

THE PEMBROKE WELSH CORGI CLUB OF THE GARDEN STATE, INC.

POLICIES

The following policies have been adopted by the Board of Directors of the Pembroke Welsh Corgi Club of the Garden State. You will be notified in the call of the meeting of any future changes and/or additions. Please keep your copy of the Club policies up-to-date.

BOARD

12/8/90 - **BOARD ATTENDANCE** - Board members must attend 2/3 of the board meetings each year in order to remain on the board. Extenuating circumstances will be evaluated. If a board member is going to be absent, he must contact the President prior to the meeting.

7/8/95 - REPORT FROM THE BOARD - A report listing actions taken by the Board will be sent to all members with the call of the following meeting. Board minutes will be available for members to read but will not be circulated.

3/11/06 - Board minutes will be available upon request for all members to read. Board minutes will be distributed to all Board members no later than fourteen days after the prior board meeting.

7/16/06 - Board minutes will be distributed to the membership via e-mail or mail (depending on recipient) as well as to have them posted on the club web site.

11/13/04 – **GUIDELINES FOR GUEST ATTENDANCE AT PWCCGS BOARD MEETINGS**

The purpose of inviting a guest to our Board Meetings is for him/her to make observations of its workings. The guest is there strictly as an “observer” and cannot vote, or participate in the decision-making process. If he/she wishes to speak, he/she must be recognized by the Chair (our President, or the Officer conducting the meeting).

Anyone wishing to attend the meeting must notify the President, in writing, two weeks before the meeting. If he/she wishes to bring a matter to the Board, it should be made known at this time. In addition to this, each Board Member should be notified of any guest(s) who will attend the meeting and the subject(s), if any, to be brought to them. In connection with these requests for attendance, it is suggested that the President make an announcement at each General Meeting that guests are welcome; however, they need to notify the President prior to the meeting.

When anything relevant to Board business of a sensitive nature is to be discussed and ruled on, any person not on the Board should be requested to leave the meeting during this course of action. Since a non-Board member has no vote and does not participate in the decision making process, this is an appropriate request.

Finally, if a non-Board member is giving a committee status report to the Board, it is suggested he/she be placed on the agenda at the end of the meeting because there is no reason for that person to be present for the entire meeting. This does not say that a person cannot be placed on the agenda at the beginning of the meeting if other commitments require him/her to make an early arrival and departure.

CLUB AWARDS

10/17/90 - The awards year was changed to run from January 1 through December 31 starting January 1991.

11/09/91 - It is the responsibility of the member to apply for an annual award.

1/14/95 - We will present a plaque with a hanging tag with the name of the dog and the title earned for the first title earned. Future titles earned on the same or future dogs will be commemorated by an additional tag with the name of the dog and the title earned. Awards for Breeder of the year, Conformation and/or Obedience, will remain the same as in the past.

7/8/95 -The first sentence of the policy approved 1/14/95 is to be deleted and replaced with the following: Pewter medallions will be purchased to use on trophies and club awards.

3/9/97 -The policy approved 1/14/95 was changed to read: A Club Award will be presented to the owner of a dog receiving any AKC recognized title. Awards for Breeder of the year, Conformation and/or Obedience, will be dropped.

6/8/97- The following was **ADDED** to the policy approved 3/9/97: In the event a dog earning a club award is co-owned by two (or more) members of the club, one award will be made and paid for by the club. A duplicate award (or awards) may be purchased, at cost, by the co-owner(s).

1/11/03 - Paws for Applause Award is limited to a cost of \$50.

8/15/09 - This policy replaces that of 1/11/03. The Paws For Applause award is indefinitely suspended.

8/15/09 - Policy approved that the Club's annual awards will be certificates.

5/15/10 - Policy approved to give retiring Board and committee members a certificate of thanks for service to the Club.

FINANCIAL POLICIES - GENERAL OPERATIONS

7/11/92 - Expenditures of \$100 or more must be approved by the board

11/14/92 – Returned checks must be paid by the owner of the check plus bank service fees. Anyone who has given us 2 checks that have been returned from the bank for NSF shall make all future payments to the club in cash only.

1/16/94 - Since the Treasurer pays all bills, the Treasurer will handle sunshine.

8/18/96 - The Club will NOT sponsor or pay any entry fees for any members competing in team competition at the National Specialty.

1/11/97 - Submission of expenses shall be made in writing on the treasurer's form with receipts attached. Any expenses submitted by a member of a committee or sub-committee shall first be signed by the chairman of the primary committee. Primary committee chairmen would be: Specialty Chairman, Obedience Chairman, Agility Chairman, Match Show Chairman, Herding Instinct Test Chairman or the Chairman of any Special Event the Club might hold.

1/11/97 – The Board unanimously passed a motion to purchase the insurance necessary to cover the officers and board from Sportsman's Insurance Co.

3/9/97 - The policy approved 7/11/92 was changed to read: Operational expenses up to the amount of \$250 may be paid by the Treasurer, up to \$300 may be approved by the President. All operational expenses in excess of \$300 must be approved by the Board. All committee expenses must be approved by the chairman of the committee.

3/13/99- The following was ADDED to the Policy dated 1/11/97 regarding the submission of expenses: The Treasurer will allow the submission of our expense form by a primary committee chairman via E-mail provided the E-mail is sent from the chairman's home address and all receipts are forwarded to the Treasurer ASAP.

8/18/01 - The Rescue chair and/or co-chair may approve any and all expenses relative to rescue and will provide documentation for all expenses.

1/11/03 - The maximum contribution/donation for programs held at general membership meetings is \$100.00.

3/6/04 - Club dues shall be \$20 Individual, \$30 Family, \$10 Junior.

9/23/06 - Revision of Policy 1/11/97 and 3/13/99 - Submission of expenses shall be made in writing on the treasurer's form with receipts attached. The Treasurer will allow the submission of our expense form by a primary committee chairman via E-mail provided the E-mail is sent from the chairman's home address and all receipts are forwarded to the Treasurer ASAP. Any expenses submitted by a member of a committee or sub-committee shall first be signed by the chairman of the primary committee. Primary committee chairmen would be: Specialty Chairman, Obedience Chairman, Agility Chairman, Match Show Chairman, Herding Instinct Test Chairman or the Chairman of any Special Event the Club might hold.

JUDGES SELECTION COMMITTEE

11/10/02 - Judges Selection Committee will have no direct correspondence with the proposed candidates. All correspondence will be directed through the corresponding secretary via a form letter. This will not exclude the corresponding secretary from exhibiting at the event.

1/14/06 -The Committee is appointed by the Board and will research breed and obedience judge selections for the annual Specialty and they will present recommendations for the specialty judges for all classes to be judged with the judges' biographies to the general membership.

MATCH SHOW

7/8/95 -Persons donating food for the luncheon at the match show will be issued a chit to be presented to the luncheon cashier. All others will pay \$5.00.

11/12/05 - Anyone not donating food for the luncheon at the match show will pay \$5.00 for their lunch.

3/11/06 - **WHO MAY NOT EXHIBIT AT OUR MATCH** - In addition to the AKC Show Rules (Chapter 11, Section 12), for our Match Shows, members who have contacted the judge for that match may not show in that match. Disclaimers may be noted as appropriate.

3/9/97 - **WHO MAY NOT EXHIBIT AT OUR SHOWS** - The following was **ADDED** to the policy passed 8/18/96. **Starting in 1999**, no member or person who takes the responsibility of contacting judges may exhibit to that person at the event.

MATCH SHOW JUDGES

7/13/91-The match judge is precluded from exhibiting Corgis elsewhere the day before or the day of our match.

1/16/94 -Nominations for "fun" and "B" match show judges are open to members and non-members.

7/8/95 -The maximum cost of a gift for a match show judge is \$25.00.

MEMBERSHIP

1/16/94 -**NJDF BREEDER'S LISTINGS** - One must be a Club member in good standing for 1 year in order to apply for a listing. Applications shall be signed following approval by a majority of the Board present when the application is reviewed. Note: Member clubs can submit an unlimited number of rescue contacts. The contact must be a member of the club and may include only the breed, contact's name, phone number and club affiliation code number.

3/11/95 - **GENERAL MINUTES** will be sent to members with the call of the next meeting rather than wait for them to be published in TOPLINES.

8/17/97 - **POLICY TO SPONSOR A NEW MEMBER.** 1) You must be a member in good standing of PWCCGS for at least 1 year. 2) You must know the applicant for at least 6 months. 3) Your comments regarding the applicant must state specific reasons why you feel this applicant will be a good member. 4) you may sponsor/endorse only 2 applicants per year. e.g. A husband and wife are considered 2 applicants.

7/15/00 - **USE OF CLUB SERVICES** – In order to be eligible for and to take advantage of and to use the following club services, a member must attend a minimum of two of the six regular meetings held each year and work on a minimum of one activity each year. These activities include, but are not limited to: PWCCGS Specialty, Agility Trial, Match, Herding Instinct Test, Hospitality for the meetings, Toplines, Funday, Annual Picnic, PWCCGS Committee Chair, PWCCGS Officer or Member of the Board of Directors.

The club services that a club member who fulfills the above requirements would be eligible for are: Annual Awards, Puppy Referral, NJDF Breeder Listing.

Exceptions will be at the discretion of the Board of Directors for health, job related or other reasons that might preclude an otherwise active member from abiding by these tenets.

1/13/01 -**ATTENDANCE RECORD/SIGN-IN SHEET** – A request for an amendment to an individual's attendance record needs to be presented to the Recording Secretary, in writing, by the club member attesting to his/her attendance at the particular meeting in question. This request will then be put to the Board for a decision to amend the records. This information is necessary for awards and nominating committee use.

8/17/02 - In the event of a members death, a page with a photo will be placed in the Specialty catalog as a memorial to that member. The Club will send a copy of the catalog to the members' family.

3/6/04 - Club dues shall be \$20 Individual, \$30 Family, \$10 Junior.

9/20/09 - Revised policy of 3/6/04. Club dues shall be \$30 individual, \$45 family, associate and junior dues shall be one half of regular dues.

1/10/10 - Each new member of the Club shall receive a Club pin when they are voted into membership.

PICNIC

1/11/03 -The cost of the main food dish item for the annual picnic is not to exceed \$200.00.

RESCUE

11/9/91 -**RESCUE** - All rescued dogs are to be neutered/spayed prior to adoption. Vicious dogs will be euthanized.

SPECIALTY

5/17/96 - **SPECIALTY PICTURES**: A set of pictures will be ordered for publication in the national newsletter and TOPLINES and then put on file in the club archives. The following pictures will be taken: Best in Puppy Sweeps, BOS in Puppy Sweeps, Best in Veteran Sweeps, BOS in Veteran Sweeps, Best of Breed, BOS to Best of Breed, Winner's Dog, Winner's Bitch, Reserve Winner's Dog, Reserve Winner's Bitch, and Highest Scoring Corgi in Obedience.

7/8/95 - A judge selected for a Specialty or Supported Entry shall not judge Pembroke Welsh Corgis at any other Specialty or Supported Entry within 200 miles for 4 months prior to the date of our show.

3/9/96 - The following amendment was made to the policy approved 7/8/95: Written contracts with the judges doing sweepstakes, breed, obedience and Rally at Independent Specialties shall include the statement that they shall not judge Corgis east of the Mississippi for four months before or two months after the date of our show. Supported entry judges shall not judge Pembroke Welsh corgis within 200 miles for 4 months prior to the date of our show.

5/5/96 -The following was **ADDED** to clarify the policy passed 3/9/96. The statement stating a judge shall not judge Corgis east of the Mississippi for four months before or two months after the date of our show does not apply to obedience judges.

3/9/97 - **SPECIALTY PICTURES** - The policy approved 5/17/96 was amended as follows: A set of pictures will be ordered for publication in the national newsletter and TOPLINES and then put on file in the club archives. The following pictures will be taken: Best in Puppy Sweeps, BOS in Puppy Sweeps, Best of Breed, BOS to Best of Breed, Winner's Dog, Winner's Bitch, Reserve Winner's Dog, Reserve Winner's Bitch and Highest Scoring Corgi in Obedience, HI Combined Score in Obedience, and a group picture of dogs receiving an award of merit, if applicable. (A possible total of 12 official pictures.)

1/10/98 - **SPECIALTY PICTURES** - The following **AMENDMENT** was made to the **policy approved 3/9/97**. The club will request two sets of specialty pictures. One set will be used for publications and the second set shall go directly into the club archives. The club will pay for the second set of pictures.

8/18/96 -**WHO MAY NOT EXHIBIT AT OUR SPECIALTY** - The Show Chairman, Show Secretary and Obedience Chairman, Obedience stewards may not exhibit in obedience and Breed stewards may not show in breed. No member of the judges' hospitality committee may exhibit in breed classes either in person or through an agent. Since obedience dogs are judged on performance only, a member of the hospitality committee may show in obedience.

3/9/97 - **WHO MAY NOT EXHIBIT AT OUR SHOWS** - The following was **ADDED** to the policy passed 8/18/96. **Starting in 1999**, no member or person who takes the responsibility of contacting judges may exhibit to that person at the event.

8/17/97- **POLICY REGARDING A JUDGE'S TRAVELING COMPANION**. If the club is acting as host for dinner, etc., the judge's traveling companion will be included. However, for example, if the judge is flying, the club will not pay for the companion's ticket.

3/9/02 -Judges Gifts: A maximum of \$40.00 for each judge. All judges at any given specialty must receive the same gift. If the gifts are customized with breed or kennel name, the customization must be specific to each judge.

8/17/02 - In the event of a members death, a page with a photo will be placed in the Specialty catalog as a memorial to that member. The Club will send a copy of the catalog to the members' family.

9/13/03 - Junior Showmanship: We will include Junior Showmanship at our specialties when the breed or obedience judge is approved to judge those classes.

9/11/04 - Awards of Merit calculated to allow 10% of the entry or minimum of 2 Awards of Merit. Rosettes for Awards of Merit will be paid for from Club money and they won't be individually sponsored.

9/11/04 -Novice conformation will not be offered at our Specialty shows.

9/11/04 -Trophy pledge dates – All Specialty trophy prizes and rosettes need to be paid in full by 12/1 of the pledge year. Failure to pay by 12/1 allows another person to pledge the trophy prize and rosette and payment is then due at time of the pledge.

11/13/04 - Unclaimed Meal Tickets: There will be no refunds after a specified RSVP deadline. Tickets that are sold and then unsold can be resold at the door. Tickets that have been purchased by a guest may be given to another guest, only with the permission of the original purchaser.

11/13/04 - Vendors at the Specialty are required to make a donation of item(s) with a total value of

3/12/05 - **Best Puppy Plate** - The plate is offered by the Golden Gate PWC Fanciers and is presented by our club to the owner of the Best Puppy at Specialties. The plates cost \$25. The PWCCGS will continue to present this plate at this cost.

9/23/06 - **WHO MAY NOT EXHIBIT AT OUR SPECIALTY** - The Show Chairman, Show Secretary and Rally/Obedience Chairman, Rally/Obedience stewards may not exhibit in rally or obedience and Breed stewards may not show in breed. No member of the judges' hospitality committee may exhibit in breed classes either in person or through an agent. Since Rally/Obedience dogs are judged on performance only, a member of the hospitality committee may show in obedience.

9/23/06 - **Trophy pledge dates** - All Specialty trophy prizes and rosettes need to be paid in full by 12/1 of the pledge year. Failure to pay by 12/1 allows another person to pledge the trophy prize and rosette and payment is then due at time of the pledge. All pledged/unpledged trophies and rosettes not paid for by 12/1 will be offered and paid for by the PWCCGS.

10/7/07 - **WHO MAY NOT EXHIBIT AT OUR SPECIALTY** – A revision to the policy of 9/23/06. The Show Chairman, Show Secretary and Judges Hospitality Committee may not exhibit in breed classes either in person or through an agent. Rally/Obedience Stewards may not exhibit in rally/obedience and breed stewards may not show in breed.

SPECIALTY SWEEPS JUDGES

1/16/94 - Nominations for Sweepstakes judges are open to both members and non-members.

7/9/94 - The PWCCGS will pay for the sweepstakes judge's dinner and one night's lodging if local hospitality is not available.

7/8/95 -The maximum cost of a gift for a sweepstakes judge is \$25.00.

3/9/96 -The following amendment was made to the policy approved 7/8/95: Written contracts with the judges doing sweepstakes, breed, obedience and Rally at Independent Specialties shall include the statement that they shall not judge Corgis east of the Mississippi for four months before or two months after the date of our show. Supported entry judges shall not judge Pembroke Welsh corgis within 200 miles for 4 months prior to the date of our show.

5/5/96 -The following was **ADDED** to clarify the policy passed 3/9/96. The statement stating a judge shall not judge Corgis east of the Mississippi for four months before or two months after the date of our show does not apply to obedience judges.

3/13/99 -The POLICY approved 7/11/93 regarding obedience trophies was amended as follows: We will provide trophies for the highest scoring Pembroke Welsh Corgi in each regular obedience class at any show where we have a supported entry. A qualifying score is required for any trophy offered.

3/13/99 -The POLICY approved 7/9/94 regarding sweepstakes Judges was revised as follows to conform with the current judges' contracts: For a sweep stakes judge at a supported entry, should they fly, we will provide transportation to and from the airport and accommodations and meals from the night prior to the judging assignment through the morning of the assignment if local hospitality is not available. For a sweepstakes judge at our Specialty Show, should they fly, we will provide transportation to and from the airport and accommodations and meals from the night prior to the assignment through the morning following the completion of the show if local/member hospitality is not available.

SUPPORTED ENTRIES

7/8/95 - A judge selected for a Specialty or Supported Entry shall not judge Pembroke Welsh Corgis at any other Specialty or Supported Entry within 200 miles for 4 months prior to the date of our show. Revised 3/9/96 to apply to Supported Entry Judges.

3/9/96 -The following amendment was made to the policy approved 7/8/95: Written contracts with the judges doing sweepstakes, breed, obedience and Rally at Independent Specialties shall include the statement that they shall not judge Corgis east of the Mississippi for four months before or two months after the date of our show. Supported entry judges shall not judge Pembroke Welsh corgis within 200 miles for 4 months prior to the date of our show.

5/5/96 -The following was **ADDED** to clarify the policy passed 3/9/96. The statement stating a judge shall not judge Corgis east of the Mississippi for four months before or two months after the date of our show does not apply to obedience judges.

1/16/94 -Nominations for Sweepstakes judges are open to both members and non-members.

7/9/94 -The PWCCGS will pay for the sweepstakes judge's dinner and one night's lodging if local hospitality is not available.

7/11/93 -We will provide trophies for the highest scoring Pembroke Welsh Corgi in each obedience class at any show where we have a supported entry.

3/13/99 -The POLICY approved 7/11/93 regarding obedience trophies was amended as follows: We will provide trophies for the highest scoring Pembroke Welsh Corgi in each regular obedience class at any show where we have a supported entry. A qualifying score is required for any trophy offered.

3/13/99 -The POLICY approved 7/9/94 regarding sweepstakes Judges was revised as follows to conform with the current judges' contracts: For a sweep stakes judge at a supported entry, should they fly, we will provide transportation to and from the airport and accommodations and meals from the night prior to the judging assignment through the morning of the assignment if local hospitality is not available. For a sweepstakes judge at our Specialty Show, should they fly, we will provide transportation to and from the airport and accommodations and meals from the night prior to the assignment through the morning following the completion of the show if local/member hospitality is not available.

11/10/02 - Judges judging Sweeps and Breed at a supported entry shall receive a gift from the club, not to exceed \$25.

9/23/06 - Sweeps and Breed judges at a supported entry, recommended by the PWCCGS and approved by the show giving club, shall receive a gift from PWCCGS not to exceed \$25.

SUNSHINE

8/17/02 - Every Club member receives a sympathy card if there is a death of a family member or a member of the same household.

8/17/02 - In the event of a members death, a page with a photo will be placed in the Specialty catalog as a memorial to that member. The Club will send a copy of the catalog to the members' family.

TOPLINES

3/11/95 - **GENERAL MINUTES** - Will be sent to members with the call of the next meeting rather than wait for them to be published in TOPLINES.

6/7/98 - **AWARD APPLICATIONS, MATCH ENTRIES, ETC.** - A policy was established to, as much as possible, print applications for awards, match entries, etc. in TOPLINES in order to reduce our postage costs.

7/14/96 - The following fees were set for TOPLINES: An assessment of a mandatory postage fee of \$10 for members. Subscriptions \$20 per year; front cover, \$30; back cover, \$25; full page ad, \$20; 1/2 page ad \$15; a single issue \$5.

1/14/06 -The POLICY approved 7/14/96 was amended, the mandatory postage assessment fee was removed. Therefore, the following fees for Toplines are still in effect: Subscriptions \$20 per year; front cover, \$30; back cover, \$25; full page ad, \$20; 1/2 page ad \$15; a single issue \$5.

MISCELLANEOUS POLICIES

4/15/90 -**CORGI ROUNDUP** - The show chairperson and obedience chairperson will not exhibit at this show either in person or through a handler. This applies to all Corgis owned or co-owned.

Revised 2/1/11