



**WELSH TERRIER CLUB OF AMERICA**  
**STANDING RULES**  
**PROCEDURES**  
**JOB DESCRIPTIONS**  
**and**  
**SAMPLE DOCUMENTS**

**(AS OF February 24, 2017)**

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# STANDING RULES

## Annual Awards

### Categories

Annual Awards shall be made in the following categories:

#### Conformation

Class Awards: Total number of Welsh Terriers defeated from the class entered. No annual award points can be accumulated after the date that a championship has been achieved.

Puppy Dog (6 to 9 & 9 to 12 Classes)

Junior Dog (12 to 18)

American Bred Dog

Bred by Exhibitor Dog

Amateur Owner Handler Dog (February 2009)

Open Dog

Winners Dog Award: Total number of class Welsh Terriers of the same sex defeated.

Puppy Bitch (6 to 9 & 9 to 12 Classes)

Junior Bitch (12 to 18)

American Bred Bitch

Bred by Exhibitor Bitch

Amateur Owner Handler Bitch (February 2009)

Open Bitch

Veteran Dog: Total number of Welsh Terriers defeated from this class.

Veteran Bitch: Total number of Welsh Terriers defeated from this class.

Brace: Total number of Welsh Terrier braces defeated.

Winners Bitch Award: Total number of class Welsh Terriers of the same sex defeated.

Best of Winners Award: Total number of all class entries minus one.

Best of Breed Award: Total number of Welsh Terriers entered minus one. This award will be known as the Corbscot Award.  
(February 2009)

BOS Award: Dog or Bitch of the opposite sex to the Best of Breed Award winner with the most accumulated breed points.

## Breeding

**Best Stud Dog:** This award goes to the owner/s of the Stud dog with the most champion get (get does not have to be owned by WTCA members).

**Best Brood Bitch:** This award goes to the owner/s of the Brood bitch with the most champion get (get does not have to be owned by WTCA members).

**Breeder of Most Champions:** This award goes to the breeders or co-breeders of the most champions (note: all get must be bred by exact same owners or co-owners).

**Performance:** The scores for the performance awards will be provided by the applicants to the Awards committee and they will be corroborated by the committee in the AKC Awards Magazine. The form will be published in the WTCA Wag.

**Highest Scoring Dog in Obedience:** This award will be for the dog with the highest score in Obedience. In case of a tie, the highest score in the highest class will win.

**Highest Scoring Dog in Rally Obedience:** This award will be for the dog with the highest score in Rally Obedience. In case of a tie, the highest score in the highest class will win.

**Highest Scoring Dog in Agility (Standard):** This award will be for the dog with the highest score in Agility, Standard Class. In case of a tie, the highest score in the highest class will win. If the tie persists, the better time (seconds under course time) wins. However, if the highest class is the Master's Class, the dog having the better time and having acquired at least six (6) double qualifying scores (qualifying in both Standard and Jumpers with Weaves on the same day (QQs)) during the year, shall be the winner. (August 2013)

**Highest Scoring Dog in Agility (Jumpers with Weaves):** This award will be for the dog with the highest score in Agility, Jumpers with Weaves Class. In case of a tie, the highest score in the highest class will win. If the tie persists the better time (seconds under course time) wins. However, if the highest class is the Master's Class, the dog having the better time and having acquired at least six (6) double qualifying scores (qualifying in both Standard and Jumpers with Weaves on the same day (QQs)) during the year, shall be the winner. (August 2013)

**Best Earthdog:** This award will be given to the owner/s of the dog that has more qualifying points. Qualifying runs in Junior Earthdog Class, 1 pt.

Qualifying runs in the Senior Earthdog Class, 2 pts. Qualifying runs in the Master Earthdog Class, 3 pts.

**Special Awards:**

**Bill Etter Award:** An award to honor Bill Etter will be offered to the best amateur owner-handler who has earned the greatest number of BOB points. (June 1989)

**Junior Handler:** This award will be offered by the WTCA to the Junior Handler showing a Welsh Terrier that has defeated the greatest number of other Junior Handlers. The Junior must be a member of the WTCA.

**National Owner Handled Series Award (NOHS):** This award will be offered by the WTCA to the number one ranked Welsh Terrier in the National Owner Handled Series, who has accumulated the most points for Welsh Terriers in the series for the year. (September 2015)

**President's Award:** At the discretion of the President, an award or awards may be given to a member of the WTCA for outstanding service to the Club. (March 1998)

**Sponsorship of Awards**

If more than one person requests to sponsor the same annual award, the donor will be selected on the basis of seniority in the WTCA. (November 1984)

**Eligibility and Rules**

**WTCA Annual Awards:** to be eligible all owners of the individual dogs must be members in good standing of the WTCA throughout the entire award year – July 1 – June 30. (October 1992) (February 2007)

The award year covers shows/trials held between July 1 and June 30 of the following year. (June 2011)

The award year for NOHS covers the conformation shows offering NOHS between the first week of October and the first week of October the following year (exact dates determined annually by AKC). Points for the winner will conform with the number one placement by AKC in the year preceding the WTCA Annual Awards. (September 2015)

In awarding points for BOS award, both sexes will now be counted. Stud dog and brood bitch awards will be awarded to the owners and not the breeders as previously done. (October 1988)

In cases of ties in the annual awards, the recipient of the award will be determined by a random drawing held at the annual dinner. (August 2000) (June 2011)

The Awards Committee Chair shall publish the names of the top 5 contenders in each category. (October 2010)

## **Trophies**

The Grand Challenge and the Junior Challenge Trophies will be offered at the Montgomery County Kennel Club Specialty. (June 1984)

Grand Challenge Cup and Junior Challenge Cup, shall be retained by the club in a secure area designated by the Board.- (June 1988) (June 2011)

The WTCA will provide rosettes for national specialties when they are not provided by the host club. Rosettes will be provided for BOB, BOS, BW, WD, and WB. (June 1989) (April 2005) (June 2011)

At the WTCA National Specialty up to 4 Awards of Merit may be awarded at the judge's discretion. At each WTCA Floating Specialty 1 Award of Merit may be awarded. All Welsh Terriers eligible for Best of Breed (excluding the Best of Breed winner) will be eligible for an Award of Merit. The Welsh Terrier Club of America will recognize these outstanding Welsh Terriers by offering a Rosette and WTCA Medallion. (June 1997) (March 2011) (December 2015)

The Homer Gage Trophy will consist of a silver plated plate with the WTCA logo engraved, designated as "The Homer Gage, Junior, Memorial Trophy" and awarded outright annually to the best American bred Welsh Terrier exhibited by a member of the WTCA at the Montgomery KC show. The trophy shall bear the inscription "Given in memory of Homer Gage, Junior, Gentleman, sportsman, lover of dogs, who died September 2, 1925." The interest from the Homer Gage fund will be applied to the purchase of the Trophy. The difference between the interest earned on the Homer Gage account and the cost of the award will be paid for from the Homer Gage account itself. The amount of the trophy will not exceed \$120.00 per year, which will include all engraving and shipping. (June 1997) (May 2012)

For all AKC licensed Welsh Terrier Regional Clubs hosting a WTCA Floating Specialty in their home territory, the WTCA will donate \$25 to that Regional Club's Specialty Show trophy fund. This would be in addition to providing trophies for the WTCA Floating Specialty being held in conjunction with their show. The Regional Clubs needs to contact the WTCA Corresponding Secretary with their request at least 6 months prior to the date of the show. (January 2013)

At the National Specialty and at each Floating Specialty weekend, trophies will be offered in performance events. If performance events are not offered at the show hosting the Specialty but are offered at a companion event, the trophies will be provided at the event immediately preceding or following the National Specialty. If the WTCA is sponsoring one of the days at the MTAC event, the agility trophies will be awarded on this day. For obedience, one trophy will be given for the highest scoring Welsh terrier in each of the following categories: Novice, Open, Utility, and Open B & Utility Combined. For Agility, one trophy will be awarded to a Welsh terrier in each of the following categories: Novice, Open, Excellent and Master. A trophy will be given to every Jr. Handler showing a Welsh terrier in the Jr. Handling classes at the National or Floating Specialty shows. (March 1998) (May 2010) (August 2013) (May 2014) (September 2015)

At all Floating Specialties, no trophies will be engraved with the win and date with the exception of the Best of Breed trophy. (August 2016)

The WTCA will provide up to \$75 for trophies and rosettes at all WTCA Supported Entry shows. (June 2015)

Requests for trophy donations will be made with the dues notice and may also be made by a separate request (October 2000) (June 2011)

## **Board**

The minutes of the regular meetings and board meetings shall be posted on the Website. Results of all votes from executive sessions will also be posted on the Website. (October 1985) (August 2011) (December 2012)

Minutes from the Annual Meeting will be published in the WAG and posted on the Website. (December 2012)

Minutes of board meetings will be approved by the Board before being posted on the Website. (October 1991) (August 2011) (December 2012)

Voting by Email. Pursuant to the provisions listed in the by-laws regarding Board Business, the Board may conduct its business by Email voting. Such business shall not conflict with any provision in the by-laws. In order to vote via email, the President and Recording Secretary (secretary) shall identify each Board member by their email address and electronic signature. Such address and signature will be provided to the Recording Secretary upon election to the Board. Each email sent regarding Board business shall include the Board member's name, address and telephone number at the bottom of the post.

Each Email vote must include the agreement of the Board member to voting in this manner. Before counting the vote, the secretary will determine that the issue to be voted on by Email has been received by all Board members. A majority of Board members voting will be necessary to record the vote as valid.

The Secretary shall record the vote by return email within seven days of the vote. Such vote will be recorded in the minutes, as any vote of the Board shall be.

**Definition.** For purposes of this rule, an “Electronic Signature” means the name, address and phone number of the individual Board member contained in the email sent to vote Board business. (May 2013)

Mailings to the entire membership shall have Board approval. (October 1985)  
(August 2011)

All materials and services that are to be paid for by the Club shall be pre-approved by the Board. (November 1984) (August 2011)

Both the President and the Treasurer will be allowed to sign checks for the WTCA. The Treasurer shall ensure that bank signature cards are current. (October 1991) (August 2011)

Board approval is needed before a donation can be made by the WTCA. (June 1994) (April 2008)

Any gift to the outgoing President of the club will be selected by the Vice-President. Price of the gift will not exceed \$200. (March 1998)  
(August 2003)

When a candidate for the Board selected by the Nominating Committee has opposition from the membership, it will be required that a letter be sent by the Recording Secretary to the candidate immediately advising him/her and naming the opposing nomination. In addition, an email may be sent as a courtesy. (June 2000) (April 2008) (August 2011)

The annual election ballot shall read “vote for no more than two” for the at large Board positions. (June 2000) (August 2011)

### **Breeders List**

Any member who refuses to be responsible for their puppies should be removed from the Breeders List. (October 1991)

Breeders List - guidelines and requirements:

WTCA member in good standing for a minimum of two years. (June 1993)



Members must have finished at least two Welsh Terriers or sold two Welsh Terriers that have received their AKC Championships in conformation. (October 1993) (March 1995) (January 2008) (June 2015)

Non-compliance with any of the rules of the Breeders List may result in WTCA Board action for immediate removal from the Breeders List. (June 1993)

Will not sell any dog without a limited registration and/or spay/neuter contract unless there is a written agreement between the breeder and the purchaser with regard to showing and/or breeding, left to the discretion of the breeder. (October 1993) (January 2008)

The correct WTCA BRN document to be placed in use is the updated document which appears on the WTCA website. (October 1999) (April 2008)

Breeder compliance will become the responsibility of the WTCA board. (October 2000)

The WTCA web site will provide the contact information for all breeder members who have signed the code of ethics. A printed list of all breeders will be mailed (on request) by the BRN chairman. Both the list and the web site will indicate that WTCA endorses established, long-term breeding programs and encourages new members to work with mentors within the club in the early stages of their breeding programs. (November 2000)

Applications will be sent to the Recording Secretary for verification of referral network qualifications. Upon verification the applicants information will be sent to the BRN committee for inclusion in the list. (January 2008)

## **Committees**

### **Current Committees**

Advertising	Floating Specialty (one for each year in the schedule)	Meet the Breeds – New York
AKC Delegate		Meet the Breeds - Orlando
AKC Gazette Breed Column	Health	Membership
Annual & Performance Awards	Historian and Record Keeping	Nominating
Audit	Hospitality	Parent Club Photographer
Boutique	Judge's Education & Mentoring	Site Selection
BRN Referral	Kimberton Agility Trial	Specialty Banquet – Montgomery
Ethics	Legislation & National Breed Alliance	Specialty Show Coordinator

Standing Rules Review and Revision (temporary)	WAG Ways & Means
Trophy	Webmaster
Versatility Awards	Yearbook

All Committee Chairs are required to submit any recommended changes to their committee's job description to the Recording Secretary. (May 2007) (August 2011)

Committee Chairs who collect money for any project will send checks received to the Treasurer at least monthly. (March 2007)

## **General Rules**

The Board may authorize funding for the Boutique and other fund raising projects. (October 1990) (August 2011)

Smoking will not be permitted at WTCA dinners or meetings. (October 1993)

A permanent record will be kept on the Standing Rules by the Recording Secretary and will at all times be available at all meetings. (March 1995) (August 2011)

If a Junior Handler showing a Welsh Terrier qualifies for Westminster they will be reimbursed the following after competing in the Junior Showmanship classes with a Welsh Terrier at Westminster: \$100.00 towards expenses in qualifying for Westminster and \$100.00 towards expenses for showing in the Junior Handling classes at Westminster. Maximum total reimbursement of \$200.00. A reminder, per the AKC rules for Junior Showmanship. "An individual listed as an agent is not eligible to compete in Juniors, nor any person who distributes rate cards or otherwise advertises themselves as handling dogs for pay in the show ring, or accepts payment for handling dogs." (May 2001) (August 2011)

Mailings by various officers and committees may be combined in an effort to save postage as long as the combined mailing does not conflict with the By-Laws or other standing rules. (August 2011)

## **Judges**

The Board may select a judge from the approved list for the present year should the present year judge not be able to do the assignment. (June 1989) (August 2011)

Judges for supported entry weekends - we will request a Terrier panel and then approve or disapprove each name. (June 1989)

Expense money for our Montgomery County Sweepstakes Judge - \$200 which would include one night's motel was suggested. (Floating Specialty sweepstakes judges will not be compensated for their expenses. (June 1989) (August 2011)

The selection process for judges as outlined in the May 1999 Wag shall be put to use:

In the May Wag, members will be invited to submit up to three names to the Recording Secretary by July 15<sup>th</sup>. A list of ineligible judges (due to prior WTCA Specialty assignments over the last eight years) will be included. (October 2002)

The Recording Secretary will cull ineligible judges (not licensed for Welsh Terriers {this information is readily available in the searchable judges directory on the AKC website}) and compile a final list of the top ten highest vote getters excluding those who only receive one vote. (July 2008)

The judge's contract is to stipulate that a judge will not accept any other Welsh Terrier judging assignment in the continental United States within 6 months prior to the Montgomery County WTCA Specialty. (October 2003) (July 2008)

By August 15<sup>th</sup>, a final ballot of available judges will be sent to members. Ballots will have to be returned to the Recording Secretary by September 15<sup>th</sup>. The double envelope system will be used for balloting. (October 2002) (August 2011)

The Recording Secretary will inform the President of the results. In case of a tied vote, a random drawing will be held at the Annual Meeting. The President will invite the winner to judge via phone (working down the list if top vote-getter suddenly becomes unavailable). The President will immediately release the other judges. The Corresponding Secretary will send a letter and a contract to the selected judge. (July 2008) (September 2015)

The President will announce the results at the Annual Meeting in October. The results will appear in the November Wag. (July 2008)

This selection process for judges will also apply to Sweeps Judges with the exception of the AKC licensing requirement. However, the nominating person must verify with the nominee their willingness to be a Sweeps Judge prior to their nomination. (July 2008)

Floating Specialties (Regional and Other)

1. The judge will be selected from the host club panel. The host club will be either an all breed club or group club

2. The show chair for the next Floating Specialty (usually two years out) will obtain the panel that has been hired by the host club. After removing the names of judges who are not licensed for Welsh Terriers, the remaining list will be presented to the Board. The Board will rank them in order of preference and return this information to the floater show chairman. The floater show chairman will then coordinate with the host club, advising them of our request.
3. If the host club has not completed their panel and requests input on a Welsh Terrier Judge, the floater chairman will contact the Board through the Recording Secretary. The Recording Secretary will provide the names of the top three judges next in line from the list voted on by the membership, and whose top choice was announced at the previous annual meeting
4. The floater show chairman will work with the host club to ensure that the names on that list will be used in order of preference to ensure the wishes of the WTCA membership.
5. Should the host club not be able to hire any of the three names provided, then the floater show chairman will advise the Board and provide the hired panel for the Board to rank as provided in number 2 above. (July 1999) (April 2011)

## **Membership**

### **General**

A \$10 surcharge per year will be added to foreign membership applications (outside of Canada) to cover costs of mailings. If a U. S. mailing address is provided by the member, the \$10 fee will be waived. (June 1991) (May 2013)

The WTCA shall dedicate the Montgomery County Kennel Club specialty to all members who have died the past year with a dedication page placed in the MCKC catalog. (October 1992) (August 2011)

As of October 2, 1992, the Membership Chairperson will assume all responsibility for processing new memberships except for those assigned to the Corresponding Secretary in the By-Laws. (July 1992) (August 2011)

Bounced checks - anyone who bounces two checks will be required to pay by money order in the future. (June 1994)

The Membership List will be printed no later than 45 days after unpaid membership lapsed – see Article 1, Section 4 By Laws. (March 1995) (April 2005) (August 2011)

Effective 1/1/2009, annual dues will be \$60 for doubles, \$35 for individuals, and \$15 for junior members. (June 1997) (October 2008)

The revised Code of Ethics (conveying a more positive tone) was approved:

As a WTCA member, I will:

Comply with all American Kennel Club and WTCA rules.

Accept and support the Constitution and By-laws of the WTCA.

Be a responsible dog owner and maintain high standards in the care and training of my dogs.

Keep the health and welfare of the dogs the first criterion in breeding or selling Welsh Terriers.

Breed only to improve my dogs to the standard of the breed.

Sell dogs using true representation to the purchaser, both in verbal statements and in advertising.

Sell all dogs, which are not to be shown in conformation with AKC Limited Registration, preferably with a spay-neuter contract in addition.

Offer stud service to bitches or use as stud dogs only animals registered with the AKC or a foreign national registry, which are genetically sound and of good conformation, health, and temperament. The Stud Dog owner's role includes responsibility for all litters sired by his dog in cases where the breeder is unable to assume this responsibility. Stud Dogs should be made available only to bitches whose owners adhere to the basic principles of the WTCA Code of Ethics.

Refuse to sell dogs to wholesalers or retailers or donate dogs to raffles or auctions. I will sell or donate dogs to research only if that research is breed-related and WTCA approved.

Help purchasers with advice and instruction for the life of the dog. I will guide novice persons interested in conformation showing, obedience, and performance events.

Assist the owner and WTCARES in re-placement of all dogs I breed or sell for the life of the dog.

Strongly encourage owners to obtain an AKC championship on at least one dog before beginning a breeding program.

Make referrals only to breeders who are believed to adhere to all of the above.

Help to educate the general public regarding all aspects of Welsh Terriers. (March 2014)

It was decided that the procedures for the payment of membership dues will be added to the Standing Rules:

The Treasurer will mail one dues notice to members in November, pursuant to the WTCA by-laws. A reminder will be placed in the February WAG and a reminder sent by email, or mail to those members without email addresses, by March 1. In addition, at the discretion of the Treasurer, a letter may be sent by U. S. Postal Service at any time after the first of the year to remind those members that have not renewed their dues. No other action will be taken without Board approval. (August 2011) (June 2013)

Dues are due on January 1<sup>st</sup> of each year.

Dues payments are not accepted after April 1<sup>st</sup> of each year. After that date, WTCA membership is considered lapsed, and the member will not be include in the WTCA directory for that year.

After April 1<sup>st</sup>, a lapsed member renewal form must be completed and sent to the Treasurer with dues plus a \$10 late fee if renewal is requested within the calendar year. (June 1999)

The Corresponding Secretary will advise the Membership Chair to develop and make a record of other information from the dues renewals form received by the Treasurer. Such breakdowns shall show the talent and availability of club members and where they are willing to volunteer. This breakdown shall be for the board's use only, not for the general membership (May 2010)

### **New Members**

Spouses of members can become a member of the WTCA by following standard membership application procedures. (June 1994) (April 2005)

A signed statement shall appear on the bottom of the WTCA application stating that a false statement or leaving a blank on the application will invalidate membership. (June 1994)

All applicants for membership in the WTCA should be given a copy of the Club's objectives (first page of the Constitution and By-laws) with their application. (March 1995)

New memberships will be voted on only after discussion at regularly scheduled meetings of the Board. (January 1997) (October 2005) (June 2008)

A nonrefundable initiation fee of \$10 must accompany new applications for membership along with the first year's dues. (June 1997) (October 2005) (June 2008)

New members should receive, with their acceptance letter, a membership list, a link to the Club's Website and the members only password so that they

can view or print the Constitution and By-Laws and Standing Rules. The new member may request a copy of the Constitution/By-laws from the Corresponding Secretary. (February 2000) (August 2011)

Wording change on WTCA membership application ---

Membership must be proposed by two members in good standing from two different households who have held membership in the WTCA for at least two years and who have known the applicant for at least one year. This application must be accompanied by letters of recommendation from both sponsors. (October 2002)

The names of prospective members must be published in the WAG prior to the Board voting on membership. (October 2005)

The Board will not vote on applicants until after four weeks from the WAG publication in which the applicants' names were published. (March 2007)

### **Specialty Guidelines**

A committee was established to make show site recommendations for floating specialties. (February 2000)

Judges will not be invited to our annual dinner unless the dinner is after judging is completed. (October 1985) (April 2008)

### **Sweepstakes Rules**

The Welsh Terrier Club of America Sweepstakes is open to all Welsh Terriers six months of age and under 18 months of age. The entry fee shall be \$10.00 and all entries shall be made at the same time and on the same entry form as the regular classes. Indicate in the space for additional classes your Sweepstakes entry including age division. All entries in the Sweepstakes must also be entered in the Regular Classes at the regular entry fee. Dogs shown in the Sweepstakes may not be shown by professional handlers, members or their families, or their employees unless such person is the sole owner/sole breeder, or co-owner/co-breeder with a family or household member. Professional handler includes anyone who has received monetary compensation for the handling of a dog. (October 1992) (October 1999) (August 2011)

The show chairman shall include Sweepstakes Rules with the specialty information sent to members for all specialties. (March 1999) (August 2011)

### **Wag**

Paid advertising is allowed in the Wag. (June 1994) (June 2008)

The advertising guidelines are:

Paid advertising will be accepted only from WTCA Members.

Cost for advertising in the WAG is \$10 for one time only business card size ad, \$30/year for four (4) business card size ads and \$5 for one-line brags. (July 2008)

There will be no paid subscriptions to the Wag by non-members. (June 1994)

All published letters in the Wag must be signed. (October 1995)

The Wag will be sent by first class mail or email if requested by a member. (June 1997) (August 2011)

A new deadline was approved for the Wag: 15<sup>th</sup> of the month before the publication month for submissions. Wag to be mailed the 15<sup>th</sup> of the publication month. (June 2000) (Sept 2011)

It is the policy of the WAG to encourage the submissions and ultimate publication of articles, photographs, letters to the editor and other informative materials written by MEMBERS OF THE WTCA. All submissions must be signed by the author. The committee reserves the right to edit or to refuse publication of any materials they deem contrary to the best interest of the breed, and/or the WTCA, or that are of a personal and libelous nature. All materials submitted are subject to committee revisions. Editorial revisions will be published only with the permission of the original author. Opinions expressed in the WAG are not necessarily those of the committee or the Board of the WTCA. (August 2003) (July 2008) (November 2009) (August 2011)



## **PROCEDURES & GUIDELINES**

### **Double Envelope System for Voting**

This procedure explains the proper usage of the Double Envelope System for voting used to select Officers and Directors and to select judges for regular classes and sweepstakes classes at specialty shows. The purpose of the double envelope system for voting is to assure the club members and officers of accurate vote tallies and that there is no appearance of impropriety in the receipt and counting of ballots.

#### **Authority:**

WTCA By-Laws Article IV, Section 3(c) – Election of Officers and Directors  
WTCA Standing Rules – Judges, selection of

#### **Duties of the Recording Secretary:**

The Recording Secretary shall mail out ballots to all members in good standing by the date specified for the election. Each member shall receive one ballot, one inner return envelope and one pre-addressed return envelope. For double memberships the two ballots and inner envelopes may be sent with only one pre-addressed return envelope. Both the inner return envelope and the pre-addressed outer return envelope shall be identified as to the ballot, either “Election of Officers” or “Judge Selection.” The pre-addressed outer envelope shall have the full mailing address of the Recording Secretary.

A letter of explanation shall accompany the ballots and return envelopes. See the Sample Voting Instructions in the SAMPLE DOCUMENTS section. This letter shall state the following:

- The type of balloting and the due date for return of the ballot.
- Instructions for voting.
- That the ballots should be placed in the inner envelope and sealed, one ballot per inner envelope, to be returned in the pre-addressed envelope.
- That no other correspondence should be included with the ballots.
- That the name and return address of the member shall be placed on the pre-addressed envelope along with proper postage.

The Recording Secretary shall receive the unopened outer return envelopes and in the case of the Election of Officers and Board turn them over to the Inspectors of Election at the close of the election. For the judge selection

balloting the Recording Secretary shall follow the duties of the Inspectors of Election listed below in the presence of two other club members.

Provide the Inspectors of Election with a roll of membership listing those members in good standing eligible to vote and a tally sheet for the voting which shall contain exactly the same position and candidate information as the ballot except to be marked as "Tally Sheet"

**Duties of the Voting Members:**

Place filled out ballots in the inner return envelopes and seal, one ballot per inner envelope.

Place the inner envelope(s) in the pre-addressed outer envelope with no other correspondence.

Put complete name and return address on the outer envelope along with the proper postage and mail. If the ballot is to be hand delivered it must be sealed in the inner envelope and placed in the outer envelope with return address affixed.

**Duties of the Inspectors of Election and Vote Tally Procedure:**

The following steps are to be completed in order, finishing one step completely before starting on the next.

1. Verify that all ballots have been received directly from the Recording Secretary in their unopened outer envelopes.
2. Take each outer envelope and verify the return name against the membership roll. Set aside the unopened envelope in an invalid pile if the name is not on the membership roll. Open the envelope and verify that there is one inner envelope for a single membership, and no more than two inner envelopes for a double membership. Set aside the outer envelope and inner envelopes in an invalid pile if there is more than one inner envelope for a single membership or more than two inner envelopes for a double membership. Check off the name(s) on the membership roll from the outer envelope. Place the unopened inner envelopes in a valid pile and place the empty outer envelopes in a separate pile to be retained.
3. Open the inner envelopes and remove the ballots. As each inner envelope is opened, verify that there is only one ballot enclosed. Set aside any multiple ballots with their envelope in an invalid pile. Place the ballot in a pile to be counted.
4. Tally the votes for each candidate for each position.
5. Sign the tally sheet and deliver to the President. Save all voting materials for possible recounts or contested results.

## **Nominating Committee Guidelines**

The nominating committee should follow the instructions provided in Article IV, Section 4 of the WTCA By-laws including references to Article III, Section 1. All members of the committee should familiarize themselves with these two sections of the By-laws.

Additional guidelines:

- The committee chairman should place a notice in the February issue of the Wag requesting the membership to send any suggestions they have to the Nominating Chairman.
- The committee chairman can also check with the current President, Officers, and Board members for input.
- The committee chairman should determine which of the current officers are eligible to continue serving in their current positions.
- The committee should then decide if it is in the best interest of the club to leave any or all of the eligible officers in place keeping in mind the importance of a cohesive Board.
- The chairman should contact all of the currently serving officers that the committee would like to retain and make sure they are willing to serve another year.
- Once the available positions are known, the committee will then select the candidates according to the rules provided in the By-laws.

## **WTCA Floating Specialties Guidelines**

### **General Information**

**Location:** The WTCA's Floating Specialties are to be held throughout the USA. The Specialty Show Site committee chair will notify the Board of suggestions received from individual club members or Regional WTCA clubs who express an interest in holding a WTCA Floating Specialty. All WTCA Floating Specialties must be approved by the Board. The chair of the Floating Specialty must be a WTCA member and approved by the Board.

**Venues:** Floating Specialty venues can and will vary depending on the location of the show. The Floating Specialty chair will coordinate the weekend events and request approval for such events from the Board. Options available but not required include but are not limited to: luncheons at the show grounds, joint dinners with other clubs, informal dinners, host hotels. **The WTCA will not cover losses for any of these events.**

**Paperwork:** It is the responsibility of the Floating Specialty Chair to complete all of the necessary paperwork involved with the Floating Specialty shows: Contact the All Breed or Group Club where the Floating Specialty will be held

and obtain permission from them to host the WTCA Specialty. The Host club will send a letter of permission to the AKC. The AKC Show application can be filled out on line at the AKC's website. **Club ID : CLUB568 Password is WELTERCA568. SWEEPSTAKES CLASSES CAN NOT BE APPLIED FOR ON LINE, YOU MUST CONTACT DAMIEN MITCHELL AT [daw@akc.org](mailto:daw@akc.org). TO REQUEST SWEEPSTAKES CLASSES.** The Chair is responsible for all of the information for the premium list & catalog; WTCA Sweepstakes rules and fees for the premium list; club officer information for the premium list & catalog; proofing the trophy list for the premium list & catalog .The Board should be contacted if assistance is needed. The Specialty Show Chair will have a copy of the Sweepstakes rules, the Award of Merit Guidelines and a copy of the judge's contract at ringside.

**Budget:** \$325.00 will be provided for trophies and rosettes, \$200.00 will be provided for show expenses (hospitality, judge's gifts, etc.) \$75.00 will be provided for trophies and rosettes should the WTCA support the entry during a Specialty Show weekend for a maximum budget of \$600.00 If the shipping costs cause the budget to be exceeded Board approval will be required.

**Judges gifts** and thank you notes should be provided (approximately \$20.00 or less). Judges gifts should be coordinated by the show chair.

**Floating Specialty Information:** The Floating Specialty Chair will provide information for the WTCA newsletter regarding the details of the Specialty Show Event. This information should be provided as early as possible. The current editor is: Christine Lindahl, [siggra@centurytel.net](mailto:siggra@centurytel.net) . Specialty information emailed to the entire membership must be approved by the Board.

**Show Photographer:** The Floating Specialty chair will obtain the name of the show photographer and contact information. This is needed for the historian/record keeping committee to obtain copies of the winner's photographs for the Club's records. The historian/record keeping chair will contact the Floating Specialty chair for this information after the show. Please keep in mind that if multiple photographers are at the show it would be helpful if one photographer could take all of the Specialty Show winners. If not, please obtain the contact information for all of the photographers.

## **Trophies**

**Trophy Purchases:** Trophies may be purchased by the Floating Specialty Chair or the WTCA Trophy Chair. The Floating Specialty Chair shall coordinate the purchases with the WTCA Trophy Chair at least 12 months prior to the Floating Specialty. Current trophy chair is: Bridget Gierahn: [gierahn@hotmail.com](mailto:gierahn@hotmail.com). The club has a digital logo available if needed. Contact the Recording Secretary for a copy of the Logo. Tablecloths are available for the trophy tables if needed. Please check with the VP for contact information 3 months in advance or obtain tablecloths at MCKC to have on hand for the Floating Specialty. Current VP is Ginny Winters [winterwind@indypenn.com](mailto:winterwind@indypenn.com)

**Rosettes:** The WTCA will provide rosettes for the Floating Specialties when they are not provided by the host club. Rosettes will be provided for BOB, BOS, BW, WD & WB, Awards of Merit, Select Dog & Select Bitch, Best In Sweepstakes & Best of Opposite Sex In Sweepstakes.

**Sweepstakes Trophies** are awarded for Best In Sweepstakes & Best of Opposite Sex In Sweepstakes. Sweepstakes Prize money: The amount received from entry fees will be divided in each class as follows: First- 50%, Second- 25%, Third-15% and Fourth- 10%. If all places are not filled, balance of prize money will be divided equally among the entries. The Specialty Show Chair shall coordinate the Sweepstakes prize money with the Specialty Show Superintendent. If, due to Group show policies, different rules regarding the division of the money is necessary, the Specialty Show Chair will advise the Board of the situation.

**Regular Class Trophies** are awarded for Best of Breed, Best of Opposite Sex, Best of Winners, Winners Dog, Reserve Winners Dog, Winners Bitch, Reserve Winners Bitch, Select Dog, Select Bitch, and one Award of Merit.

**100th Anniversary Medallions** will be the only trophy offered to 1<sup>st</sup> place in each Regular & Non Regular class. Contact Ereign Seacord [ehs6@cornell.edu](mailto:ehs6@cornell.edu) for medallions. Please allow time 3 months for them to be shipped if necessary. Medallions are not to be offered for Sweepstakes classes.

**Agility & Obedience Trophies:** The Standing Rules state: At the National Specialty and at each Floating Specialty Weekend trophies will be provided for performance events. If performance events are not offered at the show hosting the Specialty but are offered at a companion event, the trophies will be provided at the event immediately preceding or following the National Specialty. **For Obedience**, one trophy will be given for the highest scoring Welsh terrier in each of the following categories: Novice, Open, Utility, and Open B & Utility Combined. **For Agility**, one trophy will be awarded to a Welsh terrier with the highest score in each of the following categories: Novice, Open, Excellent and Master. The Specialty Show Chair needs to coordinate these trophies.

**Jr. Showmanship Trophies:** The Standing Rules state: A trophy will be given to every Jr. Handler showing a Welsh terrier in the Jr. Handling classes at the National Specialty and Floating Specialty shows.

### **Judges Contracts & Information**

**Regular Class Judge Contracts:** In most cases the Floating Specialty Regular Class judge is selected from the judging panel of the show giving club therefore the WTCA does not need to provide a contract with the judge. In the event a separate judge has been hired by the WTCA, a contract will be sent to the judge by the WTCA corresponding Secretary.

**Sweepstakes Class Judges & Contracts:** The Board will consider names received from the Floating Specialty Chair and the membership. A contract will be sent by the WTCA Corresponding Secretary to the individual approved by the Board. A copy of said contract will be forwarded to the Specialty Show Chair. Floating Specialty judges are not reimbursed for any expenses.

**The Regular Class Judge** shall be notified at least one month in advance of the Floating Specialty advising them that they will be judging a WTCA Floating Specialty. The WTCA's policy for AOM's should be sent to the judge at this time. This may be done by the Floating Specialty Chair or the Floating Specialty Chair may notify and request the Corresponding Secretary take care of it. The Standing rule for the WTCA AOM's is: ***1 Award of Merit may be awarded at the judge's discretion. All Welsh Terriers eligible for Best of Breed (excluding the Best of Breed winner) will be eligible for the Award of Merit. The Welsh Terrier Club of America will recognize these outstanding Welsh Terriers by offering a Rosette and a WTCA Medallion.***

#### **Sweepstakes Rules**

Sweepstakes Rules: The Welsh Terrier Club of America Sweepstakes is open to all Welsh Terriers six months of age and under 18 months of age. The entry fee shall be \$10.00 and all entries shall be made at the same time and on the same entry form as the regular classes. Indicate in the space for additional classes your Sweepstakes entry including the age division. All entries in the Sweepstakes must also be entered in the Regular classes at the regular entry fee. Dogs shown in the Sweepstakes may not be shown by professional handlers, members of their families, or their employees unless such person is the sole owner/sole breeder, or the co-owner/co-breeder with a family or household member. Professional handler includes anyone who has received monetary compensation for the handling of a dog.

**At the Entry Fee for Sweepstakes Classes is \$10.00** unless the show has restrictions that require something different. **Classes offered:** Puppy Dog 6-

9 mo	Puppy Bitch 6-9 mo		
	Puppy Dog 9-12mo	Puppy Bitch 9-12 mo	
	Puppy Dog 12-15 mo	Puppy Bitch 12-15 mo	
	Puppy Dog 15- 18 mo	Puppy Bitch 15-18 mo	

**At both the National and Floating Specialties a WTCA member in good standing will be appointed by the Show chair to monitor the Sweepstakes handlers to avoid conflicts with the Sweepstakes Rules stated above.**

**See also Floating Specialties: (Regional and Other) on page 9 of the Standing Rules.**

#### **MISC INFORMATION**

**For all AKC licensed Welsh Terrier Regional Clubs hosting a WTCA Floating Specialty in their home territory:** The WTCA will donate \$25.00 to that Regional Club's Specialty Show trophy fund. This would be in addition to

providing trophies for the WTCA Floating Specialty being held in conjunction with their show. The Regional Clubs need to contact the WTCA Corresponding Secretary with their request at least 6 months prior to the date of the show. (January 2013)

**Please send the attached copy of the WTCA's Standing Rule regarding Award of Merits to the Regular Class Judge at least 1 month prior to the Specialty Show.**

"The Welsh Terrier Club of America looks forward to you judging our Floating Specialty at the \_\_\_\_\_ show on \_\_\_\_\_."

**WTCA Standing Rule for AOM's:**

Because each club has different requirements for their Awards of Merit we want to clarify how the Welsh Terrier Club of America's policy is worded. The wording provides the option for you to choose if you want to duplicate awards or not.

***At each Floating Specialty Show 1 Award of Merit may be awarded at the judge's discretion. All Welsh Terriers eligible for Best of Breed (excluding the Best of Breed winner) will be eligible for an Award of Merit. The Welsh Terrier Club of America will recognize these outstanding Welsh Terriers by offering a Rosette and a WTCA Medallion."***

**If you have any questions or concerns please do not hesitate to contact the Board for assistance. We want the Floating Specialty to be a success!**

## **JOB DESCRIPTIONS**

### **Officers**

#### **President**

Text goes here



**Vice President**

Text goes here

**Recording Secretary**

Text goes here

## **Corresponding Secretary**

General duties:

Receive all communications from AKC and share with Board.

Receive other communication and acknowledge receipt to the sender, indicating the correspondence will be available for discussion at the next Board meeting. Be courteous and responsive to inquiries without obligating the Board to any course of action.

Immediately after each Annual membership meeting notify AKC with names of Officers and Directors, together with their contact information. Once you are on record with AKC as current Corresponding Secretary, you will have access to make any future changes to this information.

After each election, send to AKC the most current membership list.

Each time there is a change in the Corresponding Secretary, notify AKC's registration department to update the breed information sheet with correct contact information for the current Corresponding Secretary. AKC includes this information sheet each new registration certificate.

Send Specialty judges letter/contract confirming financial and other requirements as in attached sample. Wording in the Letter/Contract is important, as portions have been voted on by the Board to appear therein. Provide copies to President and Specialty Chair of completed and signed letter/contract from both sweeps & class judges. [See Attachment A.]

Send welcome letter to each newly approved WTCA members, per Bylaws. [See Attachment B.]

Other correspondence as the Board and/or President may request.

**Treasurer**

Text goes here

## **Committees**

### **AKC Gazette Committee**

#### **Authorization and Accountability**

The AKC Gazette Committee is authorized by and accountable to the WTCA Board of Directors. It offers article recommendations to the Board of Directors in the development and implementation of the Welsh Terrier Breed Column. This is vital to the appeal and usefulness of the breed columns to other fanciers. The chairperson will be the contact for the AKC Gazette column, will prepare reports/recommendations to the Board, and prepare the annual report.

#### **Purpose**

Members are encouraged to be involved and contribute their time, energy, and expertise, in breed specific articles. A committee of three will provide general oversight of the publications on behalf of the Board of Directors, submit articles and recommendation, and revise as necessary to conform to AKC guidelines for Breed articles.

#### **Members, Terms and Criteria**

The AKC Gazette Committee includes the following members: a chairperson and two additional members in good standing of the WTCA one of which may be a liaison to the Board of Directors (the WTCA President or other member of the present Board of Directors). The President with the Board of Directors shall appoint the chair and members of the committee. The Chair shall send reports to the Board with recommendations on articles to be submitted. The Gazette Committee is quite capable of writing something or choosing an appropriate article from articles submitted to this committee. Any and all submissions should be sent to the Gazette Committee and it will be read, reviewed, and their merit discussed including relevance and factual content. All submissions must be factual in nature and verifiable, especially when referring to persons, dates, standard, etc. All articles will be open to editing by the Gazette Committee. Upon selection of an article the committee will make a recommendation to the Board. If the Board of Directors does not approve the recommendation of the Gazette Committee it is returned to the committee for rewrite. If approved, the Chair submits article to Arliss Paddock at the AKC Gazette for Publication under Welsh Terrier Breed Column.

The term/terms of the committee members are regulated by the WTCA Board.

The Board and Committee must come to an agreement on articles that will meet approval.

Any article not approved will be returned to the committee for further revisions or editing

Articles for the Gazette are meant to appeal to the **experienced dog fancier and NOT written to appeal to a novice audience.**

Many times articles may not be approved because they are viewed as too “controversial” or some people do not want to inadvertently create the wrong image for our breed. The board should keep in mind the purpose and guidelines set forth by the Gazette in the type and quality of the articles printed.

## **Ethics Committee**

June 1, 2010

The Ethics Committee was established by the Welsh Terrier Club of America (WTCA) in 2007. The original purview of the committee was to review the WTCA Standing Rules; specifically the "Code of Ethics" and make recommendations to the Board regarding clarification and non-substantive changes. In addition, there were, at that time, two or more versions of the Code existing and signed by the members. The committee determined that all members were bound by the most current version of the Code, no matter which one they signed.

The Committee helped to update the correct Code on the WTCA website. Any future changes in the Code must be dated and posted. It is still the responsibility of the committee to review and make any recommendations for changes or clarifications in the Standing Rules and Code of Ethics to the WTCA Board for their review and action.

It is the hope of the committee that providing the membership with clear and understandable rules, will help to prevent misunderstandings in the future.

The Ethics Committee is to be a standing committee of the club and serves at the pleasure of the Board.

Member suggestions/complaints are within the purview of the committee. The Chair will field all initial calls from members with complaints. Discussion will be held on whether the complaint is able to be handled by the committee; if it falls under the WTCA Constitution violations or Standing Rules or Code of Ethics violations the full committee will discuss the complaint. The Ethics Committee must understand and be able to interpret the Constitution and by-Laws as well as the Standing Rules in order to advise the members.

Members may be referred to the Section of the Constitution on Disciplinary Action, Article VI, and the rules to be followed in making an official complaint. All complaints must be member to member. A complaint must be in writing if it is to be pursued by the committee and/or the Board, with the letter going to the Recording Secretary for processing, along with the corresponding fee that is required. Member against Board complaints and non-member against member of the club are not under the purview of the committee.

It does, however, benefit the member or the non-member to be able to voice a complaint to the committee, and be given a recommendation to write a letter of formal complaint to the Board if they so desire, but unless a complaint rises to that degree, it will not be an official action of the committee. Committee members are advised of the complaints but no

action is taken unless the complaint is member to member and a formal request for action has been stated.

The Constitution and By-Laws must be followed by the Board. Soon after appointment in 2007, the Ethics Committee made a recommendation to the Board that the WTCA Treasurer needed to be bonded as required by the by-laws. The Board followed up and bonded the Treasurer. The Ethics Committee may, from time to time, or upon a complaint voiced by a member, discuss with the President what the Board's understanding is of a specific provision of the Constitution and By-Laws is, and whether a modification of the current Board process needs to be recommended.

When the Ethics Committee receives a letter of complaint from a member, a written response will be provided.

If possible, the Ethics Committee should try to resolve complaints without the need for official action by the committee or the Board. The Board and/or a member of the club should be comfortable contacting the Ethics committee for discussion and clarification of the rules. The Ethics Committee, as any committee pursuant to the by-laws, shall always be subject to the final authority of the Board.

The committee may be comprised of three members of the club at-large with the President acting as an ex-officio member to advise the committee when necessary.

Submitted by Janet Fox Stephens, Chair



## **Hospitality Committee**

for MCKC Week Events

It is the responsibility of the WTCA hospitality committee to provide a dog friendly environment where WTCA members and guests can relax and socialize during the MCKC week.

Hotel:

- Select a headquarter hotel
- Meet with manager and sales director to discuss needs of WTCA
- Find correct dates (Wed-Mon) for MCKC events for next year
- Hotel should be dog friendly (large grassy area to set up xpens, exercise dogs, dogs allowed in guest rooms at no extra charge, dogs allowed in lobby and meeting room)
- Convenient to all dog events
- Block guest rooms (50+) a year a head of time
- Reserve meeting room for hospitality, boutique and annual meeting (be sure WTCA can provide own refreshments including beer/wine).
- No charge for use of meeting room Wednesday-Sunday
- Give manager diagram of WTCA set up for Wednesday-Sunday
- Reserve tables and table cloths
- Reserve chairs (70) and podium for annual meeting. Arrange for set up of chairs

Hospitality Committee:

- Discuss budget with treasurer
- Discuss with specialty chair the possibility of continuing members bring a treat to share from “their area” and if we ask for donations to help cover cost of purchased items
- Discuss with Fundraising chair and of hotel possibility of room raffle
- Discuss with president date and time of annual meeting
- Arrive Wednesday and set up hospitality
- Give desk names of people that have access to key for meeting room
- Schedule a committee member to be present in hospitality room afternoons and evenings from Wednesday to Saturday

- Provide refreshments Wednesday afternoon thru Saturday night
- Provide plastic “poop’ bags
- Provide donation jar for hospitality room
- Purchase variety of sodas, beer, wine, cheese and crackers etc. (I shop at Costco for food and supplies)
- Purchase paper and plastic goods (WTCA owns serving bowls and platters from \$1.00 Store)
- Provide Hostess bags (check with hotel to see how many members have booked a room) that contain for example: small water bottle, hand wipes, hard candy, packet of cookies/crackers, donated items
- Print and make available directions to all dog events (agility, conformation, earthdog)
- Provide ring numbers and times Welsh will be shown
- Have a follow up meeting with manager for comments from staff and WTCA
- Block rooms for next year
- Write articles for The WAG (Nov- a thank you, February dates for MCKC shows, rates for hotel. Other months include reminders and new information.
- Check periodically with management for number of guests reserved
- Keep receipts to be submitted to treasurer (Also good to keep for next year)
- Keep notes on suggestions from members, hotel staff, food, and beverages. Etc. (I keep a MCKC notebook from year to year)

Rie Hull

WTCA MCKC hospitality chair

May 2010

### **Nominating Committee**

The nominating committee should follow the instructions provided in Article IV, Section 4 of the WTCA By-laws including references to Article III, Section 1. All members of the committee should familiarize themselves with these two sections of the By-laws.

Additional guidelines:

- The committee chairman should place a notice in the February issue of the Wag requesting the membership to send any suggestions they have to the Nominating Chairman.
- The committee chairman can also check with the current President, Officers, and Board members for input.
- The committee chairman should determine which of the current officers are eligible to continue serving in their current positions.
- The committee should then decide if it is in the best interest of the club to leave any or all of the eligible officers in place keeping in mind the importance of a cohesive Board.
- The chairman should contact all of the currently serving officers that the committee would like to retain and make sure they are willing to serve another year.
- Once the available positions are known, the committee will then select the candidates according to the rules provided in the By-laws.

Ginny Winters 12/17/10

## **Webmaster**

The WTCA webmaster is responsible for three main areas:

- Maintaining the WTCA web site on the internet.
- Administering the QuickBase database for membership information.
- Working with the WAG committee to distribute the electronic WAG version.

Keeping the web site current primarily consists of formatting and posting show results, meeting minutes, committee reports and copies of the WAG. The following items should be kept updated as required:

Minutes for both membership and board meetings

Show results from both Montgomery County and the floating specialties.

Information regarding future shows including deadlines for advertising, entries, motel information and special events as the information is received from the specialty co-ordinator.

Committee reports and announcements received from various committees or the WTCA board.

Officer, board and committee membership and contact lists.

Current versions of the Constitution and Bylaws, Standing Rules, Code of Ethics, Requirements for Membership and the Membership Application.

Setting of password for the "Members Only" section of the web site and notification to club members of the password.

Administration of the QuickBase Membership Application consists of:

- Setting access for officers and committees that require it and removing access when no longer needed.
- Providing new report formats if required for club operations (example: a revised membership report for submission to the AKC done in 2009.)

Distribution of the electronic version of the WAG simply consists of posting the WAG on the web site in a private area, sending emails to the club members on the QuickBase list for electronic distribution and moving the previous WAG to the "members only" section of the web site.

Both the maintenance of the web site and the administration of the QuickBase Membership Application involve the use of passwords to access the internet. Keeping the passwords confidential and private is very important to maintaining the integrity of the WTCA's data. To maintain this

privacy the webmaster should not share administrative passwords with any other officer or committee, but should have them recorded in a secure location.

## **FORMS AND DOCUMENTS**

### **Sample Judge Contract**

Contract goes here.



# Welsh Terrier Club of America, Inc.

## Membership Application

Please type or print clearly. Mark N/A if a question does not apply.  
Applications with blanks will be returned.

Applicant's Name(s) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Home \_\_\_\_\_ 2nd Phone (optional) \_\_\_\_\_ E-Mail \_\_\_\_\_

List the number of *Welsh Terriers* currently owned or co-owned. Please include if spayed or neutered. \_\_\_\_\_

From whom and when did you acquire the above dog(s)? \_\_\_\_\_

Have you ever bred a litter? Yes No If yes, how many litters have you bred in the last three years? \_\_\_\_\_

Of what breeds? \_\_\_\_\_

Dog-related clubs or organizations of which you are a member \_\_\_\_\_

Have you ever been refused membership in or been suspended from any dog club or organization? Yes No

If yes, please explain \_\_\_\_\_

My interests in Welsh Terriers are (check all that apply): Companionship \_\_\_ Breeding \_\_\_ Conformation \_\_\_ Jr. Handling \_\_\_

Obedience \_\_\_ Earthdog \_\_\_ Agility \_\_\_ Rescue \_\_\_ Therapy Dog \_\_\_ Rally \_\_\_ Other \_\_\_\_\_

What areas of club activity would you be willing to work on? (For example, social, administration, education, fund-raising publications, tech support, rescue, shows and events) \_\_\_\_\_

Would you like to receive the club newsletter via electronic mail \_\_\_\_\_ or first-class US Mail \_\_\_\_\_?

Please state your reasons for wanting to join the WTCA. \_\_\_\_\_

In applying for membership to the Welsh Terrier Club of America, I (we) agree to abide by the rules and regulations of the American Kennel Club and the Constitution and By-Laws of the Welsh Terrier Club of America. I (we) promise to uphold the high standards set forth by the American Kennel Club and the WTCA. I (we) will not sell puppies for wholesale. Nor will I (we) sell litter lots, or sell to pet shops or puppy mills. I (we) agree to promote the pure-bred dog. I (we) will not exploit the Welsh Terrier in any way, but will strive to keep the welfare of the breed foremost in any endeavor. If any portion of this completed application is found to be falsified, membership in the Welsh Terrier Club of America may be rescinded at a future date. (For dual applications, both applicants must sign)

Applicant's full signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's full signature \_\_\_\_\_ Date \_\_\_\_\_

Membership must be proposed by two members in good standing from two different households who have held membership in the WTCA for at least two years and who have known the applicant for a least one year. This application must be accompanied by letters of recommendation from both sponsors.

Proposed by (print) \_\_\_\_\_ How long have you known applicant? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Proposed by (print) \_\_\_\_\_ How long have you known applicant? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Applications take from two to five months to process. The name of all applicants are published in our quarterly newsletter for comments from the membership prior to approval by the WTCA Board. Feel free to check with the membership chair regarding the status of your application.

**This application must be accompanied by a \$10.00 non-refundable application fee and the first year's dues.** Annual dues are \$60.00 for dual memberships, \$35.00 for individuals and \$15.00 for junior members. An additional \$10.00 fee is charged on foreign memberships (outside U.S. and Canada) to cover postage costs.

Mail this application, any supplementary information sheets, signed code of ethics form, sponsors; letters with the first year's dues and the \$10.00 application fee (payable to WTCA) to: **Ereign Seacord, Membership Chair, 1437 E. Shore Drive, Ithaca, NY 14850-8506, Phone (607) 277-4787, email: ehs6@cornell.edu.**

Rev. 6/2012



**WELSH TERRIER CLUB OF AMERICA, INC**

**Application for Renewal of Lapsed Membership**

Article I, section 4 (b) of the Constitution and By-Laws of the WTCA states

A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 90 days after the first day of the fiscal year. In no case may a person be entitled to vote at any Club meeting whose dues are unpaid as of the date of that meeting.

The Standing Rules do, however, provide for the renewal of lapsed membership at any time during the calendar year, stating

Dues payments are not accepted after April 1<sup>st</sup> of each year. After that date, WTCA membership is considered lapsed, and the member will not be included in the WTCA directory for that year.

After April 1<sup>st</sup>, a lapsed member renewal form must be completed and sent to the Treasurer with dues plus a \$10 late fee if renewal is requested within the calendar year. (June 1999)

If you wish your membership of the WTCA to be reinstated, please provide the following information, and return this form, with the appropriate payment, to the Treasurer, Fred Adams, 5113, Rocking Horse Lane, Sarasota, FL 34241

Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone (h) \_\_\_\_\_ (c) \_\_\_\_\_

Email(s) \_\_\_\_\_

\_\_\_\_\_

Amount enclosed \_\_\_\_\_

Date \_\_\_\_\_

Dues: Single \$35.00 + \$10 late fee

Joint \$60.00 + \$10 late fee

Junior \$15.00 + \$10 late fee

Foreign members without a US mailing address should add an additional \$10 fee.



# Sample Balloting Instruction Letter for Membership

## WTCA Slate Ballot

Please note the following directions:

Place your completed ballot in the enclosed ballot envelope.

Seal the ballot and insert it in the return envelope **(Use only the return envelope provided. Do not enclose any other correspondence, as this envelope will not be opened until immediately prior to the Annual Meeting on [date]).**

**BE SURE YOUR NAME AND RETURN ADDRESS ARE CLEARLY INDICATED ON THE RETURN ENVELOPE.**

Mail to: WTCA Recording Secretary, **[Name & address here]**

No petitions have been received from the membership nominating additional candidates for the following positions, so these positions are unopposed.

**[List positions]**

**[List names]**

In accordance with the WTCA By-Laws, written petitions were received by the WTCA Recording Secretary prior to August 15, 20?? with nominees for the following positions (Please vote for one candidate in each position.):

**[List Positions]**



**[List Candidates' names]**