AMERICAN SHETLAND SHEEPDOG ASSOCIATION

Member of the American Kennel Club

POLICY MANUAL
and
TRANSITION BOOK

for

OFFICERS
MEMBERS OF THE BOARD OF DIRECTORS
AKC DELEGATE
LEGAL COUNSEL COMMITTEES/
CHAIRPERSONS

November, 2022

PREFACE

This Transition Book is to be used by all Officers, Board Members and Committee Chairpersons. It is a guide to help all involved be current with the responsibilities associated with each position.

Send all recommended changes for this Transition Book to the Vice President, whose responsibility it is to maintain it and update it on a continuing basis. The updated portions must be sent by the Corresponding Secretary, to the appropriate committee heads and/or Board members. All updated pages must be sent by the Vice President to the Corresponding Secretary with each revision.

GENERAL INFORMATION AND POLICIES

All meetings shall be conducted in accordance with the following order of precedence:

1. Constitution and By-Laws
2. Robert's Rules of Order Revised.
3. Majority vote of the Board of Directors.
4. Majority vote of the membership
5. Transition book.

The order of precedence to follow for performance of duties shall be:
1. Constitution and By-Laws
2. Robert's Rules of Order Revised.
3. Majority vote of the Board of Directors.
4. Majority vote of the membership
5. Transition book.

All of the above must not be in conflict with the laws of the state of New York, non-profit corporations or any Federal laws. If found to be in conflict steps should be taken to rectify the situation in the appropriate manner. In like manner, if the above means do not address a situation at hand; the laws of the State of New York should rule in the situation, to the extent that they apply.

Correspondence generated by Board members and chairpersons should be on official **ASSA** letterhead stationery. Letters should be dated and signed, and include the typed (or printed) name and title (position) of the person sending the letter. Personal and unofficial notes and comments should not be expressed on the official stationery. (9/94)

All Committee Chairpersons must keep the Corresponding Secretary informed by sending him/her copies of all correspondence sent out on ASSA stationary.

Letters concerning proposed members must be forwarded to the Membership chairperson.

"Dyeing, sculpting, shaving, leading, fixing ears, tails and other like practices and excessive chalking, coloring and trimming are an affront to the integrity of the Shetland Sheepdog and are not in the best interest of the breed. The ASSA encourages sportsmanship, protections of the breed's integrity and getting back to basics of Shelties shown naturally. The ASSA discourages regional clubs from perpetuating these grooming practices through advanced grooming seminars." (4/90)

At the National Specialty, the annual meeting will be held separately from any other scheduled events with only ASSA members attending the meeting. (11/12)

The ASSA logo may only be used by ASSA members with the word "member" written beneath it.

All written documents or publications that carry the ASSA logo are to utilize the "copyright" © mark or carry the information: Copyright protected, American Shetland Sheepdog Association (plus the year it was printed. (5/97)

"Brags" will not be allowed on the ASSA Member YAHOO Group List. (5/05)

National Show: A person who is under contract to judge at the **ASSA** National Specialty Show (any show or trial) should not exhibit, enter or handle a dog at the same National. (any show or trial) (9/04)

Discontinue the yahoo list and replace it with a Google group. (9/2019)

Subscribe to an automatic mail service such as Constant Contact to communicate with the membership. (9/2020)

General Information and Policies (cont)

Silver plated over bronze Medallions are available for sale to ASSA member clubs only for use only as awards to WD, WB, and HIT - Obedience at local specialty shows. (5/97) The price of medallions was raised from $25.00 to $35.00 to cover rising cost and postage (9/24)

ASSA will provide two (2) ASSA Medallions free of charge per calendar year for use at their specialties to Member Clubs in good standing effective January 1, 2016. (9/15)

The club must engage a sheltie or collie breeder judge to judge the specialty show at which it is to be awarded. (4/25)

ASSA medallions can be awarded to High In Trial Herding winners by member clubs but only if the event is limited to Shelties. (4/04)

Any AKC suspension of privileges shall automatically result in a suspension of like privileges from this club fora like period of time. (4/09)

"The kennel name Barwood" is now officially restricted from being used for Shetland Sheepdogs. (9/15)

“The kennel name Carmylie” is now officially restricted from being used for Shetland Sheepdog.(9/24)

ASSA Store has taken shape since Fall 2015.
Funds ($5,000) transferred to account from National Show account.
Store website created using Shopify (an ecommerce online website) for test run with National souvenir merchandise; currently selling online clothing items and seat cushions. (4/16)

AKC National Championship Show
ASSA donate the money to support the five conformation medallions as well as the top agility and obedience shelties for the year 2016 at the AKC National Championship sponsored by Royal Canin. (9/16)

Rescind the ASSA policy to send the National premium list to members via first class mail. (7/17) ASSA to use Benchmark as an E-mail Provider. (9/17)

Create a new ASSA google list and shut down the ASSA Yahoo list due to management difficulties. (9/18) Establish ASSANews@ASSA.org as the ASSA mass e-mail address. (9/18)

ASSA Store closed 4/22 and the total of the funds from the ASSA Store and Souvenir Account will go back into the general account (9/22)

An exploratory committee will be formed to gather more information regarding mail or electronic voting Chaired by Sherry Deeds and Liz Bianchi (9/22)

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SECTION I - BOARD OF DIRECTORS AND ADVISORS

POLICIES

Officers and Board Members

"AKC Policy on use of E-Mail communication by Parent Club Board of Directors"

"If the laws of the state in which a Parent Club is incorporated allow for the use of electronic communication, a club may consider implementing this vehicle of communication. AKC makes a distinction between holding meetings and conducting business:

Meetings - are defined as gatherings where attendees see and/or hear each other. This includes meeting (in person) "physically" in the same room or conducting a meeting by video conference or teleconference.

Business (voting) -- can be conducted at meetings or through mail, fax or e-mail. In order for business to be conducted by e-mail the following precautions must be in place:

1. Every board member must be provided with the means to participate;
2. A procedure must be in place to verify the identity of the individuals participating to ensure that they are eligible board members;
3. A mechanism must be in place to verify that the eligible board members are "listening"; and
4. All board members must agree to participate in this manner.

Email cannot be utilized that requires a secret ballot.

The use of e-mail communication establishes a written record, which would be subject to discovery in any legal proceeding. If any Board Member, contrary to the record, attests that he/she was not the person participating or was not provided with the means to participate, AKC might have no option but to nullify any actions taken.

If the laws of the state in which a Parent Club is incorporated allow for the use of electronic communication, a club may consider implementing this vehicle of communication. AKC makes a distinction between holding meetings and conducting business."

Conducting Business by Electronic Means:
In order to conduct ASSA Board of Directors business by electronic means, each ASSA Board Member must sign the following agreement:
1. The Board Member has the electronic means to join in discussion with the Board by e-mail AND
2. The Board Member agrees that if the President requests a vote on the subject via e-mail, he/she will do so within the time period allotted (minimum 10 days, maximum 14 days) and abide by the decision of the majority of the Board.

Upon Presidential request for a vote, The President OR Recording Secretary will post a summary of the motion with the subject line *****vote****. the board will respond individually with their votes within the allotted time period and the recording secretary will record each vote, ensuring she/he received a vote from each member of the board. When a resolution has been achieved, the recording secretary shall announce the results on the vote by posting the vote to the board. This vote shall become part of the "interim business conducted by the board" report given to the board at the next board meeting and shall become part of that board meeting's minutes under topic of same name. (5/05)

POLICIES (continued)

Voting Policy -Abstaining from voting on a question of direct personal interest: No member of the board should vote on a question in which he has a direct personal or pecuniary interest not common to other members of the organization. For example: if a motion proposes that the organization enter into a contract with a commercial firm of which a member of the organization is an officer and from which contract he would derive personal pecuniary profit, the member should abstain from voting on the motion. As Board members are members of the Association, this rule would apply to them, as do the ASSA's Guidelines for Ethical Behavior. (9/96)

The above rule will apply to personal dealings with applicants for membership. (9/96)

Any person nominated for any office or board position will sign a statement that they will not accept outside compensation (reaffirmed: 9/94)

All committees that handle funds shall make a financial report, written or in person, at the Board Meeting held in conjunction with the National Specialty Show. See Art. VI, Sec.3.

Ex-Officio Members of the Board: AKC Delegate, National Show Chairperson, Legal Counsel, Outgoing President (for 1 year after the end of term) Each of the individuals is invited to attend Board meetings and participate in discussion, however, they cannot vote on any issues. (9/03)

Ex-Officio members to include AKO Delegate, Legal Counsel and outgoing President for 1 year after end of term. Each individual is invited to attend Board Meetings and participate in discussions, but not vote. (9/17)

Compensation/Travel Expenses: Any person nominated for any office or board position will sign a statement that they will not accept outside compensation (reaffirmed: 9/94)

All accounts will have a back-up signatory. The Treasurer shall be the alternate signatory for all operating accounts and the President shall be the back-up signatory for the Treasurer's account (5/97)

Nominating Judges for AKC Invitational Shows: The ASSA Board will handle AKC requests for judge nominations for AKC Invitational Shows. (3/01)

PRESIDENT

Prepare a proposed agenda for each Board meeting and assure that background information on pending actions is in the hands of each Board member and the AKC Delegate at least 2 weeks prior to each meeting.

Appoint or re-appoint Committee Chairpersons (with approval of the Board) at the fall Board meeting. Forward

correspondence (with notations/recommendations) to the Corresponding Secretary for replies. Other

correspondence will be forwarded to the proper Committee chairperson.

Use form letters whenever possible.

Call special Meetings of the Board as needed. Issue instructions to the Recording Secretary for business to be conducted by mail.

President should receive written reports from ALL Committees 4 weeks prior to Board Meeting. Give a condensed report to the Board. Give the Vice President changes necessary for the Transition Book.

The fall board meeting location, date and time will be designated by the President at the time the nominating committee is appointed, in accordance with Article II, section 3, (centrally located and not in conjunction with a dog show weekend.)

Pertaining to appropriate expressions of sympathy to the families of deceased members, the President has the discretion as to sending cards or flowers as expressions of sympathy. The President will take into account the member's longevity with the ASSA and support of the organization and their contributions to the breed in determining the appropriate expression of sympathy.

Communication, by phone or by correspondence, between the President and Vice President is essential to insure efficiency of the ASSA.

Post highlights of the board meetings to the ASSA Member YAHOO GROUP Internet site and/or the ASSA Blog site in a timely manner. (11/12)

Ownership of the ASSA Yahoo list will be transferred to each new president. (4/09)

VICE PRESIDENT

Represent the President as Chairperson or Liaison for such committees as designated by the President.

Communication, by phone or by correspondence, between the President and Vice President is essential to insure efficiency of the ASSA.

Obtain the Past Presidents Award before the next ASSA National's General Meeting. (An engraved gavel). (11/12)

Keep a log of all activities and events to which he is assigned to assist in updating the Transition Book.

Keep the Transition Book updated using information from motions, committee reports and other sources as necessary.

Forward updated pages to the Corresponding Secretary, Recording Secretary and Webmaster.

Distribute the Transition Book to all newly elected Board Members. This can be done regular mail or email. Send only the pages pertaining to their new positions and suggest that they read the Transition Book in it's entirety

Keep a log of all activities and events to which you are assigned to assist in updating the Transition Book

RECORDING SECRETARY

Set up a yearly schedule to carry out duties of office.

Record the minutes according to the Constitution and Robert's Rules of Order.

Send rough draft of Minutes to each Board member for their correction and/or approval within fourteen days following the meeting. Be sure to list the author of motions, seconds and the vote of each member. Make necessary additions and/or corrections based on Board input and submit to Bulletin Board and website within thirty days following the meeting.

Allow the recording secretary access to the ASSA website to make changes to any verbiage regarding the Recording Secretary duties. (9/25) At the end of the dues renewal grace period for 2025, Recording Secretary will change the password and send it out to the membership via constant contact (9/25)

Supervise annual elections in accord with the election procedures and deadlines calendar.

Maintain a record of the total number of votes cast and the number of the votes received in each election. Release the actual vote counts along with the result of the balloting vote for the election of the Officers and Board of Directors, the selection of the judging nominees for National Specialties, and the actual vote count along with the result of the balloting for the final election of the National Specialty judges. Notify all current Officers, Board members, the AKC Delegate, the Bulletin Board editor and all nominees of the election results.

Maintain a current Transition Book with the duties of Officers, Board Members and Committee Chairpersons as part of the permanent ASSA club records. (Transition Book updates the responsibility of the Vice President).

Keep Recording Secretary's files current and send "retired" minutes to the Historical Committee (Archives) for storage.

Forward correspondence received from the public to the Corresponding Secretary or to the appropriate Committee Chairperson for reply.

Compose an Action List of items pertaining to committees to be sent to the Corresponding Secretary following each Board and Annual meeting. The Corresponding Secretary will communicate these items to the committee heads.

Bring pending membership applications to each board meeting.

Maintain file of new member applications with Board action taken.

Make copies of the AKC title notifications and distribute them to the Handbook Editor, or designated representative, and Awards Chairperson. Forward the originals to the Historical Committee Chairperson on a periodic basis.

VOTING PROCEDURES: JUDGES

Send procedure and eligibility requirements of Judges for National Specialty to members with the nomination ballot.
Each ASSA member in good standing may nominate three conformation judges providing the person nominated fulfills the following requirements. (9/04)
All nominees must be approved to judge by the AKC no later than June 1, the time member nominations to judge the ASSA National Specialty cease. No provisional judges are acceptable. A person is not eligible to judge the National Specialty for seven (7) years following the National Specialty he has judged.

The 12 nominees receiving the most ballots, pending their written acceptance and all qualifications have been met, will then be placed on the final ballot. In case of ties, the extra nominees will be placed on the ballot. There must be a minimum of 12 nominees on the ballot. (4/03)

Each member is to a cast a vote for up to three nominees on the ballot.

The person receiving the highest number of votes will judge their choice of Best of Breed, dogs or bitches. The person receiving the second highest number of votes shall judge one of the remaining two choices. The person receiving the third highest number of votes shall judge the remaining class. (9/03)
The conformation judge who judges the regular dog classes will also judge the veteran and stud dog classes. The conformation judge who judges the regular bitch classes will also judge the veteran and brood bitch classes. (9/03) Junior Showmanship: The judge for Junior Showmanship will be selected according to the following criteria in the order listed:

a) Conformation Judge assigned to judge the dog classes.
b) Conformation Judge assigned to judge the bitch classes.
c) Conformation Judge assigned to judge the Best Of Breed class.
d) Licensed Junior Showmanship judge who is seated on the ASSA Board at the time judging assignments for a specific show are made. (9/03)

When each judge nominee has agreed to appear on the ballot and meets all eligibility requirements, each nominee must be sent a letter confirming acceptance of the nomination, requesting a resume' (not to exceed 250 words) during the time frame allotted (9/07)), and reminding them to conduct themselves according to the AKC Guidelines for Conformation Dog show Judges. Both Futurity and Conformation judges are expected to adhere to these Guidelines which clearly state a judge should "Never solicit or promote assignments."

The letter will also give nominees the requirements as to fees, limits on assignments, eligibility requirements and handling restrictions, etc. before the final vote. Each regular conformation nominee on the final judges ballot must agree to the ASSA expense policy.

The Judge agrees that neither the Judge nor any person residing at the Judge's address(s) shall judge, exhibit, act as agent or handler for Shetland Sheepdogs at any AKC sanctioned conformation dog event held in North America for a period of four (4) months prior to the dates of this assignment. In addition, and notwithstanding the foregoing, the Judge agrees not to attend or be present during any independent specialties for the same four month period.
The AKC defines exhibitor as a "person who owns or co-owns and entry, or, is an agent, handler, or professional handler for an entry at a dog show. The term Exhibit has the same scope of definition as Exhibitor." Therefore, I understand the "exhibit" means no dog(s) owned or co-owned or by me or person(s) residing at my address(es) can be entered or shown at AKC conformation events for the period of four (4) months prior to my assignment. (9/25)
This is to alleviate the appearance of impropriety". The letter should also include the date, year and location of the particular National Specialty, if available.

Each ASSA member in good standing may nominate one Futurity judge providing the person nominated fulfills the following requirements:

1. The Futurity judges shall be selected under the same procedures with the same requirements as listed above except that: they need not be an approved Sheltie judge, may be on provisional judging status, are not allowed to exhibit for the four months prior to the National in North America and they may be professional handlers.

2. Any person nominated to judge the National Futurity must have been an ASSA member for at least three years and must be a current member in good standing at the time of nomination.

_____
Compose an Action List of items pertaining to committees to be sent to the Corresponding Secretary following each Board and Annual meeting. The Corresponding Secretary will communicate these items to the committee heads.

Bring pending membership applications to each board meeting. Maintain

file of new member applications with Board action taken.

Make copies of the AKC title notifications and distribute them to the Handbook Editor, or designated representative, and Awards Chairperson. Forward the originals to the Historical Committee Chairperson on a periodic basis.

Send copies to the AKC Delegate of all correspondence with the AKC.

POLICIES

A tape recorder may be used to record motions and voting during Board meetings to insure the accuracy of the minutes at the discretion of the Recording Secretary. (reaffirmed 5/96)

Although not defined in the **ASSA** By-Laws, election of judges is tied to the By-Laws schedule for electing Officers and Directors. The Recording Secretary can (if necessary) solicit help from other members to accomplish the required tasks in the short time frame (allowed by the election calendar). (9/99)

The following contractual considerations are to be instituted with the 3 judge selection system for judging the National:
Best Of Breed: Round-trip coach airfare, 2 nights lodging, $60 per diem. Dog
Classes: Round-trip coach airfare, 5 nights lodging, $60 per diem. Bitch
Classes: Round-trip coach airfare, 5 nights lodging, $60 per diem.

Special conditions apply for judges wishing to drive rather than fly. Contact Recording Secretary for current mileage reimbursement rates.

ELECTION PROCEDURES AND DEADLINES {9/96)

May 1 Deadline to mail slate of officers and directors as selected by the nominating committee to each club member. (By-Laws)

Include information regarding nomination of additional candidates. (See By-Laws for requirements). Include information regarding members' right to nominate Specialty and Futurity judges.

Explain the procedure to be used and give the eligibility requirement These are found in the Transition Book and in Procedures.

Note which judges are not eligible due to the 7-year rule.

Include a postcard type nomination ballot which is to be returned to the firm selected to handle the election. (i.e. Honest Ballot Association) Completed nomination ballots must reach this firm by June 1.
June 1 Deadline for additional nominations of officers and directors (By-Laws). Deadline for nomination of judges.

Contact all officer and director candidates requesting resumes which are to be returned by June 15th. (resumes may have already been gathered and included in the nominating committee report)

Appoint a committee to review the eligibility of the nominees for breed judges..

Contact the eligible 12 judge nominees for breed and 5 futurity nominees who received the most nominations giving information as to expenses covered, limits on assignments and handling restrictions, date and location of Specialty, available. If some judges decline, contact the next judge on list so that there are a minimum of 12 for breed and 5 for futurity. (See sample letters in former election records). Resumes must be received by June 15th.

When nominee list is complete contact balloting firm to prepare final ballot (or ballots, in years when regional directors are being elected) of officer, director and judge candidates, listing them in alphabetical order. Include voting instructions to members to insure that their ballots will be valid.

June 15 Deadline for judges' acceptances and resumes.

Prepare resumes, also in alphabetical order, and send adequate copies of resumes to balloting firm so that they can be mailed on or before July so 1 Ballots to be mailed (By-Laws) Marked ballots must be returned by July 31. July 31 (or next business day thereafter)

ELECTION PROCEDURES AND DEADLINES (9/96) (continued)

Ballots to be mailed (By-Laws) Marked ballots must be returned by July 31.
August 1 Ballots counted. (By-Laws). Balloting firm will immediately advise Recording Secretary of results. Notify all current Officers, Board members, the AKC Delegate, the Bulletin Board editor and all nominees of the election results.

Prepaid postcards will no longer be sent for the nomination of judges. There will be a tear-off portion at the bottom of the nomination letter sent to the membership each spring. (9/08)

Recording Secretary will scan all incoming Applications and keep them on file (9/22)

CORRESPONDING SECRETARY

Notify ASSA members of annual meeting and/or special meetings through the Bulletin Board (or a special mailed notice if necessary).

Notify Board members of meetings and/or special meetings.

Forward all correspondence requiring Board action to the Recording Secretary, copy to the President. Make

regular reports to the President and the Board at meetings.

Receive and respond to all correspondence from Member clubs.

Send a copy of the ASSA Constitution and By-Laws to all newly elected Officers and Directors when notified of their election.

Receive and promptly respond to all correspondence from the public. Correspondence requesting certain information may be forwarded to the appropriate committee Chairperson.

Send contracts to ASSA Judges in September. The letters to the judges will include a statement that the critiques must be received by the Bulletin Board Editor within 30 days of the completion of the National Specialty Show. (9/06)

Receive and process all applications from local non-member clubs seeking Member Club status in accordance with the By-Laws Article 1, Section 3b.

Direct the AKC Event Records Department to send the AKC title notification to the Recording Secretary.

Send notification of appointment to all committee heads, including the Nominating Committee, along with the pertinent portion of the Transition Book. The Nominating Committee should also receive the portions of the Transition Book pertaining to the positions being filled.

Advise newly elected member clubs of their acceptance to membership and advise them that they should notify the ASSA Breeder Referral Chair and ASSA Sheltie Rescue Chairperson of their local committee chairs (if they have one). Advise the clubs to update the Treasurer and both Secretaries when contacts change.

Keep available a supply of constitutions and By-Laws, Guidelines for Ethical Behavior, pet buyers Guide, and Pet Owners Guide, and mail on request.

Maintain up-to-date Transition books. Insert updated pages into each book. Obtain

and distribute official stationary.

Send copies to the AKC Delegate of all correspondence with the AKC excluding parent club permission for member club shows.

In September, set up yearly schedule to carry out duties of office.

The ASSA will return to the blanket approval method of Specialty Shows. (4/07)

The Life Membership Chairman will provide an updated list of 25-year members by Dec, 31 of each year. (9/08)

TREASURER

The Treasurer must furnish the President and the Recording Secretary the following information on each account: a) the name of the account, b) the name of the bank where the account is located, c) the phone number of the bank, d) the account number, e) the custodian of the account and any other information that is pertinent to each of the accounts.

Maintain general treasury checking account at a commercial FDIC insured bank.

Supervise and coordinate with chairpersons the activity in the following special-purpose accounts: Futurity Account, Film Library Account, Publications Distribution Account, National Show Account.
Deposit all monies received into the appropriate bank account.

Review officers, directors and committee expense reports as submitted. Report deemed problems to the board.

Pay all bills and reimburse all expenses incurred in the normal course of business required for club operations. Make other disbursements as directed by the Board of Directors. Limit up to $500.00 per committee before Board approval is required

Require and maintain an inventory of all association property including spoons, sterling medallions, membership pins, 25-year member pins, , publications, and any other miscellaneous items of value.

Prepare financial reports for the Board and the Association at the end of each club year.

Prepare and submit reports as requested and required to the income tax preparer for the corporation.as required. The club's taxable year conforms to the club year. We are a 501-)(7) Corporation and the ASSA Foundation is a 501(c)(3) Corporation (5/95) (9/13)

Ensure that insurance policies are maintained in force for general liability, directors and officers' liability, and (if necessary) a fidelity bond. Pay premiums as they come due. Furnish a "Certificate of Liability Insurance (COi)" to the National Show Chair/and or the venue with an additional insured listed, if requested before each National (9/13)

Corporation is currently registered in the State of New York and classified as a membership corporation.

Provide a budget for board approval at the first meeting of the board each year.

Review budget for National Specialty Show with the National Show Chairperson and Local Show Chairperson. Make appropriate recommendations concerning expected income and expenses if requested to do so.

Send statement of dues to individual members and member clubs each July. Dues are payable on or before September 1. There is a "grace period" of 30 days following September 1. The Board may grant an additional 90 days of grace to delinquent members in meritorious cases.

The board established the policy that the 120 days after the first day of the fiscal year be interpreted as Dec. 31st. (4/07)

Members cannot vote at any meeting if their dues are unpaid as of that date, and they cannot participate in the Futurity if dues are unpaid. If membership is reinstated, all privileges are reinstated. Send statements to Life Members only to verify addresses and phone numbers. Delete from membership any person or club whose dues remain unpaid after expiration of the thirty day grace period.

At the beginning of the club year, send a list of unpaid members to each Regional Director, the Recording Secretary, the Futurity, Awards, and Membership chairpersons. Send updated list of delinquent members to same two weeks prior to the expiration of the grace period. Listings may be send via email. A person must be an ASSA member at the time their dog gets its title in order to receive an ASSA spoon. (3/87)

Maintain an accurate, current membership roster. Furnish it, to the Officers, Directors or committee chairpersons, as requested, for club business.
Prepare membership roster after closing of dues grace period. Send a copy to all members.

Before Board consideration of new member applications, ensure that dues and application fees have been received from the Membership chairperson. After approval, prepare and send membership cards to new members. Refund dues but not application fees paid by applicants denied membership.

Maintain a supply of ASSA membership lapel pins. Sell to members at Nationals and as requested.

Purchase and distribute ASSA Ds to member clubs. Take required number of medallions determined by Awards Chairperson to be awarded to titlists to the National Specialty along with medallions to be awarded to winners at the show.

Set sales price annually for medallions based upon cost and insured mailing. Notify member clubs of price Medallions may be shipped to Trophy Chair before date of National and the Trophy Chair will bring same to National.

An ASSA.org email address will be added to these advertisements. (4/09)

Send "Thank You" cards to donors to the special Veteran Dog and Veteran Bitch Memorial trophy.

The Treasurer is responsible for reapportioning any or all regions in order to keep their populations nearly equal. This is to be done while serving on the board in years ending with a zero (o) or a five (5), when necessary. The seven regions shall have about the same number of members living within their borders. Such regions shall not be gerrymandered, but shall be arranged in a natural and fair manner.

Monies received from the Auction and from the sale of the Pictorial Standards go into the Education Fund

Silver plated over bronze Medallions are available to ASSA member clubs only for use only as awards for WD, WB, and HIT. (5/97) They may not be purchased individually if not offered by the club where the award was won (9/13)

The club must engage a sheltie or collie breeder judge to judge the specialty show at which it is to be awarded. (4/25)

POLICIES

All accounts will have a back-up signatory. The Treasurer shall be the alternate signatory for all operating accounts and the President shall be the back-up signatory for the Treasurer's account. (5/97)

ASSA medallions can be awarded to Herding High in Trial winners by member clubs only if the event is limited to shelties.

The cost of an individual ASSA Medallion shall be set at the price of $25.00, effective as of August 2011 with the change from pure silver to silver plating over bronze." The cost to be adjusted as per the market price for silver, as necessary, with the board approval. The price of medallions was raised from $25.00 to $35.00 to cover rising cost and postage (9/24)

At the National Specialty, ASSA Sterling Silver Medallions shall be presented for Herding High in Trial for. sheep and ducks, as well as Conformation WO and WB, and Obedience HIT. The silver medallions will be presented as long as supplies last and when the supply is exhausted will be replaced with the silver plated over bronze medallions as voted on by the board, (9/11)

Publish a balance sheet of ASSA assets and dues vs. expenses comparison in the BB after Board review and approval. (9/03)

The Treasurer may utilize a committee to maintain a central database of current roster information. (4/04)

The ASSA Treasurer must be a signature on all ASSA checking and/or savings accounts. This does not mean the signature must be on all checks to be cashed but rather it gives the ASSA Treasurer the ability to retrieve information on these accounts from the banks involved. (9/08)

Receipts for all expenses from the various accounts should be provided to the **ASSA** Treasurer at the end of the club year. (9/08)

There should be a standardized format for income and expense reports. (9/08)
The treasurer will outline the record keeping and reporting requirements and format that all committee chairs must use to report committee funds and expenses. (9/09)
A reusable expense report form was put in place in the" Members Only" section in 2012 to enable members to download the form and utilize it for reimbursements." (2012)

The Treasurer will provide a National Show Report (Profit & Loss) within a reasonable amount of time after all reports from the National Show Treasurer and the Performance National Show Treasurer, plus all receipts for reimbursement have been turned in.

Any expense reimbursements from the National will be deemed a donation if not turned in within 45 days after the close of the current National.

All reimbursements must have receipts and an expense report filled out before any payments are issued.

All committees shall provide written spread sheets or expense reports with explanations when turning over checks and receipts to the Treasurer for deposit or reimbursement.

The President appoint a committee to audit both performance and conformation treasurer accounts for the National for the last five years. (9/16)

The ASSA Show Treasurer should have the Profit and Loss data to the Treasurer no later than July 31st of each year. (9/17)

As PayPal has increased their fees - the increases in membership fee will be $36.75 and membership pins will be $26.75 (9/21)

REGIONAL DIRECTOR

Assume responsibility at time of nomination to attend both the fall and the annual board meeting at their own expense and to participate in any mail vote.

Encourage and promote educational materials and events such as regional seminars.

Assume such responsibilities as delegated by the President and Board as a whole.

Compile a list of potential Nominating Committee members for the fall Board meeting.

Upon receipt of the list of unpaid member's dues from the Treasurer, contact all those in your region as a reminder that their dues are unpaid.

Watch for AKC suspensions of ASSA members in your region and report any to the Treasurer, Recording Secretary and Membership Committee Chairperson.

Directors may send every member in your region a letter requesting their input on any matter of concern to them and bring such matters to the attention of the entire Board at its next meeting.

Impart information from board meetings in general terms. Encourage members to read the Bulletin Board for details.

All Board members should be present at Symposium presentations. (5/88)

Destroy copies of membership applications after the board meeting at which new members are accepted.

Screen requests and make recommendation for subsidy funding for region educational activities. (9/97)

Regional Breeder Referral Representatives: the ASSA regional director for their particular region will select these representatives. The representatives will accept calls as referred by breeder referral chairperson(s). The representatives are encouraged to log calls both from potential pet owners and ASSA members and ASSA regional member club members. The log for prospective puppy buyers should contain information such as date and time of call, information needed, and area of interest. Was there a referral, if so, to whom? The information from ASSA member and member club members will contain information about puppies they have available for sale. (updated 4/10)

POLICIES

It is the Regional Directors responsibility to investigate and make recommendations pertaining to applicants. To allow the Regional Directors to properly investigate and make recommendations pertaining to an applicant and still protect the confidentiality of members who send letter concerning the applicant, the Membership Chairman will prepare and send a short report on correspondence received to the Regional Directors at least one month prior to the Board meeting. Letters must be received from the membership within 60 days of being published in the Bulletin Board.(5/96)

Unapproved applicants may reapply for membership after one year or as provided in the ASSA By-Laws (Article 1, Section 3a) (reaffirmed 5/96)

DIRECTOR AT LARGE

Assume responsibility at time of nomination to attend both the fall and the annual board meeting at their own expense and to participate in any mail vote.

Assume such responsibilities as delegated by the President and Board as a whole.

Compile a list of potential Nominating Committee members for the fall Board meeting. All

Board members should be present at Symposium presentations. (5/88)

DELEGATE TO THE AKC

Attend AKC Delegate meetings at the American Kennel Club at their own expense.

Prepare a report, written or oral, for the President within ten days following each Delegate meeting.

The Delegate is an ex-officio, non-voting member of the Board of Directors

Prepare and submit regular reports for the general membership through the Bulletin Board, member club secretaries, and/or Regional Directors.

The Delegate will be provided an advance copy of the meeting agenda and agenda scheduling consideration will be given to the Delegate to group topics of interest to the Delegate so the Delegate may effectively plan time.

Attend the spring Board meeting to present reports and to receive instruction from the Board.

A written report will be acceptable at the fall Board meeting.

Receive copies of all correspondence between AKC and the ASSA Recording and Corresponding Secretaries.

Keep AKC informed of ASSA personnel changes in Officers, Directors and Chairpersons, if necessary.

Attend AKC events.

Assist Board members with interaction with the AKC, if necessary.

Submit expenses, as incurred, for reimbursement by the Treasurer.

The Delegate may correspond directly with the ASSA member clubs so that information and comments from the clubs can be more timely and to allow the clubs to assume a more active role through their comments in response to his correspondence.

LEGAL COUNSEL

Provides counsel to and advises the Association in connection with its legal affairs in such jurisdictions in which such counsel is admitted to practice.

Legal counsel is an ex-officio, non-voting member of the Board of Directors

SECTION II - COMMITTEES

POLICIES

Committees

A committee chairman has the right to form their own committee. (5/96)

No committee should have any family or household members serving on the same committee.(9/13)

A list of the people who volunteered to serve on each committee will be sent to the committee chairman. Each chairman will be encouraged to utilize the volunteers, where possible. Once a committee is formed, the chairman will send a list of the other members of the committee to the President. These people will then be recognized in the Bulletin Board. The list will also be given to the Life Membership committee for their records and future use in identifying those individuals who have been of service to the ASSA. (9/94)

Committee chairpersons should advise the President of the names of the members of their committees. The President will forward the committee member list to the Chairperson of the Life Membership Committee who will retain the committee member list for future use in determining ASSA service qualifications for life membership recommendations. (9/96)

Wherever possible, committee chairmen will be rotated on a periodic basis. (9/94)

The Historical Committee and other committees who accumulate ASSA materials will be instructed to get identification stamps or seals to be affixed to all future ASSA-acquired materials to allow the differentiation of ASSA materials from private collections. (9/93)

Each year, as committees are formed or reaffirmed, committee chairs, as part of their responsibilities, shall forward a list of committee members to the chair of the Life Membership Committee who will accumulate the information by member. (3/01)

Correspondence generated by Board members and chairpersons should be on official ASSA letterhead stationery. Letters should be dated and signed, and include the typed (or printed) name and title (position) of the person sending the letter. Personal and unofficial notes and comments should not be expressed on the official stationery. (9/94)

All Committee Chairpersons must keep the Corresponding Secretary informed by sending him/her copies of all correspondence sent out on ASSA stationary.

Any appointments to ASSA committees must be ASSA members. (5/97)

All committees that handle funds shall make a financial report, written or in person, at the Board Meeting held in conjunction with the National Specialty Show. See Art. VI, Sec.3.

ALL ACCOUNTS WILL HAVE A BACK-UP SIGNATORY. THE TREASURER SHALL BE THE ALTERNATE SIGNATORY FOR ALL OPERATING ACCOUNTS AND THE PRESIDENT SHALL BE THE BACK-UP SIGNATORY FOR THE TREASURER'S ACCOUNT 5/97)

Committees requiring funds will be provided with $500 seed money.

Remove the "4-H Earn A Dog" project off the list of active committees. (9/15)
Remove the Top 20 Event from the ASSA Committee Structure to the National Show Committee.(9/15)

AKC JUDGE MENTORS LIST

Purpose: The purpose of the committee is to establish a file of individuals, who, by virtue of their experience and achievements within the breed, meet the qualifications to mentor perspective judges. The long term intended benefit of this mentoring is the improved quality of judging of the Shetland Sheepdog.

Guidelines: Utilize the list of Requirements below and ask responders to send the completed form together with their name and address to the current chairperson of the committee or specified recipient.

ASSA MENTOR REQUIREMENTS
(50 POINTS REQUIRED)

☐ 1) Has bred Shelties for at least 15 years .....10 pts

☐ 2) Has been an ASSA member for at least 15 years .....5 pts

☐ Quarter Century Club member .....10 pts

☐ 3) Has finished at least 5 homebred champions .....10 pts

☐ 10 or more homebred champions .....20 pts

☐ 4) Has attended at least 5 National Specialties.....5 pts

☐ attended 15 or more· .....10 pts

☐ 5) Has attended an ASSA Judge's Seminar, AKC Advanced Herding Breeds Seminar,

☐ or comparable Judges Institute .....10 pts

☐ 6) Has been a presenter at a Sheltie educational seminar for judges .....10 pts

☐ for breeders .....5 pts

☐ 7) Has judged at least 5 Sheltie Sweepstakes at Specialty Shows.....,, ...10 pts

☐ 8) Has been an AKC judge of Shelties for 5 years.....1Opts

☐ for 10 years or more.....15 pts

☐ for 15 years or more.....20 pts

☐ 9) Has judged regular conformation classes at the **ASSA** National .....50 pts

I have met the above requirements and further agree to the following:

to use ASSA materials when mentoring or making a presentation to
keep the tone positive and be objective when mentoring
to concentrate on virtues rather than faults when discussing dogs
to share my knowledge and experience in such a way that it inspires others to learn more about the Sheltie
to not use my status as an ASSA mentor for advertising or self-promotion in anyway to conduct myself appropriately as a representative of ASSA

"I understand that my continued inclusion as a mentor is a privilege, which, for cause, may be withdrawn, limited or modified bye the Board of Directors of the ASSA. Cause shall include, but not be limited to, my failure to comply with the above written guidelines.

Judge Mentors List (continued)

"If a complaint about my conduct as a mentor is received by the ASSA, it shall be presented to the Judges Mentor Committee. The Judges Mentor Committee shall review the complaint and may request a written explanation from the mentor. The Committee may also seek input from any witnesses or others. If after its review, the Committee deems that further action is appropriate, the Committee shall refer the matter to the Board of the Directors of the ASSA or to a committee designated by the Board, for such disposition as it, in its discretion, shall deem appropriate. The decision of the Board or the Board designated committee, as the case may be, shall be final."

AKC SPORTSMANSHIP AWARD:

As accepted (9/07)

PURPOSE:

The purpose of this award is to honor those individuals who deserve special recognition whom have made a difference in the sport of purebred dogs, embodied the AKC Code of Sportsmanship, and have been an active and a valued member of the ASSA parent club.

The American Kennel Club provides one medallion per year to each AKC member club to be awarded solely at the club's discretion.

CRITERIA:

Individuals nominated for this award must meet the following criteria:

- Member in good standing in the ASSA
- Have exemplified the virtues of good sportsmanship
- Have been active in either performance or conformation

PROCEDURES

The AKC Sportsmanship Award Committee will be formed consisting of a committee chair (appointed be the President) and two (2) additional members selected by the chair. The responsibility of this committee will be to receive nominations of individuals for this award. The nominations will be reviewed for merit. Those nominations determined to clearly demonstrate outstanding examples of Good Sportsmanship will be recommended in a report to the ASSA Board of Directors to be voted on at the Spring meeting.

- Only one (1) person a year shall be eligible to receive this award.
- There is no requirement that this award be given every year.
- A nomination form and instructions will be made available through the Spring Bulletin Board, and the ASSA website. Nominators are encouraged to provide detailed information and additional letters of recommendation.
- Letters of recommendation for this award will be allowed by other sheltie competitors and accepted as testimony to the nominated individual's qualifications, though greater weight wil be given to letters from other ASSA members
- Nominations can be made year round. Nominations for voting at the spring board meeting will close on January 1st of that year
- Sitting board members and committee members are NOT eligible recipients for this award.
- Nominees must be ASSA members.

SELECTION PROCEDURES:

1. The deadline for submitting nominations is January 1st of each year for individuals to be considered at the spring ASSA Board of Director's meeting.
2. The committee will receive and review the nomination(s). The committee will select nominations to forward to the board.
3. The committee chair will present a report to the board at the Spring board meeting, along with the recommendations from the committee.
4. After reviewing the applicant(s) that were recommended by the committee, the board will vote(simple majority) on a recipient.
5. The President or the AKC delegate will announce the winner at our annual general meeting (Spring).

POLICY

Names of nominees are not to appear in the Bulletin Board. (4/08)
A copy of the AKC Code of Sportsmanship will be included in the nominating form for the AKC Outstanding Sportsmanship Award (9/09)
Following the annual meeting the committee chairman should send the name of the winner of the AKC Outstanding Sportsmanship Award to the Bulletin Board Editor to be published in the next edition. The Committee chair should also send the name to the AKC for publishing on the AKC website and in the Gazette.(8/10)

Chairman of the committee should make a request in January each year to have the medallion sent to the committee chair to insure the medallion is on hand for presentation at the Annual Meeting. (5/11)

The Outstanding Sportsman award will be presented during the Top 20 event and also at the general membership meeting (9/21)

ASSA JUDGES EDUCATION COMMITTEE

Make recommendations to the Board as to education programs and materials for Shetland Sheepdog judges.

Promote Judges Workshops by coordinating such events with the steering committee, mentor list and Regional Director. Send PowerPoint presentation and packet information material to those putting on seminars.

Send an email to people listed in the Gazette as applying for their provisional status and all judges applying for Shetland Sheepdogs as an additional breed referring them to the ASSA website and the location of our Judges Education materials and mentor list.

Supply judges' education materials to breed study groups, clubs, or individual prospective judges upon request. Plan

and execute a Judges' Education Seminar at the National Specialty.

Maintain a current roster of steering committee members and keep members apprised of any changes.

Notify committee members of any Board decisions relating to the committee and maintain all directives in a file.

POLICIES

The Judges' Education Symposium will not be open to the public. It is designed to be for judges with very intense educational materials and activities being given. Providing an atmosphere where judges feel comfortable about asking questions is very important and it was felt that they might be restricted from asking questions if people who might be exhibiting under them were present. (9/93)

Breed study groups have three components:
1. A breed seminar
2. Tutoring at ringside
3. A hands-on evaluation. (9/91)

All information (media) is to be distributed by the Judges' Education Committee:

All attendees will receive a copy of the Judges Education presentation material on CD (3/08)

Additional materials can be used by mentors or breed study groups and can have identified personal points of view; however these must be approved by the Board.

The Judges' Education Chairman and/or Committee shall determine the composition of the committee and method of appointing members; and shall take responsibility for formatting the Judges' Education program for the National without seeking Board review or approval. (9/99)

Other administrative materials maintained by the committee include:
Guidelines for Qualifications to be a member of the Judges' Education Committee Board
Directives,
Guidelines for organizing The Judges' Education Seminar at the National Specialty Sample
application for prospective attendees

Judges Education (continued)

POLICIES (continued)

The committee will evaluate the space available at each year's national to set the participant attendance limit. (9/96)

Ringside mentoring could be made available to judges meeting the education seminar attendee criteria at the full seminar fee if space permits. (9/96)

The Board reaffirmed the decision to not offer reserved seating and/or mentoring to seminar participants during Best of Breed judging. (9/96)

A special section will be provided for judge's education for students and mentors. The seating will be available for Wednesday through Friday judging. Back row seats will be available in the reserved seating area for judges who have attended the judging seminars. (9/96)

The Board rejected the use of a written release statement that dog owners would have to sign if their dogs were chosen for educational purposes. (9/99)

The "Quick Guide to the Shetland Sheepdog" pamphlet should be made available free of charge for educational programs and seminars. (3/00)

New material provided for AKC approved Sheltie judges by the Judge's Education Committee must first be approved by the Board in a timely manner. (4/03)

THE BOARD APPROVED ADDING JEAN SIMMONDS ILLUSTRATED STANDARD TO THE UST Of MATERIALS THAT CAN BE USED AT JUDGES EDUCATION SEMINARS. 9/06

The interactive CD/ROM will be available for purchase by attendees at the Judges' Education seminar for $25.00 **(4/08)**

The Committee needs to establish a procedure for documenting a judge's attendance at an education program before issuing a certificate of attendance. (4/16)

ASSA OUTSTANDING SERVICE AWARD

PURPOSE
The purpose of this award is to recognize those persons who have served the ASSA in a diligent and extraordinary manner, but who are not or do not currently qualify for other recognition or Life Membership. It would not prevent those persons from future recommendation for Life Membership.

There is no limit on the number of persons a year who shall be eligible to receive this award. (4/14) However, the award will not necessarily be awarded annually unless there are truly highly qualified persons to be recognized. Sitting board members are NOT eligible recipients for this award.

CRITERIA

- Membership in the ASSA for a minimum of ten (10) years.
- Dedicated service and contribution to the ASSA, as demonstrated by extraordinary performance of a job or task for a minimum of five (5) consecutive years. (2008)

PROCEDURES
An Outstanding Service Award (OSA) Committee of three (3) shall be formed, consisting of a Committee Chair (appointed by the President) and two (2) additional members selected by the Chair, with the responsibility of evaluating all members eligible for this award and determining the selection of recipient(s), if any. Persons deemed deserving of this award shall be made by the OSA Committee each year. Before each January 1st, recommendations and suggestions of potential nominees may be made to the OSA Committee by the membership, and must include the name and a comprehensive description of the services/jobs/tasks completed by that nominee.

Candidates selected by the OSA Committee to receive this award shall be presented at the spring meeting of the Board of Directors for review and election by a simple majority vote of those officers and directors present at that meeting.

Announcement of the name(s) of those persons selected to receive this award will be made at the Annual Meeting, and the name(s) will also be published in the following edition of the Bulletin Board. In accordance with the stated purpose of the ASSA, members must conduct themselves in a sportsmanlike manner at all times in their relationships with fellow members, exhibitors, and judges. They should demonstrate continued interest, loyalty and support to the ASSA and to the Board.

Updated August 23, 2015
Supersedes August 20, 2010 issue

The OSA Committee would give a maximum of 3 awards (9/21)

AWARDS

Purpose:

- The primary responsibility is to receive applications for awards for titles earned on Shetland Sheepdogs by ASSA members
- To distribute awards earned to ASSA members..

Criteria:

- Applicant for an award must be an ASSA member.
- Awards recognized only AKC sanctioned titles or events.

Procedures:

The Awards Committee is divided into three Awards Subcommittees: Conformation Awards, Performance Awards, and Versatility Awards. Each Awards Subcommittee has its own Chairperson. The person chairing one Awards Subcommittee may also chair another Awards Subcommittee.

ASSA issues Awards to the owner(s) of dogs who have achieved certain accomplishments, most of which are the earning of particular titles, both in conformation events and in performance events. In most cases, Awards are issued only to owner(s) who are ASSA members at the time the accomplishment was achieved *(e.g.,* the title was earned). The only exceptions to this rule are that Certificates of Achievement for ROMs, OTCH Plus Three Club members, and Century Club members are awarded to the achievers, regardless of ownership or membership in the ASSA, subject to notification of eligibility by the owners. A person must be an ASSA member at the time their dog gets its title in order to receive an ASSA Spoon.

The primary responsibility of Subcommittee Chairpersons is to receive applications for Awards based on the accomplishments of Shetland Sheepdogs (co-)owned by ASSA members, as well as to issue award certificates (and, when appropriate, spoons) to the ASSA member (co-)owners of such dogs.

Applications forms are available in every issue of the ASSA Bulletin Board; they are also available on the ASSA web site in the Members Area. All applications for Awards must be sent to the Chairpersons of the appropriate Subcommittees. Members are responsible for applying for Awards for which they are eligible. The Awards Committee is not responsible for initiating Awards.

All Conformation, Performance, & Versatility Award applications and copies of title certificates must be received no later than 30 days prior to the closing date for the National in order for the Award to be included in the National Catalog and picked up at the National. Awards resulting from applications received after that will be mailed to the member after the National. Applications for Awards that are received by the end of the calendar year following the calendar year in which the dog qualified for the award will be honored. For example, an owner of a dog that achieved its AKC Champion ship in 2011 has until the end of 2012 to apply for the ASSA award.

Subcommittee Chairpersons must confirm, by contacting the ASSA Treasurer.that Award applicants were members in good standing during the time the title was earned. For example, if a new member finishes a dog on April 10 and is voted in as an ASSA member on April 11, he/she is not eligible for the Award. If the new member is voted in on April 11 and he/she finishes this dog on April 11, the Award is earned by the new member. If a member has not paid his/her dues on time and a dog finishes during that time, he/she is not eligible to earn an Award. At any time while dues are unpaid or in arrears *(i.e.,* not paid as of August 31), the member's status will be considered incomplete and the member is ineligible to apply for Awards.

Once membership has been confirmed and all documentation is in the hands of the Subcommittee Chairperson, that Chairperson will create and issue an appropriate Award Certificate and/or allocate a Spoon for the Award. Applicants may choose whether to have their Spoons, Pins, and/or Certificates mailed to them, or to pick them up at the National. Members wishing to have their Spoons or Pins mailed to them must include the appropriate handling fee as listed on the current application form. There is no fee for mailing certificates.

ASSA Awards are published in the National Specialty catalog and posted on the ASSA Website until the following year's National.

Each year, before the closing date for entries to the ASSA National, each Subcommittee Chairperson shall prepare a list of Awards that have been given, including the name(s) of the owner(s) of the dog earning the Award, the name of the Award, and the name of the dog earning the Award the Advertising Chairperson to be published in the catalog. Once the final list is compiled, based on the deadline on the application, copies must be sent to the Handbook Editor, the Bulletin Board Editor, and the Web Master for publication on the ASSA website.

The first ASSA member-owner listed on the AKC registration form of a dog receiving an Award that includes a Spoon or Pin will be presented the ASSA Award Spoon. ASSA member co-owners of dogs earning an Award that includes a Spoon or Pin may request to purchase one. The cost of purchasing a Spoon or Pin is determined from time to time by the ASSA Board. Monies for such co-owners' Spoons must be collected by the Subcommittee Chairperson and forwarded to the Treasurer.

AWARD POLICIES

All ASSA awards recognize only AKC-sanctioned events.

Applicants must be members in good standing during the time the title was earned. Titles must be verified by a copy of the AKC certificate for such title, the AKC Awards listings, or other authentic proof submitted by the owner.

ASSA gives only one Spoon per dog, regardless of venue beginning with the 2004 award year. Awards for Performance titles were changed from Spoons to a medallion that was specifically designed for performance, effective with the 2005 award year. However, the medallions were never produced, so a *de facto* decision exists that both conformation and performance titles will be awarded a Spoon.

Spoons will be awarded only for AKC Championship-level titles. Titles for which a Spoon will be awarded are:

- Champion of Record (CH) - Spoon
- Obedience Trial Champion (OTCH) - Certificate & Spoon
- Herding Champion (HCH) - Certificate & Spoon
- Master Agility Champion (MACH) - Certificate & Spoon
- Preferred Agility Champion (PACH) - Certificate & Spoon
- Champion Tracker (CT) - Certificate & Spoon

Certificates of Achievement will be awarded to the owners of dogs who have earned any of the following titles:

- **Conformation Awards**
    - Top producing sire for year (2 or more).
    - Top producing dam for year (2 or more).
    - Best in Show at All Breed shows (20 or more for dogs & 7 or more for bitches).
    - Century Club Certificate & Pin to ASSA members. Certificate only to non-ASSA members.
    - ROM Certificate & Pin to ASSA members. Certificate only to non-ASSA members.

(Sires of 10 or more CH offspring and Dams of 5 or more CH offspring.)

- Most Champions Bred Award: Awarded to the ASSA member who bred the most champions to finish in one year. Prior to 2010, this Award was called the Breeder of the Year Award.

Eligibility Criteria for ASSA Most Champions Bred, Top Producing Sire, Top Producing Dam Awards:

1. This award is available to ASSA members only.
2. Eligibility is determined by the number of AKC champions finished in the current calendar year who were bred by an ASSA member.
3. A minimum of two (2) champions is required.
4. The eligibility to be considered for award is the responsibility of the ASSA member breeder and only those who apply will be considered.
5. Deadline for submission will be February 15th of the following year.
6. Documentation is required from AKC for ROMS, Breeder of most champions, Top Sire & Top Dam. (4/25)
7. A certificate will be awarded to each eligible ASSA member breeder at the National Show Event as scheduled each year at the ASSA National Specialty Show. The Certificate is to be prepared by the Conformation Awards Subcommittee Chairperson. If the ASSA member is not in attendance, the Certificate will be mailed to the member.
8. In the case of a tie or multiple ties, each eligible ASSA member breeder will receive a Certificate.
9. The recipient(s) of these Awards are to be notified but kept secret until the Awards are announced at the National Show Event as scheduled each year. The winners of these awards should be included in the list sent to the Advertising Chair for publication in the National Specialty Catalog.

Beginning with 2011, certificates will also be awarded to ASSA member owners who achieve Grand Champion titles. All levels are eligible to apply for a certificate.

- Grand Champion
- Bronze Grand Champion
- Silver Grand Champion
- Gold Grand Champion
- Platinum Grand Champion

- **Combined Conformation and Performance Awards (in the same year)**
  - Champion of Record *and* Obedience Trial Champion (CH/OTCH) - Certificate
  - Champion of Record *and* Herding Champion (CH/HCH) - Certificate
  - Champion of Record *and* Master Agility Champion (CH/MACH) - Certificate
  - Champion of Record *and* Preferred Agility Champion (CH/PACH) - Certificate
  - Champion of Record *and* Champion Tracker (CH/CT) - Certificate
  - Champion of Record *and* Utility Dog (CH/UD) - Certificate
  - AKC Dual Champion, Triple Champion, *etc.*
- **Performance Awards**
  - OTCH Plus Three Club - Certificate & Pin to ASSA members; certificate only to non-ASSA members
  - Utility Dog (UD)- Certificate
  - Utility Dog Excellent (UDX) - Certificate
  - Twenty or more Highs in Trial (Obedience) - Certificate
  - First score of 200 points - Certificate

- Rally Advanced Excellent (RAE) - Certificate
- Herding Excellent (HX) - Certificate
- Ten or more Highs in Trial (Herding) - Certificate
- Tracking Dog Excellent (TDX) - Certificate
- Variable Surface Tracker (VST) - Certificate
- Agility Excellent (AX) - Certificate
- Agility Excellent Jumper (AXJ) - Certificate
- Agility Excellent "A" Preferred (AXP) - Certificate
- Agility Excellent Jumper "A" Preferred (AJP) - Certificate
- Master Agility Excellent **(MX)** - Certificate
- Master Agility Excellent Jumper (MXJ) - Certificate
- Master Excellent "B" Preferred **(MXP)** - Certificate
- Master Excellent Jumper "B" Preferred (MJP) - Certificate
- Preferred Agility Excellent (PAX) - Certificate
- Versatile Companion Dog 1 (VCD1) - Certificate
- Versatile Companion Dog 2 (VCD2) - Certificate
- Versatile Companion Dog 3 (VCD3) - Certificate
- Versatile Companion Dog 4 (VCD4) -Certificate
- Versatile Companion Champion (VCCH)- Certificate

For "cumulative Awards" such as the Century Club, the OTCH Plus Three Club, and ROMs, recipients are responsible for tracking and applying for these Awards themselves. Due to the complexity of the data that must be tracked, as well as the lengthy time period, as well as the potential for change of ownership, the ASSA will not develop tracking records for these awards.

Certificates may be requested by all ASSA members listed as co-owners of a dog receiving a Certificate Award.

Versatility Awards will be made at the National Show Event as scheduled each year and every recipient not there to receive it will receive the Award by mail. ASSA member co-owners can purchase a Versatility pin.

The Achievement Awards earned by Century Club members, OTCH Plus 3 members, and ROMs will be recognized with a triangular pin with a head study as it appears on the 25-year pin, with "ASSA" "Achievement" "Award" on the three sides of the triangle, in sterling silver, with a price not to exceed $35.00 per pin.

Dog owners will not receive ASSA Achievement Awards unless the owner applies for the award by the stated deadline for the year; and, if application is received after the deadline, the award will not be issued at the National Specialty. Dog owners who do not meet the deadline will receive their awards by mail after the National.

The National Show Committee is responsible for Breeder awards given by ASSA to the breeders of the following winners at each National Show Event as scheduled each year: Best of Breed, Best of Opposite Sex, Winners Dog, Winners Bitch, Reserve Winners Dog, Reserve Winners Bitch, Best in Futurity, High in Trial (Herding, both Sheep and Ducks), and High in Trial (Obedience).

The ASSA Conformation Award Chairperson will inform ASSA member and nonmember owners of Register of Merit (ROM) and Century Club (CC) achievements and provide Award Application forms to encourage them to apply for achievement awards. (9/16)
Due to the significance of ROM and CC achievements, the Board also supports listing all ROM and CC dogs in the yearly list of Achievement Awards whether the award has been applied for or not. (9/16)

Flat rate postage for awards will be $7.95 (9/21)
Increase Postage for awards to $8.95 (3/22)

BREEDER REFERRAL

The Breeder Referral chairperson(s) wilt act as the ASSA focal point for requests from individuals who have called the AKC information number and ASSA regional breeder referral representatives.

Assess the needs and desires of the caller. When appropriate, refer the caller to the nearest ASSA Member breeder referral representative, giving their name and telephone number.

Breeder Referral Program: (9/2011)

ASSA members can opt to have their name and contact information listed on the Breeder Listing page on the ASSA website. Listings, while free, wilt be renewed annually when dues are paid. The ASSA Breeder Listing will replace alt ASSA regional and state breeder referral representatives. (5/2011)

DISCLAIMER: Utilize the following disclaimer when giving out names for referrals.

'The ASSA compiles a non-comprehensive list of breeders, in your area, some of whom may be ASSA members. As a service, and without charge, the ASSA passes these names on to prospective purchasers of Shetland Sheepdogs. This service does not represent a recommendation by the ASSA of the breeder or his or her animals. The ASSA makes no representation or warranty (and specifically disclaims any representation or warranty) as to the listed breeders, including, without limitation, their background, experience or ability, financial condition, business practices, integrity, prior complaint history, or otherwise, or with respect to the availability for sale, terms of sale, merchantability, fitness for purpose, pedigree or other qualification for AKC registration, health, temperament or quality of any Shetland Sheepdog or other animal sold." {provided by Legal Counsel: Donald Miller. March 30, 2005)

NOTICE ON GENETIC DISEASES IN SHELTIES

Concerned breeders of Shetland Sheepdogs are striving to breed healthy Shelties and decrease the incidence of heritable diseases in the breed. Hip Dysplasia, eye disease, dermatomytosis (Sheltie Skin Syndrome), von Willebrand's disease (vWD), and epilepsy are some of the known health problems of the breed. Although these problems are not **COMMON** in the breed, the Board of the American Shetland Sheepdog Association recommends that questions about the health of the dog and its relatives be asked when inquiring about the purchase of a puppy.

The ASSA is NOT advising you not to buy a puppy if these conditions exist, but wants puppy buyers and breeders to be aware of genetic problems in the breed so that informed decisions can be made when buying a new pet.

Starting with the year 2019 allow breeders on the Breeder Referral List to use their website address on the ASSA Breeder Referral website. (9/18)

BULLETIN BOARD EDITOR

The Editor can establish the deadlines for submission of material for each edition of the Bulletin Board. (9/04) Provide a financial report twice yearly as requested by the Treasurer. (Aug. 20th & Dec. 30th)

Reply to all correspondence relative to the Bulletin Board, send copies of all correspondence to the Corresponding Secretary. Change of Address requests should be forwarded to the Treasurer and Corresponding Secretary.

The Editor may request to attend and may attend Board of Directors Meetings at the invitation of the President.

Publish the Bulletin Board quarterly and mail first class to all members in good standing. (reaffirmed 5/96) Issues will be labeled "Spring, Summer, Fall, Winter".

Publish an **ASSA** calendar of events and activities in the appropriate issue.

All official notices, minutes and other administrative material shall have first priority for publication.

Editorial privilege for the above is limited to grammatical or typographical correction. Editor will not publish articles or make editorial comments unless directed by the Board of Directors. The editor must request and receive permission from the President to publish any article. The editor may submit 3-6 articles to the Board for pre approval to be used as fillers.

The Editor is responsible for the preparation of material and paste-up of content to be delivered to a professional printing or copying business. A contract for publication, assembling, labeling etc. should be submitted to the Board of Directors for approval.

Show results, other than the National Specialty, should not be published in the Bulletin Board.

Publish names, addresses and phone numbers of Officers, Directors and Committee Chairpersons and names of Life Members prominently in each issue.

Obituary notices of members may be published in brief form. Do not eulogize Shetland Sheepdogs unless specifically approved by the Board of Directors.

Do not publish any general subject articles submitted by any member, including members of the Board of Directors, without the express permission of the Board of Directors.

Publish information submitted by Committee Chairpersons pertaining to their assigned responsibilities. I.e. Versatility Chairman will submit for publication all information pertaining to VCNCX awards; new members to be voted on, etc.

Accept "Bark, Don't Bite" submissions as part of the Member Forum. They can only be submitted by ASSA members, must address only one issue with a maximum of 150 words, no names should be mentioned in the letters; they must be signed by the writer. The forum is limited to one page/one issue in the Bulletin Board. Letters will be selected by a committee of three. (appointed by the board)

Accept full-page ads to be placed on the inside covers at a cost of $100 per page limited to dog products, club activities.

Accept Member Club information, titled "Regional Roundup" limited to 10 lines or 150 words for each club.

Bulletin Board Editor (continued)

The Guidelines to Ethical Behavior shall be printed in the Bulletin Board once a year.

POLICIES

ASSA purchased software(Microsoft Office 2007 Professional) is an association asset and will be forwarded from the old Bulletin Board Editor to the new Bulletin Board Editor when the position is reassigned. (9/08)

Critiques must be received by the Bulletin Board Editor within 30 days of the completion of the National Specialty Show. (9/06) If not received, a notice should be inserted into the Critique section that states no critique was received in time for printing.

Include essential club information but not repetitive or non-essential material. (5/05)

Distribute the Bulletin Board in both paper and electronic format. (5/05)

Articles appearing in the Bulletin Board may be reprinted in club newsletters. (4/94)

The names of all Shelties that have been registered with CERF as being free of inheritable eye disease will be published in the Bulletin Board annually. (5/05)

A trophy solicitation notice will automatically be published.

Publish on a regular basis: the dates and locations of all future National Specialties, information on trophy solicitation, a list of Breeder Referral Committee members along with a reminder to local clubs to update the Breeder Referral Committee if the name and/or contact information of the local contact changes, and the AKC Delegate's name, address and phone number.

The front and back inside covers are available to commercial advertisers or to clubs who desire to advertise any appropriate club activities. Clubs will pay the commercial ad rate. (9/93) Photos can be inserted for an additional charge of $20.00. (9/95)

Committee reports should not be edited; however, service-type items of general benefit which are shared with the membership may be edited to meet space requirements. The Editor will be the judge of which items are applicable and how much to edit them. (9/93)

The items that must be included in each issue are:
Winter-the membership roster
Spring-National Specialty results; Spring board meeting minutes, annual meeting minutes Summer-information on elections
Fall-Fall Board meeting minutes; upcoming national specialty information. (4/90)

The following will be included: Brief obituaries of ASSA members, Life members (on the front page, committee chairpersons (including addresses and phone numbers). To be excluded: non-member club news, show and match wins, comment by the Editor. (9/86)

On a regular basis, the Bulletin Board will include the following:
A statement allowing Member clubs to reprint articles from the Bulletin Board in their newsletters. (9/99)A regular notice to remind dog owners to do routine health checks and genetic test procedures on their dogs. (9/99)

Effective with the fall, 2008, issue, members who wish a hard copy of the Bulletin Board may subscribe for $20/year. Non-members can subscribe for $30/year. A hard copy of the ASSA Member Roster will continue to be

sent to each member household but will not be sent to non-members (4/08)

The Board reaffirmed its decision not to print OFA and CERF information in the Bulletin Board. This information is available on other web sites. (4/08)

A brief synopsis of the history and purpose of the ASSA Foundation should be published regularly in the Bulletin Board. (4/09)

CONFORMATION TROPHY SOLICITATION CHAIRPERSON

Goal - To solicit approximately $4,000.00 to $5,000 (or to raise the amount of money that is spent each year) in Trophy donations annually.

Check with the Treasurer and Vice President in charge of ordering trophies for the National Specialty for the specific updated fundraising amounts needed.

Collaborate with the Trials Trophy Solicitation Chair to prepare a "Trophy Solicitation Form" and send it to the Treasurer in time to be mailed out with the "Dues Reminder".

Collaborate with the Trials Trophy Solicitation Chair to send a "Trophy Solicitation Form" to the ASSA Bulletin Board Editor to be in at least two issues prior to the National. Put on the form the following: If choice is unavailable, we will put it where it is needed.

As donations come in carefully document each one: Name of donor, kennel name, amount received and their 1st and 2nd choices. If there is a note attached saying the donor does not want the monies put where needed, and you are unable to honor their choices, contact donor immediately about a change or return of donation.

The Treasurer and President will ask for a report from time to time, so have updates ready.

Send money to Treasurer by registered mail every month or two. At times, it might be possible to make deposits directly into the bank account that is currently being utilized by the Treasurer. If this is done, the chairperson of this committee must email deposit totals to the Treasurer.

A special mailing may be necessary if donations are slow. Consider a mailing to all clubs asking them to publish the "Trophy Solicitation Form" in their Club Flyer and a mailing to past donors thanking them for past donations and asking for another donation. Also consider posting solicitations on relevant mailing lists, biogs, and other forums.

Mail requests to winners in previous year's conformation show asking them to donate.

Two weeks prior to closing of entries, the list of all donors as they are to appear in the Catalog must be sent to the National Show Chairman and to the Show Superintendent.

A list of all donors, including those donating to the general fund is to be sent to the Show Superintendent to be listed in the catalog along with requested dedications. (9/2010)

Prior to closing of entries send ALL monies and a complete list of donors to the ASSA Treasurer.

Examples and copies of everything should be retained in a folder to be passed on to the next Chairperson. Save envelopes, notes and copies of checks for two years after the show.

Any excess funds collected from trophy solicitations may be used to offset the cost of rosettes and/or shipping. (9/08)

The ASSA is the sole donor of trophies for Best of Breed and Best in Futurity. (9/08)

Conformation and Performance dollar amounts be uniform for sponsorship for the full class. (9/18)

Increase the price of trophy solicitation to
Best of Opposite $500
Best of Winners $300
Select Dog/Bitch $150
Winners Dog/Bitch $150
Reserve Dog/Bitch $75
Best in Veteran Sweeps $125
Runner up Veteran $125
Runner up Futurity $175
Best Junior $200
Reserve Junior $125
Performance High Combined Obedience $500 (3/22)

EDUCATIONAL GRANTS/ASSISTANCE

GUIDELINES FOR MEMBER CLUB SEMINARS

The purpose is to encourage clubs to sponsor educational seminars that promote improvement of the breed in accordance with the standard, better understanding, interest and perception of the Shetland Sheepdog to the general public, and the issues and direction needed by breeders and exhibitors for it's betterment. While 'general interest' seminars are not excluded from consideration, greater weight will be given to curricula specific to the Shetland Sheepdog.

These funds are for clubs that might not otherwise be able to afford the costs in putting on a seminar. Examples

of appropriate seminars are:

Health screening, Health issues and concerns
Conditioning of animals, Brood bitch and stud dog management Puppy
socialization, Temperament testing techniques
Illustration and/or interpretation of the standard, Breed history, Structure and locomotion
Rules and Regulations of the American Kennel Club
Nutrition
Judges' Education - (Must be done with assistance of regional Judges Education Representative in accordance with material provided and approved by the ASSA and AKC.)

Grants will NOT be considered for seminars that focus on a main theme of exhibition enhancement in any venue such as grooming, handling, or training techniques.

REVIEW AND APPROVAL

The ASSA Educational Grants Committee reserves the right, in its discretion, to review and approve the presenter and program content prior to approval of financial assistance. As a guide, the Committee will consider, without limitation, whether the seminar content is educational and non-commercial, is consistent with the goals of the ASSA, and the general welfare of the Association and its membership. The Committee reserves the right, in its discretion, to reject, in whole or in part, any application for a grant for an educational seminar.

Member Clubs interested in applying for a grant for an educational seminar should submit to their Regional Director a budget of the planned event, a description of and, if available, an outline of seminar content, together with the name or names of the presenters no later than 30 days prior to the planned event. The application should include anticipated attendance and income expected. Applications submitted after this date, or after the event has been held, will not be eligible.

The Regional Director will forward it without delay, along with their recommendation for approval, to the Educational Grants Chairman. The Educational Grants Committee (3 people consisting of the Chairman and 2 committee members) will determine the amount to be given to the club applying; grants may be made up to $250 for a 2 day and $125 for a one day presentation. The Regional Director is responsible in following up on the seminar held, and providing a written event summary to the Educational Grants Chairman no later than 30 days after the event completion. The report should include, but not be limited to, a financial accounting, and any concerns on program acceptability and value.

The Educational Grants Chairman will respond as soon as possible to Regional Directors when approval is granted for a Member Club event and will instruct the ASSA Treasurer to forward funds immediately.

GUIDELINES FOR REGIONAL EDUCATIONAL SEMINARS

Once a year per Region, $500.00 SEED money will be made available as support for an educational event. Each Regional Director, assisted, at times, by the Regional Judges Education Chairman, will be ultimately responsible for the event in their Region. They will try to obtain the assistance of ASSA Member Clubs as host clubs and will use member survey volunteers as people to assist with the seminar. Events may be hosted by single as well as multiple host clubs and events may be presented in conjunction with Specialties. The host club(s) will get the profits from the event less the $500.00 seed money and, in addition, will be required to donate a minimum of 10% of the event profits (after repayment of the $500.00 seed money) to the ASSA. If the profit is less than $500, 50% of the profit will be refunded to ASSA.

The Regional Director, the Regional Judges Education Chairman, and the host club will work together to develop the event content. Samples of acceptable topic groups for the outline include: the breed standard, breed medical/health issues, judge's education, history, AKC rules, legislation, nutrition, genetics and kennel management. It is anticipated that the potential audience for the event will include judges, ASSA members and non-ASSA member breeders, etc. Regional Directors interested in developing and holding an educational seminar should present a budget of the planned event, a description and outline of seminar content, together with the name or names of the presenters, no later than 60 days prior to the event date. The request should include anticipated attendance and income expected. Requests submitted after this date, will not be eligible.

The AKC encourages events of this nature and will assist communications by sending, at no charge, mailing labels for judges within a specified area.

The Regional Director will forward these written requests to the Educational Grants Chairman for review. The Educational Grants Committee (3 people consisting of the Chairman and 2 committee members) will assess, and formally approve each request as to its appropriateness with Educational Assistance Guidelines.

The Regional Director, Regional Judges Education Chairman and host club will advertise and promote the event and will be totally in charge of the planning for its success. The Regional Director will provide a written event summary to the Educational Grants Chairman no later than 30 days after the event completion. The report should include, but not be limited to, a financial accounting, and any concerns on program acceptability and value, and will be presented to the Board at its next meeting.

The Educational Grants Chairman will respond as soon as possible to Regional Directors when approval is granted for a Regional Educational Seminar and will instruct the ASSA Treasurer to forward funds immediately.

The Board reaffirmed its decision on current guidelines on what topics may be supported by an educational grant. (4/08)

Educational grant funding to local clubs is limited to one grant per calendar year. (4/08)

Double the amount for educational grants to $250.00 for a one day event and $500.00 for a two day event. (9/2019)

FUTURITY CHAIRPERSON

Position Description:

The Futurity Chair is responsible for receiving nominations, collecting funds associated with nominations, keeping nomination records, managing the Futurity bank account, and distributing collected monies at each Futurity.

Futurity Process:

Receive and process nomination of Bitches and subsequently any puppies at three months (effective 1995) and again at six months. Any bitch whose whelping date falls above the 18-month mark and before the 6-month mark the futurity for the following National will be incorporated in the 12 to 18 month class. There is no ineligible period. Litters may be nominated for two nationals if dates overlap, but only compete at one. Fees are due for each eligible national a litter is nominated for.

Members whose dues are unpaid according to the Treasurer's records cannot participate in the Futurity. If membership is reinstated, all privileges are reinstated.

Maintain Futurity funds in a separate account in a local bank close to the chairperson. Accounts should be co signed by the ASSA Treasurer

Nominating fees are as follows:
$5.00 to nominate the bitch before whelping;
$3.00 due by three (3) months of age for each puppy
$7.00 due by six (6) months for each puppy

The ASSA will retain 30% of the fees to be paid to the National Show Treasurer. 25% will be used to offset Futurity judge and superintendents expenses and the ASSA will pay out 5% for breeder of the Best in Futurity (9/07).

Maintain the following information about all nominees:

- National Specialty for which eligible
- Bitches AKC name, and assigned number
- Sire of litter (due no later than six month nomination)
- Date bred
- Breeders name, address and phone number
- Amount paid for bitch nomination
- Date actually whelped, number of dogs and bitches to be kept nominated at three months. Amount paid for 3 month nominations
- Number of dogs and bitches to be kept nominated at six months, AKC name of each dog & bitch, class entered for each, amount paid and current owner.

Any changes on puppies will be prohibited after their nomination unless verification of rejection of a name choice by the AKC is provided.

All six-month nominations must include the AKC number or the proposed name of the puppy or the nomination will be returned as incomplete.

If there is a NSF check, the nomination for that litter is ineligible until all bank charges incurred by the ASSA are reimbursed by the member.

Futurity Chair (continued)

A confirmation form is sent to the nominating ASSA member when the litter nomination is processed. The confirmation will include:

- Relevant National Specialty year/location
- Litter number assigned by Futurity chairperson
- Dam of litter
- Current number of litters nominated out of the ten litters the member is limited to nominate

Reminder forms for 3 month and 6 month nominations.

No other notifications are sent. All nominations received are processed based on postmark, not date received.

The Futurity entries for a given year close 30 days prior to the date of the Futurity. In weeks prior to closing, contact breeders to resolve any 6 month nominations that do not include the name. Within one week of Futurity closing (1 month before ASSA National Specialty) prepare an alphabetical list of all puppies eligible to compete in the Futurity, include name, birth date, sire, dam, breeder and name of current owner. Divide this list by sex and class age only and mail (or email) to Superintendent. When entries close, investigate any discrepancies between the list provided and entries received with Superintendent. (9/06)

Prepare a worksheet showing money distributions by class, amount for breeder of Best in Futurity, Owner of Sire of Best in Futurity, and funds for Futurity Superintendent and Judge's expenses. Send Futurity Superintendent / Judge expense check to the Treasurer. (9/06) Write checks from Futurity checking account for each class placement award. ** All checks to Futurity winners will be in blank. Place the checks in a hotel safety deposit box until 1/2 hour before judging. Make distribution of funds in accordance with Futurity rules. Give the 24 Futurity award checks to the Ring Steward for the Judge to make awards. Give the Breeder and Owner of Sire Futurity award checks to Vice President for presentation at the annual banquet. President may request Futurity Chairman to award checks at banquet.

**If Futurity chair is unable to attend Futurity, a check for all funds collected and copy of distribution worksheet may be sent to the Treasurer who will write the futurity check.

A financial statement will be provided to ASSA Treasurer at least twice per year prior to ASSA board meeting or more frequently if requested. (9/06)

A balance of $500 should be maintained separate from the Futurity funds for administrative expenses (envelopes, stamps, paper, toner, etc.). The Treasurer will reimburse the expenses annually to restore the $500 balance. (9/06)

Effective 1991, each member of the ASSA may nominate no more than ten (10) litters for each Futurity.

Select another ASSA member and make them familiar with the Futurity rules and procedures as a precaution, if, for any reason, the Chairperson should have to be relieved of duties, either temporarily or permanently.

Remove "color of puppy" from the six month puppy nomination form because Futurity classes are not divided by color. (4/16)

Futurity payments increased to:

Initial	$10.00
3 Month	$5.00 (for each individual puppy nominated)
6 Month	$10.00 (for each individual puppy nominated)

Futurity nomination fees should be reviewed every 5 years. (4/17)

The number of litters nominated for Futurity each year will be unlimited beginning 2024 (9/22)

GAZETTE EDITOR

Prepare 2 columns of general interest for the Gazette. There is a three-month lead-time. Follow the

AKC guidelines that pertain to the Gazette columnist.

HANDBOOK EDITOR

Participate in the selection of an Assistant Editor, or Alternating Editor. Select

your own staff.

Material for the Handbook shall remain in the same format as the previous volume unless otherwise approved by the Board of Directors. Work with the Historian. Present subjects for educational articles and any major changes in format to the Board of Directors for approval.

Secure bids for publication and present them to the Board of Directors for acceptance. Prepare a

proposed budget and send to the Treasurer for review.

Make a financial report twice annually. (August 31 and December 31).

Submit information to the Bulletin Board regarding the preparation of the Handbook. Send advertising to breed magazines and to member clubs for inclusion in Club newsletters.

Have proofreaders for all material.

Maintain Handbook funds in a separate local account unless such funds are sent directly to the Treasurer.

POLICIES

Once a committee is formed, the chairman will send a list of the other members of the committee to the President The

Best in Show List career qualifications are: Dogs-20 Best in Shows, Bitches-7 Best in Shows

The policy that members must apply for cumulative awards will also apply to cumulative certificates of achievement. In the future, in order to both receive the award and be published, a member will need to apply for the award. (5/95)

Pertaining to an In Memorial page, the page should contain a list of those who were ASSA members at the time they passed away (as compared to those who were ASSA members at some time in their lives but who were not members at the time they passed away). (5/95)

The Handbook Editor has the prerogative to list only the highest degree or title (achieved) in each title category or competition. (9/94)

An individual dog who earns more than one advanced degree can be featured in the Advanced Title Pedigree Section in each year in which an advanced degree is earned. (9/94)

The Showcase will be expanded to include any major wins at all-breed clubs. (9/93)

Dogs must qualify for the Handbook insertion by earning American titles, Canadian titles can be listed for those dogs who have earned them. (4/92)

Stipends for statistics editors were set. (9/91)

TD dogs will be in the Showcase Section with TDX and OTCH dogs in the Pedigree Section. (9/87)

Rally titles will not be included in the handbook (4/08)

Master Agility Champion (MACH) dogs will be included in the Advanced Titleist Pedigree Section and complete listing of Advanced Titlists. (9/99)

There will be a photograph section (similar to the Showcase section) for dogs that have been awarded ASSA defined achievements. (5/96)

The Breed standard will appear in each edition of the Handbook. (4/98) Rally

titles will not be included in the handbook (4/08)

It was the consensus of the Board that 400 copies be printed of the 2007 ASSA Handbook. (9/08)

The cost for post production handbook orders is set at $30 plus $5 shipping and handling. Pre-publication orders remain at $24. (4/09)

The ASSA Achievement Awards section will include all Register of Merit (ROM) and Century Club (CC) dogs in the text listing and owners will be invited to feature their dogs in the Handbook Achievement Award Showcase photo section regardless of whether the ASSA Achievement Award was applied for and issued.(9/16)

Increase the pre-publication price of the Handbook to $45.00 and after-publication price to $50.00 for the 2015 Handbook. (9/16)

Prices for photo submission and book purchase should be evaluated every 2 years and adjustments made as necessary. (9/16)

ASSA should promote the Handbook more as the annual, historical record of ASSA and the Shetland Sheepdog. Promotion could be done on the ASSA Website, in the Bulletin Board and by Regional Directors.(9/16)

Allow Editor to use the less expensive litho cover. (4/18)

The 2017 and 2018 Handbooks will be combined. Both a Hard Copy and a Digital will be priced at the same cost of $45.00. (9/18)

If you have paid a deposit to purchase a 2019-2020 handbook or paid for an advertising submission to that year's handbook, the ASSA will provide you with a refund promptly upon your request. At this point the ASSA cannot guarantee publication. In the meantime, we appreciate your patience. If you wish to correspond further about the 201-2020 handbook, feel free to contact Merrylee Malanowski-ASSA Treasurer regarding your refund. Let us know prior to receiving the handbook. (9/25)

HEAL TH COMMITTEE

PURPOSE
To encourage the participation of ASSA breeders in Health Testing and especially the Canine Health Information Center (CHIC) program by holding Clinics at National Specialties, assisting clubs (or committee approved individuals) with hosting their own Health Clinics, publicizing the need for health testing, and encouraging members to submit test results to the CHIC Registry so that all breeders, now and in the future have the necessary information to breed as intelligently as possible. The Committee also will encourage the submission of samples from affected dogs for any of the ASSA approved research studies in need of DNA samples.

COMMITTEE COMPOSITION
The committee should consist of 3-5 ASSA members, with at least one of those members being a veterinarian and one member also being a member of the Research Advisory Committee.

DUTIES

1. Arrange and manage Health Clinics at the National Specialty Show, where space and time allows.

For all CHIC eligible tests offered at the National Health Clinic, the ASSA will pay the OFA submission fee for test results submitted to the open database (Board approved Fall, 2017).

2. Offer a unique pin to those ASSA members who achieve CHIC status on their Shelties and list the dog's and owner's names in the National Show Catalog each year. The pin is issued when the member's first dog is issued a CHIC number, only one pin per member.

3. Administer the selection process of the annual CHIC/Parent Club Champion of Health Award to be given each year at the National Specialty Show.

4. The committee shall encourage member clubs to hold Health Clinics, make a "Health Clinic Guide" available to each ASSA member club and offer assistance by answering questions, etc. Grants from the ASSA Education Grant Committee are available for Health Clinics and must be applied for prior to the event by the Specialty Club or the Committee approved individual.

5. Publicize the need for Health testing with ads in breed magazines, the Bulletin Board and information on the ASSA website.

6. Encourage ASSA members to utilize the Shetland Sheepdog Health Survey, located on the OFA website, with an ad in the National Show Catalog, the Bulletin Board and on the ASSA website.

PROCEDURES
1. Work with the ASSA National Specialty Show Chair to arrange the time and location of the Health Clinic. The Health Committee Chair will work with Committee members to coordinate various health test offerings and will keep a detailed guide for materials, procedures and personnel needed. This can be updated and used by future Committee chairs.

2. Maintain a database of ASSA members whose dog(s) have received CHIC status and identify those members who have not received the ASSA issued CHIC pin in the past and distribute pins to those members either at the

ASSA National Specialty Show or via mail. The Health Committee Chair is responsible for maintaining an adequate supply of pins.

As of 2022, OFA sends the Research Advisory Chair (RAC) a quarterly report of CHIC Shelties that includes dog and owner names. The RAC Chair distributes this report to several ASSA members including the Health Committee Chair.

3. Administer the selection process of the annual CHIC/Parent Club Champion of Health Award to be given each year at the National Specialty Show, by advertising a call for nominations and then evaluating applications after the submission deadline.

Annual CHIC/Parent Club Champion of Health Award
The annual CHIC/Parent Club Champion of Health Award is intended to recognize a dog that has had significant accomplishments in the ring, in the field, in performance events, as a producer, or as a working dog, AND has the full complement of health testing appropriate for its breed. The award consists of an engraved acrylic trophy, and a $100 donation to the AKC Canine Health Foundation breed specific donor advised fund in the name of the honored dog. Ideally, the award would be announced and given at the club's annual Specialty. To participate, the owner of another individual should submit the CHIC Champion of Health form to the appropriate person as specified on the form by January 15. Each nomination should include a brief write-up of the dog's accomplishments as well as a record of its health certifications as well as health certifications of any progeny as well as their accomplishments. This is outlined on the nomination form available on the ASSA website at https://www.americanshetlandsheepdogassociation.org/chic-parent-champion-health/ . After the deadline for receiving nominations is passed, all of nominees will be presented to and reviewed by the Health Committee members. From one to three nominations will be selected by the Committee to be submitted to OFA for a final decision. The nominations must be presented to the OFA a minimum of six weeks prior to the specialty event, in order to allow time for engraving, etc. The OFA reserves the right to withhold the award based on a lack of suitable nominees.[1]

[1] From E. Dziuk, COO OFA, via personal communication with Mary Mahaffey, DVM on May 4, 2010

3. The Health Clinic Guide will be reviewed by the Committee periodically and make any changes necessary to keep the Guide up to date. New tests will be added as suggested and approved by the Research Advisory Committee and as time and space permit.

4. The Shetland Sheepdog Health Survey was developed by the Research Advisory Committee and any alterations will be made by that Committee. It is the Health Committee's duty to encourage the use of the Survey as stated above.

5. The Health Committee section of the Transition Book should be reviewed annually and updated as needed.

First issue October 23, 2013, revised (April 2022)
Joined the Gensol Breed Panel and Partner Program (9/23)

HISTORIAN

Purpose:

Collect and preserve memorabilia, both written and in objects, that preserve the history of the Shetland Sheepdog and/or the ASSA.

Supply ASSA Members (both individual and committee) with information/statistics when needed.

Procedures:

Submit expenses, as incurred, to the Treasurer for reimbursement. Make

a financial report twice annually as requested by the Treasurer.

Catalog all materials and maintain an inventory. Send a copy of the inventory annually to the Corresponding Secretary and the Bulletin Board editor.

Mark all ASSA items with a stamp that says "Property of ASSA".

Keep all ASSA materials separate from personal collections and clearly mark containers with "Property of ASSA".

Display items from the Committee inventory at the National Specialty either as a separate booth or at the Symposium. Coordinate with the National Specialty Chairperson, when available

Provide storage for ASSA records, copies of all Bulletin Boards and copies of other Shetland Sheepdog publications selected by the Committee for historical value and other memorabilia.

It will be left to the Committee's discretion whether or not to accept the collections offered. The suggested procedure is for the committee to requests a list of the material in the collection. Working with the list, the committee will then determine whether offered items duplicate materials already in the ASSA collection and could acquire new items.

Items acquired by the Historical Committee will continue to be acquired by donation or free acquisition only. The

Historian should submit bills for supplies to preserve archival materials to the Treasurer for approval. (9/05)

Board reaffirmed previous decision that there is no specified limit to expenses and that ordinary and necessary expenses of the historical committee will be reimbursed upon submission of receipts to the Treasurer. (4/08)

All original materials should go to the Historian. Copies of films, not the originals, will be made available for rental (5/2011)

Historian should appoint a backup individual who is familiar with the historical committee policies, procedures, and materials (9/2013)

Appoint a committee to work with the chairperson to develop a long range plan to Pertaining to 25-year Member recognition and non-continuous membership in the ASSA, the total years of membership will be combined providing the initial membership was a minimum of 10 years, archive and inventory the historical collection; and make it more accessible to the fancy. (4/17)

Maintain databases with the pedigrees of all champions and advanced performance titleist (those eligible for the Pedigree sections of the Handbooks), the AKC stud books for shelties, sheltie show records (all breed and specialty), all performance results and all results from OFA.

JUDGES GIFTS

PURPOSE: To select, procure, and prepare for presentation, suitable judges' gifts for Conformation and Futurity judges of the ASSA National Specialty. Companion and Performance event judge's gifts are procured and provided by the Performance chairman.

CALENDAR:

The calendar is dependent upon the gifts selected and the preparation and shipping time necessary to have the gifts at the National Specialty and may be changed to meet those needs.

Three to six months prior to the National Specialty:

Select gifts.
Contact venue Chairs for number of judges to be utilized, and judges names, addresses, and phone numbers, if individually customized gifts are to be used.
If gifts are to be customized:
Contact artist for due date of information, photos, etc. which may be necessary for gift preparation.
Two months prior to artist's information deadline, begin contacting judges and continue to follow up until all necessary information is in hand.
Forward information to the artist.
If gifts are not to be customized:
Order number of gifts needed.

When the gifts are received, they should be individually wrapped with the judge's name noted on the outside of the package.
Gifts will be presented to the judges at the farewell function. The ASSA President will present the gifts.
The Agility, Herding, and Obedience gifts should be prepared for possible presentation at the trial site on the date of the trial. If any of these judges will be present at the farewell function, their gift should be presented at the farewell function.

GIFT GUIDELINES

The gifts should be nice but not overly extravagant. Gift expenditures over $50.00 to $60.00 each, excluding normal committee administrative expenses such as taxes, shipping, wrapping, phone calls, etc., should be approved by the Show Chair and/or President and Board of Directors.

The gifts for the all judges should match or be comparable. The gifts for the conformation judges are slightly larger in recognition of the multiple days' work required of the conformation judges.

The gift cost for the conformation and futurity judges shall be $150 each with $50 for the junior showmanship judge (if a separate judge is used for juniors. (9/08)

JUNIOR SHOWMANSHIP COORDINATOR

Committee name JUNIORS COMMITTEE

a. **purpose:** To encourage participation in the sport by young (under 18) Shetland Sheepdog enthusiasts, to teach good sportsmanship and to educate the next generation of the fancy.

b. Inputs

- Communicate with the ASSA Foundation Treasurer as necessary for certain money collection and disbursement requirements as directed by the Board; coordinate on fundraising efforts to support juniors activities

- Coordinate with trophy chair on solicitation of juniors related prizes

c. **Outputs:** Coordinate educational, social, fundraising and support programs for Juniors' including:

1. *Juniors activities at ASSA National specialty* show

2. *Sponsorships* ($1000) for eligible junior competitors at Westminster Kennel Club or AKC National Championship show:
   - Juniors who qualify to compete in either Westminster 0unior showmanship) or the AKC National Championship show (agility, junior showmanship or obedience) may be eligible to receive a sponsorship.
   - To be eligible to apply for sponsorship, all juniors must:
     - Provide evidence that they meet the eligibility requirements laid out by Westminster Kennel Club or the AKC National Championship show.
     - Have shown a sheltie to their qualifying wins.
     - Show a sheltie at the competition for which the sponsorship is awarded.
     - Provide a letter of support from an ASSA member club or two ASSA members in good standing (not a parent or guardian) attesting to their active participation and interest in the sport of dogs with their sheltie.
   - The ASSA will award up to twelve (12) sponsorships per year on a first come, first serve basis. Up to four (4) sponsorships will be awarded per venue (i.e. 4 for agility, 4 for obedience and 4 for junior showmanship). A junior may only apply for one sponsorship in one venue.
   - A sponsored junior must sign an agreement that should the junior be unable to compete at the show for which they were sponsored, the money awarded will be returned in full within 10 (ten) days following the show.

3. *College scholarships* ($2,000) for eligible students:
   - High school seniors and undergraduate college students (ages 17 - 24) may be eligible to receive a scholarship.
   - To be eligible to apply for a scholarship, all students must:
     - Be a member of the ASSA or the child of an ASSA member in good standing.

  - Already be enrolled in college or be a high school senior who has applied to, and been accepted at an accredited institution of higher education. (any two or four year school) at time of application.
  - Have a grade point average of 3.0 or higher.
  - Complete the application form and submit one (1) copy of the application and all supporting documents (official transcript, letter of recommendation, personal essay) to Junior's Committee Chair no later than August 15
- Applicants with any type of involvement with Shetland Sheepdogs and in any venue within the sport of pure-bred dogs are encouraged to apply.
- Scholarship recipients will be selected by the Junior's Committee. Their decision will be based primarily on the strength of applicant's personal essay and their letters of recommendation. Grade point average and participation in community service and extracurricular activities will be secondary selection factors.
- The ASSA President of the members of the A.S.S.A. Junior Showmanship Committee cannot serve as references for scholarship applicants.
- Funding decisions will be made, and applicants notified of that decision no later than September 30
- Scholarship monies will be awarded to the applicant and should be utilized for college related expenses (i.e. tuition, books, housing, meal plans).
- Scholarship winners are asked to submit a brief report to the Junior's Committee Chair by February 1 detailing how the scholarship monies were used, and the impact those monies have had on their educational experience.
- The total number of scholarships awarded in a given year will be determined by the number and quality of applications received and the funds available through the ASSA Foundation.

College scholarships increased to $2000 per scholarship. (9/11)

Reserve Best Junior Handler was added to the Junior Showmanship judging for 2016 along with a Rosette and Trophy. (4/16)

The number one Junior at the end of December will be invited to participate in the Showcase Spectacular. (9/24)

The following criteria should be met to apply for ASSA Junior Showman Scholarship
Who: High School seniors and undergraduate college students (ages 17-24 years) who are involved with Shetland Sheepdogs in any area or activity within the sport of pure-bred dogs
Eligibility Criteria:
Child of an ASSA member in good standing
Or
ASSA Associate Member (13 years of age and over who is in good standing...) Or
ASSA Individual Member (18 years of and over who is in good standing .....)
Or
Winner of ASSA Best Junior Handler at an ASSA National Specialty

Enrolled in college or be a high school senior who has applied to, and been accepted at an accredited institution of higher education (any two or four year school) at the time of application.
Average grade point of 3.0 or higher. (9/17)

A stipend to Westminster and Royal Canin will be available for up to four (4) juniors per year. If more than 4 apply, the selection will be for the top four ranked by Canine Chronicle. (4/18)

The stipend amount for Westminster or the AKC National Championship Show should read $500.00 not $1,000.00. (9/2019)

A cap of the total amount of scholarships awarded to be set up to $6,000.00 (9/2019) The Scholarship Committee will submit the recommended scholarship recipients to the board for final consensus. (9/2019)

The ASSA Foundation will directly administer and act upon the scholarship program and not the ASSA (9/2020)

LAWS COMMITTEE (LEGISLATIVE ACTION WARNING SYSTEM)

Purpose:

This Committee will be tasked for coordinating legislative alerts, and courses of action for the organization on a national, and state by-state level as needed. The Committee will work in conjunction with the AKC Legislative Liaison to determine priorities, plans, and events that meet the objectives of the organization and are the most beneficial and cost effective utilization of resources.

Additionally, the Committee will be tasked to identify organizations, businesses and individuals that are assisting known AR groups and notify the membership of their alliances.

Close LAWS account and transfer the balance to the general fund. (4/16)

Chairman of the Laws Committee can send up to three people each to NAIA, Calvary Group Conference or AKC Conference per year and that upon receipt of an article describing their experience that ASSA can publish in the Bulletin Board ASSA will reimburse their registration fee. (9/16)

ASSA reimburse ASSA members that attend approved Legislative Conferences their registration fees. Receipts and an article to be published by ASSA must be submitted prior to reimbursement. Total amount of registration fees to be paid per year would not exceed $2,000.00 across all attendees. (4/17)

Merge the LAWS Committee and Legislative Liaison and create a Legislative Committee. A Chairman to be appointed by the President. (4/18)

The Board wishes to encourage attendance at the Animal Rights legislative conferences. In that consideration, based on approval by the ASSA President, a stipend may be available to an ASSA member upon application through the legislative chair. (3/22)

RESCUE COORDINATOR

Funds will be maintained by the Foundation. See #4 below)

The ASSA encourages all members that breed Shelties to assume more responsibility for dogs produced throughout the dog's life rather than just until the first sale. (9/94)

The Board intends that this committee NOT be responsible for coordinating the rescue of dogs on a national level. The Committee Chairperson will act as an information resource person and will prepare a packet of information suggesting things other clubs have successfully done in their area as well as information on issues which should be considered by local clubs interested in starting a rescue program. (4/94)

PURPOSE:

Provide information on rescue on a national level.

Encourage local member clubs to form rescue committees to keep current lists of prospective adoptive homes to use whenever an adoptable Shetland Sheepdog is found.

Maintain and keep current a list of active local rescue committees specifically for Shetland Sheepdogs.

Develop pro-con information for member clubs considering the establishment of a rescue effort.

When called through the AKC Rescue program refer prospective adoptive homes to the member club nearest to the caller's location.

Communicate with the ASSA Foundation Treasurer as necessary for certain money collection and disbursement requirements as directed by the Board.

PROCEDURES:

1. Maintain an up-to-date list of contact in each rescue group. See that it is posted on the ASSA's web page and kept current. Refer callers and e-mail writers to the closest rescue for adoption or surrender

2. Raise funds:

   a. set up a fall auction on eBay (with help of ASSA member Becky Eassey)

   b. support the making of a quilt and the selling of raffle tickets online and at the National (with help from Sherry Lindsay)

   c. design and sell sweatshirts and tees supporting rescue. Designs and the master shirt order are done by Diane Troese who donates her artwork from a solicited suggestion. Shirts are sold at the National with a new design every other year. Sometimes a second order is placed after the National if interest is high.

   d. set up a booth at the National from which any rescue may sell its goods and from which ASSA shirts and any other donated gods will be sold. See that the special tablecloth and banner arrive and return. Arrange for a local chairman to accept shipped goods and to coordinate booth activities with Booth Chairman Barbara Edelberg. Sign a contract with the ASSA booth chairman. All money taken in goes through the rescue account. After the National, distribute earned funds to the participating rescue groups.

   e. Accept bills for reimbursement of medical care above the norm or in cases of extreme hardship as in multiple dog rescues.

RESCUE COORDINATOR (Continued)

3. Maintain a separate checking and savings account from which to pay bills. It is intended these monies not be for day-to-day operations nor to bail out local rescue operations that have run out of money. It is to be used strictly for those times when a rescue cannot be done because the cost is too high. (5/96) Money from fund raisers and donations smaller than $500 can be accepted. Larger donations are sent to the ASSA Foundation. Use a local post office box address for all mail activities.

a) Accept memorial and honorarium donations. Reply with a thank you note.

b) Provide regular financial statements to the Bulletin Board editor. Send an annual financial report tothe treasurer of the ASSA Foundation each January.

c) Collate entries for the Parade of Rescued Performance Dogs held at each National. Order rosettes. Prepare the summaries to be read for each dog.

d) Prepare a financial report for the ASSA Board meetings. Annually present a status report on number of dogs handled.

e) .Encourage ASSA members who breed shelties to assume lifetime responsibilities for any dogs they produce. (9/94)

f) 10.. Add a link to the ASSA web site allowing for the promotion and sale of the exclusive Incolay Sheltie ornament. (4/09)

g) The ASSA Rescue will be allowed to raffle three items at each National. (Spring/09)

Create a "Special Breeder Rescue Working Group". The Committee is responsible for identifying the group members with emphasis on ASSA Members for both Breeder and Rescue Members. The Committee should make periodic reports to the Board on group make up and early activities; and assessment of group effectiveness over time. (9/15)

LEGISLATIVE LIAISON

Purpose:

Keeps tract of anti-dog legislation on a nationwide basis. Alerts

clubs of anti-dog legislation.

Assists in battling all anti-dog legislation on a nationwide basis.

Policy: The Legislative Liaison is permitted to expand this position to include committee members. (4/07)

LIFE MEMBERSHIP

Purpose:

The granting of life membership is the highest honor the ASSA can bestow. Its primary intent is to recognize extraordinary service to the ASSA In addition to noteworthy service contributions to the ASSA, the nominee must also demonstrate prominent success as a breeder and/or exhibitor.

Criteria:

1. Membership confirmed as a 25-year member.
2. Nominees must have made significant service contributions to the ASSA.
3. Nominees must have attained important success as a breeder/exhibitor.
4. In accordance with the stated purpose of the ASSA, members must conduct themselves in a sportsmanlike manner at all times in their relationships with fellow members, exhibitors, and judges. They should demonstrate continued interest, loyalty, and support to the ASSA and to the breed.

Procedure;

The Life Membership Committee consists of three (3) members who are tasked with the review and recommendations of potential candidates for life membership.

1. All 25-year members will be reviewed annually by the Life Membership Committee, who will send their recommendation(s) for Life Membership candidates to the Board.

2. The resume(s) of candidates recommended by the Life Membership Committee will be reviewed at the Spring meeting of the Board of Directors, and elected by a majority vote of those officers and directors present at that meeting.

3. The resume(s) of those members elected to life membership status will be printed in the Bulletin Board and the member will be excused from paying annual membership dues.

4. Any candidate not elected by the Board may be presented again by the Life Membership Committee after a three (3) year period. The committee will ascertain whether any additional significant contributions have been made to the ASSA that would merit another presentation to the Board for consideration.

5. Send 25 year pins to all eligible members

Policies:

- Pertaining to 25-Year Member recognition and non-continuous membership in the ASSA, the Board will consider non-continuous memberships on an individual basis. (4/94)

- An individual shall be recognized as a 25-Year Member in the year after a full 25 years of membership have been completed, not at the time the person pays dues for the 25th year. (9/00)
- Pertaining to 25-year Member recognition and non-continuous membership in the ASSA, the total years of membership will be combined providing the initial membership was a minimum of 10 years (3/22)

The Life Membership chairman will provide the ASSA National Show Chairman and the Corresponding Secretary an updated 25-year member list by Dec. 31 of each year. (9/08)

Individuals who have been ASSA members for 50 years will receive a certificate and have their name listed in the ASSA catalog for that year. (4/10)
Discontinue the engraved medallions for 50 year members in favor of the achievement pin that is currently awarded to ROM's Century Club members and OTCH plus 3 club members (3/22)

The Life Membership Chair will be responsible for sending certificates to those who have completed 50 years of membership in ASSA. Names of 50 year members will be printed in the National Specialty catalog . (5/2011).
Discontinue preparation and presentation of certificates and continue with the pins and medallions as recognition of their 50 year memberships.(4/23)

MEMBER CLUB EDUCATION

Purpose:

To provide ideas and outlines for programs *for* member clubs to create educational opportunities on the subject of Shetland Sheepdogs.

Objectives;

To enhance the depth of knowledge available to all sheltie breeders and fanciers through club programs and/or individual study.

Criteria:

Programs designed to promote Shetland Sheepdog education in:

a. breed
b. performance
c. club relations
d. AKC rules and regulations
e. Etc.

Procedure;

1. The committee should consist of 3 -5 members
2. The committee should be open for and search for new program ideas
3. Each new program idea shall be written in an outline format similar to a lesson plan and should include:
    a. Title
    b. Objectives
    c. Points to cover in talk or discussion
    d. Activities - implementing by actually doing what the topic is if applicable i.e. measuring, brushing, etc.
    e. Practice - having people try the activity
    f. Homework - how to continue the activity at home and put into practice

Policies;

1. Presentation and materials to be given from a positive perspective
2. Chairman and committee members should have 20 or more years in the breed
3. This is an ongoing, open-ended activity with the committee trying to add 5 - 8 new programs per year minimum
4. If a program idea comes directly from an individual outside the committee they must be given credit when the program outline is published and/or uploaded to the ASSA website.

MEMBERSHIP

Maintain a supply of membership applications, copies of Guidelines for Ethical Behavior, and The Constitution and By-Laws.

Accept only one complete, correct, original application form from a potential member.

Spouses of current members will be required to meet the membership criteria on their own merit at the time of application. (5/05) Note: Spouses who apply for ASSA membership at the same time on a common application form must meet current requirements as a couple and on their joint accomplishments, rather than as individuals.

Keep track of when application is received, monies forwarded to the Treasurer and information sent to the Bulletin Board for publication, and any other key transaction dates that may occur.

When the information is prepared for the Bulletin Board include applicants city, state, and ASSA region along with the applicant's name and will send a photocopy of the application and sponsoring letters (9/96) to the Regional Director in order to give the Regional Directors a chance to contact the applicants and allow them to be prepared to discuss the applicants at the meeting.

Review all applications and prepare a report on the applications for each Board meeting.

Make copies of all pending applications. Mail pending applications, by certified, registered mail or overnight express, to the Recording Secretary two weeks prior to the board meeting for action by the board. Prepare a ballot listing applicants to be voted on for on for the board meeting.

Help the Treasurer to keep a current membership roll. Maintain a file including month and year of membership (in order to determine eligibility for sponsorship of applications) address and phone number, names and year of applicants they have sponsored.

Review the ASSA By-Laws, Article 1, for instructions pertaining to membership eligibility, dues, policies and procedures.

Make a financial report twice annually as requested by the Treasurer.

Screen application as to eligibility and correct funds. Return ineligible applications with appropriate letter. Mail

new member packets including membership cards, Constitution and By-Laws and Futurity Rules. (9/96) Keep any

AKC suspensions received on file for information in screening applicants and sponsors.

To allow Regional Directors to properly investigate and make recommendations pertaining to an applicant, and still protect the confidentiality of members who send letter(s) concerning an applicant, the Membership Chairperson will prepare a summary of the reasons stated in the negative correspondence at least one month prior to the Board meeting and forward to the Regional Director. The following attachments will be included: a) the application, b) both letters of endorsement, c) supporting correspondence with revealing information, with names blocked out, and all correspondence between the applicant, sponsors, and Membership Chairman. Thereafter, any further inquiries will be referred to the investigating Regional Director. After review, the original application packet will be returned to the man,

Membership {continued)

Notify applicants not elected to membership. Never elaborate on reasons turned down.

Tabled applications will be handled by the Membership Chairperson. Tell the applicants why their application was tabled. No names of complainants will be given; however, the applicant will be given the question that arose and caused the application to be tabled.

POLICIES

Spouses of current members are required to meet the membership criteria on their own merit at the time of application. (5/05)

The Membership Chairman will be the only person allowed to give out membership application forms. The prospective applicant must either write or call for an application. The chairman will mail an application together with a copy of the Constitution and By-Laws and a copy of Guidelines for Ethical Behavior. (5/96)

It is the Regional Directors responsibility to investigate and make recommendations pertaining to applicants. To allow the Regional Directors to properly investigate and make recommendations pertaining to an applicant and still protect the confidentiality of members who send letter concerning the applicant, the Membership Chairman will prepare and send a short report on correspondence received to the Regional Directors at least one month prior to the Board meeting. Letters must be received from the membership within 60 days of being published in the Bulletin Board. (5/96)

Unapproved applicants may reapply for membership after one year or as provided in the ASSA By-Laws (Article 1, Section 3a) (reaffirmed 5/96)

The Board approved the following changes to the membership application form: A statement that the applicant has read the Guidelines for Ethical Behavior. (9/96) The "initiation fee" will be changed to an "application fee" which cannot be refunded in the event an application is denied. (9/96)

The board determined that all previously denied applicants who reapply must be printed in the Bulletin Board prior to their new application being considered for membership. (9/96)

If any negative correspondence has been received about the applicant, the Regional Director will be given a synopsis of the correspondence but will not be copied on the actual letters. (9/96)

"Geographic area" is defined as: same or bordering state in states or areas with denser population and show greater latitude in areas where the population (and ASSA membership) is lesser. (5/97)

Sponsors must have seen the quarters within 6 months of application. (5/97)

At least one sponsor must reside in the applicant's geographic area (same or adjoining state) (9/08, reaffirmed 9/10)

ASSA membership criteria will require any person applying for ASSA membership to have finished an AKC Championship title: Champion of Record (CH), Obedience Trial Champion (OTCH), Master Agility Champion (MACH), Herding Champion (HC), and/or Champion Tracker (CT) (9/04)

The ASSA's club list is not to be sold. It was felt that the club cannot legally sell the mailing list and it cannot be distributed without the member's approval. (6/91)

There is a grace period of 30 days following Sept. 1.

MEMBERSHIP (cont)

Reinstatement period is 90 days. No sponsors or publication is required. There is a reinstatement fee of $25 plus current dues. (9/04)

Membership requirements are to state that an AKC championship on an AKC registered Shetland Sheepdog is required in order to apply for membership. (4/08)

To be eligible for awards, the applicant must be a member in good standing at the time of submitting the application. In order to be considered in good standing, dues must be paid and current. At any time while dues are unpaid or in arrears (i.e. not paid as of 8/31^{s1}), the member's status will be considered incomplete and ineligible to apply for awards. (4/10)

New member applicants will be published in the Member's Only section of the ASSA web site as well as the Bulletin Board. The 60 day publication requirement will start with first publishing of name whether on website or Bulletin Board. (9/11)

The Membership Chairman shall be given permission by the Webmaster to access the Website to post applicant names in the Members Only area as soon as they are accepted for consideration. (4/16)

RACH can be used to fulfill the requirements of CH on membership applications. (4/18)

All new applicants shall be posted on the website and new google list at the time the applications is received. (9/18)

Exploratory committee formed to help target new and current membership Bella Thompson and Walt Christensen will serve on the committee (9/22)

Applicants may email applications but must mail check to the Treasurer (4/2**4**)

As a club, ASSA would encourage a lifetime suspension from AKC events of any individual convicted of a crime against children (4/24)

NATIONAL SHOW CHAIRPERSON

Detailed procedures pertaining to the National Specialty will be maintained in the *National Show Manual.* (8/11)

By the September board meeting prior to the next National Specialty Show, a budget for all venues must be submitted to the President and approved by the Board. (4/07)

The responsibilities of the National Show Chair will be the management, conduct, and logistics for the annual event.

There shall be an assistant to the National Show Chairperson appointed by the Board of Directors to work with the National Chairperson and serve in case of incapacitation of the Chairperson. The assistant would be considered to advance to the chairmanship at the expiration of the appointment of the Chairperson.

Keep/maintain a log of activity to be passed on to successor and for use in updating Transition Book.

Coordinate show activities with the Recording Secretary, Corresponding Secretary, Treasurer, and Bulletin Board Editor as necessary. Keep both the President and assistant National Show Chairperson fully informed of the progress of the show.

Coordinate with the Regional Director from the host region who will arrange a committee of ASSA members within the region (other than those from host club) to assist the local club Show Chairperson.

Supervise the preparation of the Premium List. Coordinate with the Host club to include all names of local committee heads. All advance information should be published in the Bulletin Board 6-9 months prior to the National.

Work with the hotel sales representative through the local host club Chairperson on needed logistic arrangements at least six to nine months in advance.

Ensure that there is a meeting room and equipment necessary for the Symposium.

Coordinate ordering rosettes, including those for Merit Awards and trophies with the Rosette/Trophy Chairs and the Vice President.

Be sure to get the show closed out so that the final financial report can be made prior to the fiscal year end in August.

Update the Procedures manual after each National Specialty or as needed.

POLICIES

Once a committee is formed, the chairman will send a list of the other members of the committee to the President. (5/96)

The National will be a stand-alone event. (reaffirmed 5/96)

There will be a disclaimer in both the Premium List and the Catalog that ASSA is not responsible for the accuracy of privately-prepared information being sold at the National. (5/96)

There will be two new class awards: ASSA Memorial Trophy-which will be awarded to each of the Veteran Dog and Bitch Classes for first place. The donors will not be listed in the catalog. The ASSA Memorial Trophy Fund in Memory of Life Members will be listed and the persons being memorialized will be listed in cumulative fashion. ASSA cost for the Memorial Trophy ad will be deducted from the Trophy Fund. (4/25)

National Show -Policies (continued)

The Treasurer will send a "Thank You" note to each of the donors. (9/95) Stud

services will not be offered at auctions. (9/96)

Proceeds from the Auction will be placed in the Education Fund. (5/97)

The National Standing Show Committee will work to effect economies in expenses and time required of members in producing the show while maintaining or improving the quality of the show to which we have become accustomed. (5/97)

If a dog is not entered in a regular class, they must pay a first entry fee. (5/97) Premium

lists will be mailed First Class to members only. (5/97)

Obedience Classes will be limited to one day of judging. (5/97)

Persons who are under contract to judge at the ASSA National Show (any show or trial) should not exhibit, enter or handle a dog at the same National (any show or trial) (9/04).

The trophies for Best of Breed and High in Trial-Obedience will be identical 5 piece SP Coffee and Tea Service. (4/04) High in Trial Herding is a silver whistle for both ducks and sheep.

Beginning with 1996, all grooming requests for spaces next to friends must be received in the same envelope. (5/95)

The Futurity judge will be restricted from judging Sheltie breed classes at any AKC Licensed or sanctioned events for a period of four (4) months prior to judging the National Specialty. (9/94)

The Regional Director of the area where the National is held is responsible for the manned booth which sells ASSA publications. The publications are to be shipped in advance. (9/88)

The local show chairperson will be made responsible for formulating an emergency plan for the show in their area. (9/96)

The Futurity judge and the judges not currently judging in the ring will be permitted to sit in the life member area. Each judge will be permitted one guest whose name must appear on the list at the beginning of the week. This guest will be issued a badge. Life members and 25-year members will be expected to wear their pins so they may be easily identified. (9/96)

A special section will be provided for judge's education for students and mentors. The seating will be available for Wednesday through Friday judging. Back row seats will be available in the reserved seating area for judges who have attended the judging seminars. (9/96)

Guidelines for seating at the National: Badges are required for Board members, the AKC delegate, announcers, stewards, etc., to control access to the reserved seating areas. An area will be assigned for National show committee members if they are working during the show to allow for their need to move about during the show and eliminate anticipated problems with seats being "held" for them following the completion of their work. Local committee members will be provided an area for seating if they are working during the show. Badges should be issued for both the national show committee seating and local show committee seating areas. (9/96)

National Show - Policies (continued)

A permanent judge's gifts committee was established. The committee will work with the local show committee for each show and will agree on the gifts to be presented for that national specialty. (9/96)

Veterans class will be split into two classes: 9 years and under 12, 12 and over. (9/96)

In obedience, for team competition, first place will receive 4 small (4") bowls instead of one large (8") bowl. (9/96) No

more than 10 spaces may be reserved at one time. (9/05)

A listing of 25-Year Members will be posted throughout the show. Additional recognition is provided through a reserved seating section for Life Members, 25-Year Members and Past Presidents of the Association.(5/95)

Although the Herding and Agility trials are budgeted separately, they are part of the overall National Specialty and the profits or losses become part of the ASSA general treasury. (9/96)

Scheduling of Visiting Hours will be left up to the National Show Chairperson It is

the Ribbon and Trophy Chair's right to award the ribbon contract. (5/96)

Beginning in 1995, attendees to the National Specialty will only be allowed to book one room per member name and a deposit will be required which will be refunded only if the room is canceled before two (2) weeks prior to the show. (4/94)

No dates will be engraved on class trophies to allow trophies from classes in which there are no entries to be retained and used for the following year's show. (9/93)

Vendors at the National Specialty are subject to the approval of the National Show Chairperson. (9/93) Obedience

Versatility classes at the National will be decided by the National Obedience show chairperson.(4/92) Observer judges

will not be permitted in the ring at the ASSA National Specialty Show. (4/92)

Room and tax expenses only which are incurred for the National Show Chairperson during the week of the National Specialty will be paid by the **ASSA.** (9/91)

Non ASSA members are welcome to contribute to the trophy fund for the National (4/90) There

will be no free booth space(4/90)

A trophy for Runner-Up to Best in Futurity will be awarded beginning in 1990 (9/89)
The Best All Around Sheltie award is not intended to have any relationship to the Versatility Certificate (VC) or Versatility Certificate Excellent **(VCX)** achievement awards that recognize a dog's career accomplishments in all four venues: conformation, obedience, agility, and herding. (3/2000)

Agility and Herding will continue to use show secretaries for their respective events; however, draft premium lists should be submitted to the National Trials Chair for review and approval before they are mailed.

Pertaining to ownership of photographs of National Specialty winners. The primary interaction on photos is between the photographer and the owner of the dog. Any other parties desiring a photo of a particular dog should approach the dog's owner for a copy of the photo. (3/00

In order for a worker (e.g. ring steward, agility scribe, herding stock handler) to receive a lunch ticket at the National Specialty, the individual must work a minimum of 4 hours on the day of the lunch. (9/03)

A non-reserved, show and go crating and grooming area must be provided in addition to the first-come, first served reserved grooming spaces. (9/03)

ASSA should have security personnel at future National Specialty Shows as required by the show facility policies and contracts and in accord with recommendations of the National Show Chairperson. (5/05)

Beginning with the 2012 National, ASSA will revert back to the practice of requesting bids from host clubs in the show region. (4/08)

Effective immediately, the ASSA will eliminate contracting for a host hotel. (4/08)1

Colorado will be moved back into the central show region. (4/08)

The Amateur Owner/handler class will not be offered at the ASSA National Specialty show. (4/08)

There will be a moment of silence after the National anthem and before the start of regular judging on Wednesday To remember members who have passed away the previous year. (4/08)

Unless there is a particularly large entry, class judging will not start before 9 a.m. (4/08)

The National show photographer will be chosen by the Board from a list submitted at the fall meeting. (4/08)

The National Show Chair shall have the final decision on the national show photographer to be chosen from bids acceptable to the Board. (9/08)

The ASSA shall pay for the room or RV space for the ASSA National's chief ring steward. (9/08)

The Life Membership Chairman shall provide the National Show Chairman with an updated list of 25-year members by Dec. 31 each year. (9/08)

The proposal to accept the National Show Chairman's re-organization of the National Show Staff was accepted. Details follow (9/08)

The ASSA National Show Chairman would remain responsible for show site contracts, AKC applications, video and show photographer contracts, hotel contracts, judges' hotel reservations, show superintendent contract, premium list information, BB and written publication updates, and show site facility coordinator. (9/08)

It is suggested that the three assistants come from different parts of the country so there will always be one of them in a show region. (9/08)

Chair #1-Facility and Equipment Coordinator-be in charge of the grooming area (assignments, supplies, maps, etc), be a show site liaison reporting back to the National Chair, the Safety Coordinator, and the Emergency Evacuation Planner, and be in charge of the miscellaneous equipment needed for the show , with approval of the Show Chairman (bleachers, PA, tables, ring/vendor/grooming assignments, all in alignment with the show grounds contract. (9/08)

National Show - Policies (continued)

Chair #2-Banquet and Event Coordinator-Coordinate with local chairpersons for all the arrangements for the banquet, lunches for judges and workers, evening meal (buffet) if needed, box lunches or sit-down lunches for educational events (Judges Ed, Symposium, etc) , and entertainment if required. Report back to the National Show Chair upon completion. (9/08)

Chair #3-Day by Day Requirement Coordinator-coordinate with local chairpersons responsible for all flowers and decorations for the ring and banquet, mugs or other items for the banquet attendees, tickets for events, badges for both local and ASSA persons involved in show operations, and show photographers' set-up needs. Report to the Show Chairman upon completion. (9/08)

Create a Google E-mail group for the National Show Committee. This e-mail group will include the Show Committee Chairmen, Assistant Show Committee Chairmen, Show Planner, Performance Chairmen, and both Show Treasurers, all committee members and all Board Members. (9/17)

NATIONAL SHOW PLANNER

Detailed procedures pertaining to the National Specialty will be maintained in the *National Show Manual.* (8/11)

Works under the direction and reports to the National Show Chair.

The responsibilities of the National Show Planner will be advance planning for future shows. Identify suitable show sites first and then bring in Member clubs for support. (5/05).

Maintain a log of activity to be passed on to successor and for use in updating Transition Book.

Three years in advance present the bids at the April Board of Directors meeting together with a recommendation.

If deemed necessary and approved by the President, the Planner may visit the proposed show site.

Request a contract from the Superintendent and report to the Board of Directors on the terms of the contract.

There will be three show zones. The rotation to begin in 2011 with the Central zone, 2012 in the East and 2013 in the West and so forth. (4/07)

All budgets should be based on "worst case scenario" (9/94)

POLICIES

Identify suitable show sites first and then bring in Member clubs for support. (5/05)

The National will be a stand-alone event. (reaffirmed 5/96)

All budgets should be based on "worst case scenario" (9/94)\

Include in the bid packet a list of possible shows in conflict with proposed dates.

Bid letters will be updated to reflect that clubs will not be reimbursed by ASSA for expenses related to their bid packages (9/09)

Rescind Policy that Purina Farms be the show site for the National every 3 years in the Central Zone. (9/15)

Begin a 4-year rotation with 2 years in the Central region with one of those two years being at Purina, and a West coast and East coast location. (4/16)

The ASSA National will return to Purina for a three (3) year period starting in 2020, and will re-evaluate this Practice for 2023

Beginning in 2026 ASSA will sign a contract with Purina to remain there & keep our dates for the next 8 years (9/23)

THE NATIONAL SHOW TREASURER:

Maintain an ASSA bank account in a FDIC insured bank for National show income and expenses.

The account must have the name of the current ASSA Treasurer as an additional signatory. Only one signature will be required when signing checks.

Request copies of the ASSA Articles of Incorporation, tax number, etc. from the ASSA Treasurer when setting up the account.

A **written expense receipt must be provided for each check issued.**

Show Treasurer **must secure written approval from the National Show Chair for any non-routine expenses.** If requested, the Show Treasurer will pay for a storage unit near the show site as well as pay for any insurance required. This unit is for storage of ASSA owned items used at the National.

Show Treasurer will provide a list of income and expenses to date and the balance in the account to the ASSA treasurer at least twice a year when requested. This is normally within a month of the Spring board meeting and at the end of the fiscal year (August 31).

Show Treasurer will maintain copies of the contracts for current and upcoming National shows. Pay deposits as required by these contracts. If there is not enough money in the National Show Account to pay these deposits, the ASSA Treasurer will be notified in a timely fashion to advance the money for the deposits as needed. Any money received in by this method will be noted in the Show Report.

At the end of the fiscal year all receipts pertaining to the income and expenses paid during that fiscal year and the corresponding bank statements will be sent to the ASSA Treasurer so that all **ASSA** financial records for each fiscal year are together. Additionally, any overage from the minimum balance of $7,500 will be forwarded to the ASSA Treasurer.

Any profit from the Symposium shall be sent to the ASSA Treasurer to be deposited in the Education Account.

A complete show report listing all income and expenses and profit or loss will be compiled by the Show Treasurer within 90 days after the close of the National show. The report will be approved first by the National Show Chair and then provided to the **ASSA** President for distribution to the Board.
All money generated from the independent (not local) ASSA raffle at the national will be turned over to the ASSA Treasurer at the National show.

Expenses not attributable to the National Show Account:

- Trophies and Rosettes (paid by the ASSA Treasurer)
- Board meeting (paid by the ASSA Treasurer)

Detailed procedures pertaining to the National Specialty will be maintained in the *National Show Manual.* (8/11) (8/11)

National Show Treasurer controls both Conformation and Performance chair accounts (4/22)

NATIONAL TRIALS COMMITTEE: (REVISED 5/2012)

The National Trials Committee shall be comprised of the National Trials Chairman, Assistant Trials Chairman, the Trials Treasurer and the Regional Trials Chairmen for each performance venue.
The National Trials Chairman and Assistant Trials Chairman shall be appointed by the president with approval of the Board.
The National Trials Chairman shall appoint the regional chairmen and those regional chairmen shall report directly to the trials chairman.
Specific responsibilities of each are listed below:

National Trials Chairman:

- Supervise all trial chairs for each of the ASSA Trials
- Supervise the preparation of the premium list. Coordinate with the host club, where applicable to include all names of local committee heads. All advance information should be published in the Bulletin Board 6-9 months prior to the National.
- Report to the Board at the National
- Send a written report on all the committees to the Board at the fall Board Meeting.
- Review and approve all judges' contracts
- Arrange and confirm judges' rooms and transportation
- Work in direct contact with the National Show Chairman on any issue regarding the smooth operation of the National Show
- Prepare and finalize the Trials Budget, with information provided by the individual regional chairmen, for submission at the fall Board meeting.
- Maintain a binder with all pertinent information on a year to year basis that can be passed on to future chairmen.

Assistant Trials Chairman:

- Assist Trials Chair as needed and determined by Trials Chair
- Fill in for Trials Chair when the Trials Chair cannot fulfill the duties
- Prepare trophy and ribbon inventory at the conclusion of the trials and keep track of same for ordering of next year's prizes.
- Obtain a complete set of marked catalogs for each of the trials from the Trial Secretary and provide same to Bulletin Board editor.
- As a courtesy, where possible, provide copies of marked catalogs to the various Sheltie magazines and online services.

Treasurer:

- Collect and deposit all monies from the Trial Secretary
- Present a financial report to the ASSA Board at the Fall board meeting
- Pay all bills associated with the trials
- Send applicable AKC application fees to the Corresponding Secretary to be included with various Trials applications. ASSA, being an AKC Member Club does not pay an application fee for the obedience trial, however, all other venues (including Rally, which is considered a separate event) require application fees.
- Assist in preparation and finalization of Trials Budget
- Return all proceeds less expenses to the ASSA Treasurer

Trophy Solicitation:

- Solicit trophy donations for the Trials.
- Coordinate with Show Trophy Solicitor
- Prepare a list of donors to be listed in the Trials Catalog.

Advertising and Catalog Chairman:

- Solicit advertising for the Trials Catalog
- Design and format the Trials Catalog
- Print the necessary number of catalogs and make sure they arrive at the Trial site in a timely manner
- Work directly with the Trials Secretary (meaning this will probably be a regional job)

General Policies:

- Premium list will be mailed First Class to all Judges, Regional Chairmen, and local chairmen (where applicable) and other listed committee people by the Trial Secretary.
- Premium list will be made available on line on the ASSA website
- Persons under contract to judge at the ASSA National Show (any show or trial) shall not exhibit, enter or handle a dog at the same National (any show or trial) (9/04)
- The trophies for Best of Breed and High In Trial-Obedience will be identical
- The trophies for Best of Opposite Sex and High Combined-Obedience will be identical
- Trophies for High In Trial for both Sheep and Ducks will be "herding" whistles
- Trophy for High Combined-Herding will be a belt buckle
- In Agility, an award for "High in Class" shall be given for each level, i.e. Novice, Open and Excellent. Method for determining High Scoring dogs in each class will be from the regular STANDARD class only. (Preferred classes are not eligible). This award shall be determined first by score then by the fastest yards per second in the Standard run. For the purpose of this award, Novice A & B will be considered one class, as will Excellent A & B. All runs must be qualifying runs.
- In Herding, all awards will be presented by the judge at the conclusion of the class
- In Obedience and Rally all awards will be presented in the ring, by the judge at the conclusion of the class
- In Agility all awards will be presented by the judge at the conclusion of the trial.
- Fifth place trophies will be awarded in all classes in Herding
- In order for a worker (e.g. ring steward, agility scribe, herding stock handler, etc.) to receive a complementary lunch ticket they must work a minimum of 4 hours or the complete assignment for their respective ring. (9/03)

- The Board reaffirmed the policy that the ASSA National was a time to showcase the versatility of the breed with one trial or event per approved venue (9/06)
- At the suggestion of the Obedience Trial Chairman, the Board approved offering a Rally Trial at each National where space and budgetary considerations are available. This trial shall replace all non-regular obedience classes except Veterans. (4/06)
- At the suggestion of the Obedience Trial Chairman, the Board approved offering Beginner Novice A & B (AKC optional titling classes) at each National where space and budgetary considerations are available. (9/11)
- Veteran Participation rosettes will be presented to all non-placing veterans in the Obedience Trial.
- A special rosette shall be presented to any dog finishing its MACH1 title in Agility.
- Finishing rosettes shall be presented to any dog completing any AKC title at ASSA trial.

The following was voted on at the April 2007 board meeting:
"Whereas, the American Kennel Club has designated the American Shetland Sheepdog Association as the parent club of this breed and has stated that our primary obligation is the ownership and protection of the breed Standard, Jan Leonard moved and Larry Brunner 2nd that the Board reaffirm our position and the previous Boards' positions that we have one National Specialty that will include one conformation venue, one Futurity, one Junior Showmanship event, one Obedience trial, one Herding Trial and one Agility trial for the purpose of preserving the excellence of the breed Standard and showcasing the natural versatile qualities of our breed. No further venues that AKC may add will be considered for inclusion during National Week". Motion carried unanimously.

Regional Trial Chairmen: Obedience/Rally, Herding & Agility:

General Guidelines:

- Since the ASSA has adopted a rotation basis for the National Specialty to be held once every three years in each of 3 regions of the country (east, central and west), the National Trials committee shall consist of chairmen for each venue in each region.
- The regional chairman shall be in charge of their event when it takes place in their region and assist where possible when a trial is held in another region.
- The regional chairman shall answer directly to the National Trials Chairman or Assistant Trials Chairman
- The regional chairman shall be knowledgeable in the operation of their event and will advise the National Trials Chairman of any issue pertaining to their sport that may come up so the National Trials Chairman can report same to the ASSA board.
- The regional chairman shall complete the necessary AKC application forms in a timely manner and submit these applications directly to the Corresponding Secretary for signature and submission to AKC. A copy of the AKC Application shall also be sent to the Trial Secretary.
- Once the AKC applications have been completed and sent to AKC, the regional chairman shall notify the ASSA webmaster as to the classes being offered and the judges assigned to each, with the notation that judges are "pending AKC approval"
- Once approval has been received from AKC, the regional chairman shall notify the webmaster that the judges are no longer "pending".

- The regional chairman will assist in the preparation of the premium list for their venue working in direct contact with the Trial Secretary and meeting all required deadlines.
- Try to obtain volunteer members from ASSA first, but if unsuccessful, the regional chairman should seek assistance from local regional clubs. In some cases, you may need to go outside the Sheltie community.
- The regional chairman shall determine the number of judges needed for their event, contact, hire and obtain signed contracts from all judges using the standard ASSA contract form for their event. Where applicable, use of local or nearby judges is preferable to save on travel expenses. Also, coordinating and working with other regional chairmen in sharing judges that can do more than one event can be cost effective. All contracts must be approved by the National Trials Chairman.
    - When using ASSA member judges, no judging fee is to be paid. When using non-ASSA member judges, standard fees for the venue are allowed along with reasonable travel expenses (coach airfare or mileage at IRS rate), two nights lodging at the host hotel, necessary ground transportation as arranged in advance, a per diem for meals not provided by ASSA and other necessary expenses as dictated by the venue (printing of course maps, etc.) as arranged in advance. All other expenses must be pre-approved by the National Trials Chairman.
- The regional chairman shall reserve the necessary equipment and facility requirements for their event. All contracts are to be negotiated by the regional chairman and approved by the National Trials Chairman.
- The regional chairman shall prepare a budget for their event and submit it to the National Trials Chairman for finalization. This must be done prior to the fall board meeting.
- Maintain Regional Binder containing all pertinent information of past and future trials.
- Provide copies of all regional correspondence and reports to National Trials Chairman for inclusion in National Trials Binder.
- The regional chairman shall form a local committee to work directly with them in assuring that the trial runs smoothly. These assignments can overlap and therefore each regional chairman may want to be in contact with the others to provide input. Where a regional club is hosting the event, these people should come from that club, however, where it is an ASSA sponsored event, it is the responsibility of the regional chairman to fill these positions. The positions which must be filled for each trial are as follows:

  Day of Show Hospitality: Responsible for snacks & beverages for judges and workers and arranging necessary meals. Purchase any items necessary within the budget allotment provided by the regional chairman.
  Judges' Hospitality: Be sure all necessary transportation is taken care of. National Trials Chairman will provide information obtained from judge. Prepare Welcome Baskets and be sure they are given to the judge. Purchase any items necessary within the budget allotment provided by the regional chairman.
  Trophy Table: Be sure trophies and rosettes arrive at the venue, are set up on trophy table using ASSA table cloth. Distribute trophies as required for venue. At the conclusion of the trial, return unused trophies and rosettes to appropriate secured facility.
  Catalog Sales Person: Responsible for selling catalogs.

Souvenir and Raffle: Be sure souvenirs are available for purchase by exhibitors. Solicit and conduct raffles as dictated by National Show Committee.

- At the conclusion of the trials prepare a report to be filed with the National Trials Chairman giving a synopsis of how the trial ran, where improvements can be made, etc. Where possible, a meeting should take place to discuss the trial. This report should be included in the regional binder as well as the National Trials Binder for future reference.
- Give advice or recommendations to members and the board on items related to your venue.
- Conduct investigations and/or polls when requested by the Board of Directors.

Regional Obedience/Rally Chairman:

- Work with local Sheltie people to obtain chief steward and ring stewards for the day.
- Try to provide 3 ring stewards per obedience ring & **4** for rally.

Regional Herding Chairman:

- Work with local Sheltie people or facility to be sure adequate help is available, stock handlers, etc. that are specific to Herding.
- See if local club or group is available to do Herding Instinct test during the Show week. Proceeds from this go directly to host group and are not part of ASSA.

Regional Agility Chairman:

- Work with list provided by Trial Secretary to obtain ring help for the event.
- Supervise chief course builder in setting courses per judges' maps

AGILITY TRIAL CHAIRPERSON

By the September board meeting prior to the next National Specialty Show, a budget for all venues must be submitted to the President and approved by the Board. (4/07)

Serve as event chair for the National Specialty, under the direction of the National Trial Chair and will perform within the scope of the National Trial Standing Committee.

The position appointments will be made by the National Trial Chair with confirmation by the Board. Must

be able and willing to attend the ASSA Agility Trial each year.

Shall communicate with the Ribbons and Trophies Chair each year, as soon as classes are determined, the number of ribbons and trophies needed for the Trial.

The National Agility Trial Chair will be responsible for hiring of judges after review, with suggestions being made by the local agility chair. Send copies of all contracts to the National Trials Chairperson.

Keep the National Trials Chair informed regarding Agility-related items of national interest.

Give advice or recommendations to members and the board on Agility-related items when requested. Conduct

investigations and/or polls when requested by the Board of Directors.

Submit written reports for all Board of Directors meetings.

Revise and update the National Specialty Agility Trial Procedures Manual following each National Specialty or as needed.

The Agility Trial Premium List will be comparable to the Conformation/Obedience Trial Premium List

Agility and Herding will continue to use show secretaries for their respective events; however, draft premium lists should be submitted to the National Trial Chair for review and approval before they are mailed.

AKC policy requires agility placement ribbons to identify the name of the club sponsoring the trial but does not require identification of the date or location of the trial.

Agility class placements will be awarded in the ring at the end of each class. (9/00)

HERDING TRIAL CHAIRPERSON

By the September board meeting prior to the next National Specialty Show, a budget for all venues must be submitted to the President and approved by the Board. (4/07)

Serve as event chair for the National Specialty, under the direction of the National Trials Chair and will perform within the scope of the National Trial Standing Committee.

The position appointments will be made by the National Trials Chair with confirmation by the Board.

The local club has the discretion to do Herding Testing during the show week.

The Board is supportive of having herding events in conjunction with the National; however, rotating the National Specialty and utilizing different show sites results in different time and manpower requirements being placed on the host clubs. Suitable sites may not be available in some years and in other years when suitable sites are available it may be necessary for the Herding Committee to be very active in organizing and manning the trial. The local clubs remain the best judges of what their manpower can attempt at the National Specialty they host.

Coordinate herding activities, held in conjunction with the National Specialty, with the local herding chairperson from the local host club and the Herding Committee Member from the region of the host club.

Shall communicate with the Ribbons and Trophies Chair each year, as soon as classes are determined, the number of ribbons and trophies needed for the Trial.

Offer suggestions, when requested, to the local host club on candidates for herding testers/judges for the National Specialty. Review all testers/judges selected by the local host club prior to any contracts being offered. Send copies of all contracts to the National Trial Chairperson.

Keep the Board of Directors and the National Trial Chair informed regarding herding-related items of national interest.

Give advice or recommendations to members and the board on herding-related items when requested.

Conduct investigations and/or polls when requested by the Board of Directors.

Submit written reports for all Board of Directors meetings.

Revise and update the National Specialty Herding Test/Trial Procedures Manual following each National Specialty or as needed.

The Herding Trial Premium List will be comparable to the Conformation/Obedience Trial Premium List

Agility and Herding will continue to use show secretaries for their respective events; however, draft premium lists should be submitted to the National Trial Chairperson for review and approval before they are mailed. (3/00)

Herding Trials can be limited to Ducks only, when not feasible to utilize sheep. (4/18)

OBEDIENCE TRIAL CHAIRPERSON

By the September board meeting prior to the next National Specialty Show, a budget for all venues must be submitted to the President and approved by the Board. (4/07)

Serve as event chair for the National Specialty, under the direction of the National Trial Chair and will perform within the scope of the National Trial Standing Committee.

The position appointments will be made by the National Trial Chair with confirmation by the Board.

Review the plans for the obedience trial at the National Specialty with the local obedience chairperson from the local host club.

Shall communicate with the Ribbons and Trophies Chair each year, as soon as classes are determined, the number of ribbons and trophies needed for the Trial.

The National Obedience Chair will select the Obedience Judges with the assistance of the local Obedience Trial Chair.

Review with the National Trial Chair and coordinate all judges selected by the local host club prior to any contracts being offered.

Keep the Board of Directors and the informed regarding obedience items of national interest.

GIVE ADVICE OR RECOMMENDATIONS ON OBEDIENCE RELATED ITEMS WHEN REQUESTED CONDUCT IINVESTIGATIONS AND/OR POLLS WHEN REQUESTED BY THE BOARD OF DIRECTORS, SUBMIT WRITTEN REPORTS FOR ALL BOARD OF DIRECTORS MEETINGS,

NATIONAL WORKSHOPS

Purpose:

To provide educational opportunities for sheltie fanciers attending the national specialty week.

Objectives:

To provide interactive workshops that enhance the fancier's knowledge and experience at the National Specialty. Workshops are to include, but are not limited to The Sheltie Standard Study Group, Fancier's Ringside Education, Adult Handling Clinic.

These workshops are designed to promote Shetland Sheepdog education in:

a. Knowledge of the Standard
b. Appreciation of the Shetland Sheepdog virtues
c. Interpreting how presentation affects perception
d. Sharing knowledge and experience between sheltie fanciers

workshops:

1. Sheltie Standard Study Group: Provide a study of the Standard through presentation materials and hands-on application of principles.
2. Fancier's Ringside Education: Provide the pairing of an experienced ASSA member judge or breeder/exhibitor with sheltie fanciers to observe and be mentored for an assigned class during regular class judging.
    a. Mentors will be selected by the Ringside Education Chair or designee.
    b. Comments and observations by the mentor should be framed in the positive, stressing virtues
    c. Comments and observations should never denigrate an exhibit
    d. Questions are encouraged
3. Adult Handling Clinic: Provide a forum to introduce new exhibitors and enhance the skills of current exhibitors on how to positively present the Sheltie in the conformation ring.
    a. Accenting the virtues will be stressed
    b. Good sportsmanship and ethical behavior will be encouraged

Policies:

The National Workshops Committee will maintain a separate account. 25% of proceeds from the workshops will be paid to the National Show Treasurer toward expenses. Remaining 75% will be paid to the Rescue Chairman

9/07

NOMINATING COMMITTEE

All committee members, including alternates, should suggest a list of possible nominees for each office, regional directors or directors-at-large as applicable, to the Chairperson. Committee should agree on a priority order of proposed nominees for the Chairperson to contact.

The Chairperson will contact proposed nominees in order of priority until successful in receiving a commitment that the person is willing to become a candidate, that he is willing to travel at his own expense to all Board of Directors meetings for his/her term of office, and that he/she can carry out delegated responsibilities as might be assigned to him by the President and will attend ASSA functions. Acceptance of the nomination will be in writing.

The Board will not select more than one member of the nominating committee from among the members of the Board. The other members of the nominating committee will not be related to Board members. (4/90)

A current Board member on the nominating committee may nominate himself but not a family member. Non Board members may not nominate themselves or a family member. (9/87)

No ASSA member may be appointed to serve on the Nominating Committee more than once every three (3) years. (3/00)

The By-Laws states: Nomination of Officers. In odd-numbered years, the Nominating Committee shall nominate from among the eligible members of the Association, one (1) candidate for each officer position.

Nomination of Directors. In even-numbered years, the Nominating Committee shall nominate from among the eligible members of the Association, one (1) candidate from each of the seven (7) geographic regions to serve as Regional Directors. In odd-numbered years, the Nominating Committee shall nominate from among the eligible members of the Association four (4) candidates to be elected from the membership-at-large to serve as Directors At-Large.

Acceptance and Notification. The Nominating Committee shall obtain the acceptance in writing of each nominee so chosen. The Committee, before April 1, shall then submit its slate of candidates to the Recording Secretary and President. The President shall announce the names and addresses of the slate of candidates at the Annual Meeting. The Recording Secretary shall have the slate published or mailed to each member of the Association before May 1.

Notify each nominee at the time they are contacted that the Board of Directors meetings will be held in September and at the National Specialty in March, April, May or June.

Obtain each nominee's acceptance in writing and their biography (limited to 250 words or less (9/07)) and forward to the Recording Secretary along with the report of the slate prior to March 1st (5/2011).

Notify each member of the Nominating Committee of the slate arrived at and secure signature of approval. The Recording Secretary must also be notified. It is not necessary to have approval of the alternates unless one or both has served on the Committee in place of a Committee member that has been unable to fulfill his obligation to serve.

ALL activities of this committee may be conducted by mail, email or by telephone, including the first meeting when time is a factor.

Some nominees for Officers may be selected from among those members who have experience as members of the Board of Directors, as experience is conducive to continuity of the business of the organization.

Nominating committee (continued)

Be aware that YOU have the opportunity to keep the **ASSA** an "Open" organization by selecting nominees that would be an asset and would bring new ideas and vitality to the **ASSA.**

Utilize the form letter that follows:

Dear Nominee:
Your name has been submitted to the ASSA Nominating Committee for consideration as candidate for the office of_____ and member of the Board of Directors. The duties and responsibilities for this office briefly include
1
2.
3.
4.
(You may wish to include the page from the Transition Book that covers this office instead of the above)

Should you wish to be considered for the above office by our Nominating Committee members, would you kindly forward to us a short resume highlighting your interest and qualifications to serve in this capacity. Please include in your statements:
a) How long you have been a member of a local breed or all-breed dog club(s), if any, and what offices or Committee membership(s) you have held.
b) Your experience as a breeder and/or exhibitor of the Shetland Sheepdog including attendances at our National Specialty show and General Membership meeting.
c) Your individual skill or experience in performing the duties of the above office should you be elected.
d) Do you anticipate moving out of the Region? (if a candidate for Regional Director)

The Nominating Committee and all ASSA members sincerely appreciate your time and interest in joining us to support and serve our special and unique breed. Please be aware that members of the Board of Directors serve without compensation. Therefore, in order that ample time for consideration of each suggested nominee begiven, we urge you to forward your resume by_____ ,___ , 20_.
After careful review and deliberation, the Nominating Committee shall submit their report to the current Board of Directors no later than_____ ,_____.A copy of that report will be published by the Recording Secretary. Those candidates selected by the Committee shall be published in their report along with their submitted resumes and placed on the ballot for election to office by the general membership.
Please feel free to contact the Nominating Committee should you have any questions. We look forward to hearing from you soon.
Sincerely,

Jane Doe, Chairman
ASSA Nominating Committee 1
Main Street
Anytown, NY
(212) 555-5555

A pre-printed postcard (not pre-paid) will be used for the nomination of judges for the ASSA national. (04/09)

PUBLICATIONS DISTRIBUTION CHAIRPERSON

purpose:

This person shall maintain all ASSA Publications to the distributed to the membership and general public. The chairperson should carry liability insurance on all stored material.

Inputs:

The chairperson shall keep financial records on all sales and expenditures. Orders shall be recorded and money received shall be deposited in a timely manner. An operating fund of no more than $500 may be kept for materials and expenses, with amounts exceeding that being sent to the ASSA Treasurer on a regular basis. The chairman shall coordinate with the Handbook editor, as each Handbook is published, the dates of shipment of books not pre-ordered and shall set a date for when full price orders will be taken.

Outputs:

- The chairman shall coordinate with the National Specialty Chairperson to have handbooks and other publications available during National Specialty Week. Any books being offered as prizes to Junior Handlers should also be given to the Show Chairman at the beginning of the National Week.
- The chairman shall coordinate all advertising of these materials. Regular ads should appear in theASSA Bulletin Board. Ads can be submitted to the Shetland Sheepdog magazines, to the Shelties Online site, notices can be posted on the ASSA list, or advertising can be sent to the local Sheltie clubs.
- A financial report should be provided twice yearly as requested by the Treasurer.

Offer free handbooks to member clubs for the years that have over 30 books in stock. (9/18)

RESEARCH ADVISORY COMMITTEE

PURPOSE:

To promote the health and well-being of purebred Shetland Sheepdogs. The Committee will accomplish these goals through research and public education. The Committee will encourage all breeders and owners of Shetland Sheepdogs to be aware of health problems in the breed and to use all resources available to them to ensure the lifelong health and well-being of all Shelties in their care. The Committee will function as a resource and clearing house for information related to health concerns as they pertain to the purebred Shetland Sheepdog. The Chair of this Committee will also be a member of the ASSA Health Committee. The two committees will interact with each other as needed to fulfill their duties. (3/14)

POLICIES:

The Committee will consist of a chairperson and two (2) members. The ASSA President will appoint the chairperson who will then appoint two additional members. Once a committee is formed, the chair will send a list of the other members to the President. The Committee chair will also send the list of Committee members to the Chairperson of the Life Membership Committee. (5/96) Whenever possible, the Committee will be composed to represent all geographical regions of the ASSA.

It is recommended that each new member of the Committee read the general policies section of the Transition Handbook as well as the specific section concerning the Research Advisory Committee (RAC).

Activities include printing articles in the *Bulletin Board* and/or ASSA website. If done at no cost to the ASSA, articles and updates of the Committee's activities may be published in Sheltie magazines. The Committee will compile information concerning health issues on the Shetland Sheepdog and make same available to members, member clubs, and others on request. The Committee may purchase health reports and other materials as needed using money from its annual operating fund.

The Committee will encourage the participation of all Sheltie breeders, owners and lovers through ongoing informational articles in public forums. All Sheltie owners will be encouraged to invest in Sheltie health research by donating to the ASSA Foundation.

Funding of Research Studies:

The committee deals with two sources of funds for research studies: the American Kennel Club Canine Health Foundation[1] and the ASSA Foundation.

American Kennel Club Canine Health Foundation (CHF):

The CHF receives donations from the general public into a Donor Advised Fund (DAF) for each breed. Distribution of monies within the Donor Advised Fund for Shetland Sheepdogs is directed by the ASSA Board of Directors based on the recommendations of the RAC. Funds within CHF Donor Advised Fund may only be used for research projects approved by the CHF.

ASSA FOUNDATION

Sources of funds within the ASSA Foundation come from donations made directly to the Foundation either from ASSA members or from individuals who learn about the Foundation primarily through the ASSA website. The five member foundation board consists of the ASSA President, Vice President, Corresponding Secretary, Recording Secretary and the ASSA Foundation Treasurer. Funds in the ASSA Foundation are divided into categories depending on the instructions of each donor. The two categories that affect the RAC are the Health Research Fund and the Dermatomyositis (DMS) Research Fund. When the RAC makes recommendations for funding, the money comes out of either of those Funds (DMS Fund money goes only to DMS research). The ASSA Foundation Board considers the recommendations made by the RAC concerning research projects to be funded and the amounts to be awarded. The Board must approve all monetary disbursements. Recipients of monies donated by the ASSA Foundation are notified by the Treasurer of the Foundation.

Criteria for Disbursement of Funds:

Research proposals approved by the CHF will be considered for funding by the ASSA. The CHF will periodically send proposals to the Committee chair and the ASSA President for funding consideration. The Committee will evaluate the proposals and make recommendations to the ASSA Board of Directors and ASSA Foundation Board regarding funding. The recommendations will be sent to the President of the ASSA who is also the President of the ASSA Foundation Board. Money available in the Shetland Sheepdog section of the CHF Donor Advised Fund will be used to support/sponsor CHF grants. The RAC chair will notify the CHF of funding decisions approved by the Board using forms provided by the CHF (9/13). Funds within the ASSA Foundation may be used to further support CHF grants or may be deposited directly into the CHF Shetland Sheepdog DAF.

ASSA Foundation funds may be used for studies not approved by the CHF. Such use would require the approval of the ASSA Foundation BOD and will be the exception to the use of ASSA Foundation funds. In general, ASSA Foundation funds should only be used for CHF approved projects.

Upon receiving permission from the ASSA Foundation Board of Directors, the Committee may use funds (within ASSA Foundation guidelines) to promote fundraising activities, inform the public and make donations to research projects.

The Committee will communicate with the ASSA Foundation Treasurer, as necessary, for certain money collection and disbursement requirements as directed by the ASSA Foundation Board.

Fundraising activities include the design, production and sales of a Sheltie Guardian Angel pin, direct solicitations for donations, regional or national level organized events to promote Sheltie health research.

Requests for donations to the Health section of the ASSA Foundation are to be included in the yearly dues notice.

The Board declined a request that a raffle for one silver and one gold Sheltie Guardian pin be held at the National with the proceeds designated for the Health Research Fund, reason given, their feeling was that the financial commitment to health research that is required for the privilege of wearing a pin should be protected. (3/01)

Canine Health Information Center (CHIC) Program:

The ASSA will participate in the CHIC program and the OFA/CHIC DNA Repository. (4/08) The Committee will review the CHIC program annually and recommend changes to the Board if needed.

The minimum mandatory tests for a dog to receive a CHIC number will include: hips certified by OFA or PennHIP, eye examination (OFA Eye Certification Registry or CERF), the DNA test – PRA-BBS2 and at least 2 tests from an "elective list" (6/11). Changes to the required and elective tests used in the CHIC program must be recommended by the Research Advisory Committee and subsequently approved by the ASSA Board of Directors. http://www.caninehealthinfo.org/brdreqs.html?breed=SS

CHF National Parent Club Canine Health Conference:

The health conference is a biennial event hosted by the CHF. It is usually held in August of odd numbered years. Each parent breed club is invited to send a representative to the conference. The registration form of the club representative must be signed by the club president. The registration fee includes hotel accommodations Friday and Saturday nights (single occupancy) and meals Saturday morning through Sunday noon. A member of the ASSA Research Advisory Committee will represent the ASSA at the conference. If a Committee member is unable to attend the conference, then another member of the ASSA will be selected to attend the conference. If possible, the selected member will be a veterinarian.

The ASSA Foundation usually covers the conference registration fee and travel costs to include coach airfare and airport shuttle.

The attendee will send a brief written report concerning the conference to the ASSA President and to the Research Advisory Committee. Generally, this report will be shared with the membership via publication in the *Bulletin Board.*

~~**CHF National Parent Club Membership (3/14)**~~ **The CHF eliminated the Parent Club Program in 2023-24**

~~At the fall 201O meeting, the ASSA Board approved the decision for the ASSA to join the CHF National Club Membership program. The renewal is generally due March 5 of each year. The Chair of the RAC should receive renewal notification. The Chair will complete the renewal form and send it and the notice to the ASSA President and Treasurer who will send payment to the CHF.~~

~~CHF National Parent Club Membership Banner -A membership banner (or year sticker to be applied to the banner) will be sent to the RAC Chair acknowledging membership renewal for each year. This banner is to be displayed at the ASSA National. If the Chair is unable to attend the National, he/she will send the sticker or banner to whomever is responsible for displaying the banner at the show. An electronic banner provided by the CHF should be displayed on the ASSA website (approved by the Board Fall, 2013)~~

PROCEDURES:

The Committee will create and distribute a "Notice of Active Research Studies" and update this notice each spring and fall. The notice will be published in each edition of the *Bulletin Board*, and be distributed to the membership via the ASSA email list and the ASSA Facebook page.

Once each calendar year:

- The Committee Chair will send the list of CHF grants, sponsored by the ASSA the previous year, to the ASSA webmaster/mistress to post in the Health section of the ASSA website. (3/14)
-
- The Committee will review the Health Section of the ASSA website and ensure that the information in that section (especially for research projects) is up-to-date and that all links to other websites/sections/documents are correct. Project information may be updated more frequently as needed.

- The Committee will encourage the membership, through its fall report to the Board, to complete the Shetland Sheepdog Health Survey located on the OFA website at: https://www.ofa.org/about/educational-resources/health-surveys.[2]

- The Committee will encourage the membership, through its fall report to the Board, to participate in the CHIC DNA Repository, https://www.ofa.org/about/dna-repository. and to use the Sheltie specific health survey if possible.[2]

- The Committee will encourage the membership, through its fall report to the Board, to view the OFA Statistics for Shelties at https://www.ofa.org/diseases/breed-statistics.[2]

- The Committee will encourage the membership, through its fall report to the Board, to view the Ocular Disorders report ("Stats") found in *The Blue Book - Ocular Disorders Presumed to be Inherited in Purebred Dogs*. (See below). (8/19)

- The Committee will encourage the membership, through its fall report to the Board, to participate in the CHIC program, (https://www.ofa.org/recommended-tests?breed=SS)[2]

- The Committee will evaluate the "Notice on Genetic Diseases in Shelties" and recommend changes, if needed, to the Board in its fall report.

- The Committee will review the CHIC program annually and recommend changes to the Board.

- Orthopedic Foundation for Animals (OFA) Reports

The following reports are received from the Orthopedic Foundation for Animals (OFA) and more detailed information about the reports and their distribution is listed below: [3]

Report of CHIC dogs
OFA quarterly breed report
OFA Registry Summary by Report Year
Sheltie Eye Disease Information from the American College of Veterinary Ophthalmology

[1]**More detailed information about the CHF:**

Shetland Sheepdog Donor Advised Fund: The ASSA Research Advisory Committee receives statements regarding the status of the Sheltie Donor Advised Funds usually each quarter. These statements include: 1) the beginning balance, 2) contribution totals received from individuals and the Purina Parent Club Partnership Program, 3) grant payment amounts authorized by the ASSA, and 4) the ending balance for each period.

Mailings received from CHF:

The Committee Chair (and ASSA President) receive mailings containing 1) a statement of the Donor Advised Fund as described above, 2) a summary of the Shetland Sheepdog Grant Sponsorships for the previous year, 3) An overview of active research studies funded by the CHF with an invitation to support specific studies through the DAF, and 4) reports from research studies supported by the ASSA through the DAF.

Periodically, the RAC Chair will receive request to support specific studies that may be of special interest to the ASSA. Some studies have been though the CHF review process, others may be Memoranda of Understanding (MOU) in which the ASSA is asked to commit financial support through the DAF prior to the study proposal being evaluated by the CHF reviewers. As noted above, such requests are evaluated by the RAC which makes recommendations to the ASSA Board of Directors for consideration of approval.

[2] **Other methods of encouraging participation** may be used, including statements in the President's Message in each *Bulletin Board* and advertisements in the *Bulletin Board* and other Sheltie related publications.

The Committee will field questions from the general public concerning health issues, but is not expected to give specific veterinary advice. The Committee chair *will* keep a log of such communications and report the number and general content of such communications to the ASSA Board in the spring and fall reports.

The Committee will report to the ASSA Board, at each meeting, on all activities undertaken in the previous months.

[3]**More detailed information about reports available from OFA:**

Report of CHIC dogs is a report listing the registered names, owner's names and CHIC numbers of dogs receiving CHIC status or updates each quarter. As of 2019, the quarterly reports are posted on the OFA website (https://www.ofa.org/about/educational-resources/chic-reports) without the owner names. Since ASSA members who own dogs achieving CHIC status are issued a CHIC pin from the ASSA, a report containing owner names must be obtained. The RAC chair will contact the CEO of OFA to request such a report. (8/19) These reports should be published in the *Bulletin Board,* sent to the ASSA, the Chair of the Health Committee and the editor of the ASSA Handbook. Each spring and fall, the Committee report should contain the number of dogs receiving CHIC status since the previous report and the total number of Shelties with CHIC numbers. Since Shelties with CHIC numbers can be easily accessed via the CHIC website, these reports are not posted on the ASSA website. (3/14}

OFA quarterly breed reports list the OFA numbers, registered names, registration numbers, sex, and ages (in months}, of Shelties having any health evaluations submitted to OFA for placement in their database. This report also includes information on dogs with abnormal evaluations for which the owners have released the information to the public. These reports should be sent to the ASSA , the Chair of the Health Committee, and the ASSA President. (8/19}

OFA Registry Summary by Report Year is a robust report that shows the trends of normal and abnormal of various conditions over multiple years. For instance, one can see the numbers of Shelties with hip evaluations (along with the results} from 1974 through the current year. Another chart shows the increase in the percentage of dogs with excellent hips and decrease in those with dysplastic hips over time. This report should be placed in the Health section of the ASSA website https://www.americanshetlandsheepdogassociation.org/disease-registry-reports/ and sent to the ASSA, Chair of the Health Committee, and to the editor to the Bulletin Board. (3/14}

OFA Eve Certification Registry began in 2012 at the request of the American College of Ophthalmologists (ACVO) and is a replacement for the Canine Eye Registry Foundation (CERF) registry.

The Blue Book - Ocular Disorders Presumed to be Inherited in Purebred Dogs is produced by the ACVO and is updated every few years. Recommendations regarding ocular disorders are listed for each breed and breeding advice is given. The book contains brief descriptions of each condition and references are listed at the end of each breed section. Breed information is listed in alphabetical order. The link to the "Blue Book", https://www.ofa.org/diseases/eye-certification/blue-book, should be placed on the ASSA website. (8/19}

The Ocular Disorders report is a report that lists the number of Shelties with normal and abnormal ocular evaluations and has a detailed breakdown of the abnormalities found. It includes a summary of findings of eye examinations from 1991 forward.

The quarterly report that lists the names and other information of Shelties that have received eye certification numbers (information similar to that in the CERF Quarterly Breed Reports) is included in the OFA quarterly breed reports noted above. (3/14)

(Updated 7/18/11, 3/13/14, 8/26/19, 8/28/22 5/14/24, 11/6/24)

SYMPOSIUM CHAIRPERSON

Purpose:

Plan, organize, coordinate and direct an educational symposium during the National Specialty week. The National Show Chair is responsible for appointing the Symposium Chair

Procedures:

Work with the Local Symposium Chairperson and review all plans with this person.

Time and plans will be coordinated with the National Specialty Chairperson, who, working with the local host club will assist in obtaining equipment and arranging for the room.

Send two (2) acceptance letters to all Symposium speakers confirming their topic, fee, the date and time of their presentation. Request that they return one signed copy for your records.

Coordinate activities with the Video/Film Committee and the Historical/library Committee to ensure that materials needed will be available.

Keep President advised of potential topics for the Symposium as they are developed.

Policy

The Chairperson will submit program topics to the Board for approval at the Fall Board meeting for the Symposium to be held at the next year's National Specialty.

TRIALS TROPHY SOLICITATION CHAIRPERSON

purpose:

- To solicit approximately $4,000.00 to $5,000 (or to raise the amount of money that is spent each year) in Trophy donations annually.

Procedures:

Check with the Treasurer and Vice President in charge of ordering trophies for the National Specialty for the specific updated fundraising amounts needed.

Collaborate with the Conformation Trophy Solicitation Chair to prepare a "Trophy Solicitation Form" and send it to the Treasurer in time to be mailed out with the "Dues Reminder".

Collaborate with the Conformation Trophy Solicitation Chair to send a "Trophy Solicitation Form" to the ASSA Bulletin Board Editor to be in at least two issues prior to the National. Put on the form the following: If choice is unavailable, we will put it where it is needed.

As donations come in carefully document each one: Name of donor, kennel name, amount received and their 1st and 2nd choices. If there is a note attached saying the donor does not want the monies put where needed, and you are unable to honor their choices, contact donor immediately about a change or return of donation.

The Treasurer and President will ask for a report from time to time, so have updates ready.

Send money to Treasurer by registered mail every month or two. At times, it might be possible to make deposits directly into the bank account that is currently being utilized by the Treasurer. If this is done, the chairperson of this committee must email deposit totals to the Treasurer.

A special mailing may be necessary if donations are slow. Consider a mailing to all clubs asking them to publish the "Trophy Solicitation Form" in their Club Flyer and a mailing to past donors thanking them for past donations and asking for another donation. Also consider posting solicitations on relevant mailing lists, biogs, and other forums.

Mail requests to winners in previous year's trials events asking them to donate.

Two weeks prior to closing of entries, the list of all donors as they are to appear in the Catalog need to be sent to the National Trials Chairman and to the Show Superintendent or the Show Secretary depending on the event.

Prior to closing of entries send ALL monies and a complete list of donors to the ASSA Treasurer.

Examples and copies of everything should be retained in a folder to be passed on to the next Chairperson. Save envelopes, notes and copies of checks for two years after the show.

Effective 2009 for a one year trial, trial trophies not awarded in 2008 will be considered donated by the same person in 2009. (4/08)

Trial trophies not awarded in the first year donated will be carried over once to the following year with the same sponsorship. If not awarded in second year, Trophy donation will revert to general Trial Trophy Fund and be open for new sponsorship. (4/09) Discontinue this policy. (4/17)

Allow online paypal donations through the National Show paypal account in addition to cash and checks for performance and conformation (9/23)

TROPHIES AND RIBBONS COMMITTEE

purpose:

Responsible for ordering Trophies and Rosettes for Conformation and any Trial. All trophies that the ASSA will be using will be made of a heavy metal for class trophies.

procedures

Responsible, at the National, for obtaining, prior to the Futurity, the checks for Breeder of Best in Futurity, Owner of Sire of Best in Futurity for presentation at the Awards Ceremony following Best Of Breed..

Responsible, at the National, for collecting the 8 Charger Plates ordered for presentation at the Awards Ceremony. The Charger Plates cover the following categories: Breeder of Best of Breed, Best of Opposite Sex, HIT Obedience, HIT Herding, Winners Dog, Winners Bitch, Reserve Winners Dog, Reserve Winners Bitch.

Identify each award with its corresponding information (dogs name and breeder) for awarding at the Awards Ceremony by the President.

If the winner(s) will not be at the Awards Ceremony, they can claim the award from the Trophy and Ribbons Chairman.

For any award that is not picked up, the Trophy Chairman will write a letter to the winner informing them that the award is available and they may claim it by sending $10 for postage to the ASSA Trophy Chairman. Once the monies are received, mail the award to them.

Awards will only be distributed directly to the intended recipient or mailed at the recipient's request. Awards will not be given to third parties for delivery. (9/09)

In charge of ordering non-breakable, quality trophies 4 to 6 months prior to National Show. (Silversmith to ship trophies to engraver. Engraver to ship to locally appointed conformation and/or trials trophy chairpersons).

All trophies must be ordered no later than Jan. 15th or 90 days prior whichever is greater, so that delivery will be timely for the National.

The list of trophies and budget for the Trials must be approved by the ASSA National Trials Chairman or Assistant Chairman, prior to ordering. (4/07)

Coordinate with the National Show Chairperson and National Trials Show Chairperson to be sure that all classes are covered.

Obtain the Breeders awards for the Nationals. These include: breeder of Best of Breed, Winners Dog, Reserve Winners Dog, Winners Bitch, Reserve Winners Bitch, High In Trial-Obedience, High in Trial-Herding-Sheep.
These awards constitute Silver 12" Charger plates Engraved with "Breeder of (e.g. Best of Breed - as the category fits the plate)" ASSA National Specialty.

Communicate with the Treasurer, approximately 4 - 5 weeks prior to the National, to be sure that the ASSA Medallions will be at the show for presentation to Winners Dog, Winners Bitch, HIT - Obedience, 2 HIT - Herding (one for ducks/ one for sheep). Total of 5.

Recognize the Top ASSA NOHS sheltie member based on AKC statistics from the prior year with a rosette and invited to be in the Top 20 Showcase (3/22)
Add a Runner Up ribbon in addition to Best All Around Sheltie (3/22)
Approve Trophy expense for 3 additional Preferred Obedience Classes & the 4 High In Trial Awards(9/23)

POLICIES

Class trophies for conformation will be "heavy metal" plates. (4/07) Continue with engravable metal trophies and increase the trophy solicitation for classes from $100 to $200 for performance and conformation (9/21)

The Best of Breed trophy is the Page's Hill Trophy offered n memory of J. Nate & Florence Levine.

A perpetual memorial trophy for Best of Winners in Honor of Millie Nicoll, donated by friends of Millie Nicoll was established. (4/07)

First Place in each of the 4 Veteran's classes is an ASSA Memorial Trophy in memory of Catherine Coleman Moore and Elizabeth (Betty) Whelan.

ASSA maintains responsibility for selection and procurement of top trophies. Each venue is responsible for the selection and procurement of class placements. "Top trophies" means any trophy above the class placement. ASSA will continue to fund trophies for Best of Breed, High in Trial Obedience, High in Trial Sheep and High in Trial Ducks. All other trophies will be funded by solicited donations. The requirement for "heavy metal" trophies applies to the "top trophies." The budget for trophies for each venue must be approved by the ASSA Vice President prior to ordering them. (4/07)

AKC policy requires agility placement ribbons to identify the name of the club sponsoring the trial but does not require identification of the date or location of the trial. Dates/location will not be printed on the ribbons. (9/03)

New title rosettes will be given out in all venues for finishing a title. These rosettes will not be dated so can be ordered in bulk to cover several years at a time. Supplies will be checked and ordered as necessary. New MACH I titles will still receive large MACH rosette.(9/11)

ASSA Sterling Silver Medallions shall be presented for High in Trial Herding (one for each: ducks and sheep) as well as Conformation WD and WB, and Obedience HIT. (3/01) Trophies for High in Trial for both Ducks and Sheep will be silver whistles.

Trophy for High Combined in Herding will be a belt buckle. Fifth place trophies will be awarded in all classes in Herding

The Board appointed a committee to define policy, criteria, funding, management, etc. for Memorial Trophy offerings. (9/15)

Establish a Best Opposite Sex Memorial Trophy for Joe Molloy to be supported by "Friends of Joe Molloy" pending criteria established by the Memorial Trophy Committee. (9/15)

Any new Memorial Trophies will have a 3 year limit put on them, and the funds for these will be held in the General Trophy Fund. (10/15)

The current Memorial Trophies for Millie Nicoll, Irene Brody and Barbara Thompson will be allowed to run run 5 more years and the funds left-over be donated to the ASSA Foundation General Fund in that person's name. No new collections will be taken for these 3 trophies. (10/15)

Allow the Page's Hill and Catherine Coleman Moore & Betty Whelen Memorial Trophies to be in perpetuity, being paid for from the General Trophy fund. (10/15)

Any new Memorial Trophies must be approved by the ASSA Board of Directors before collections are taken. (10/15)

A show win placement given memorial status will receive the trophy item offered within the overall ASSA trophy package. No memorial trophy, with exception of Page's Hill Memorial trophy, will be purchased and awarded in addition to the trophy package item. (10/15)

Designate the Reserve Winners Dog trophy as a Memorial Trophy in memory of Lochlyn Guzman for the 2017 through the 2019 Nationals. (9/16)

Best in Futurity Ice Bucket be replaced with the Revere Bowl. (9/17)

At the discretion of the Board, the Trophy Committee may award 1 or more additional Show Trophies In satisfaction of designated Memorials to be funded from existing or future restriction trophy donations starting in 2019. (9/17)

The policy on Memorial Trophies from October 29, 2015 shall be rescinded from the Transition Book. (9/17)

Brian Cleveland and Linda More to be recognized with Memorial Trophies. (4/2020)

Bob Carpenter to be recognized with a Memorial Trophy (9/21)

Remove the exclusivity of the donation to allow multiple individual sponsorships each in the full amount with the maximum number of 5 (3/22)

VERSATILITY AWARDS CHAIRPERSON

Maintain a file of all correspondence received re: VC and VCX applications.

Maintain a file of all applications received; even those that are not properly documented.

Send Certificates of Achievement and and pins to owners of properly documented VC and VCX Award applicants when applicable.

Send a brief letter of regret to owners whose VC or VCX applications are incomplete, inaccurate, or do not fulfill the necessary requirements. Return all documentation to them.

Send awardees names, dogs' names and awards earned to the BB editor for publication shortly after the beginning of each year so that this information appears in the first issue of the Bulletin Board of each year.

The deadline for sheltie owners to submit their applications to the Versatility Chairman is March 1st of the year following the year that the award was earned. (3/08)

A list of the VC and VCX awardees will be submitted to the Handbook editor for publishing in the applicable handbook. (3/08)

9/03)

revised 5/2011

VIDEO/FILM LIBRARY COMMITTEE (CHAIRPERSON)

This committee shall consist of one chairperson, who shall have the responsibility to prepare, collect and maintain video and film pertaining to the Shetland Sheepdog and the ASSA. The chairperson may appoint one to five committee members as necessary.

If feasible, films and videos shall be copied, so that at least one copy shall be in the custody of the Committee at all times. There shall be three copies of the original tape of the Shetland Sheepdog. The Master Tape of the Shetland Sheepdog by the AKC should never be rented or distributed.

Films and videos shall be made available on a rental basis. The fee shall be determined by the Committee with the approval of the Board of Directors.

Make a financial report twice annually as requested by the Treasurer.

Catalog and keep an inventory of all material. A copy of the inventory or inventory shall accompany the annual report for the Board of Directors.

Make at least one film or video available at the National Specialty or the Symposium to give as many Shetland Sheepdog fanciers as possible an opportunity to see them. Coordinate with the National Specialty Chairperson.

The Chairperson, in cases where ASSA property is not returned in a timely fashion, shall send notices to the individual recalling the property and shall advise the board of the problem. (9/99)

Provide proper storage containers for films and video material, insure if possible. Publish a

list of available materials in the Bulletin Board semi-annually.

All original materials should go to the Historian. Copies of films, not the originals, will be made available for rental (5/2011)

Digitize and copy any tapes in the lending library on behalf of the ASSA, giving the ability to lend out copies to those requesting and keep originals safe. (9/25)

policy:

Liability insurance shall be carried on all stored material. (3/00)

WEB SITE COMMITTEE

PURPOSE:
The purpose of the ASSA Web Site Committee will be to facilitate and expedite the dissemination of official ASSA educational information to the general public about Shelties, and to communicate the objectives and activities of the ASSA to its membership and other sheltie fanciers via the official ASSA domain.

GUIDELINES: The ASSA Web Site will not be used as part of, or in support of any commercial enterprise, individual ASSA member, or any kennel. The benefits of the site will not inure to any individual or other organization. Private phone numbers will only be used with the consent of the ASSA members who are listed as points of contact. E-mail address links may be used. Links to other web sites will only be allowed for official ASSA projects. Copyright restrictions will be acknowledged and respected.

Establish, maintain, and control the official ASSA web site, www.assa.org on the Internet, under the direction of the President and with guidance from the Board of Directors.

Uphold board policies.

Be responsible for the content of the information posted to the web pages.

Maintain the web site for the dissemination of official ASSA information including, but not limited to, information about the Shetland Sheepdog, National show and Trials event information, ASSA programs and activities.

Communicate with other ASSA committee chairmen to discuss and develop information which may be of use and interest to the fancy for posting to the web site.

The Web Site Committee shall have wide latitude to select material to be posted to the web site without requiring Board approval. However, this authority requires the use of good judgment. Any question of what may or may not be appropriate material for the web site shall be referred to the Board for consideration.

"Buttons" may be added to the ASSA web site to allow various committees to solicit funds, disseminate information, or for members to use to update name and address changes directly to the Treasurer.

Maintain updates to the general and members' only web site.

Manipulate information from AKC for various purposes (handbook, awards)

POLICIES

The Webmaster operates under the direction of the President and the guidance of the Board of Directors. (9/03) The

Webmaster reports directly to the President. (9/03)

The Webmaster will operate and maintain the web site through the hired services of a Board-authorized web site Services Provider. (5/97)

Links to websites maintained by Member Clubs will be included on the ASSA website given the club websites are addressed by club owned domains or are not hosted as pages on an individual's own website. (9/07)

Current Domain Registrar, Hosting service provider, URLs, Logins, and passwords will be provided to the president whenever updated or annually, whichever occurs first. (9/2010)

A back-up will be appointed by the chairperson to assist in making updates or be available when the primary is not. (902010)

A third committee member will be identified to review Website Content and assist in maintaining the site. (9/15)
Blue Ridge Graphics and Showtime Design will create and develop a new ASSA Website for $5,000.00 (4/16) Purchase

necessary software to keep the website updated but not to exceed $500.00 per year. (9/1

Date	Editor	Comments
June 2007	Melanie Williams Krys Messer	Deleted Trophy (and Rosettes) Chairman, Added responsibilities to VP, Updated awards, National Show Chair. Added Outstanding Service Award Committee Reformatted book into separate Board and Committee Sections
Mar 2008	Dorothy Christiansen Krys Messer	Added AKC Sportsmanship Award, National Workshops, Web Presence Committee Removed IT Committee, Regional Advisors Committee Updated Recording Secretary, ASSA Judges Education, Committee Awards, Bulletin Board Editor, Futurity, Historian, Junior Showmanship, Nominating Committee, Versatility Award
Aug 2008	Dorothy Christiansen	Removed Public Relations Coordinator Updated AKC Sportsmanship Award, Judges Education Committee, Bulletin Board Editor, Educational Grants Assistance, Handbook Editor, Historian, Membership, National Show Policies, Research Advisory Committee, Trophy solicitation
Feb 2009	Dorothy Christiansen	Updated: Election Procedures, Corresponding Secretary, Treasurer, Bulletin Board, Conformation Trophy Solicitation; Handbook Editor, Judges Gifts, Life Membership, National Show Policies
July 2009	Dorothy Christiansen	Updated: Awards, Handbook Editor, Research, Rescue, President, Nominations, Policies
Nov 2009	Krys Messer	Updated: Replaced: Research Advisory Committee
Jan.2010	Krys Messer	Updated: Vice President, Treasurer,AKC Outstanding Sportsmanship Award, Breeder Referral, National Show Planner
July 2010	Krys Messer	Updated Committee Chair responsibilities, Regional Director, Awards, Membership
Aug 2010	Krys Messer	Updated Outstanding Service Award procedures, AKC Sportsmanship Award procedures
Sept 2010	Krys Messer	Updated: Junior Showmanship, Membership, Research Advisory Committee, Trophies, Web Site Committee
May 2011	Krys Messer	Updated AKC Outstanding Service Award, Breeder Referral, Historical Committee, Life Membership, Nominating Committee, Versatility Chairman, and Video/Film Committee.
July 2011	Krys Messer	Updated Research Advisory Committee-2
Aug 2011	K Messer/M Williams	Added Show Treasurer procedure. Added reference to *National Show Manual* to Show Chair and Show Planner.
Oct 2011	K Messer	Updated Vice President, Awards, Membership, Junior Showmanship, Research Advisory
Sept 2013	*Multiple*	*Updated Treasurer, Juniors, LAWS Natl Trials Seer, Publications, Health*
Aug 2015	Multiple	Research Advisory Committee, Awards, Vice President, Recording Secretary, AKC Sportsmanship Award, Outstanding Service Award, Health Committee, Trophies and Ribbons Committee, Historian, Life Membership, Judges Gifts

Document History

Date	Editor	Comments
February 2019	Greg Speeks	.._National Show Planner, Corresponding Secretary, Rescue, Trophies, Webmaster, Futurity, Judges Education, LAWS, Legislation, Treasurer, Juniors, Membership, Handbook, Historian, Trophy Donation Solicitation-Performance, National Show Committee, National Performance Trial, Research Advisory Committee and Breeder Referral
August 2019	Greg Speeks	Breeder Referral, Judges Education, National Show Chairman, Research Advisory Committee and Trophies and Rosettes
April, 2021	Greg Speeks	Research Advisory Committee, Trophies and Rosettes, Junior Showmanship and Scholarship, Historian
March 22	Julie Iverson	24 year member, 50 year member, DMS research, Top ASSA NOHS, Runner up to Best All Around, Memorial trophies, AR legislative conference,
April 22	Julie Iverson	ASSA store closed
Sept 22	Julie Iverson	membership exploratory committee, ASSA souvenir funds to general account, Membership applications, Unlimited futurity nominations starting 2024, update health committee
April 23	Julie Iverson	Life membership, National Show Treasurer
Sept 23	Julie Iverson	National show site, Gensol, Trophy
April 24	Julie Iverson	Membership, lifetime suspension for crimes against children
Sept 24	Julie Iverson	kennel name Carmylie retired , Juniors to be invited to top 20
Nov 24	Julie Iverson	CHIC program, Research Advisory Committee
Feb 25	Julie Iverson	New CHIC requirement PRA-BBS2
April 2025	Julie Iverson	medallions awarded by breeder judges only, AKC Documentation for breeder awards, Memorial trophy funds, Symposium Chair is appointed by The National Show Chair, Clarified language for National judges
Sept 25	Julie Iverson	Recording secretary privileges to add to website, digitize media in library, refund for handbook, password change by recording secretary