

Sussex Spaniel Club of America, Inc.
Standing Rules
Approved 2015

CLUB BUSINESS

BOARD BUSINESS

The tempo of Board business will be set by the President based on the volume of business (motions, items for discussions, etc.) requiring action. At a minimum, the Board should conduct formal business meetings every sixty (60) days but monthly Board business meetings are recommended.

Club members may submit new business items to the Secretary via standard mail or by e-mail. The Secretary will notify the Board of Directors of the new item by e-mail, and/or through the SSCA- Board-Only-Discussion Group.

The Board should make every effort to discuss and decide on motions presented within thirty (30) days of receipt. The Secretary is authorized to contact any Board member if he/she has not responded to dated email or written correspondence by the stated deadline.

All Board motions, discussions, and any balloting results shall be communicated by the Secretary to the General Membership via the quarterly Sussex Scentinel. To continue to ensure fair and equal access to Club information, the Scentinel shall continue to serve as the official repository of notice to all SSCA members, as not all SSCA members have electronic access, and e-mail capability is not a requirement of membership. Communication other than that posted in the Scentinel is for convenience only. If there is a pressing need to disseminate Club information or Board business of a time-sensitive nature, the Secretary may contact individual members via phone, U.S. Mail, or in-person, but the stipulation of giving formal notice in the Scentinel still stands.

Board members are encouraged to discuss all non-confidential issues with SSCA members. All members are encouraged to contact Board members and Officers when they have questions and comments concerning Board business. Communication may be by phone, mail, email or by the SSCA website members only page.

Any unauthorized release of confidential Board communication (i.e., forwarding of e-mail or other correspondence, or repeating verbal conversations) will be considered prejudicial to the Club, and may be cause for a special hearing to determine recourse.

GENERAL CLUB BUSINESS

SSCA Treasury

Checks issued by SSCA in an amount over \$500 require the signature of both the Treasurer and the President. This account requirement is to be communicated to all banks upon the opening of an SSCA account on which Club funds can be withdrawn. This is most expeditiously handled by supplying a copy of Articles of Incorporation or regulations contained in the Bylaws. This information can also be conveyed to any interested individual or commercial establishment with which SSCA conducts business. As the elected positions of President and Treasurer are subject to occasional turnover, any change in these positions will require the list of authorized signatories (and attendant insurance bonding) to be updated.

Regarding checks issued to SSCA, in an attempt to ease the burden on the Treasurer when checks coming in for membership renewals and other high-volume activities are numerous, and to circumvent unauthorized third-party assignment/endorsement, an inexpensive rubber stamp should be purchased that endorses checks received with the notation: "For Deposit Only." The stamp should also ink "SSCA" and the account number. As these stamps are easily acquired and inexpensive, with each change in Treasurer and attendant primary banking location, a new one should be obtained.

It is the Treasurer's duty to maintain accurate, up-to-date financial records in event an audit is required, or a discrepancy requires resolution. This applies to traditional brick-and-mortar banking, as well as to those financial transactions conducted through online banking.

Insurance Policies

SSCA will secure insurance policies for the Club, including, but not limited to, general liability and bonding those whose task is charged with monetary inflows/outflows. Officers/Directors policy is mandatory. Any change in Club management whether post-election or appointment requires a coverage review. Appropriate changes (i.e., adding/deleting Officers/Directors) are to be made within a fifteen day (15) period. This aligns with the grace period described in the Bylaws, in which the transition is made from current slate of Officers/Directors to any newly appointed Officer/Directors.

Newsletter

The Sussex Spaniel Club of America will produce a quarterly newsletter entitled the Sussex Scentinel (hereinafter Scentinel). The editor of the Scentinel will be approved by a majority vote of the Board of Directors. To facilitate communication between the Board and the Scentinel Editor, the Board may appoint a Scentinel liaison from the current Board members.

Publication dates are February 15th for the Winter issue; May 15th for the Spring issue; August 15th for the Summer issue; and, November 15th for the Fall issue. Submission deadlines are February 1st, May 1st, August 1st, and November 1st, respectively, and will be strictly followed. Late submissions will be held until the next quarterly Scentinel.

A current yearly budget of approximately \$2000.00 has been allocated by the Board of Directors for the publication and distribution of the Scentinel. This allocation is subject to Board review, as needed, to accommodate publication and distribution changes.

The Scentinel shall be mailed at the most reasonable price, or e-mailed to club members requesting such service. The Scentinel will also be made available for member access and personal printing through the Members Only section of the website.

Non-members may subscribe to the Scentinel at a cost to be determined by the Board.

Back issues of the current year's Scentinels, shall be available in electronic form through the members-only section of the SSCA website.

Non-member article submissions will be considered for publication by the editorial team. If published, the non-member will receive a complimentary electronic copy of the Scentinel issue which contains their article (a hard copy will be mailed if funds are available in the Scentinel budget).

Casual photographs of non-member Sussex Spaniels will be allowed with only a caption or call name ID appropriate to the context.

Official photographs of non-member Sussex Spaniels will be identified, as appropriate, in the context of the article or event.

Members in good standing may purchase single, hard copy "gift" issues of the forthcoming Scentinel at cost of \$11.00 per issue, postage paid, to USA address (\$16.00 overseas).

No membership list will be included in the Scentinel.

Advertising

The Sussex Scentinel shall offer advertising space to members only. Advertising rates are:

- Club –related promotions or advertisements are FREE
- Member non-commercial advertisements – full page \$10.00
- Non-member non-commercial advertisements – full page @ \$30.00, half page @ \$20.00

The Scentinel editorial staff reserves the right to reject any advertisement that is not appropriate for inclusion in the Sussex Scentinel.

All Board members are encouraged to support the Scentinel by advertising at least once per year.

The front cover of the Scentinel shall never be sold for advertising.

All advertisements will be posted on the Club's website at no extra charge during the quarter immediately following the original placement in the Scentinel.

The Scentinel shall include an announcement column for brags, planned or current litters, losses, etc. Any such announcements are free to SSCA members.

National Specialty Photographs

One (1) set of National Specialty pictures will be printed in the Scentinel after receipt from the photographer. (This can take up to three months after show completion.) The photographs or CD will then be sent to the Website Administrator and to Archives. The photographs shall be paid for by the Club, if necessary. National Specialty photographs are copyrighted and may not be reproduced or reprinted in any form.

Sussex Spaniel Website

The Sussex Spaniel Club of America will maintain a website with the URL www.sussexspaniels.org for informational and educational purposes.

Relevant Club documents will be posted to the Members-Only section of the website for easy access. The content of the website shall be governed by the Board of Directors. The website, at a minimum, should contain the following pages/information: List of Club Officers, Club contact information, Club documents, breed standard, history of the breed, National Specialty Information, Sussex Store, advertising, and Scentinel information. As non-SSCA members have access to much of the website's content, only material suitable for public consumption should be posted.

Supported-Entry Shows

Any member may apply to the SSCA Board for a supported entry, in writing or by e-mail, by forwarding a request to the SSCA Secretary. Applications for supported entries must be approved by the Board in a timely manner prior to the show date. The entry breakdown and result of all supported-entry shows are to be reported to the Board on completion of the supported show events. If offered, Regional clubs that host a supported entry keep all returned entry fees from those entries. Individuals and non-regional clubs representing the SSCA that host supported entry will return the proceeds from those entries to the SSCA Parent Club Treasury.

NOTE: The SSCA will support the entry of Sussex Spaniels at the trailer show(s) following the National Specialty each year as designated by each National Specialty Show Committee.

Member Achievements

The President shall send a letter of congratulations/recognition from the Club to SSCA members with a major Sussex achievement (for example, any first for the breed, BIS, MH, UD or OTCH, AX/AXJ or MACH, CT, RE or RAE).

Membership Chair

The Membership Chair is the responsibility of the Club Secretary unless an individual is assigned the job. The Secretary/Chair is responsible for the processing of applications for

membership in the Club. The membership process and the Committee Chair responsibilities are further defined as follows:

Applicant must send in completed membership application (including the two sponsor forms), and appropriate dues (made payable to the SSCA) to the SSCA Secretary or Membership Chair. The Secretary/ Chair will review applications to make sure the application is complete. If not (missing signatures, sponsor forms, for example), the Secretary/Chair will contact the applicant and/or sponsors and requests the missing information. The Club is under no obligation to review, or to expedite the process for an incomplete application. It is the sole responsibility of the applicant to provide and procure the necessary documentation.

Once the Secretary/Chair reviews the application and ascertains if it is in order, then the applicant's check is forwarded to the Club Treasurer for deposit (if membership is denied, the membership fee will be refunded). The application packet will be forwarded to the Board and Officers for initial approval. Once approved, the applicant information will be sent for publication in the Scentinel. Members will have thirty (30) days from the date of publication to submit to the Secretary their comments, concerns or objections about the proposed new members' applications. In case of an objection/challenge to the application, the Secretary shall send the sponsor(s) a letter containing the following claim/statement: "The Board has received an objection/challenge to the application of (applicant's name), whom you sponsored. Would you please provide any additional information that you may have concerning this application you signed. Upon receipt of such information, it will be forwarded to the Board."

The applicant will then be voted on as described in the Constitution and Bylaws, Article I, Section 3. Election to Membership.

After the applicants final approval by the Board of Directors, the Secretary/Chair will send the new member a Membership Packet which included a Membership Acceptance letter, a copy of the Club Constitution and Bylaws, and the Membership Directory.

If the applicant is denied membership, the Secretary/Membership Chair will send the applicant and sponsors proper notification within two weeks.

No member shall sign a membership application for any applicant(s) whom he/she does not personally know. Any person whose dues are not paid by January 1st cannot vote nor sponsor new members until dues are paid.

Standing Rules

Standing Rules shall be reviewed by the Board as needed, especially when circumstances previously not addressed warrant evaluation, or established policies require reevaluation.

U.S. Funds Requirement

All monies paid to SSCA must be in U.S. funds. Any monies received in non-U.S. funds shall be returned, and the transaction for which the monies were submitted shall be considered null and void. SSCA shall be held harmless for any potential claims resulting from issuer's failure to comply, including matters where deadlines to be met must be upheld.

Voting

Matters regarding Club Elections, Judges Selection, changes to Breed Standard, or any other major issue requiring voting will be conducted by secret ballot. The secret ballot procedure is as follows (unless otherwise specified in the Bylaws):

All voting members in good standing with SSCA will receive a ballot via U.S. Mail containing the issue, or names upon which they will vote. The ballot will arrive together with: 1) an inside blank envelope marked "Ballot;" and, 2) a separate outside envelope bearing the return name of the member to which it was sent (addressor), and consequently addressed to the person designated to receive and count the ballots (addressee). The addressee is generally the Secretary, or in the case of Judges Selection, the Chair of the Judges Selection Committee. A deadline for return postmark will be clearly stated on the ballot.

To ensure secrecy, each voter shall, after marking his/her ballot, place the marked ballot in the blank "Ballot" envelope and seal the envelope., The sealed Ballot envelope is then placed inside the second, pre-addressed (outer) envelope.

Prior to opening the outer envelope and removing the sealed Ballot envelope, the person designated to receive the ballots shall check the returns against the list of members whose dues are paid for the current year and shall certify the eligibility of the voter. Once the eligibility of the voter is certified, the outer envelope is opened and the sealed ballots are tabulated. The Secretary (or the Chair of the Judges Selection Committee for the National) shall communicate final results to the membership in a timely manner, in any case not to exceed thirty (30) days past the postmarked deadline. Results published in the Sussex Scentinel will serve as official Club notice, regardless of what other means of Club member communication (i.e., e-mail, US mail, telephone) may be employed. After tabulation returned envelopes and ballots should be forwarded to the Secretary and retained for one year.

Committees

Individual committee budgets will be developed annually with final approval granted by the Board of Directors. Unless special funds were procured for a committee, at the end of the Club's Fiscal Year, all non-expensed funds will be returned to the General Fund. The Treasurer is responsible for tracking committee budgets and their expenditures.

Any committee head that spends more than \$100.00 over his/her budget (as determined by the Board) shall not be reimbursed for the excess expenditures unless the extra expenditures are given prior approval from the Board of Directors.

Committee heads are expected to keep the Board of Directors apprised of progress on any outstanding projects. Committee heads are expected to submit, at a minimum, an Annual Committee Report (quarterly reports are encouraged). Written Committee reports are to be submitted to the Vice-President and read at the Annual General Membership Meeting. The Vice-President will assume responsibility to ensure all committee reports are forwarded to the newsletter editor for publication in next issue of the Scentinel following the Annual General Meeting.

All committee appointees must be notified in writing within ten (10) days of their appointment. In turn, they must accept or decline their appointments in writing within thirty (30) days of said notification. **Terminated committee members will also be notified in writing within ten (10) days of their termination. The Secretary will handle the notifications.**

AKC Delegate

The AKC Delegate shall attend meetings of the AKC Delegate body and shall represent the Club in accordance with the instruction of the Board of Directors of the Club.

The AKC Delegate shall submit a report to the Board of Directors after each Delegate meeting, and at any interim between meetings should issues arise that require action from the Board.

Archives Committee

The archivist will be responsible for retaining and cataloging all relevant Club-related materials and other material that may be acquired and is relevant to the breed. Broad subject categories include: National Specialties, Membership Directories, Sussex Scentinel, AKC Gazette Columns and, Club Business. Any SSCA member may request information from the archivist.

Awards Committee

The Sussex Spaniel Club of America (SSCA) awards are given to recognize the achievements of SSCA members and their dogs. Awards for titles earned at AKC-sanctioned events are presented annually at the SSCA Annual Awards Ceremony/Banquet, held in conjunction with the National Specialty, to current SSCA members in good standing. Awards for recipients not in attendance will be mailed.

To qualify for an SSCA award(s), the recipient must have been a member in good standing at the time each title was earned.

Eligibility to qualify for an award begins on the date a person becomes an SSCA member. Achievements prior to the membership date are not included when determining the SSCA awards. The source of information for all SSCA awards is the American Kennel Club's AWARDS magazine and Title of Records Report sent directly from AKC. All SSCA information is collected and compiled by the Club Statistician or Secretary.

The following award certificates will be presented annually based on AKC statistics from January 1st through December 31st of the prior calendar year:

- AKC Championship Title
- AKC Obedience Title(s)
- AKC Agility Title(s)
- AKC Rally Title(s)
- AKC Hunting Title(s)
- AKC Tracking Title(s)
- Top Winning Sussex Spaniel of the Year (System 1: Breed)
- Top Winning Sussex Spaniel of the Year (System 2: Group and BIS)
- Top Breeder of the Year (Most Champions produced)
- Top Stud Dog of the Year (Minimum of three (3) Champions)

Top Brood Bitch of the Year (Minimum of three (3) Champions)
Top Obedience Dog of the Year (Highest overall obedience score for year)
Top Agility Dog of the Year
Top Rally Dog of the Year
Top Tracking Dog of the Year
Top Hunting Dog of Year

If two or more dogs tie for the above special awards, duplicate certificates will be awarded. In the event an award is made in two or more names (co-owners) and those owners are members in good standing, the award will be presented at the Annual Awards Ceremony to the first owner listed in American Kennel Club's AWARDS magazine, who is a SSCA member. Any co-owners, who are also SSCA members and do not reside in the same household, have the option of contacting the Awards Committee within sixty (60) days and requesting a duplicate award certificate at no cost. If no request is forthcoming in this time period, nothing additional need be done, and the co-owner is considered to have opted-out. If any other owner requests a duplicate award certificate, they must pay the cost of having the award duplicated, plus the postage.

SSCA Versatility Awards

Versatility Awards are given to Sussex Spaniels who have completed American Kennel Club (AKC) titles in different events. A Championship title is required, as well as titles in any or all of the following: obedience, agility, rally, tracking and hunting (CGC is not an applicable title). To qualify for a Versatility Award, owners must provide information on titles earned (preferably a copy of each award) to the Awards Committee by **July 1st** of the current year. Titles are not restricted to having been earned the current year; however, recipients must have been members in good standing with the SSCA at the time the title(s) were earned. Awards recognizing these titles of achievement will be presented at the SSCA National Specialty Awards Ceremony each year.

Levels of Versatility Awards:

- **Versatility Worker (VW)**, a dog who earns a combination of three (3) titles (including Championship) from the list of AKC titles. The VW notation will appear on the award certificate after the dog's registered name.
- **Versatility Qualified Worker (VQW)**, a dog who earns a combination of four (4) titles, (including Championship) from the list of AKC titles. This award supersedes the VW notation and will appear on the award certificate following the dog's registered name.
- **Versatility Excellent Worker (VEW)**, a dog who earns five (5) titles (including Championship) from the list of AKC titles. In addition one of the titles **MUST** be an advanced title (CDX, TDX, SH, RAE, OA, etc). This award supersedes the VQW and will appear on the award certificate following the dog's registered name.

Performance Awards

The purpose of the Performance Awards are to encourage and support Sussex Spaniels and their owners participating in the performance and companion events of obedience, rally, agility, and tracking but who may have not earned a championship title. The owners must have only been a member at the time of the final qualifying title. The SSCA will award, at the Annual Awards Ceremony/Banquet, Performance Dog and Performance Dog Excellent to eligible dogs. owners must provide information on titles earned (preferably a copy of each award) to the Awards Committee by **July 1st** of the current year. Titles are not restricted to having been earned in the current year; however, recipients must have been members in good standing with the SSCA at the time the title(s) were earned. Awards recognizing these titles of achievement will be presented at the SSCA National Specialty Awards Ceremony each year.

The levels of performance awards are:

- **Performance Dog:** Bestowed on any Sussex Spaniel who earns any TWO AKC performance and/or companion event titles.
- **Performance Dog Excellent:** Bestowed on any Sussex Spaniel who earns any TWO AKC performance and/or companion event titles AND an AKC hunting title (or the American Spaniel Club WD/WDX certificate).

SSCA Ambassador Award

The SSCA will recognize those Sussex Spaniels who have made an impact on society, as well as having positively contributed to the recognition of the breed. Those Sussex Spaniels will be honored by awarding a special Sussex Ambassador Award. The dogs may be those in : Animal Therapy (TDI, TDInc, Delta READ, etc), Certified Assist Dogs and Search and Rescue dogs (those involving a single humanitarian act/rescue are eligible).

Nominations for the Sussex Ambassador Award are to be sent in writing to the Awards Committee by July 1st of the current year. Where appropriate, the number of hours served, area served, and any copies of pictures or newspaper articles supporting the nomination should be included. The Awards Committee shall submit all written nominations to the Board and Officers for approval/selection. Approved recipients will be voted on by the Officers and Board and will be recognized at the Annual Awards Ceremony.

SSCA Outstanding Sportsmanship Award

In cooperation with the American Kennel Club (AKC), the Sussex Spaniel Club of America (SSCA) would like to recognize its volunteer club members who have made a significant contribution to the parent club by demonstrating exemplary sportsmanship with their own dog(s) and with other competitors. The AKC Outstanding Sportsmanship Award may be presented by the SSCA, at its discretion, at the SSCA National Specialty during the Annual Awards Ceremony/Banquet. The AKC will provide medallions to winners and the recipients' names will be listed on the AKC website where Sportsmanship Award recipients are listed each year.

Nomination(s) for this award may be made by any current SSCA member in good standing with AKC. All nominations must be made in writing and should include a brief summary describing the nominee's merits (specific examples should be cited). Nominations shall be submitted to

the Awards Committee no later than **July 1st**. The Awards Committee shall submit all written nominations to the Board and Officers for approval/selection.

SSCA Standing Awards

- **The George Deugan Memorial Award.** A perpetual trophy presented by the George Deugan Family (Ziyadah), as a memorial, to the Breeder of the Best in Show (BIS) winner at the SSCA National Specialty Show. One small engraved plaque will be awarded to the Breeder of Best in Show at the National Specialty. The George Deugan Memorial Award will be displayed during the Specialty Show and at the Annual Awards Ceremony.
- **Best Veteran Award.** Penny and Terry Peterson will offer a Best Veteran Award and Trophy. The award will be presented to the Best Veteran at the National Specialty.
- **The Camelaïrd Field Trophy.** A perpetual trophy presented by Anke and Tim Lowe (Camelaïrd) will be awarded annually during the SSCA National Awards Ceremony/Banquet. The award will recognize members of SSCA who are working with their dogs in the field. The trophy is the property of the SSCA and will reside with the annual winner for a period of one year.
- **The Joy Freer Award.** Given in recognition of an individual SSCA member who has given outstanding service and dedication to the Sussex Spaniel Club of America and to the breed. This award is by written nomination of the majority of club members and approved by the SSCA Board of Directors. Written recommendations must be submitted to the SSCA Awards Committee prior to **July 1st** of the current year. The recipient shall receive a trophy that will be engraved to read: Joy R. Freer Memorial Trophy (in Old English script most desirable). The trophy will be paid for by the SSCA.

SSCA Awards of Merit

Nominations should be submitted to the Awards Committee in writing by **July 1st** on an approved application form. Application forms will be provided to each individual requesting a BOM, ROM, or ROMX designation. Application forms may also be downloaded from the Club website. An application must be completed for each eligible dog/bitch. The requested designation will appear on the award certificate after the dog's registered name.

- **Breeder of Merit (BOM).** Presented to breeders who have produced ten (10) Champions of Record. Championships on individual dogs need not have been acquired in one calendar/award year.
- **Register of Merit (ROM).** Given for dogs who have sired eight (8) champions, and to bitches who have produced four (4) champions. Requirements for award need not be completed in one calendar/award year.

- **Register of Merit Excellent (ROMX).** Given for dogs who have sired twelve (12) champions, and to bitches who have produced six (6) champions. Requirements for award need not be completed in one calendar/award year.

Additional awards as follows:

- **The Happy Go Lucky Award** is awarded to those Sussex who pass the Canine Good Citizen (CGC) Test at National Specialty shows. The design, using the dog "Lucky," is to be used on the certificate. Participants who pass the CGC will be recognized at the National Awards Banquet/Ceremony.
- **Queen Bee Sussex (QBS) Trophy.** This trophy is awarded to any Sussex Spaniel that attains a Best in Show at an all-breed show. The trophy is the BIS photo mounted on a wooden plaque with the inscription as on previous plaques. The Club shall pay for the trophy. All of the QBS winners will be displayed at the National Awards Banquet/Ceremony. A photograph will be provided and paid for by the owner of BIS dog.

Breeder Referral Committee

The Breeder Referral Committee has been established to answer questions about the breed to those researching Sussex Spaniels and to assist current owners looking for another Sussex. The Committee will update the membership in the Sussex Scentinel regarding the types and numbers of inquiries on Sussex.

The following items are required of a member petitioning to be placed on the Sussex Spaniel Club of America Breeder Referral List.

Requirements and Guidelines for Membership on the SSCA Breeder Referral List

- Application for membership on the SSCA Breeder Referral List completed, signed and dated. Breeder Referral List members must be member(s) in good standing of the SSCA for a minimum of one (1) year.
- Payment, by February 1st, of a yearly \$10.00 non-fundable fee payable to SSCA.
- Have bred at least one (1) litter of Sussex and plan on additional breedings and have earned at least one title or actively pursuing titles on Sussex Spaniels.

Breed Rescue

Breed Rescue has as its overriding concern the welfare of the breed as it relates to lost, abandoned, or neglected Sussex. Rescue efforts are focused on removing Sussex from shelters and from any type of high-volume breeding scenario, or from retail pet shops, or any other situation where the dog's health, safety, and welfare are compromised. Rescue receives donations and works with a budget to secure proper veterinary evaluation and care, fostering, and hopefully, re-homing.

Field Committee

The purpose of the Field Committee is to encourage and promote Sussex Spaniels in the field, doing what the breed was originally bred to do.

The Field Committee should make every effort to hold at least one SSCA Spaniel Hunt Test per year. The location of the Hunt Test will be approved by the Board of Directors.

Health Committee and OFA Representative

The Health Committee is charged with helping to protect the health of the Sussex by keeping abreast of medical news important to the breed, and by sharing said information with SSCA members whenever possible. The Committee also advocates responsible breeder testing for various conditions/genetic abnormalities inherently known to affect Sussex Spaniels.

The SSCA Orthopedic Foundation for Animals (OFA) representative is responsible for providing information to SSCA members quarterly, through the Sussex Scentinel, on all dogs that have an Open registry result in any test that is registered and reported by the OFA. The procedure is as follows:

1. Receive information from OFA via email before Scentinel deadline for each quarter. If OFA information is not received by deadline, go to OFFA.org and search for information for that quarter.
 - Collate all Open Registry results by test type and send a report to the Scentinel Editor.
 - Email report from OFA contains all dogs tested both in the Open and Closed Registry. Make sure to only include dogs passing or dogs listed as Open registry on report.
 - If dog was submitted as closed registry and passes, OFA automatically changes to Open Registry and information is published on their website.
2. Prepare annual report of all dogs previously reported for the Annual General Meeting. This will include 4th quarter of previous year and first three quarters of current year. Check OFA website and include any other documentation that is available on breed statistics that can be included in the Annual Report.
 - Give report at AGM or send report to SSCA Secretary prior to National Specialty for dissemination at AGM if you can't be in attendance.

Judges Education Committee

The Judges Education Committee (JEC) is responsible for presenting the breed standard to judges who are, or who hope to be approved, to judge Sussex. This includes, but is not limited to, explaining breed standard, PowerPoint presentations, mentoring, hands-on demonstrations, clarifying subtleties of the breed, maintaining a master list of judge attendees at breed-specific venues, and generally providing guidance as to how to best evaluate Sussex in the conformation ring.

The JEC will send out a Breed Packet to all of the judges selected to judge the Sussex Spaniel at our National Specialty and the trailer shows, Westminster Kennel Club Show, and AKC/Eukanuba National Championships.

Judges Education Presenter and Mentoring Guidelines

Presenter Guidelines:

- 1) Presenter must abide by the breed standard
- 2) Presenter should be able to:
 - a. Understand the standard
 - b. Talk
 - c. Teach
- 3) Presenter must have attended at least one judges' education seminar given by the Judges Education Committee
- 4) Presenter must apply and be approved by the Board of Directors
- 5) Once approved, standing is permanent no matter how the Club Officers or Board may change at a latter date
- 6) Individual(s) with over twelve (12) years of experience in breeding and exhibiting Sussex Spaniels will be approved automatically after attending one JEC seminar.

Mentoring Guidelines. In order to be a SSCA-approved mentor (important on judging applications), individuals must:

- 1) Be approved by the Parent Club (SSCA) Board of Directors to mentor
AND/OR
- 2) Have twelve (12) years of experience breeding or judging the Sussex Spaniel

All JEC presenters will use the approved breed seminar PowerPoint presentation when giving their seminar.

Unless the Board approves otherwise, JEC presenters are responsible for their own expenses involved in presenting a breed seminar. Any monies given to the presenter by the hosting club, etc. may be accepted by the presenter to help with personal expenses.

The Judges Education Committee will keep a listing of all members approved to be either a presenter or mentor. In addition, the Committee will keep a listing of all judges who have attended an approved Sussex Spaniel Education Seminar.

Judges Selection Committee (revised July 2015)

The selection of National Specialty Conformation judges will be conducted by the Judges Selection Committee (JSC). This temporary committee shall be appointed by the Board of Directors at such time as is appropriate and consist of a chairperson and two committee members.

Annually, the Judges Selection Committee Chair shall mail to all members in good standing a ballot with a separate list containing the names of judges approved by the AKC to judge Sussex Spaniels; the list will also indicate which judges have attended a judges' education seminar on the breed (information provided by the JEC). The list will further notate which judges would be ineligible having judged a Sussex National within the previous five-year period. The membership will be asked to select no more than five (5) judges, ranking them in order of preference. The cumulative results of ranked tabulations shall be notarized and then forwarded to the Secretary.

- Members in good standing may also independently submit to the Secretary the name, resume and approval status of a foreign judge who is thought to be eligible, and therefore, can be placed on the ballot. Upon receipt of the additional name the Secretary will acknowledge said receipt. The Secretary will then, within 3 business, days contact AKC Judging Operations to confirm that the candidate is eligible to begin approval procedures, if elected, or to confirm that a judge's number is already assigned to the foreign judge, and that the judge in question is approved by AKC. If the foreign judge is approved by AKC, the name will be forwarded to the Judges Selection Committee Chair to be placed on the ballot. Per the AKC procedures, AKC will begin the approval process for eligible judges, only if an invitation to judge the National Specialty is issued by the Club.

The JSC Chair shall organize the Committee immediately following its appointment. The Committee shall establish a detailed time-line under which it shall operate within 21 days of organization and report to the Board of Directors for its review and approval.

The JSC shall procure the most current list of all judges approved by the American Kennel Club Inc. (AKC) to judge Sussex Spaniels in conformation. The Committee will notate this list to indicate judges ineligible for selection specific to having previously judged a SSCA National Specialty as directed by the Board of Directors. The Committee will forward this notated list to the SSCA Judges' Education Committee and ask that the list be further notated to indicate which judges have attended a SSCA Judges' Education Seminar.

Simultaneously, the Committee shall prepare a notice to the membership to be published in the forthcoming issue of the *Sussex Scentinel* announcing the timeline for selection of upcoming SSCA National Specialty conformation judge(s). Also, the notice must include a deadline for submission, by SSCA voting members in good standing, of any foreign judge of interest for inclusion on the selection list and JSC contact information specific to that submission. If names of foreign judges are received, the JSC Chair will contact AKC for instruction on current foreign judge eligibility process. If AKC advises that the foreign judge is eligible, or can apply for eligibility to judge, the Committee will include that name on the selection list with a notation identifying the judge's country of original licensure and any other qualifier(s) required by AKC for that judge's credentials to be vetted. Communication on this issue between the JSC Chair and the AKC should be in writing and retained by the Committee to be forwarded to the SSCA Secretary at the conclusion of the Committee's work.

The complete notated list of eligible judges will be printed for inclusion in ballot packets. The ballot packets are to be structured and handled as described in these Standing Rules under the heading "Voting", as amended.

A ballot packet "instruction letter" from the Committee will include directions on executing and returning the ballot. The letter will also explain that a judge's name will be counted only once in each year's section. It will also relay that names should be entered in order of preference and that it is not necessary to fill every line with a name. It will describe the weighting process assigned to each numbered line and how a year's selection ranking will be determined from the vote. The deadline for receipt of ballots is 45 days following the postmark of the ballot packet mailing to the voting membership. Ballots received after the deadline will be retained unopened by the Committee and returned to the SSCA Secretary at the conclusion of the Committee's work.

A single ballot shall be prepared with a separate, identified section for each year being considered. Each year's section will identify those judges included on the selection list that are ineligible for selection for that year. Each year's section will have five (5) sequentially numbered lines where candidate names can be written in by the voting member. A notation field will be included on the ballot stating the deadline for receipt of ballots and directing members with

questions to the enclosed instruction letter.

The names of the five (5) judges receiving the highest number of votes shall be published in the *Sussex Scintinel*. The Show Chair for the upcoming National will then contact the judge with the highest number of weighted votes to determine interest in the assignment. Should the judge decline the assignment, the judge with the next highest weighting on the list will be contacted, and so on, until a judge is under contract for the National Specialty. As soon as this information is finalized, the information will be communicated to SSCA General Membership via expeditious modes, including e-mail for widespread distribution. Regardless of other modes of communication, and as noted above, publication in the *Scintinel* serves as official notice.

Each member of the JSC will personally tabulate and certify the final vote count. The Chair of the JSC will communicate a final report of the Committee relaying the certified vote counts to the SSCA Secretary within thirty (30) days of the deadline for receipt of ballots. The final Committee report will also describe the balloting and counting process and be written in a manner suitable for publication in the *Sussex Scintinel*. The SSCA Secretary will communicate the JSC report to the SSCA Board of Directors and to the membership as the Board may direct.

In line with these Standing Rules under the heading "Voting", as amended, all materials and correspondence associated with the work of the JSC shall be forwarded to the SSCA Secretary within ten (10) days of the submission of the Committee's final report. At such time as the final Committee report is approved by the Board of Directors, the Judges Selection Committee will be disbanded.

[Note: All materials and correspondence forwarded to the SSCA Secretary, including all ballots and ballot materials, shall subsequently be forwarded to the SSCA Archivist in a timely manner following the approval of the JSC final report by the Board of Directors. Ballots and ballot material may be destroyed after one year from the deadline for receipt of ballots.]

National Specialty Show Chair/Committee

The National Specialty Show Chair/Committee is responsible for the organization of the National Specialty Show in accordance with the *SSCA Show Manual* and with the approval of the Board. Every effort shall be made to annually rotate the geographic location of the National Specialty. Final approval of show location will be determined by the Board of Directors. Members wishing to host/organize a National Specialty must submit to the Board a "bid" containing, at a minimum, the following information:

- A suitable show date. It should be just prior to two, or to a cluster of, all-breed shows in the same area as to offer additional show opportunities and to increase the entry for the National Specialty Show. Airline restrictions on the transportation of animals should be kept in mind when selecting a date.
- A show headquarters/host hotel. The hotel should be close to the show site and capable of accommodating Club meetings, banquet, judges' seminar and other appropriate Club activities. A proposed contract with the hotel spelling out reasonable guaranteed room rates and disclosing other possible expenses likely to be incurred, as well as confirmed banquet and meeting rooms, should be provided. Though the ultimate authority to execute contracts rests with the Board, individuals specifically authorized by the Board may execute transactions on behalf of SSCA and act as signatories on a contract once finalized.
- A list of opportunities for field work, tracking, agility, or other type events in which

Sussex may participate.

- A list of the major airports and interstates which exhibitors can use to access the show location. Information on car rentals, shuttle service, and distance to nearby

cities and airports should be included.

- A list of activities, events, or vacation opportunities that exist in the area. Ideally, the National Specialty should be held in the Fall, after airline restrictions have been lifted for the majority of the membership. However, the Board may entertain other time-frames if no other qualified bid has been received with the condition that no dogs or owners will be put in harms way.
- A Board member will be designated by the Board to serve as liaison between the Show Chair/Committee and the Board.
- The selection of the National Specialty conformation judge shall be made for each years' show by secret ballot of the membership (see Judges Selection Committee). In venues where performance or field work will also be offered, the Show Chair/Committee, with approval of the Board, will select and negotiate with qualified judges for each venue.
- The Show Chair/Committee shall contact the respective judges in order of balloting results, until an acceptance is received that is in accord with the Club's financial policy. In the event a Show Chair has not yet been selected, the Club Secretary will contact the judges on behalf of the Club, and in order of the balloting results, until an acceptance is received that is in accord with the Club's financial policy.
- The Show Chair/Committee shall use the Board-approved Judges Contract as the standard contract for the National Specialty judge. As a condition of engagement, the judge who has accepted the assignment for the National Specialty shall agree not to judge the breed in the breed ring for six months prior to the National Specialty. Given the long lead time of selecting judges for national specialties, this should be communicated to a potential judge as soon as possible when entering into negotiations and/or contract.
- The Show Chair/Committee shall be responsible, on behalf of the Club, for making travel arrangements for the judge. The Show Chair/Committee is further encouraged to consult with the all-breed clubs of the trailer shows or cluster on judges to help offset SSCA judge expense, if at all possible.
- In connection with the Best of Breed competition, the judge may present Awards of Merit. The number of AOMs issued will be based on 10% of the total entry of the BOB competition in attendance and rounded to the nearest whole number. Issuance of any or all AOMs shall be at the judge's discretion.
- The Club shall officially support two (2) or more all-breed shows held in the area of the National Specialty. The selection of which shows shall be made by the Show Chair/Committee. Trophies for supported entry shows shall be paid for by the Club in an amount not to exceed \$75 total, and shall include Best of Breed, Best of Opposite Sex, Winners Dog, Winners Bitch, High in Obedience Trial and High in Rally Trial.
- The Show Chair/Committee shall select a Sweepstakes judge. Preference shall be given to present and former SSCA members and Sussex breeders. Selection of non-SSCA-affiliated individuals (i.e., breed handlers, others interested in applying for judging in the

future, etc. must demonstrate keen knowledge of breed standard prior to eligibility/selection).

- Sweepstakes at a National Specialty

Sussex Spaniel Champions of Record may be shown in Veteran Sweepstakes only. No dog may be shown in Sweepstakes (Regular or Veteran) by a professional handler (someone who shows dogs for a fee) unless they are the owner of the dog or the owner has a disability or injury preventing them from showing their dog.

The Club does not pay a judge's fee or transportation expenses to Sweepstakes judges, but will pay one night's lodging and 2 meals, either the night before or the night after, the scheduled date of Sweepstakes judging. Lodging expense will not to exceed the negotiated show room fee charged by Show Headquarters/Host hotel.

- If at all possible, tracking, hunting tests, or agility trials, if offered, shall be on separate days from conformation judging. Obedience and rally trials may be held the same day as the National Specialty.
- The National Show Chair/Committee will coordinate with the Board of Directors as to the time, place, and date of the Annual General Meeting (AGM) to be held in conjunction with the National Specialty Show. (as stated in the Bylaws, Article II, Section 1. Annual Meeting).
- The National Show Chair/Committee shall coordinate with the Judges Education Committee as to the most appropriate time and place to hold the Judges Education Seminar.
- The SSCA Treasurer, or a person so designated by the Board of Directors, shall assume the duties and responsibilities of the National Show Treasurer.
- National Specialty judges shall be precluded from ballot consideration for future Sussex National Specialty Shows for a period of 5 years following their completed judging assignment.
- A National Specialty Photo Contest will be conducted in conjunction with the National Specialty. The winning photographs will be featured in the Annual Calendar (currently designed by Rosemary Cushman and published by Lulu.com); the calendar designer may also use, at his/her discretion, any of the other photographs submitted as contest entries. All photographs, once submitted, will become the property of SSCA and can be used in Club projects without further permission. Photographs will not be returned. Due to copyright protection, no professionally-rendered images shall be accepted.

- The SSCA National Specialty Chair/Committee will supply all information related to the National Specialty (seminars, events, etc) directly to the SSCA Website Administrator and Scentinel editor for publication
- The Show Chair/Committee's official *SSCA Show Manual* shall be transferred at the conclusion of the National Specialty to the following year's Show Chair, if one has been determined. If no Show Chair has been designated, the Show book shall be returned to the Secretary.

Nominating Committee

The Nominating Committee is responsible for the identification and recommendation of individuals to serve as officers and directors of the Club. The Nominating Committee is selected by the Board of Directors and serves a one year term.

The Nominating Committee shall secure from each candidate for office a brief resume (approx. ½ page) of the candidate's qualifications. The resume will be submitted to the Secretary as part of the Nominating Committee Report prior to **July 15th** of the year, and will be made available to the Officers and Board. (see Bylaws, Article IV, SECTION 4. Nominations and Ballots.)

Public Education Committee

The Public Education Committee is responsible for coordinating the major public education activities of the Club at AKC-affiliated events. This includes, but is not limited to, the Meet-the-Breeds display at the AKC/Eukanuba National Championships, Westminster Kennel Club Show, and at any other venue the Board deems appropriate. Individual club members who would like to participate in a local Meet-the-Breeds- type events shall, at a minimum, contact the Public Education Committee Chair as a courtesy. The Committee shall provide a copy suitable for replication of any informational materials (Sussex Spaniel brochure, for example) if requested by individual Club members.