, award won, and the full name of the owner.

### **6.19.5 IDENTIFICATION OF PHOTOS**

All photographs will be identified as to the name of the dog and the photographer.

## **6.20 Director's Half Page**

Each ASCA Director may utilize the right to publish a one-half page comment in each issue of the AUSSIE TIMES. The primary purpose of this provision is to bring to the attention of the membership issues which may come before the Board of Directors for discussion, in order to obtain membership input. This right to publish shall not be used to discuss an issue already decided by the Board of Directors, as any comment or dissent on such issue shall be published in the Secretary's Report.

## **6.21 Length of Articles**

All articles submitted for publication to the AUSSIE TIMES, that are more than eight pages, including photographs, shall be sent to the AUSSIE TIMES Committee for approval of their length.

## **6.22 Potentially Defamatory Material**

It is the policy of ASCA that no article, advertisement, or editorial opinion presented for publication in the AUSSIE TIMES casts aspersion upon, libel, or promotes untruths against any other person, including the members of ASCA. Accordingly, if, in the opinion of the Editor, any such article, advertisement, or editorial opinion is presented to the Editor for publication, the copy shall be submitted to the AUSSIE TIMES Committee for a determination as to whether such copy should be published. The determination of the AUSSIE TIMES Committee shall be final.

## **6.23 Publication of Suspensions**

All suspensions will be published in the AUSSIE TIMES, complete with the reason (i.e. failure to follow ASCA Rules and Regulations). Reinstatements will follow.

## **6.24 Columnists' Complimentary Ads**

Upon completion of six columns, each columnist will be entitled to a complimentary full-page black and white advertisement for personal use. Upon completion of twelve columns, each columnist will be entitled to a full-page color advertisement. As an alternative, after six columns the columnist may be entitled to a full-page color advertisement by paying the difference between the color and black-white ad rates. When submitting the ad proof for publication the columnist must include a listing of the columns which fulfill the number requirement. This program begins in the calendar year 2011.

## **6.25 Publication of Judge Information**

Contact information published on the website and in the next edition of the AussEnews for judges and judge applicants will be limited to the following: Judge's name, city, state/province, country, phone number, and email address.

# **7 Awards**

## **7.1 Year End Awards**

Beginning in 1999, ASCA will send certificates to all recipients of Year-End Awards in all ASCA programs. The Business Office will send out certificates at the completion of the recordation of standings. The Year-End Award winners will be showcased in the corresponding theme issue of the AUSSIE TIMES by the publication of the winner's photo. Sending certificates suitable for framing, photo albums, or file will reduce the cost to ASCA, and photo recognition in the AUSSIE TIMES will be much longer-lasting than reading off the year-end winners during a noisy National Specialty banquet.

## **7.2 Eligibility for Awards**

ASCA members with full member privileges may accumulate points toward any Finals or Merit programs. ASCA service members may accumulate points toward the Agility All-Breed Merit List.

## **7.3 Most Versatile Aussie Memorial Trophy**

A memorial trophy will be awarded to the winner of the Most Versatile Aussie at every ASCA National Specialty in the name of Past President and Director Jean Carrillo who passed away in 1997.

## **7.4 ASCA Junior Program Awards**

### **7.4.1 JUNIOR SERVICE AWARD**

The deadline for submitting nomination letters for the Junior Service Award is August 1st. The recipient will be determined at a subsequent meeting of the Board of Directors and notified by the Executive Secretary, to be awarded at that year's National Specialty.

### **7.4.2 JUNIOR MERIT AWARDS**

A check from ASCA will be issued for Junior Merit award winners in the following amounts:

1. \$75 for the High Score Winners (8 plus any ties)
2. \$25 for the overall High Score Winners (4 plus any ties)
3. \$75 for All-Around Junior

The ASCA Office Manager will make the arrangements to have the check sent to the respective juniors.

The ASCA Office Manager will also arrange for Merit Certificates to be sent to Juniors who have achieved one or more of the following: Highest pointed Junior in each age division in each region, High Score winners, overall High Score winners, Degrees of Excellence, 500 Club, Titles earned on dogs.

### **7.4.3 500 CLUB**

500 Club members will receive an ASCA jacket with their name embroidered on it. The Junior Liaison will arrange to have the jackets delivered.

### **7.4.4 ALL-AROUND JUNIOR**

The ASCA All-Around Junior will also receive airfare or mileage, whichever is less expensive, to the National Specialty that immediately follows the completion of the junior year. The junior will be responsible for airfare for any dogs brought along, lodging, and meals.

### **7.4.5 RECOGNITION IN THE AUSSIE TIMES**

These juniors will also be recognized in an issue of the AUSSIE TIMES that will feature a photo of the junior with or without their dog. The AUSSIE TIMES Editor will advise the ASCA Business Office of the deadlines for receipt of the photo for inclusion in the AUSSIE TIMES, so this information can be included with the certificates. The Junior Committee Liaison should also communicate with the ASCA Business Office in making certain the awards and certificates are done.

## **7.5 Paw Print Genetics Gift Certificates as Awards**

ASCA will donate one Paw Print Genetics gift certificate in the amount of \$49.00 to the following winners of the National Specialty each year:

1. Best of Breed - Intact & Altered
2. High in Working Trial
3. High in Obedience Trial
4. High in Rally Trial
5. High in Agility Trial
6. Best Junior Handler (National Specialty, not Finals)
7. Tracking - Because Tracking is pass/fail, the recipient of the blood draw kit will be chosen using the following criteria as submitted by the Tracking Committee.

## **7.6 High Tracking Performance Award**

To be given to one Australian Shepherd who passes the Tracking Test offered at the ASCA National Specialty. Preference for the award should be given to the Australian Shepherds who achieve their ASCA Tracking Title for the first time and the TDX should be given preference over the TD Title. Therefore, the order of preference is:

1. New TDX title
2. New TD title
3. Previously titled TD dog passing the TD test at the National Specialty

In the case of a tie, (two or more dogs passing the TDX) the Tracking judges who judged the National Tracking Test shall select a passing dog for the award. The same for the TD in case no TDX passed.

If no Australian Shepherd passes the National Specialty Tracking Test (TDX or TD) the High Tracking Performance Award will not be presented that year.

## **7.7 ASCA Lifetime Achievement Award**

Each year ASCA may recognize a person or persons who have contributed to the breed and/or the ASCA organization in an outstanding manner. The History Committee will be responsible for designating the person or persons prior to the Board's Spring Meeting each year for the Board to discuss/vote on the nomination at the Board's Spring Meeting. If no Spring Meeting is held, voting will be by conference call or email.

### **7.7.1 ANNOUNCEMENT**

The History Committee is responsible for a full-page black and white announcement in the Aussie Times to recognize the honoree(s) which will be published in the September/October issue of the Aussie Times.

### **7.7.2 AWARDS**

The Lifetime Achievement Award designee will be honored at the Nationals Banquet, if he or she wishes to attend, and will be awarded an ASCA Honorary Membership for his or her lifetime, pursuant to Article 4, Section 1 D of the Bylaws. As an Honorary Member, the designee will not be required to pay membership fees and if they chose to do so, shall receive the Aussie Times without paying a subscription fee.

### **7.7.3 AUSSIE TIMES**

Every 5 years the Business Office will query all honorees to confirm that they wish to continue the free Aussie Times subscription. If they no longer wish to receive the publication they will be removed from distribution. If at a later date any honoree would like to resume the free Aussie Times publication, they will need to contact the Business Office to be added back to the distribution. If an honoree prefers to receive the online Aussie Times versus a hard copy, they will need to contact the Business Office.

Note: In order to keep track of honorees and the free Aussie Times subscription, the Business Office should query the honorees to determine if they still wish to receive the Times. The subscription will be discontinued if they so choose.

## **7.8 Volunteer Appreciation**

The Board of Directors will place a half-page announcement annually in the Aussie Times (January/February and July/Aug editions), and monthly in the AussENews, requesting the



membership submit photos and/or stories about volunteers who have gone above and beyond in their efforts on behalf of ASCA.

Submissions will be sent to the Executive Secretary.

Two or more volunteer Directors will provide the Liaison to the Webmaster with bi-monthly updates that include pictures and/or stories of ASCA volunteers to be displayed on the homepage and other ASCA media.

Selected photos and/or stories will be displayed at Nationals.

## **8 Board of Directors**

### **8.1 Board Meeting Agenda**

#### **8.1.1 AGENDA CONTENTS**

All agendas for Board of Directors meetings shall contain the following:

**Subject** - A brief description of what will be discussed

**Contact Director** - The Director responsible for adding the subject and description

#### **8.1.2 DEADLINES**

The President or a designated Director shall issue meeting agendas using the following deadlines:

1. Regularly scheduled face to face meetings (Spring and National Specialty, or any other face-to-face meeting) – no later than thirty days prior to the meeting start date
2. Issues with a current nature may be added to face-to-face meetings no later than five days prior to the meeting start date
3. Monthly teleconferences - no later than one week prior to the scheduled meeting date. Teleconference agendas will be limited to 10 items, including re-occurring items. (Comment: Teleconference meetings should be reserved for those items that need a more in-depth discussion, so it is logical to keep the agenda items limited to 10. Routine business should be handled via email as Policy dictates.)
4. Issues of a current nature may be added to teleconference meetings no later than two days prior to the meeting start date
5. Emergency issues\* may be added to Board meetings at any time. \*Adding emergency issues to agendas will be defined by the majority of the Board of Directors.

#### **8.1.3 PUBLICATION**

The Board of Directors meeting agenda (draft and/or final) will be published on the ASCA website.

### **8.2 Communication**

Electronic mail (e-mail) will be the primary method of communication between Board members, ASCA employees, and the ASCA Business Office; it shall be an acceptable method of communication between Directors and the membership.

The ASCA Board will generally not accept, discuss, or act upon any comment or complaint that is anonymous in nature, except as already provided by regulation.

Directors will copy all emails intended for archiving to the approved archival account when communicating with other Directors.

Directors Elect shall be admitted to the archive and board email discussions within a week of the end of the election or August 1st, whichever comes first. Directors Elect may view discussions and comment during that time period but not vote until installed in office.

Board Members will be allowed to be added to the e-mail groups of any or all committees of their choosing as long as they don't participate in the discussion.

The owner of all official ASCA email discussion groups will be the Office Manager and the Executive Secretary. **Effective February 27, 2022.**

### **8.3 Board Member Correspondence**

All Directors and appointed offices may send letters for publication for distribution to affiliate clubs if prefaced by a declaration of nonofficial association, except for expressing personal opinions on controversial issues. Routine business communication should be done on ASCA stationery.

### **8.4 Confidentiality**

The Board of Directors has determined that the following are confidential:

1. Employee records
2. Individual registry files, except for review by the current owner and/or co-owner
3. Disciplinary complaint files if related to the topics detailed above

### **8.5 Conflict of Interest**

Employees and board members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This statement is directed to all board members, officers, volunteers, and employees who can influence the actions of ASCA. This policy establishes only the framework within which ASCA wishes its business to operate. The purpose of these guidelines is to provide general direction so board members, volunteers, and employees can seek further clarification of issues related to the subject of acceptable standards of operation.

The board, officers, volunteers, and employees have the responsibility of administering the affairs of ASCA honestly, prudently and exercising their best care, skill, and judgment for the sole benefit of ASCA. Those persons shall exercise the utmost good faith in all transactions involved in their duties and they shall not use their position(s) with ASCA, or knowledge gained for their or others' personal benefit. The interests of the organization must have the first priority in all decisions and actions.

An actual or potential conflict of interest occurs when a board member, volunteer, or employee is in a position to influence a decision that may result in a personal gain for the employee, board member, officer, relatives, or competing or affinity organizations as a result of ASCA's business dealings.

No "presumption of guilt" is created by the mere existence of a relationship with an outside organization. However, if a Director, volunteer, or employee has a relationship with an outside organization or club and has any influence on transactions involving purchases, contracts, leases, or decision making this must be disclosed so safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee, board member, volunteer, or relative has a significant relationship with another organization that either do business with ASCA or is a competitor of ASCA but also when an employee, Director, or relative receives any

kickback, bribe, substantial gift, or special consideration as a result of any transactions of business dealings involving ASCA.

ASCA trade secrets, including, but not limited to, materials, products, designs, plans, ideas, and data are the property of ASCA and should never be given to an outside organization or individual except through normal channels and with appropriate authorization.

Conflicts of interest may arise in the relations of directors, officers, volunteers and employees with any of the following third parties:

1. Persons and firms supplying goods and services to ASCA
2. Persons and firms from whom ASCA leases property and equipment
3. Persons and firms from whom ASCA is dealing or planning to deal with
4. Competing or affinity organizations
5. Donors and others supporting ASCA
6. Agencies, organizations, and associations which affect the operations of ASCA
7. Family members, friends, and other employees
8. Holding office, serving on the board, participating in the management, or being otherwise employed (or formally employed) in any third party dealing with ASCA

The areas of conflicting interest listed are not exhaustive. Conceivably, conflicts might arise in other areas or through other relations. It is assumed that board members, volunteers, and employees will recognize such areas and relations by analogy and immediately disclose any conflicts. In such circumstances, an employee or volunteer must, and board members should remove themselves from the discussion and approval of the transactions.

Any improper transfer of materials or disclosure of information constitutes unacceptable conduct. An employee or volunteer who participates in such practice shall be subject to disciplinary action, up to and including dismissal.

### **8.5.1 PRESIDENT**

The ASCA President shall not serve as a committee liaison, because they are an ex officio member of every committee.

## **8.6 Expenses**

### **8.6.1 PURCHASES EXCEEDING ONE THOUSAND DOLLARS (\$1,000.00)**

Purchases of anything other than normal office expenses (Examples: payroll and supplies) exceeding One Thousand Dollars, must be approved by the President or Treasurer.

Purchases of anything other than normal office expenses between One Thousand and One Dollars (\$1,001.00) and Five Thousand Dollars (\$5,000/00) must be approved by the President and the Treasurer and the rest of the Board of Directors should be notified of the approval.

Purchases of anything exceeding Five Thousand and One Dollars (\$5,001.00) must be approved in the Minutes by the Board of Directors.

In case of emergency, the President, First Vice President, or Second Vice President can make approvals without consent of the Board of Directors. All purchases must be followed up in writing and sent to the Executive Secretary for distribution to the Board of Directors.

Bills must be submitted within sixty (60) days.

#### **8.6.1.1 Capitalization**

All items purchased for more than Five Hundred Dollars (\$500.00) with a use life of more than one year are recorded as capitalized.

## **8.6.2 APPROVAL FOR REIMBURSEMENT**

All expenditure reimbursements are subject to approval by the Board of Directors.

## **8.6.3 JACKET**

Upon taking office each new Director and a new Executive Secretary will receive, at ASCA's expense, a personalized jacket or briefcase containing the ASCA logo and the Director's name. The source and type of jacket or briefcase will be determined by the current Board of Directors. Any choices as to color, style, etc. may be made by the Director for whom the jacket or briefcase is being purchased. The cost of the jacket or briefcase will not exceed \$100.00 The Board of Directors will be responsible for appointing someone to handle orders. Directors will not receive discounts on any ASCA merchandise.

New Director Defined: In the case of an ASCA Jacket or briefcase, a "new Director" is defined as one coming onto the Board for either their first time or after taking the required time off between elections.

## **8.6.4 DECEASED DIRECTOR DONATION**

When the Business Office or the Board of Directors is notified that a former or current Director has died, a donation from the ASCA Foundation will be sent in the sum of \$250.00 to the Australian Shepherd Health and Genetics Institute for use in genetic disease research in the name of the deceased Director. A notice will be sent to the family of the deceased Director informing them of the donation.

## **8.7 Review of Contracts**

All contracts before the Board shall be reviewed by ASCA's Counsel prior to approval.

## **8.8 General Minutes**

### **8.8.1 SECRETARY'S REPORT**

All Minutes (except sensitive or confidential issues) from any ASCA conference call or ASCA Board meeting, whether held at the National Specialty, the Business Office, or anywhere else, will be included in the Secretary's Report for the month the call/meeting was held.

The Executive Secretary will submit the Minutes or any reports to all Directors. The Executive Secretary will ask "are there any corrections to the Minutes/Report?" The Executive Secretary will set a five-day deadline, not including weekends or holidays, for all Directors to respond. If all Directors have not responded by the deadline, the Executive Secretary will mark those who have not responded as non-voting. If all Directors have responded, by the deadline the Executive Secretary will state either "the Minutes/Report are approved as written" or if any corrections/additions were made, "the Minutes/Report are approved as corrected. All Directors can offer corrections/additions to the Minutes. Only makers of motions may correct their motions. Any outgoing Directors present during the meetings will be allowed to review the Minutes and offer corrections/additions for the periods of the meetings when they were serving Directors.

The Executive Secretary must enter any motion changes/corrections requested by the maker of the motion. In any case in which the Executive Secretary does not enter additions/corrections not involving motions, two-thirds of the voting Directors must vote to approve the uncorrected Minutes.

General Minutes shall report on all motions, seconds, and votes on all matters which come before the Board except as provided in Section 8.9 below. General Minutes may be made available to any ASCA member in good standing.

## 8.9 Executive Session Minutes

Minutes of all motions, seconds, discussions, and votes on any matter occurring while the Board was in executive session shall be kept by the Executive Secretary but shall be made available only to Directors, officers, and counsel, and not to the general membership unless otherwise determined by the Board of Directors. Discussions in the executive sessions include but are not limited to, those involving sensitive, confidential, employee, and disciplinary matters, and discussions with counsel. If disciplinary action is taken against a member or judge, only the notice of the person's violation and the penalties assessed will be published to the membership.

Votes on motions held in executive session shall be reported in the meeting minutes unless prohibited, or voted to the contrary by the Board, or involving one or more of the following topics: staff personnel matters, an intermediate or preliminary action for which disclosure could provide an unfair strategic advantage to a competitor or a party with whom ASCA has a dispute, or a matter for which legal counsel has been requested to be present.

**Effective February 27, 2022.**

## 8.10 Motions

### 8.10.1 DESCRIPTION

In the Secretary's Report, after each Board of Directors vote and how each Director voted, a short explanation of the motion will be given for clarity's sake. The motion's author is responsible for writing the explanation and it will go in the comments on the motion page to make it easier for the Executive Secretary to compile the Secretary's Report.

Motions shall include the following:

1. Subject - the title of motion which can be related to a specific Section and/or Chapter of a change and/or an addition to rule(s) or title of a new item.
2. Maker of the Motion - whether it is by Board liaison or committee member.
3. Secunder of the motion. Motions from committees, committee nominations, and judge approval motions do not need a second.
4. Beginning of motion - I move to approve...
5. Body of motion
6. Comments - why motion is needed.
7. Party(s) affected (clubs, individuals, dogs, etc.) by the motion and how it will affect party(s) - Example using motion concerning Stock Dog 60-day mandatory move-up rule: This motion will affect dogs that have not received two started titles at the time the motion is passed.
8. Effective date of motion - Example: This motion will go into effect on a specific effective date. Lacking an effective date, the motion will go into effect 30 days after publication in the Aussie Times.

All resolutions of ASCA's Policy will include the author's comments/rationale when inserted into the Policy Book as a permanent record of the intent.

### 8.10.2 AUSSIE TIMES, WEBMASTER OR BUSINESS OFFICE

When a motion is going to be made that affects the AUSSIE TIMES Editor, Webmaster or Business Office (less Executive Secretary):

1. The author of the proposed motion will send a draft copy of the proposed motion to the office it affects and advise this office it has three working days to comment.
2. If there are no comments, the office will so state.

3. The author of the proposed motion will at this point either abandon the motion or put the motion into final form, incorporating the office comments, obtain a second from another Director and forward it to the Executive Secretary for distribution to the Board of Directors.

### **8.10.3 EXECUTIVE SECRETARY**

When a motion is submitted to the Executive Secretary on an issue that affects her/his Office:

1. The Executive Secretary will keep a copy of the motion to review and comment on.
2. The Executive Secretary will have four working days to comment on the motion. If there are no comments, the Executive Secretary will so state.
3. The Executive Secretary will forward her/his comments to the Board, in writing, before the vote on the motion is called for.
4. The Executive Secretary is considered notified when the Board is informed, in writing, of the vote results.

### **8.10.4 JUDGE APPROVAL MOTION**

The judge approving process follows:

1. The Business Office periodically compiles a list of judge candidates, judge applicants, and judges moving to a higher level. This list is for submission to the Board of Directors as the mechanism for approval/disapproval of the candidates.
2. The Business Office liaison (ASCA President) shall present this list to the Board of Directors in the form of a motion (no second required).
3. When called to a vote Directors may approve the entire list, may approve some and disapprove some, not vote, or abstain by so stating in a vote sent to the Executive Secretary. The "not vote" or "abstain" options apply to the entire list or specified individuals.

### **8.10.5 NOTES FROM THE EXECUTIVE SECRETARY**

"Notes from the Executive Secretary" will be sent to the ASCA membership on the 12th of each month via electronic means. "Notes from the Executive Secretary" will contain the following items, in this order:

1. A list of that month's motions under the header, "The following motions are before the Board for a vote this month."
2. A link to the Current Motions page on the website "To read the motions please visit <link>"
3. The statement, "Please send your comments to the Board via the Executive Secretary (asca.execsec@gmail.com) by the deadline."
4. A link to the Secretary's reports page on the website "To view past Secretary's Reports please visit <link>"
5. A link to the Trending News on the website "To catch up on trending news from ASCA please visit <link>"

## **8.11 Policy Book**

The ASCA Executive Secretary will update the Policy Book quarterly, on March 31, June 30, September 30, and December 31, of each year. The updated version will be forwarded to the Business office for filing, and to the Webmaster for publication.

The Executive Secretary will maintain a working copy of the Policy Book, entering changes made throughout the year by the Board. The December revision each year will be a clean copy with all strikeouts and highlighting removed.

## **8.12 Resignations/Vacancies**

A vacancy occurring in the Board of Directors because of death, resignation, removal, or disqualification, and at least fifteen months remaining in the term of said Director, will be filled in the following manner.

The Executive Secretary will immediately post the vacancy on all ASCA social media sites and solicit resumes from ASCA members interested in filling the position. The request for resumes will remain open for thirty days post vacancy announcement and include a deadline for receipt of resumes. Upon expiration of the thirty-day period, the position will be filled by an affirmative vote (though less than a quorum of the Board of Directors) by a majority of the remaining Directors at the next monthly Board of Directors teleconference.

Any person appointed to a vacant Directorship filled by the Board of Directors shall serve for the unexpired term of his predecessor in office. Following the selection of a candidate, the Executive Secretary shall, by letter, notify all candidates of the results.

The Board may exercise its option to not fill a short duration vacancy (i.e., a vacancy occurs near the end of a Director's term and a replacement cannot reasonably be selected prior to the start of the next election cycle).

## **8.13 Travel**

### **8.13.1 RESERVATIONS**

Each Director is responsible for his/her travel reservations. The Office Manager is responsible for the Board's Spring Meeting lodging arrangement. The Executive Secretary is responsible for the Board's National Specialty lodging arrangements.

### **8.13.2 TRAVEL EXPENSES**

The following policies shall apply to the travel expenses of the Board of Directors and the Executive Secretary when traveling to scheduled Board meetings. Travel expenses for those other than the Board of Directors and the Executive Secretary are not governed by this policy. However, these expenses must be approved by the Board of Directors. Example: Bringing an attorney to a meeting or bringing a guest speaker to a membership meeting.

Directors reimbursed for travel arrangements and issued per diem to attend ASCA meeting(s) who do not attend must refund the travel reimbursement and per diem to the Business Office no later than two weeks after the close of the meeting(s). If not received at the Business Office within 4 weeks, the Director(s) will be considered not in good standing with ASCA.

### **8.13.3 AIR TRAVEL**

Individual Directors will make their own airline reservations.

ASCA will reimburse using the IRS Standard Mileage Rate for travel to and from the airport. Mileage must be submitted to the Treasurer for reimbursement. ASCA will reimburse the cost of long-term parking at the airport during travel and meeting days. A receipt must accompany the reimbursement request.

Estimate for the most economical airfare must be obtained from the airlines and/or major Internet Travel sites a minimum of six weeks before the first day of the meeting. A copy of the flight itinerary with the price listed must be sent to the Business Office before reimbursement will be paid.

ASCA will reimburse airport shuttle costs incurred during travel to meetings/the National Specialty.

#### **8.13.4 GROUND TRAVEL (PRIVATELY OWNED VEHICLES)**

Ground travel expenses to meetings will be reimbursed per the IRS Standard Mileage Rate or the equivalent of the most economical airfare, whichever is lower.

While in the meeting area, ASCA will allow reimbursement per the IRS Standard Mileage Rate for travel when the vehicle is used for transportation from lodging to the meeting and back. The Board of Directors may authorize additional use of a private vehicle for ASCA business, eligible for mileage reimbursement. Mileage reimbursement requests must be submitted to the Treasurer.

#### **8.13.5 RENTAL VEHICLES**

The Board of Directors will appoint a representative to make vehicle rentals required for meetings.

This representative will determine the number of rental vehicles required to support the meeting.

Expenditures for rental vehicles will only be authorized during the days that Directors' presence is required for ASCA business.

ASCA will only provide fuel for rental vehicles when used for ASCA business.

The Board of Directors may authorize individually rented vehicles eligible for reimbursement if needed to support ASCA business.

#### **8.13.6 LODGING**

ASCA will pay lodging costs.

#### **8.13.7 PER DIEM**

ASCA will pay Directors fifty dollars per day for two days of travel plus all meeting days attended. Per diem will be sent to the Director at least seven days prior to the first day of travel.

ASCA will pay Directors per diem for two days of travel plus for each day of the National Specialty (including Finals) attended. Per diem will be sent to the Director at least three weeks prior to the first day of the Board's National Specialty (including Finals) Meeting.

Directors shall confirm receipt of these funds to the Business office using by email, fax, or telephone.

#### **8.13.8 MISCELLANEOUS**

All expenditure reimbursements are subject to approval by the Board of Directors.

All requests for reimbursements to the Treasurer must be accompanied by a receipt, except for mileage reimbursements. Accurate mileage reimbursement requests are left to the applicant's integrity and reimbursement is based upon that integrity.

ASCA will not pay for personal telephone calls made from the motel/hotel. The Director making the calls is responsible for payment. All personal phone calls made from the motel must be paid prior to checkout. If the motel does accept payment, these costs will be deducted from the next Director's expenses sheet sent to the office for reimbursement.

#### **8.13.9 PRE-NATIONAL AND NATIONAL SPECIALTY TRAVEL**

DIRECTORS INCOMING and OUTGOING:

##### ***8.13.9.1 Directors-elect attending the National Specialty***

ASCA will pay:



1. Round-trip airfare or mileage per the Standard Mileage Rate as published by the IRS, (whichever is lower).
2. Motel from the day before the opening day through the last day of the National Specialty.
3. Per diem equal to current Directors from the day before the opening day of the National Specialty through the day after the National Specialty ends (travel day home).

Ground transportation will be provided by ASCA. Directors elect will not be in charge of any ASCA vehicle. If accompanied by spouse, child(ren) and/or dog(s), the Director elect will be financially responsible for their own ground transportation while at the National Specialty.

Directors elect are required to attend all ASCA meetings of the Board. No Exceptions.

Directors Elect who accept judging assignments at the National Specialty, Finals event or any pre-show/trial/test/clinic will not have their motel paid nor receive any per diem from ASCA on the day(s) officiating.

The Club hosting the event will be responsible for transportation, motel room and meals for the day(s) the Director is officiating.

#### **8.13.9.2 Outgoing Directors attending the National Specialty**

ASCA will pay:

1. Round-trip air fare or mileage per the Standard Mileage Rate as published by the IRS, (whichever is lower).
2. Motel from the opening day through the last day of the National Specialty. Note: If Director comes early to work the Stock Dog (or any other) Finals (8 hours minimum per day) ASCA will pay motel from the day before the Finals event begins.
3. Per diem from the day before the opening day of the National Specialty through the day after the National Specialty ends (travel day home). Note: If Director comes in early to work the Stock Dog (or any other) Finals (8 hours minimum per day) ASCA will pay per diem from the day before the Finals event begins.

Ground transportation will be provided by ASCA. Outgoing Director attending the National Specialty will not be in charge of any ASCA vehicle and if accompanied by spouse, child(ren) and/or dog(s), the outgoing Director will be financially responsible for their spouse, child(ren) and/or dog(s) ground transportation while at the National Specialty.

Outgoing Directors are required to attend all ASCA meetings of the Board. No exceptions.

Outgoing Directors who accept judging assignments at the National Specialty or any pre-show/trial/test/clinic will not have their motel paid nor receive any per diem from ASCA on the day(s) officiating.

The Club hosting the event (unless ASCA is sponsoring the event) will be responsible for transportation, motel room and meals for the day(s) the Director is officiating.

#### **8.13.9.3 Directors other than incoming or outgoing:**

ASCA will pay:

1. Round-trip airfare or mileage per the Standard Mileage Rate as published by the IRS, (whichever is lower).
2. Motel from the day before the opening day through the last day of the National Specialty and one travel day home. Note: If Director comes in early to work the Stock Dog (or any other) Finals (8 hours minimum per day) ASCA will pay motel from the day before the Finals event begins.

3. Per diem from the day before the opening day of the National Specialty through the day after the National Specialty ends (travel day home). Note: If Director comes in early to work the Stock Dog (or any other) Finals (8 hours minimum per day) ASCA will pay per diem from the day before the Finals event begins.

Ground transportation will be provided by ASCA. If accompanied by spouse, child(ren) and/or dog(s), the Director will be financially responsible for their spouse, child(ren) and/or dogs ground transportation while at the National Specialty.

Directors are required to attend all ASCA meetings of the Board. No exceptions.

Directors who accept judging assignments at the National Specialty or any pre-show/trial/test/clinic will not have their motel paid nor receive any per diem from ASCA on the day(s) judging.

The Club hosting the event will be responsible for transportation, motel room and meals for the day(s) officiating.

#### ***8.13.9.4 Refunds of Per Diem & Motel Costs***

Directors (incoming, outgoing, or current) who fail to attend meeting(s) must refund the per diem and motel costs for the day(s) Directors failed to attend the meeting(s) to ASCA no later than two (2) weeks after the close of the National Specialty. If per diem and motel costs are not received at the Business Office within 4 weeks, the Director(s) will be considered not in good standing with ASCA. The Board of Directors will make reasonable efforts to accommodate the event schedule of Director(s) provided Director(s) give thirty (30) days advanced notice of the schedule.

#### ***8.13.9.5 Exceptions***

Any situation deviating from policy 8.12.10 will be brought to the Board of Directors for consideration thirty (30) days before the meeting.

A Board Member may be allowed to attend a Board Meeting via electronic means.

#### ***8.13.9.6 Directors Officiating Other Events***

Directors (or Directors-elect) invited to officiate at National Specialty Finals, Pre-Show/Trial and/or National Specialty competition at the same time Board of Directors meetings/work take place shall receive one-half of travel expenses to the function from ASCA (based on the normal travel arrangement schedule), the other half from the host club. Accommodations shall be provided for by the host club on the day prior to officiating.

Per-Diem payment by ASCA will only be provided for days when the Director (or Director-elect) is not officiating, and, in addition, acting in an official capacity as a Director/Director-elect.

### **8.14 Voting Procedures**

All motions must be sent to the Executive Secretary for distribution to the Board of Directors. Motions must appear at the beginning of any forwarding correspondence.

A motion will not be sent to the Executive Secretary without a second (exceptions are motions from committees and committee nominations).

The Executive Secretary will forward all motions and seconds to the Board of Directors within one (1) day of receipt.

The voting schedule is: Motions are made and forwarded to the Executive Secretary between the 1st and the 10th of each month for forwarding to the Board for comment. The comment

period is the first through the nineteenth of each month. The Executive Secretary will call for votes on the twentieth (or the first business day thereafter) with the voting period ending five business days later.

The Executive Secretary will tally all votes received by the deadline date and notify the Board of Directors of the results.

Directors may register a telephone vote, which must be verified in writing.

To be counted, Director votes must be received by the due date. Individual Director votes will not be disclosed by the Executive Secretary prior to the voting deadline.

Excluding emergencies, no votes will be due on any Saturday or Sunday.

Each year, from December 20 through January 2, the Board of Directors observes the holiday season. During this period all requests for comments and votes on all non-emergency issues will be delayed until the next voting cycle. The December voting period will be adjusted each year to have the voting cycle end on December 20th (or earlier if the 20th falls on a weekend). The January motion cycle will start the first business day after January 2nd.

All previous Board business must be ratified at the next Board of Directors meeting at which a majority of Board members are present.

## **8.15 Rules and Procedures for Emergency Voting**

An emergency vote is any Board vote taken in less than the normal five (5) day comment and three (3) day voting period.

Emergency votes may be taken by e-mail, fax or telephone.

Deadline for an emergency vote must be stated at the beginning of the motion or directive. In no case shall the deadline be less than twenty-four (24) hours if taken by e-mail. Directors must return receipt to the Executive Secretary that they have received the emergency motion, whether they choose to vote or not immediately. If no return receipt is received the Executive Secretary will take whatever action is necessary to contact the missing Board member(s).

Reason for an emergency vote must be stated at the time the motion is made in the comments accompanying the motion.

Emergency voting procedures are not to be employed frivolously. Only those issues that a majority of the Board believes are both necessary to ASCA's purposes and time-sensitive may be adopted by emergency motion voting. (Comment: To provide a more viable option to the BOD for matters that are time sensitive, critical to ASCA's functionality, or cause impact to ASCA Judges.)

Emergency motions shall require approval of six Board Members in order to pass.

All emergency motions and votes shall be reported immediately on expiration of voting deadline.

All emergency motions and votes shall be reported in the normal ASCA media for recording of motions and votes as soon as possible.

Rule changes and procedures adopted by a committee shall become automatically effective on a date established by the Committee which shall be no sooner than fourteen (14) days after a copy of this approved rule change or procedure is delivered to the Board, unless a member of the Board of Directors makes a motion, which need not have a second, to disapprove the rule change or procedures. If a Board member makes a motion to disapprove such rule change or procedure, it shall be voted upon by the Board in accordance with its procedures regarding voting on motions. If such motion passes, the rule change or procedures will not become

effective. If the motion fails, then the rule change or procedure will become effective on the original effective date or thirty (30) days after publication in the Aussie Times.

## **8.16 Strategic Plan**

The Strategic Plan of ASCA is a document that outlines the goals and objectives of ASCA and its standing program committees for the short and long term. Each year on September 1st the Second Vice President is to send out a notification to the ASCA Board and all standing committees to evaluate the current Strategic Plan and advise the Board of possible changes and/or eliminations or additions to the Strategic Plan for their program (committees) or ASCA as a whole (Board of Directors). Possible changes/additions/deletions are to be sent to the Board through the ASCA Executive Secretary no later than December 31st of the same year.

After initial review of the responses the Board then sends them to the Strategic Planning Committee (SPC) via its liaison (President of ASCA). The SPC prepares a draft of the updated Strategic Plan to be sent back to the Board no later than February 28th. The Board discusses and adopts the new Strategic Plan at its Spring Meeting.

## **9 Business Office**

### **9.1 Questions**

Any question coming to the Business Office by telephone, e-mail, or in writing the office staff cannot answer must be sent to the program liaison. The liaison is responsible for sending the appropriate answer back to the Business Office. The liaison may use any available ASCA source to properly answer the questions. Responses to questions must be reported to the Board of Directors.

### **9.2 Attorney Bill**

The Business Office will send a copy of all ASCA Attorney bills to the Executive Secretary for distribution to all Directors.

### **9.3 LEP Committee**

The purpose of this committee is to view all applications for LEP Registration and to determine eligibility. The First Vice President will be the Board Liaison to this committee.

#### **9.3.1 REQUIREMENTS**

The Committee shall be composed of three Committee members for terms of indefinite length. When a member is no longer willing or able to serve on the committee, the Board of Directors shall solicit applications from the membership and appoint a new member as soon as possible. Members must have at least ten years continuous ASCA membership, without a lapse, must be a breeder, and must have experience competing in ASCA programs. At least one committee member will have trained and/or competed with Australian Shepherds in stockdog trials. At least one committee member will be an ASCA Breeder Judge.

#### **9.3.2 PROCEDURE**

The Business Office will receive all applications and review them to ensure completion. The application and required photos, will be e-mailed to each of the committee members. Members will have five days, exclusive of weekends or holidays, to respond to the Business Office with an approval or disapproval. Disapproval will be accompanied by a brief explanation.

### **9.3.3 DISAGREEMENT**

If there is disagreement among the three members as to approval, the comments of the disapproving member(s) will be forwarded to the approving member(s) with an additional five days, exclusive of weekends or holidays, to respond. A majority decision will stand. Any member who feels additional photos are necessary will notify the Business Office which will request the additional photos. While awaiting the requested photos, the application will be placed on hold. The Committee may require the dog be viewed in person, if warranted.

### **9.3.4 DIRECTIONS TO COMMITTEE MEMBERS**

All applications and decisions are strictly confidential. Only dogs who appear to be purebred Australian Shepherds will be accepted into the LEP Registry under the following guidelines. Dogs are to be judged as to whether or not they exhibit traits typical of the breed. Faults of structure do not disqualify a dog from being considered for the LEP program. The ASCA Breed Standard should be the guide. MOST IMPORTANT ARE THE QUESTIONS, "DOES THIS DOG LOOK LIKE A PUREBRED AUSTRALIAN SHEPHERD?" and "DOES THIS DOG EXHIBIT CHARACTERISTICS MORE TYPICAL OF ANOTHER BREED?" LEP registered dogs may compete in all ASCA programs except conformation and thus represent the ASCA Australian Shepherd in the public eye. No LEP registered dogs are allowed to participate in Stockdog Finals after 2012 (see Stockdog Finals Rules).

## **9.4 Financial Reporting**

At the end of each financial quarter (January-March, April-June, July- September, October-December), the business office shall furnish the Treasurer with the following financial reports from QuickBooks for analysis and distribution to the rest of the Board:

1. Quarterly Profit and Loss Previous Year Comparison
2. Year-to-Date Profit and Loss Previous Year Comparison
3. Balance Sheet Previous Year Comparison

## **9.5 Holidays**

The following days will be observed by the Business Office staff as paid holidays:

1. New Year's Day
2. Memorial Day
3. Fourth of July
4. Labor Day
5. Thanksgiving Day
6. Friday following Thanksgiving Day
7. Christmas Eve
8. Christmas Day
9. Two floating holidays

Should the holiday fall on a Saturday observance will be on the preceding Friday. Should the holiday fall on a Sunday observance will be on the following Monday. The Office Manager will determine two floating holidays in December of the preceding year and notify the Board of Directors of the selected dates for that year.

## **9.6 Membership**

### **9.6.1 LAPSED MEMBERSHIP**

Individual or dual memberships that have lapsed may be renewed retroactively provided payment is received within 3 months of the lapse date. Missed issues of the Aussie Times, if available, after renewal, will be sent if appropriate postage and handling fees are included.

### **9.6.2 MEMBERSHIP CARD**

There will be a five (5) dollar fee for reprinting and mailing a replacement or duplicate membership card. The fee is per card printed. **Effective June 1, 2022.**

### **9.6.3 MEMBERSHIP RETENTION SURVEY**

~~The ASCA Business Office shall deploy a membership retention survey, approved by the ASCA Board, via email within the first week of March and of September. Email addresses of lapsed full individual or dual memberships from the previous six months shall be mined for use in deployment. Data shall be compiled after 30 days of submission and submitted to an appointed member of the Board (who should also be a member of the Strategic Planning Committee) for presentation to the Board and to the Strategic Planning Committee, including analysis of results and recommendations based on survey feedback.~~ **Removal effective April 1, 2022.**

## **9.7 Disclosure of Tax Information**

Pursuant to federal law, a copy of ASCA's federal income tax returns must be available for review by any member of the general public, including those who are not ASCA members, at the Business Office. Any member of the public may request a copy of such returns upon payment of a \$25 copying fee. Such returns are also available, however, on the internet at no cost.

## **9.8 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.

## **9.9 Stockdog Finals Judges Random Draw**

The Business Office Manager will act as the Board of Directors' assignee, as delineated in section 12.7.2 of the Stockdog Rulebook, performing a random draw of all Stockdog Finals Judges who satisfy the eligibility requirements and affirm their availability to judge the ASCA Stockdog Finals.

## **9.10 Membership List**

ASCA's Membership List or membership information shall not be sold or transmitted to any person or organization, without the express approval of any such sale or transfer by majority vote of the Board of Directors.

## **9.11 Sympathy Cards**

ASCA will provide sympathy cards for deceased Members that have gone above and beyond in their support of ASCA and the Australian Shepherd. These are Members that have tirelessly donated their time and effort in support of ASCA's programs, committees, and venues. Sympathy card requests for a Member that meets these standards will come from the BOD to the ASCA Business Office. The BOD will provide additional detail regarding the Member's contributions to the Business Office.

## **9.12 Social Media**

ASCA employees who are ASCA members may choose to support or oppose particular candidates for the ASCA board or to take positions on ASCA policy issues. If they do so, they should take into account the following:

1. ASCA-owned social media accounts and email domains, and other resources available to the person as a result of their employment with ASCA, should not be used for such purposes.
2. The employee should clearly identify that they are expressing their own views, not those of ASCA.
3. An employee should be particularly careful to avoid the appearance of a conflict of interest and of leaving the misimpression that their views are official ASCA ones where the employee's duties involve conducting Board elections and/or assisting the Board in formulating policy.

Nothing in this policy is intended to limit employees' ability to work collectively to attempt to improve working conditions. Nor does this policy seek to regulate activities otherwise protected under federal or state laws.

ASCA members who provide services to the organization as independent contractors similarly are asked to ensure any activities endorsing/opposing board candidates or taking policy positions are done without reliance on resources available to the person as a result of being a contractor. Related communications should be clearly identified as undertaken in the contractor's personal capacity rather than as an official view of ASCA.

For example, an employee or independent contractor addressing a related topic could use a personal email/social media account or personal webpage and include a disclaimer along the lines of, "Note that my views on this matter are solely my own, not official ones of ASCA" or "I speak for myself on this topic, not on behalf of ASCA."

## **9.13 Opening and Sorting of Mail**

The ASCA Business Office shall as a matter of policy utilize two people to open and sort the daily mail.

## **9.14 Reporting of Business Office Statistics**

The Business Office will provide the ASCA Board of Directors with a quarterly report, which includes statistics such as sanctioning requests processed, event results processed, approximate processing and turnover time for results and sanctioning requests, and the number of events per program. **Effective May 27, 2022.**

## **10 Discipline**

### **10.1 Motions for Suspensions**

Motions, seconds and voting which determine the length of suspension for rules violations, will be submitted as separate issues from the fine to be imposed.

### **10.2 Motions for Fines**

Motions, seconds and voting determining the fine for rules violations shall be considered as separate issues.

### **10.3 Aussie Times**

Only the notice of the person's violation and penalties will appear in the AUSSIE TIMES.

### **10.4 No Response to Board Inquiries**

The first letter of inquiry from the Board of Directors may include possible penalty if the inquiry remains unanswered by the deadline date.

Second letter of inquiry asking for response may suspend applicable privileges and give a date for response.

### **10.5 Filing of Conflict Letters**

Such letters can only be placed in a Judge's or Member's file after the Conflict Resolution Protocol has been successfully completed as approved by the Board of Directors.

All communication that requests inclusion of a conflict letter/e-mail in a Judge's or member's file shall also be sent to the subject of the complaint advising him/her that he/she may submit a rebuttal statement that will be placed in the file concurrent with a Conflict Resolution Protocol filing.

The person requesting the inclusion of the conflict letter/e-mail will be sent a letter advising him/her of this policy. ASCA will disclose the name and identifying information of the author of all written comment letters detailing actions of any of the following individuals:

1. Judge Applicants (This policy does not include letters solicited by the Board of Directors from the Membership related to a Judge Applicants application process. Such letters are privileged and shall only be available to the Directors during the approval process which is conducted in Executive Session.)
2. Judges
3. Officials of ASCA, its affiliates and licensees detailing actions during an ASCA sanctioned event.



If the writer withdraws his/her request, the letter/e-mail will not be included in the Judge's or member's file or be sent to the Judge or member.

Letters/e-mails of conflict will be forwarded to the individual named in the letter/e-mail concurrent with a filing of the Conflict Resolution Protocol. The forwarding letter/e-mail will seek a response from the subject of the conflict.

The Board of Directors will take no action on an application to become a judge until completion of the preceding process if a conflict letter has been filed concurrent with a Conflict Resolution Protocol filing.

## **10.6 Investigation of Conflicts**

The conflict resolution 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 conflict is responsible for conducting the entire process from investigation to presenting disposition recommendations to the Board of Directors.

## **10.7 Members' and Judges' Files**

All ASCA members and judges are allowed full access to any file that ASCA maintains for them. Such files shall be made available at the Business Office or delivered by email or any commercial carrier as directed by the Member or Judge. ASCA members and judges may obtain a copy of all or any part of any of their ASCA files upon payment of a reasonable fee to cover shipping and handling. The ASCA Manager has the obligation to maintain all such files in a secure location at ASCA's Business Office.

## **11 DNA Profiling**

### **11.1 Acceptance of Other Registries**

ASCA agrees to accept DNA-PV (Parentage Verification) records from other registries and share its records with other registries, provided those registries are using either the same lab as ASCA or a lab which is using the same set of markers ASCA's lab employs.

Parentage Verification programs collect data (in this case on DNA marker alleles). When an individual is entered into the program, its data is compared with those of its alleged parents (if on file) so its heritage can be verified.

Such information sharing would be done at the request of a dog's breeder of record or registered owner for that dog only. A fee will be charged for this service, which will cover any related laboratory and/or administrative costs.

### **11.2 DNA Liaison**

The Office Manager will handle all communications with the ASCA DNA Laboratory.

The Office Manager shall prepare a quarterly report that includes status of the DNA database, statistics on samples processed, identification of minor problems, membership input received during that quarter, etc.

In the event of major problems such as but not limited to, lack of response by the DNA Lab, issues with the availability of materials needed for sample processing, major membership complaints, etc. the Office Manager shall immediately alert the Executive DNA Oversight Committee through the Business Office liaison, ASCA President.

## 11.3 Oversight of ASCA's DNA Program

~~Executive DNA Oversight Subcommittee~~ – The Board of Directors will create and maintain an Executive DNA Oversight Sub-Committee. The Executive DNA Oversight Sub-Committee shall consist of three directors: The liaison to the Business Office (ASCA President), the liaison to the DNA Committee, and one additional director.

~~Duties of Executive DNA Oversight Sub-Committee~~ – The Sub-Committee shall examine the DNA quarterly report sent by ASCA's Business Office Manager and report to the Board of Directors any findings and/or anomalies identified by the Business Manager and/or the Committee. **Removal effective June 1, 2022.**

## 12 Elections

### 12.1 ASCA Election Calendar

**March 1** - Deadline to electronically submit candidate's completed Candidate Packet to the Business Office for publication in the May/June Aussie Times. The Candidate Packet includes the Declaration of Candidacy, a single page resume, and the Candidate Inquiry. Failure to submit completed packet electronically will result in prospective candidate's disqualification for that election year.

**First business day in May** - Foreign ballots will be mailed. For purposes of determining voting eligibility, the membership books will close two (2) weeks prior to the foreign ballot mailing date.

**May 15 or first business day thereafter** - U.S. member ballots will be mailed. Members not receiving ballots by June 1st should contact the ASCA Business Office.

**July 15** - All completed ballots are due in the hands of the receiver (not postmarked) on or before July 15.

**July 20** - On or before this date, all director Candidates to be notified of election results. Following candidate notification, results of the election will be posted to all official ASCA web-based sites, including but not limited to, asca.org, ASCA Facebook, AussEnews and in the next Aussie Times following election. Published results will list each candidate with the number of votes received. Official notice of voting results will be announced at the General Membership Meeting at the ASCA National Specialty.

This Election Calendar and the link to the Candidate Packet on the website will be published in the November/December and January/February issues of the AUSSIE TIMES. It may also be published in additional issues if space is available.

The Candidate Packet will be available on the ASCA website or by contacting the ASCA Office.

## 13 Employees

### 13.1 Bonuses

The following will be the Christmas bonuses given to the staff and part-time ASCA employees each year:

1. Executive Secretary and Office Manager - \$750.00.
2. Full-time office employees who have been employed for more than five (5) Years - \$500.00.
3. Full-time office employees who have been employed from one (1) to five (5) years - \$250.00.
4. Part-time office employees - \$100.00.

The Office Manager will notify the Treasurer that the Christmas bonuses will be mailed by December 1.

### **13.2 Raises**

Employee raises and/or bonuses shall be determined at the Board of Directors spring meeting. Any raises will become effective July 1st of each year.

### **13.3 Staff Compensation**

A maximum of 30% of ASCA's annual budget will be allocated to staff compensation.

### **13.4 ASCA Employees Involved in ASCA Competitive Programs**

ASCA Employees shall be allowed to participate fully in all ASCA Competitive Programs. ASCA finds no conflict with its paid employees participating as full Members in ASCA's Programs or serving ASCA in a Judge capacity.

## **14 Member in Good Standing**

A person must be in good standing with ASCA and its Affiliates in order to utilize any of ASCA's programs, including the registry, obtain any of its benefits, or represent ASCA in any manner, including acting as a judge. A person who is not in good standing may not act as a handler of a dog at any ASCA event. To remain in good standing, a person must comply with all the rules and regulations of ASCA and its Affiliates and conduct himself or herself in such manner as to advance the interests of ASCA and the breed. A person is not in good standing with ASCA, and is thus not entitled to utilize its programs, obtain its benefits, or represent it in any capacity, if such person:

1. Is currently under discipline imposed by ASCA or by any of its Affiliates
2. Is not in compliance with the Dishonored Funds Policy set forth in Section 19.4 below
3. Is currently suspended from privileges for any reason by the American Kennel Club (USA), the Canadian Kennel Club (Canada), the United Kennel Club (USA), the Kennel Club (United Kingdom) or the Federation Cynologique Internationale (FCI). A person not in good standing with ASCA because of this subsection (c) may request the Board of Directors to reinstate such person to good standing and the Board's determination shall be final.

A person who is not in good standing with ASCA is prohibited from sponsoring National Specialty/Finals classes or placing any type of advertisement in the ASCA National Specialty Catalog.

A person not in good standing with ASCA remains not in good standing until the reason therefor has been rectified or removed.

## **15 ASCA Programs**

### **15.1 Finals - Juniors**

The Board of Directors has established a policy for the Junior Showmanship Finals as follows: ASCA will provide Two Hundred Dollars (\$200.00), to be used for Best Junior Handler and Reserve Junior Handler prizes and rosettes. ASCA will also provide Ten Dollars (\$10.00) per participant for placement and participant rosettes.

### **15.2 Hall of Fame**

All Hall of Fame qualifiers will receive a Certificate.

### **15.3 Program Development**

Program rules for all ASCA programs may be adopted or amended by the Board of Directors. Any proposed changes or amendments to such program rules will be sent by the Board of Directors to the appropriate affected Committee for its review, comment, and recommendations. It is ASCA's goal to seek Committee input in the adoption or amendment of all program rules.

### **15.4 ASCA Rule Books**

ALL changes to ASCA competitive program rulebooks will become effective on June 1 for the following competitive show/trial year. As program rule changes are approved by the Board, the Executive Secretary will create a document that will update the next year's rulebooks and post on the ASCA Website under 20xx Program Rulebook Updates, with the effective date noted, in order for the membership to see what changes will be in effect in the upcoming competitive show/trial year.

The date of the newest revision will be noted on the front of the rulebook. The Executive Secretary will save a copy of the updated rulebook and send it to the Webmaster and Business Office. Rulebooks will be printed in the Business Office. When Affiliates or Members request a rulebook from the Office, they will be provided with the most recently updated one, but the changed rules will not be enforceable until their effective date.

The only exception to this protocol will be for rules needed to address true emergencies or safety-related situations which cannot wait until June 1 to be implemented. The Board may assign an effective date to administrative rule changes not affecting how the program is to function (such as a sanctioning change).

(Comment: By having a labeled folder for changes instead of an actual rulebook it will be less confusing to the membership even though it is stated the changes are for next year. This will eliminate having two rulebooks on the web and be less confusing to the members who use them. Changes to how the program works should not be made during the competitive year but should be available for review of the members who use them ahead of time.)

#### **15.4.1 CHANGES TO RULE BOOKS**

When a rule is changed or added in the Rule Books, a black line, bullet, or other type of identification will be put in the margin next to the change or addition. One year from the effective date of the change or addition, the black line, bullet, or other type of identification will be removed from the former changes or additions. When a rule is completely deleted, it will be bulleted and say Section \_\_\_\_\_, deleted.

#### **15.4.2 BOARD CHANGES**

The Board of Directors may adopt, amend, cancel or supplement all show, trial, testing programs or other rules and/or regulations for the operation of the Club. All such rules or regulations shall be in writing. Such rules or regulations shall be effective on the date designated in such rule or regulation. If no effective date is designated therein, such rule or regulation shall be effective sixty (60) days after adoption by the Board of Directors.

The Business Office will be responsible for notifying the Show/Trial Secretaries, Chairs and Course Directors of any up-coming shows/trials that will be affected by the rule changes. The Business Office shall develop a notification procedure to use between rulebook printings. If the Business Office notification is not made, the rule shall not be enforceable.

Affiliates may hold ASCA shows on the same grounds as another registry's event but may not host a dual-sanctioned show with any other registry. (Comment: This addition places the

prohibition of sanctioning ASCA shows/trials with other registries in the Policy Book replacing the prohibition deleted from the Program Rulebooks.)

### **15.4.3 STYLE GUIDE**

The following notes shall act as a guide for parties creating or revising published documents (forms, rulebooks, The Aussie Times); its main purpose is to establish consistency.

1. Rules and policies will be ordered by number with subheadings reflected as sub-numbers.
2. Grammar applied shall be Chicago Manual of Style.
3. No acronyms shall be applied except for ASCA.
4. ASCA must be followed by the registered trademark symbol at the first occurrence in a document (cover for rule books and in letterhead). This symbol need not be repeated in any following use of ASCA in the document.

The following words shall be capitalized:

1. Names of officers (Treasurer, Webmaster, Judge) and official staff titles (Office Manager, Executive Secretary)
2. Board of Directors/Director/Board
3. Official entities (Affiliate Club/Club)
4. Committee
5. Chair
6. Liaison
7. Official reports or documents (Secretary's Minutes, Breed Standard)
8. Publications (Aussie Times, ASCA Website)
9. National Specialty, Year End Awards (Merit, Finals), official meetings (Spring Meeting, General Membership Meeting)
10. Titles or awards (Champion, Hall of Fame)
11. Breed name (Australian Shepherd)
12. Official locations (Business Office)

### **15.4.4 JUDGE PROCESS**

A judge entering an ASCA program continues their journey through the ASCA judging path according to the rules that were in effect when they were first accepted into the program.

## **16 Purchases**

### **16.1 Office Equipment**

Purchasing of office equipment will not be authorized unless three (3) bids or prices have been obtained and sent to Executive Secretary for distribution to the Board of Directors. Directors must submit a written explanation to the Board of Directors giving reasons for the equipment purchase. Any equipment purchased by ASCA will be placed on the Treasurer's inventory list.

### **16.2 Hardware and Software**

ASCA will allocate the amount of \$5,000 on a yearly basis to be earmarked for upgrading existing hardware and software in the Business Office. This money will be used to purchase new computers, upgrade existing computers or peripherals (printers, tape drives, etc.).

## **17 Registry**

### **17.1 LEP Registration for ARPH**

By request of ARPH, ASCA will honor free LEP registration to ARPH adopted dogs. When applying for LEP, the owner must include proof the dog was adopted through ARPH (such as a copy of the adoption agreement.) Should the dog be approved for LEP registration, the LEP fee will be waived. Adoption through ARPH in no way guarantees the dog will automatically receive an LEP registration number from ASCA. Owners of dogs applying for LEP status must be full or service members of ASCA.

## **18 Trademark**

### **18.1 Use of Trademark**

Any request for the use of ASCA trademarks, not associated with affiliate/licensee usage, requires ASCA Board approval. The trademark license form is submitted to the ASCA Board via the ASCA office.

### **18.2 Unauthorized Use**

The ASCA trademarks may not be used in or associated with any enterprise which the public, or the Board of Directors in its sole discretion, deems a pet store or a puppy mill or an animal brokerage or an animal raffle or an animal or dog auction. The ASCA trademarks may not be used in or associated with sales at any auction or sales or awards at any raffle, except those authorized by law.

## **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:

1. Budget projection worksheet
2. Most recent Treasurer's report
3. Schedule of fees
4. Investment Policy (when in place)
5. Most recent QuickBooks reports including the previous year and quarterly year-by-year comparisons
6. 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.

## **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 (Example: DNA kits). "Indirect expense" reflects overhead expense not directly chargeable to a specific project or task. (Example: office staff and supplies). How much indirect expense is attributed to each program is reflected in the column, "% of indirect expense."

### **19.3.1 USING THE WORKSHEET**

1. "% 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.
2. 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.
3. When projecting for the next year, remember to:
  - a. Consider any motion or change that might affect costs
  - b. Provide for raises each year or for additional hires (this includes taxes and insurance)
  - c. Consider outside factors (postage increases, economy, program development)

## **19.4 Dishonored Funds**

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.

There will be an additional forty-dollar (\$40.00) charge for each dishonored fund.

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.

To be reinstated, the person must pay a fifty dollar (\$50.00) fine.

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.

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.

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.

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.

**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.

## **19.5 Finance Advisory Panel**

The Treasurer is Chair of the Finance Advisory Panel.

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.

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.

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**

The Treasurer will prepare written annual and quarterly financial statements documenting the net status of ASCA's finances.



Quarters are:

1. January 1-March 31
2. April 1-June 30
3. July 1-September 30
4. October 1-December 31

The annual report is as of December 31 each year. The Board of Directors may request additional reports as required. All financial reports shall contain information comparing current status to budget status.

### **19.7 Yearly Audit**

Starting with Fiscal Year 2013, ASCA will have a full audit of our finances done yearly by a licensed accounting firm/CPA. The audit will start no later than June of the following year. Bound copies of the audit, including the management letter, governance letter, and any addendums will be provided to each Board member at the completion of the audit or at the ASCA National Specialty. A copy of the audit will be brought to the Specialty for members to review.

### **19.8 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.

### **19.9 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:

1. Advertising rates as determined by the Board of Directors
2. AUSSIE TIMES subscription rates
3. Registry fees including registration, ownership transfer, lease, kennel name, DNA, etc.
4. Membership fees
5. Program fees including recording fees, sanctioning fees, late result fees, and ranch dog inspection
6. 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.

### **19.10 Disbursing Additional Event Membership Dues**

Additional Event Membership Dues are set by the Board of Directors and are on the ASCA Website under "Fee Schedule". The funds generated by this charge are designated solely to defray the cost of all ASCA Finals. Funds collected during a show year but not disbursed for that year's Finals shall carry forward to support Finals in following years.

### **19.11 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 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.

## **20 Website**

### **20.1 Motions**

All motions other than those dealing with sensitive issues will be placed on the Web site by the Web Master.

To facilitate this policy:

1. The Executive Secretary will include the Web Master on the distribution list for all motions other than those deemed sensitive sent to the Board of Directors for comments
2. The Executive Secretary will include the Web Master on the distribution list when calling for votes on any motions posted to the Website
3. The Web Master will post all motions as soon as possible when initially received from the Executive Secretary.

### **20.2 Approved ASCA Vendors**

ASCA will provide a free listing of all approved vendors on the ASCA Website with their contact information.

### **20.3 ASCA Breed Standard and Working Description**

Prominent icons that link to the ASCA Breed Standard and the ASCA Working Description shall be presented on the homepage of the ASCA Website.

### **20.4 Premium Retention**

Event premiums will be archived on the website for one year from the event date.

**Effective January 27, 2022.**

## **21 Technical Assistance**

### **21.1 Webmaster**

The position of Webmaster is stated quite simply, "the ongoing maintenance and enhancement of ASCA's web site". This person will be responsible for the layout, maintenance, enhancement and extension of the ASCA Web site per ASCA's needs. The webmaster will work with the ASCA Standing Committees, the Business Office, the Educational Coordinator and any other ASCA employees or volunteers to provide information as deemed appropriate and relevant to ASCA's objectives or the objectives of those committees, employees, or volunteers as they relate to ASCA's objectives. This person will also be responsible for proposing enhancements and changes to the site and/or the content of the site to better serve the needs of the membership.

The Webmaster shall have the following minimum skills:

1. Good written and verbal skills.
2. Demonstrated ability to develop WWW sites.
3. Demonstrated Information Technology expertise.
4. Information presentation knowledge.

These are skills we desire, but are not required:

1. CGI Scripting knowledge.
2. Applet development knowledge.

Today, the primary purposes of the site are to do the following:

1. Provide basic information to prospective and new Aussie Owners
2. Provide more in-depth information for those who seek it
3. Provide ongoing information about the workings of ASCA to ASCA members which should include, but not be limited to, the following:
  - a. Executive Secretary's Reports
  - b. Meeting Minutes
  - c. Motions and Voting at the Board Level
  - d. Committee Reports
  - e. Events Calendar
  - f. Merit Awards Program Standings
  - g. Program Finals Standings (i.e., SDC Finals Program)
  - h. Events Results
  - i. On-line Questionnaires (i.e., DNA Survey)
  - j. Full set of ASCA Forms (sanctioning, entry, etc.)
  - k. National Specialty "circuit" premium lists
  - l. Special offers and current News items (i.e., Jacket, Yearbooks)
  - m. Frequently Asked Questions (and answers) about Aussies

#### **21.1.1 WEBMASTER POSTING OF PHOTOGRAPHS ON ASCA SOCIAL MEDIA SITES**

Photos that are published on the ASCA Facebook and/or Website have the following requirements.

1. Photos are selected with the Breed Standard in consideration
2. No obvious advertising of a particular dog, unless noted otherwise within the header - Example: Nationals Winners
3. No obvious Miniature Australian Shepherd, North American Shepherd, North American Miniature Australian Shepherd, Miniature American Shepherd, and/or Toy/Teacup Australian Shepherd breeds
4. High quality images that illustrate good photography techniques

ASCA reserves the right to use all photos sent in for publication with no requirement of a signed release. No photo will be used for profit or sold by ASCA.

(Comment: To clarify ASCA's policy on photographs that are sent in for publication on ASCA social media sites. The policy will be posted on ASCA's social media sites and will be employed as a guide by the Webmaster for choosing photographs for publication.)

#### **21.1.2 WEBSITE PHOTO POLICY**

ASCA's Website consists of two sections, the Public section which is open to the world, and the Member's section which is open to members only to post a photo of their dog(s) in the My Dogs section of the Website. In order to maintain the highest standard for ASCA's professional image

to the public, the Webmaster will choose photos sent in from the membership to post in the public section by employing the following criteria:

1. Photos of Australian Shepherds that adhere as closely as possible to the ASCA breed standard.

(Comment: This policy will portray the Australian Shepherd as per the Breed Standard to the public while providing the membership with an avenue to post a photo of their dog(s) in the Members Only, My Dogs section of the ASCA Website.)

### **21.1.3 WEBSITE HOMEPAGE**

In order to present ASCA to the world in a professional, welcoming and informative manner, the ASCA Board will determine website content and topics to be displayed on its homepage. This information will be provided to the Webmaster via the System Liaison and will include BOD's updates as they occur.

(Comment: Maintaining a welcoming and informative website is imperative to ASCA's future. The goal of the Board is to present the ASCA Website homepage in a manner that readily provides information to members as well as provides visitors with a sense of the ASCA community.)

### **21.1.4 PAID ADVERTISEMENTS BY CANDIDATES TO THE ASCA BOARD OF DIRECTORS**

No candidates to the ASCA Board of Directors may place paid advertisements marketing their candidacy as Online Paid advertising on the ASCA Website or the ASCA FB page or be included in the AussENews. During elections, the Webmaster shall create a candidate advertisement page, where all candidates will have the opportunity to place/buy advertisements for the duration of the election. All advertisements shall be of the same size, same price, and shall appear on the page simultaneously until the last day of the elections.

## **21.2 System Liaison**

The Board will appoint a system liaison to perform the following functions:

1. Oversee the ASCA Website and supervise the ASCA Webmaster.
2. Present a computer system strategy to the Board of Directors at the National Specialty each year.
3. Receive input concerning the system strategy from the Board of Directors as an aid to developing this strategy.
4. Once approved and budgeted by the Board of Directors, supervise implementing the strategy.

The Board of Directors will appoint the System Liaison annually at the National Specialty meeting.

## **21.3 Consultants**

The Board, upon majority approval, may contract with or develop agreements with consultants at any time to review current system architecture and functional design to enhance, improve, or support existing technology.

# **22 Committees**

## **22.1 Committee Procedures**

All committees not grandfathered/exempt are to follow the current version of the Committee Procedures.

## **22.2 Request for Exemptions**

Any Committee needing an exemption to parts or all the Committee Procedures may request the Board of Directors to grant an exemption with an affirmative vote of the committee explaining what the exemption is for and why the exemption is needed. (Note: If the Committee is asking for complete exemption, it must provide procedures it wishes to follow for Board of Directors approval at the time it requests the exemption.)

## **22.3 Approved Exemptions**

Approved Committee exemptions will be filed in the office of the Executive Secretary along with the Board of Directors motion and voting to approve/disapprove the Committee request. If disapproved, the Board of Directors will explain to the committee why it was disapproved.

A file titled "Committee Exemptions" will be established and maintained in the Executive Secretary's office for committees (whether Executive, Standing or any other type of committee the Board of Directors appoints) which have been granted exemptions from any part of the Committee Procedures, stating the exemption and why it is exempt. The Board of Directors vote on the Committee exemption must also be kept in the same file for historical reasons.

In order to be exempt from any part of the Committee Procedures, the committee must vote on what it needs an exemption from and state why. It will forward the request to the Board of Directors via the Liaison. The Board of Directors will vote to approve/disapprove the committee's request, in writing, with a copy of the decision being returned to the committee, via the Liaison and a copy filed by the Executive Secretary in the Committee Exemptions file.

## **22.4 Committee Membership and ASCA Board Members**

ASCA Board members will not serve in a membership or chair capacity on any of ASCA's standing committees while serving on the ASCA Board.

Board members elect may stay on a committee until seated on the ASCA Board.

Once seated, the Board member will be able to monitor all committee business using the policy outlined in 8.2e of ASCA's Policy Book.

Exemption granted February 27, 2021, to allow Members of the ASCA Board of Directors who qualify to serve on the Nationals Advisory Committee.

## **23 Miscellaneous**

### **23.1 General Membership Meeting Minutes**

The official ASCA minutes from the General Membership Meeting, held each year, shall be highlighted minutes of the meeting covering the topics of discussion. The meetings will continue to be taped as a reference for the Executive Secretary to use when transcribing the minutes and there will be no attempt to create word-for-word minutes of these meeting. The tapes will be sent to the office for historical purposes only.

### **23.2 ASCA Power of Attorney**

The ASCA Power of Attorney form must be on file with the ASCA Business Office for anyone to sign an official form for any ASCA business, IE registry forms, membership forms, etc.