

GUIDELINES AND SPECIFIC DUTIES FOR

OFFICERS, DIRECTORS AND COMMITTEE HEADS

These guidelines are in addition to those specifically outlined in the By-Laws and in addition to those normally assigned to persons holding such elected and/or appointed positions. They are listed to assist Officers, Directors and Committee Chairpersons in the proper performance of their duties, to enable the Nominating Committee in understanding responsibilities to consider in selecting candidates and to inform the membership of the duties to be expected of these Officers, Directors and Committee Chairpersons.

For the benefit of effective and efficient management of this Club, it is requested that these persons, if, for any reason, find that they cannot fulfill their appropriate duties and responsibilities, voluntarily resign their elected or appointed position.

GENERAL DUTIES

All Officers and Directors shall vote on new members and motions presented for their consideration within 30 days or less. All Officers and Directors shall attend Board meetings and Membership meetings during the Annual Convention, if at all possible. All Officers, Directors, and Committee Chairpersons shall submit annual written reports on their year's work. These reports shall be compiled and printed prior to the beginning of the Annual Convention and shall be made available for review by the membership.

SPECIFIC DUTIES OF THE PRESIDENT

1. Maintain monthly correspondence with the Board.
2. Present motions to the Board and/or Membership for consideration.
3. Preside at Board and Membership meetings.
4. Write a President's message for each issue of the Newsletter which includes information pertaining to the activity/decisions of the Board.
5. Maintain other necessary correspondence to effectively oversee the organization and maintenance of the affairs of the Club.
6. Obtain, compile and print copies of the written annual reports from all Officers and Directors prior to the Annual Convention (one per Board member, one "official copy" for the Secretary and four copies for membership review).
7. The President shall appoint a three-member Audit Committee annually to audit the Club finances through the month of June. The results of the audit shall be presented to the Board during the Convention week.

SPECIFIC DUTIES OF THE VICE PRESIDENT

1. Nominate candidates for Committee Chairperson positions by October 16.
2. Obtain a list of committee members from each Chairperson and present to the Board; after approval, submit to the newsletter and to the Secretary (for inclusion in the Membership Directory) by November 1.
3. Maintain regular communication with all standing committees. Notify the President of continuing committee work.
4. Act as liaison with the Board and all committees.
5. Obtain, compile and print copies of written annual reports from all committees prior to the Annual Convention (one per Board member, one "official copy" for the Secretary and four copies for membership review).
6. Each year all awards and final statistics shall be published together in the Annual Report.

SPECIFIC DUTIES OF THE SECRETARY

1. Shall be responsible for compiling, printing and mailing of the annual report by December 1. This mailing will also contain the form for members to participate in the nomination of Specialty/Versatility judges and a copy of the new Breeder's Directory.
2. Shall be responsible for compiling, printing and mailing of updated Membership Directories by December 1.
3. After receiving the judge nominations from the membership, the Secretary shall be responsible for ascertaining that standing rules relating to judges inquiries, ballots, notification of judges selected and notification of membership are followed.
4. Shall mail a New Member/Motion ballot to the Board for monthly voting; shall report to the Board on the results of such voting monthly. A list shall be maintained of the Board's voting results and shall be included in the Annual Report.
5. Shall be responsible for monthly updating of the membership roll (new members, address changes, etc.) with the Newsletter, Board and Specialty Convention Coordinator.

6. Shall mail the Officer/Director nominations to the membership as outlined by the By-Laws (Standing Rules and By-Laws shall be followed by the Secretary with regard to additional nominations).
7. Shall be responsible for providing each member of the Board with a printed agenda for the Board meetings during the Annual Convention.
8. Shall be responsible for publishing the Annual Meeting Notice--May/June Newsletter.
9. Shall be responsible for preparing and mailing the Dues Renewal Notice and Breeder's Directory Listing Form in July.
10. Shall promptly prepare and mail New Member packets to each New Member.
11. Shall maintain prompt correspondence with the public by answering letters or inquiries (Dog World, etc.).
12. Shall maintain an adequate inventory of Breeder's Directories, Breed Brochures, Membership Applications, Additional Nomination Forms, New Member Packets, stationary, etc. and distribute these as necessary to appropriate persons.
13. Shall annually complete and submit by August 31, to the State of California, Office of the Secretary of State, the *Statement by Domestic Nonprofit Corporation*, and to insure that a photocopy of this form be passed to each incoming Secretary. (Enacted 1991 AB)
14. The fee to advertise In the Breeders' Directory shall be \$10.00. (Enacted 1983 AM)
15. Any person applying for new membership in the ACDCA who is approved in March or thereafter, shall be considered as a "Dues Paid" member for the remainder of the current club year and the next as well. New members approved in or prior to February, or reinstating their ACDCA membership at any time shall be required to renew their membership at the beginning of the new club year. (Amended 1997 AM)
 - a. The fee for new memberships is \$35.00, family membership \$45.00.
 - b. The surcharge for foreign members shall be \$10 00.
 - c. The membership renewal is \$30 00, family membership \$40.00.
 - d. Members shall be charged a \$20.00 fee for any returned checks. (Enacted 2000AB) (Family membership enacted 1998)
16. In order to accept the nomination of a person residing outside the North American continent for inclusion on the National Specialty judging panel ballot, it must be accompanied by a written statement from the nominee stating their intent and willingness to cover their own expenses to our continent. If selected to judge, the ACDCA would cover reasonable expenses normally associated with judging assignments within the United States incurred once the person has crossed our coasts. Coast is defined as the coast of the North American Continent.
17. The Officer/Director/Committee Chairperson Guidelines shall be included in the Membership Directory.
 - a. The Breeders' Directory is to be sent out with the Membership Directory.
 - B Members who have signed the Breeders' Code of Ethics shall be published with an asterisk so noting the fact in the Membership Directory. (Enacted 1989 AB)

SPECIFIC DUTIES OF THE TREASURER

1. Submit monthly reports to the Board via the President .
2. Submit regular reports to the Newsletter.
3. Write letter for dues renewal notice and send to Secretary in May.
4. Assist in the preparation and preparation of the annual budget.
5. Present and discuss finances with the Auditing Committee annually.
6. Advise of any situations which might lead to an emergency, relative to any financial area of Club work.
7. Coordinate with the Secretary to notify the Board and Newsletter of any members not "being in good standing" with the Club due to financial obligations.
8. Follow Standing Rules as they apply to financial support of National Convention Hosts.
9. The ACDCA shall sponsor an ad in "Dog World" magazine running each month.
10. The Club shall pay for a subscription to the *Gazette* and the Australian journals for the Newsletter Editor. After the editor has used them, s/he should transfer them to the archives. The Club shall pay for a subscription to AKC Awards for the Awards chair.
11. The Club shall reimburse the AKC Delegate for all appropriate expenses submitted with receipts, and include this figure in each year's budget. (Enacted 1999 AM)
12. Any person applying for new membership in the ACDCA who is approved in March or thereafter, shall be considered as a "Dues Paid" member for the remainder of the current club year and the next as well. New members approved in or prior to February, or reinstating their ACDCA membership at any time shall be required to renew their membership at the beginning of the new club year. (Amended 1997 AM)
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 - b. The surcharge for foreign members shall be \$10 00.
 - c. The membership renewal is \$30 00, family membership \$40.00.
 - d. Members shall be charged a \$20.00 fee for any returned checks. (Enacted 1989AB) (Family membership enacted 1998)
 - e. The principal of the Mary Eckstein Bequeathment for rescue funds is to be preserved in perpetuity, invested in an interest-bearing account. Only 90% of the interest is to be spent each year to fund rescue activities. (Enacted 1999 AM)

SPECIFIC DUTIES OF THE AKC DELEGATE

1. The Club shall reimburse the AKC Delegate for all appropriate expenses submitted with receipts, and include this figure in each year's budget. (Enacted 1999 AM)

SPECIFIC DUTIES OF THE DIRECTORS

1. Contact, in some way (by mail, telephone or at shows, etc.) new members in their areas to welcome them into the Club and to offer any assistance which may be needed.
2. Forward to the Vice President (and/or appropriate Committee Chairpersons) the names of members in their area who would be willing to devote time to the National Club through various committee work (including specifications, etc.).
3. Encourage and assist members in their area for consideration as National Convention hosts.
4. Encourage supported entries in Breed, Obedience, Tracking and Working events.
5. Promote the growth of local Australian Cattle Dog Clubs.

SPECIFIC DUTIES OF THE COMMITTEE CHAIRPERSONS

1. Shall be appointed annually by the Board for one-year terms, which may be renewed at the discretion of the Board.
2. All proposed Committee Chairpersons, who are approved by the Board annually, need to have renewed their membership prior to the first meeting of the new Board which convenes within 24 hours of the annual meeting.
3. All past Committee Chairpersons need to turn over their records to the incoming chairperson of any given committee either at the National Convention or no later than 15 days after the new Board meeting.
4. Shall select members to serve on their respective committees, and forward the names of such members to the Vice President as soon as possible after National Convention. (No later than November 15.)
5. Shall communicate monthly with the Vice-President as to the work planned or accomplished by their committee.
6. Shall send materials to the Vice-President which requires presentation to the board.
7. Shall meet with committee members during National Convention week, if at all possible, to discuss pertinent work areas and make recommendations for the New Year.
8. Shall follow Committee Guidelines and Standing Rules as they apply to their specific committee area.
9. Shall provide the Vice-President with annual committee reports prior to August 1st.