

# Australian Shepherd Club of New England



## Policy and Procedures Manual

Revision 2 January 5, 2017

## Purpose

**In furtherance of Article 5 Section 5.3** (The Board shall be vested with general management and supervision of all Club business and affairs, and it shall be empowered to appoint such committees as may be deemed necessary to advance the work of the Club. All committees and each of their members shall be subject to the authority of the Board, and may be terminated or replaced by the Board at any time.). **The Board of Directors establishes this Policy and Procedures Manual to document standard methods for conducting recurring club business.**

## Section 1

### **Donations – On Death of Member**

ASCNE will make a one-time donation to the identified fund. Individual members are free to undertake further or ongoing fundraising efforts. Effective January 2002.

Historical contributions:

- 03JAN2002: Katie Rempel Scholarship Fund - \$250.00
- 09JUL2002: Dave Andreozzi Family Charitable Fund - \$250.00
- 07MAR2004: Gail Duval – ASHGI - \$50; increased by \$200 06MAR2005
- 06MAR2005: Gil Gagnon - Greener Pastures Rescue (a horse rescue organization) - \$250
- JAN2017: Don Dean – ARPH & Toby Foundation - divided - \$250

### **Donations – On Death of Non-Member**

ASCNE will not make donations in this instance. Members may make donations / contributions / acknowledgements on an individual basis. Effective January 2011.

### **Donations – ASCA Finals and Nationals – Effective January 2011**

~~ASCNE will donate \$500 in support of the ASCA Stockdog Finals. Effective January 2008.~~

- Contributions to the ASCA Finals and Nationals will be based on the ASCNE beginning account balance as of the January prior to the payment
- Donation amounts will be payable by June 1 of the event year (e.g., 2011 Nationals held in September 2011; ASCNE January 2011 beginning account balance used to determine donation amount; donation payable by June 1, 2011)
- Finals donation will be payable to ASCA with a stipulation that the donation be split evenly across all Finals venues
- Nationals donation will be payable to the National Host Club / Consortium
- ASCNE beginning account balance as of January 1  $\geq$  \$20K
  - o Finals - \$2000
  - o Nationals - \$1500
- ASCNE beginning account balance as of January 1  $\geq$  \$10K and  $<$  \$20K
  - o Finals - \$1000
  - o Nationals - \$750
- ASCNE beginning account balance as of January 1  $<$  \$10K
  - o Finals and National donations not to exceed 75% of yearly profits from the previous calendar year
  - o Membership vote required to determine donation amount and allocation split
- Additional funds may be donated to either Finals or Nationals for any specific year based on vote of the membership

Historical Donations –

- 2003 – Assorted Class sponsorships - \$500
- 2004 - Agility Finals - \$250
- 2005 – Agility Finals - \$125; Obedience Finals - \$125
- 2006 – Agility Finals - \$125; Obedience Finals - \$125
- 2009 – ASCA Finals - \$3,750

- 2010 – ASCA Finals - \$2,000
- 2016 ASCA Finals - \$1200 split between all
- 2017 ASCA Finals - \$2,000 split between all
- 2017 ASCA Nationals - \$1,500

### **Donations – Rescue**

BOD will receive and evaluate requests for rescue funds for New England dogs with a cap of \$500 maximum per request to support New England reps and dogs on a case by case basis. In some instances, reps end up fund raising for a particular dog because the national dollar limit has been reached. In addition, the Rescue account needs to be retained to support dogs that were placed as part of ASCNE’s rescue program (Robin Prouty continues to receive letters from the Vermont situation where ASCNE placed a lot of the dogs). If the Rescue fund drops below \$2000, Rescue Show money will be used to bolster and maintain the account. Effective March 2003.

### **Donations from the Rescue Show**

A motion was made and passed to donate all profits from the Chinese Auction and one-half of the show profits to ARPH and one-half of the show profit to ASHGI. Refer to Donations – Rescue section for additional application of profit. Effective November 2005.

### **Donations – Other**

- 20020908 – ASHGI: \$200
- 20031102: ASHGI: \$150
- 20020303: Massachusetts emergency Response Team: \$200. They plan to thank us by giving a demo sometime soon.
- 2009: ASHGI: \$1,300
- 2009: The ASCA Foundation: \$250
- 1/2010: Twenty \$50 gift certificates to NE Rescue Reps
- 2013: ARPH: \$1,095
- 1/2017: ARPH: \$500, \$200 set aside for future NE rescue needs

## **Section 2**

### **Honorary Memberships**

Announcement of honorary memberships will be made at the ROM Banquet. Effective March 2004

## **Section 3**

### **Juniors – Entry Fees**

- Entry fees for Junior Handlers for all performance events shall not exceed 50% of the published entry fee. In order to be eligible for the Junior entry fee rate, the Junior must own or co-own the dog being entered. Effective January 2004

- Obedience rules prohibit special fees. Entry fees for Junior Handlers for all performance events, excluding Obedience, shall not exceed 50% of the published entry fee. In order to be eligible for the Junior entry fee rate, the Junior must own or co-own the dog being entered. Effective July 2007.

### **Juniors – Sponsorship to Nationals / Finals**

ASCNE will pay entry fees up to \$300 for an ASCNE Junior who is the High Scoring All-Around Junior. Effective 2002 (BOD)

Historical sponsorships:

- 1988 – Audra Pelletier - \$200
- 2001 – Billy King - \$500
- 2002 – Billy King - \$300

## **Section 4**

### **Memberships – Applications**

Handling of applicants with ASCA Membership Pending – Announce the application at the next meeting, but withhold membership until the ASCA number is provided. Clarified March 2006

### **Memberships – Family**

There was a question brought up about the eligible age of children for the family membership status, specifically a mother with a daughter who was over the age of 18 but not attending school. This is considered eligible for family membership. Clarified January 2004

### **Membership Renewal Notices**

Members who have not renewed by January 31 will be sent a postcard-sized membership renewal form as a reminder. Effective January 2002

### **Membership Dues**

New membership applications accepted and approved after September 1<sup>st</sup> will be considered paid for the following year. Effective January 2010

## **Section 5**

### **Library**

Newsletters will be put into a binder and added to the ASCNE library. For this purpose, one newsletter will be sent to the ASCNE librarian in addition to the personal copy they receive. Effective January 2004

### **Library Maintenance and Update**

\$400 per year will be appropriated to the Library Fund for purchase of items suggested for inclusion. Effective July 2004

## Section 6

### **Reimbursement – Expenses Incurred on Behalf of ASCNE**

Requests for reimbursement of expenses incurred on behalf of the club (whether it be for a trial, show, clinic, seminar, or whatever) must be submitted within 30 days of the event and should include an expense sheet that details the nature of the expense(s) along with supporting receipts. Exceptions will be handled on an individual basis but the Treasurer must be notified before the 30 day limit is reached. Effective March 2006

### **Reimbursement – Hotel Expenses - Show Chair**

Show chairs will be reimbursed for their hotel expenses if they are not showing any dogs and are staying just for the show. Effective November 2004 (BOD)

## Section 7

### **ROM Awards**

For club members to qualify for Conformation and Obedience ROM, they are required to work in the Conformation or Obedience part of an event (i.e., working in herding or agility doesn't count towards Conformation/Obedience ROM). Effective July 1999

(Only points earned while the owner was a club member are counted towards a ROM award. Therefore, if a person does not join until July, any points earned January through June will not count towards the ROM award that year.)

ROM recognition will be awarded to Australian Shepherds only. Owners must have been club members for the year the award is being made. Clarified January 2017

### **New Title Bowl**

A new title bowl may be requested for any dog (regardless of breed) that earned a title during the identified year that is owned by a club member. Owners must have been club members for the year in which the title was earned. For a specific dog, a bowl for new Agility titles should be requested every other year. Clarified January 2017