



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

**(AS OF February 15, 2023)**

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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

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

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. (February 2009) (July 2021)

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 champions must be bred by the exact same breeders or co-breeders). (October 2020)

**Performance:**

**Highest Scoring Dog in Obedience:** This award will be for the dog with the highest score in Regular Obedience Classes. In case of a tie, the highest score in the highest class will win. (July 2021)

**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)

Sharon Abmeyer Memorial Award: An award to be given to the Welsh Terrier with the highest number of AKC points in all-breed competition for the year. (October 2021)

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)

Versatility Awards: These awards are offered by the WTCA to celebrate the versatility of the Welsh Terrier and to reward the efforts of the owner who competes in the different disciplines offered in AKC recognized events in which our breed is eligible to participate. There are two divisions; the WTCA Conformation Versatility Awards Level 1 & 2 for dogs who have earned an AKC Championship title, and the WTCA Performance Versatility Awards Level 1 & 2 for dogs who have not earned an AKC Championship title. (April 2017)  
There are two paths to earn a Versatility Award from the Welsh Terrier Club of America, either "Conformation" Versatility OR "Performance" Versatility. A dog who has achieved an AKC Championship is expected to use the Conformation pathway. A dog who is not an AKC Champion is expected to use the Performance pathway.  
Any title earned can only be used to satisfy the requirements of a single award...not used again for a different award. Individual dogs are eligible for either Conformation Versatility Awards or Performance Versatility Awards, but not both. (Jan 2019)

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)

If no club member offers to sponsor an existing Annual Award, the Award will not be offered that year. It will remain available for sponsorship by another club member in the future. (Sept 2018)

## **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 provide the names of the winners in each category to be announced at the Annual Dinner and for publication in the November Wag and the Annual Yearbook. (October 2020)

## **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 Welsh Terrier Breeders Memorial Trophy will be awarded to the Best of Breed winner at Montgomery. It is to honor deceased club members who have made an exceptional contribution to the club and covers the period from 1900, when the club was established, until the present. The names of the people being honored will be printed in the Montgomery catalog with the wording "This award is to be given in recognition and appreciation of breeders whose dedication and excellence have preserved and advanced the breed since the inception of the WTCA". Henceforward, recently deceased members may be nominated by the Board or by a club member for inclusion on the list of those being memorialized. Board approval will be required. The trophy is to be breed specific, and the cost is not to exceed \$75. (July 2021)

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 Homer Gage Trophy will be paid for from the Homer Gage Fund. The amount of the trophy will be \$150.00 (including all engraving and shipping) in 2022 and will be increased annually in line with inflation. (June 1997) (May 2012) (July 2021) (July 2022)

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 Code of Ethics or the Breeders List may result in the WTCA Board action for immediate removal from the Breeders List. (October 2020)

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	Hospitality	Specialty Shows
AKC Delegate	IT Committee	Standing Rules Review and Revision
AKC Gazette Breed Column	Judge's Education & Mentoring	Trophy
Annual Awards	Legislation & National Breed Alliance	Versatility Awards
Annual Awards Banquet	MCKC Ring Set-up	WAG
BRN Referral	Meet the Breeds – New York	Ways & Means
Budget	Meet the Breeds - Orlando	Webmaster
Floating Specialty (one for each year in the schedule)	Membership	Yearbook
Health	Membership Education	
Historian and Record Keeping	Nominating	
	Social Media	

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)

Members of the IT Committee will consist of The President, Vice President, the Membership Education Chair, and the Social Media Chair who will provide information to the Webmaster. Club members or committee chairs who want information included on the website should go through these individuals. (March 2022)

## **General Rules**

The Board may authorize funding for Ways and Means and other fund-raising projects. (October 1990) (August 2011) (Sept 2018)

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)

Members may nominate individuals (including professional handlers), who are not approved by AKC to judge Welsh Terriers, subject to AKC eligibility

requirements. Before nominating individuals not approved by AKC to judge Welsh Terriers, members should familiarize themselves with the AKC requirements, which may be found in the Procedures section of the Standing Rules and ascertain that their nominee is willing to fulfill the criteria required by AKC.

Members may also nominate foreign judges from the AKC Visiting Judges List or Federation Cynologique Internationale judges approved to judge Welsh Terriers. (January 2018)

The Recording Secretary will cull ineligible judges, specifically those not approved by AKC or FCI to judge Welsh Terriers (this information is readily available in the searchable Judges Directory on the AKC website, or the FCI Judges Directory at fci-judge.org) or who do not meet AKC eligibility requirements. The Recording Secretary will also exclude those who only receive one vote, and then compile a final list of the ten names with the highest number of nominations. (July 2008) (January 2018)

By August 15<sup>th</sup>, a final ballot of available judges will be sent to members.

An electronic system of balloting may be used. (March 2022)

If balloting is done by mail, 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)

If the winner of the election is not an AKC approved judge or is an FCI approved judge not included on the Visiting Judges List, the Board of the WTCA will request approval from AKC in accordance with AKC procedures. (See Procedures Section of the Standing Rules) (January 2018)

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)

If approval of an unapproved individual, or visiting judge status, is denied by AKC, the individual with the second highest number of votes will be selected to judge the National Specialty, subject to club and AKC eligibility requirements. (January 2018)

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 mailed with the Annual Yearbook. (March 1995) (April 2005) (August 2011) (July 2021)

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 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. The Treasurer will send a Lapsed Membership form to anyone who has been a member for at least ten years, who is an active Committee Chair or Committee member or who offers an Annual Award. (June 1999) (June 2018)

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 sent electronically via email to the membership or must be published in the WAG prior to the Board voting on membership. The Board will not vote on applicants until four weeks after notification of the membership either by email or by publication in the WAG. (February 2023)

## **Specialty Guidelines**

- 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 classes may not be shown by professional handlers, members of their families, or their employees unless such person is the sole owner or sole breeder, or co-owner or 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) (June 2018)

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, \$40/year for four (4) business card size ads. (October 2020)

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 by the 15<sup>th</sup> of the publication month. (June 2000) (Sept 2011) (Sept 2018)

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.

## 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]**

### **Nominating Committee Guidelines**

The nominating committee should follow the instructions provided in Article IV, Section 3 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.

## **Procedure for approval of National Specialty judges not approved by AKC.**

AKC now allows Parent Clubs to request individuals not approved to judge their breed to judge their National Specialty. Any individual may be requested, including, but not limited to, professional handlers. Approvals are done on a case-by-case and event-by-event basis, and a request can only be submitted by the Parent Club. Requests must be submitted to the Judging Operations Department to be reviewed by the Judges Review Committee and must be on the official AKC Parent Club form ([http://www.akc.org/pdfs/judges/Parent\\_Club\\_Request.pdf](http://www.akc.org/pdfs/judges/Parent_Club_Request.pdf)).

Individuals requested must meet all requirements as outlined in the Judges Approval Process:

- Must be 21 years of age or older
- Must be occupationally eligible (exception for professional handlers)
- Should be knowledgeable, with success in breeding/exhibiting/handling in the breed for 15 years or more
- Judges Review Committee will review the request at the next available monthly meeting

The Parent Club will be notified by the Judging Operations Department of the decision of the Judges Review Committee.

Individuals approved by the AKC Judges Review Committee will be notified by the Judging Operations Department and must then fulfill all remaining AKC criteria:

- Take and pass the Procedural exam
- Take and pass the Anatomy exam
- Take and pass applicable scales and/or wicket exam conducted by an AKC Executive Field Representative.
- Submit a non-refundable \$25 processing fee.

Upon completion of all requirements, AKC will notify the Parent Club and individual requested and assign a judge's number to the approved individual. Approval will be for the requested event only.

All individuals approved for Parent Club Specialties per their request are bound by the same Rules, Policies and Guidelines as approved judges in regard to the event in which they will judge. Approved individuals should familiarize themselves with the Rules, Policies and Guidelines for Conformation Dog Show Judges and/or contact the Judging Operations Department with any questions regarding exhibiting eligibility.

**Procedure for approval of National Specialty judges approved by the Federation Cynologique Internationale to judge Welsh Terriers but not included on the AKC Visiting Judges List.**

If the winner of the Judges Ballot is a foreign FCI judge approved to judge Welsh Terriers but who is not included on the AKC Visiting Judges list, the WTCA must initiate the process for AKC's inclusion of the individual on the Visiting Judges List. The WTCA will first contract the foreign judge to officiate at the National Specialty.

When AKC receives notice of WTCA's selected judge, the Event Planning department will begin the visiting judge application process. Judging Operations will contact the foreign judge with an application to be completed and will also contact the foreign registry to confirm the individual's approved breeds.

## 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. 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 Susan Lucas, [rlucas10@cox.net](mailto:rlucas10@cox.net).

**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!**

## **WTCA Versatility Awards**

The Versatility Awards are to celebrate the versatility of the Welsh Terrier and to reward the efforts of the owner who competes in the different disciplines in which our beloved breed is allowed to excel. There are two divisions; the WTCA Conformation Versatility Awards, Level 1 & 2 for dogs who have earned an AKC Championship title, and the WTCA Performance Awards, Level 1 & 2, for dogs who have not earned an AKC Championship title. In order to qualify for an award, dogs must have earned titles in three separate disciplines for Level One, and four separate disciplines for Level Two.

All owners must be members in good standing throughout the entire award year, which runs from July 1 - June 30. All titles must be achieved by June 30 of the relevant award year.

### **Conformation Versatility Award**

#### **Level One Requirements**

1. AKC Championship
2. Either an AKC Junior Earthdog title or Barn Hunt RATN title

*Plus any 1 recognized AKC Performance title or Barn Hunt Association title at novice or equivalent level*

#### **Level Two Requirements:**

1. AKC Championship
2. Either an AKC Junior Earthdog title or Barn Hunt RATN title

*Plus any 2 recognized AKC Performance titles or Barn Hunt Association titles at senior or equivalent level*

### **WTCA Performance Versatility Award**

#### **Level One Requirements**

1. Either an AKC Junior Earthdog title or Barn Hunt RATN title

*Plus any 2 recognized AKC Performance titles or Barn Hunt Association titles at novice or equivalent level*

#### **Level Two Requirements**

1. Either an AKC Junior Earthdog title or Barn Hunt RATN title

*Plus any 3 recognized AKC Performance titles or Barn Hunt Association titles at senior or equivalent level*

Board approved June 2018

## **Teleconference Board Meetings: Guidelines for Members**

Members of the WTCA are entitled to attend (but not take part in) Board meetings and listen in on Board meetings held by teleconference call.

Any member who would like to listen in on a teleconference Board meeting should contact the Recording Secretary, Wendy Warnock, (wendywarnock@bellsouth.net) who will arrange for them to be provided with a telephone number and access code for the meeting.

Members may not participate in Board teleconferences and should keep their phones on 'mute' until the agenda item 'Members' Q and A', at which time, they will be able to put a question to the Board (after taking their phone off the mute setting), but may not instigate a discussion. This mute setting will allow the member to listen to the meeting, but not speak. It will also filter out any distracting background noise, so that the Board can conduct their business. The member may not take part in any discussion by the Board.

Members may not listen in on Executive Board Sessions when the Board will be discussing issues involving individual members, the acceptance of new members, or any other issue of a sensitive nature.

Members may email questions to the Board in advance of the meeting. These will be discussed at the discretion of the Board and as time permits. In the event that an emailed question is tabled, the member putting the question will be informed by email.

## **Photo Policy for Website**

All club members may send photos to the Webmaster for publication on the website. Photos will be retained to provide a photo library and will be published at the Webmaster's discretion.

All submitted photographs must be high resolution.

Any photos of quality, well-groomed Welsh Terriers will be considered. These will include photos of Welsh Terriers competing in conformation, and events that demonstrate skills for which Welsh Terriers were bred, such as Earthdog, and Barn Hunt. Photos of dogs competing in agility, obedience, rally, will also be included as examples of fun things to do with your Welsh, but shouldn't give the impression to someone looking specifically for a dog with which to compete seriously in agility or obedience that the breed as a whole has a natural aptitude for this type of event.

Dogs should not be identifiable from the photos, with the exception of win photos from WTCA specialties, supported entries and sponsored events when the name and date of the event, the name of the dog and the owner, and the award won will be included.



# WTCA Disciplinary Process Guidelines

2021 WTCA Ethics Committee



WTCA Disciplinary Process Guidelines  
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## WTCA Disciplinary Process Guidelines

### Introduction

The purpose of this document is to provide information and guidance. As a guideline, this document provides recommendations that, while reviewed by the 2021 WTCA Board, should not be construed as rules. The rules governing WTCA disciplinary process, beginning with the highest authority, are: Laws of New York state (where the club is incorporated); Constitution and Bylaws; Rules of order ((parliamentary procedure); and Standing Rules. These guidelines are intended to assist WTCA members and Board, should they find themselves involved in a situation that may require disciplinary action, but the guidelines are not part of the official WTCA governance process.

To ensure that these guidelines are consistent with AKC processes and guidelines, the Ethics Committee consulted with the AKC Member & License Club Coordinator, Susan Zucker. She, in turn, has pointed us to the AKC bylaws and documents clarifying AKC bylaws pertaining to disciplinary process and related governance. Where relevant, this document will reference information and guidance provided by Ms. Zucker and pertinent AKC documents. While WTCA is governed by the approved WTCA bylaws, this guide will also provide some information on AKC's most recent sample bylaws published February 23, 2021 ([SAMPLE-CONSTITUTION-AND-BYLAWS-FOR-PARENT-SPECIALTY-CLUBS.pdf](#)) since this document provides a view of AKC's current thinking on the disciplinary process. As an example, AKC has updated the heading "ARTICLE VI, Discipline" to now read "ARTICLE VI, Discipline, *[In accordance with State Law]*", to emphasize the importance that a club knows and complies with the law in the state in which it is incorporated. The sample bylaws may also provide examples of reasonable processes that are consistent with current WTCA bylaws and may be supportive of the WTCA disciplinary process.

A large portion of this document will follow the layout of content in Article VI Discipline of the WTCA Bylaws. For each section of the Article, the section will be reproduced, followed by additional information and guidance from the Ethics Committee. Please note that we are referencing the WTCA Bylaws and AKC documents in existence as of March 2021. Any subsequent updates to the Bylaws may necessitate an update to this document and it may be advisable to check for updates to referenced AKC documents.

WTCA Disciplinary Process Guidelines  
ARTICLE VI Discipline

SECTION 1. ***American Kennel Club suspension.*** *Any member who is suspended from the privileges of the American Kennel Club automatically shall be suspended from the privileges of this Club for a like period.*

Information and Guideline

1. In their most recent sample bylaws, the AKC amended “the privileges” to “**any of the privileges**” since some, but not all, AKC privileges may be suspended. In the absence of a WTCA Bylaw update, whether SECTION 1 allows for suspension of club privileges based on a suspension of some, but not all, AKC privileges may not be clear. The AKC Bylaw FAQ document <https://www.akc.org/clubs-delegates/clubs/forming-a-club/club-bylaw-services/> notes that “As far as AKC suspensions are concerned, a member of **a** club can be suspended **either if any or all** of their AKC privileges have been suspended. ***This determination is to be made by each club’s board of directors until such time as the membership votes to amend the language in the bylaws.*** Since most bylaw provisions were adopted at the time when only *all* AKC privileges would be suspended, clubs have interpreted “the privileges” to mean all privileges, unless an amendment is adopted by the members which specifies “any” AKC privileges.”
  
2. Per the AKC Bylaw FAQ document, the Club’s suspension can either run concurrently with the AKC’s suspension or begin when the board is notified and determines the effective date.

WTCA Disciplinary Process Guidelines  
ARTICLE VI Discipline

**SECTION 2. Charges.** *Any member may prefer charges against a member for alleged misconduct prejudicial to the best interests of the Club or the breed. Written charges with specifications must be filed in duplicate with the Recording Secretary together with a deposit of \$100, which shall be forfeited if, following a hearing, the Board or a Committee does not sustain such charges. The Recording Secretary shall promptly send a copy of the charges to each Officer and member of the Board or present them at a Board meeting, and the Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interests of the Club or the breed. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interests of the Club or the breed, it may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges, it shall fix a location, date and time for a hearing by the Board or a Committee of not less than three persons on the Board, not less than three weeks nor more than six weeks thereafter. The Secretary shall promptly send one copy of the charges to the accused member by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in his own defense and bring witnesses if desired.*

Information and Guideline

1. Preferring Charges: Written charges and specifications should be clear and concise to ensure that the Board and accused member have a good understanding of what is being alleged. The Complainant may state the charges in whatever way they feel is appropriate however we have provided a recommended format and guidance in Appendix 1.
  
2. Sustaining Charges: In determining whether or not to entertain jurisdiction, the Board determines whether or not the alleged behavior constitutes conduct prejudicial to the best interests of the Club or the breed. The Ethics Committee strongly recommends that violation of the WTCA Code of Ethics be considered conduct prejudicial to the Club or breed however conduct not covered by the Code of Ethics may also be considered. The Board will not consider whether or not the accused member may be guilty of the charges at this time and should not review evidence as part of this assessment.
  
3. Hearing Committee:
  - a. Comprised only of Board members. The committee must have at least 3 members. The authority to hear disciplinary matters cannot be transferred or delegated to any other individual.
  - b. Any member of the Board having a business or personal relationship with either the accused member or the complainant should recuse themselves from the Committee. It is suggested that other than such recusals, all Board members

serve by default on the Committee in order to avoid the appearance of impropriety or structuring the committee to favor one side or the other.

- c. Either the complainant or the accused member may submit specific objections to any board member participating in the disciplinary process. Please refer to the AKC Bylaw FAQs for descriptions of process and possible outcomes. <https://www.akc.org/clubs-delegates/clubs/forming-a-club/club-bylaw-services/>
- d. Where Article VI uses the phrase “Board or Committee”, it is understood to be referring to the hearing committee defined above.

WTCA Disciplinary Process Guidelines  
ARTICLE VI Discipline

SECTION 3. **Board Hearing.** *The Board or Committee shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treated uniformly in that regard. Should the charges be sustained, after hearing all the evidence and testimony presented by complainant and defendant, the Board or Committee, by a majority vote of those present, may reprimand or suspend the defendant from all privileges of the Club for not more than six months from the date of the hearing, or until the next Annual Meeting if that will occur after six months. And, if it deems that punishment is insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the reprimand or suspension shall not restrict the defendant's right to appear before his fellow members at the ensuing Club meeting which considers the recommendation of the Board or Committee. Immediately after the Board or Committee has reached a decision, its findings shall be put in written form and filed with the Recording Secretary. The Recording Secretary, in turn, shall notify each of the parties of the decision and penalty, if any.*

Information and Guideline

1. Board hearing process: Per the AKC Bylaw FAQs, Section XI "The Hearing" of the AKC document "Dealing with Misconduct at American Kennel Club Events" [RDMSC4.pdf \(akc.org\)](#) may be used as a reference for process. It is explicitly noted that this is the only section of the publication which can be utilized in connection with an internal club hearing which has resulted after charges have been filed in accordance with Article VI.

Regardless of whether the Committee chooses to follow the process proposed in "Dealing with Misconduct at American Kennel Club Events", the following should apply:

- a. Evidence and witnesses may be presented by both the complainant and the accused. A charge is unproven unless supporting evidence is provided.
  - b. The accused member should have access to all evidence supporting the charges and be present during all witness testimony. The accused member has the right to question the complainant's witnesses.
2. Interpretation of Section XI, "Dealing with Misconduct at American Kennel Club Events", The Hearing: As this document was developed as a guide for Event Committees, some of the roles, process and terminology require interpretation when applied to an internal WTCA disciplinary hearing
    - a. Section XI refers to a role known as the "Chair". (Originally intended to mean Event Chairman). It is recommended that the Committee designate one member to serve as "Chair".

- b. To maintain orderly procedure, Section XI suggests that only the Chair ask questions of witnesses except for points of clarification. If this procedure is followed, it is important that the hearing process allow for Committee members to feed substantive questions to the Chair during the hearing.

WTCA Disciplinary Process Guidelines

ARTICLE VI Discipline

SECTION 4. **Expulsion.** *Expulsion of a member from the Club may be accomplished only at the Annual Meeting of the Club following a hearing and upon recommendation of the Board or Committee as provided in Section 3 of this Article. The defendant shall have the privilege of appearing in his own behalf though no evidence shall be taken at this meeting. The President shall read the charges and the findings and recommendations, and shall invite the defendant, if present, to speak in his own behalf. The meeting shall then vote by secret ballot on the proposed expulsion. A 2/3 vote of those present and voting at the Annual Meeting shall be necessary for expulsion. If expulsion is not so voted, the suspension shall stand.*

Information and Guideline

No comment.

This section is consistent with the Feb 23, 2021 AKC sample bylaws.



Appendix 1  
Filing Charges Against a WTCA Member

As stated in Article VI Section 2 of the WTCA Constitution and Bylaws: *Any member may prefer charges against a member for alleged misconduct prejudicial to the best interest of the Club or breed. Written charges with specifications must be filed in duplicate with the Recording Secretary together with a deposit of \$100, which shall be forfeited if, following a hearing, the Board does not sustain such charges.*

In order for the filing to be actionable by the Board, it is important that the charge and specifications be stated clearly and concisely.

The following template and examples may be used as a reference to assist in filing charges:

I, \_\_\_\_\_, charge \_\_\_\_\_ with conduct prejudicial to the best interest of the Club or breed based on the following:  
Specification 1: ....  
Specification 2: ....  
Etc.

Writing Clearly

Well written specifications are unambiguous, specific, and only contain information that pertains to the alleged misconduct. Proof and supporting narrative specific to the misconduct being charged may be provided if they will assist the Board in determining whether to assume jurisdiction for the case however it is critical that they reinforce and not confuse the charges.

In deciding whether or not the WTCA Board will assume jurisdiction for these charges, the Board must decide whether a member's behavior, if proven, constitutes conduct prejudicial to the best interests of the breed or Club. Proof of prejudicial conduct does not need to be submitted when charges are preferred but will be needed if/when the case proceeds to a hearing.

## Appendix 2 Roles and Responsibilities

### Responsibilities of the WTCA Board:

- Review charges and determine whether or not the Club should accept jurisdiction
- Set the date, time and location of a hearing
- Determine the Committee that will participate in the hearing

### Responsibilities of the WTCA Recording Secretary:

- Receive written charges with specifications and deposit
- Promptly send a copy of the charges to each Officer and member of the Board or present them at a Board meeting
- If the Board accepts jurisdiction, promptly send one copy of the charges to the accused member by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in his own defense and bring witnesses if desired
- To conduct a hearing by teleconference, obtain written consent from all parties to the hearing

### Responsibilities of the Hearing Committee:

- Determine whether legal counsel will be allowed. Inform the complainant and accuser
- It is not the responsibility of the Committee to investigate the charges or provide evidence that support or disprove the charges
- Finalize details of the hearing process and ensure all parties to the hearing are aware of the process in advance of the hearing
- Ensure all parties to the hearing are aware of their rights in advance of the hearing
- During a hearing:
  - Actively listen without prejudice to all the evidence and testimony presented by complainant and accused member
  - Ensure to the best of their ability that clear and complete information is obtained by requesting clarification and asking questions as needed during the hearing in the manner prescribed by the hearing process
- Determine whether the accused member is guilty of the charges and, if guilty, the consequent punishment as allowed by Section 3 **Board Hearing**.
- Document the Committee's decision and convey to Recording Secretary

### Responsibilities of the Accused Member:

- The accused member is solely responsible for his defense. More specifically,
  - If the Committee has decided that legal counsel is allowed during the hearing, the accused member is solely responsible for retaining his own attorney

- The accused member is responsible for providing all evidence and witnesses in his defense.

#### Responsibilities of the Complainant:

- State the charges in a clear and concise manner
- Send written charges in duplicate along with a deposit of \$100 to the Recording Secretary
- The complainant is solely responsible for providing evidence and witnesses in support of his charges.
- If the Committee has decided that legal counsel is allowed during the hearing, the Complainant is solely responsible for retaining his own attorney

### Appendix 3 General Remarks

1. Confidentiality: All officer and board communications pertaining to a disciplinary event should be treated as confidential and disclosed outside the board only on a need-to-know basis. All written communications should be clearly marked as board confidential. Meetings pertaining to the disciplinary event are executive sessions and as such are board confidential.

Members involved in any aspect of the disciplinary process should behave respectfully towards all parties involved. Information learned during a hearing or about the hearing process should be treated as confidential.

2. Complaints from non-members: The WTCA disciplinary process is an internal process intended to deal with members whose conduct is prejudicial to the best interests of the breed or Club and as such allows charges to be filed by members only. Non-members who believe that a member's conduct is prejudicial to the best interests of the breed or Club may bring this to the attention of a club member however only the member may file charges. Other remedies available to non-members may be local animal control, police and civil court, depending upon the nature of the issue.

3. Applicability and interpretation of Robert's Rules: As mentioned in the Introduction, the rules governing WTCA disciplinary process, beginning with the highest authority, are: Laws of New York state (where the club is incorporated); Constitution and Bylaws; Rules of order ((parliamentary procedure); and Standing Rules. While the WTCA Bylaws clearly define the overall disciplinary process, there are some aspects of the process that may be open to interpretation. It is the Board's job to interpret the Bylaws and where they believe the Bylaws do not provide explicit direction, turn to Robert's rules of Order for that direction. In turn, the interpretation of Robert's Rules and how/when they apply to the WTCA Disciplinary Process is also a Board responsibility. When Robert's Rules are relied on, we strongly encourage the Board to consult with a Parliamentarian to avoid even the appearance of unjust process or impropriety.