

Canadian Cardigan Corgi Club Newsletter

EXECUTIVE COMMITTEE REPORT

IN THIS EDITION

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- Your Publications & Website
- Minutes from the Executive Committee Meeting April 7th
- Policies, Guidelines and Procedures
- Proposed change to the Breed Name
- Coming Trials and Events
- Strategy "The To Do List"
- Executive Committee Members

Fellow Members:

A Time for Renewal is the theme of your new Executive Committee (sic Board). Your new Board was installed the 1st of April and convened its first official Meeting on the 7th. Much work was done in the preceding 3 months to get our house in order. The members of the Board are very keen and have generated not only a lot of interest, been hard at work but are excited about the future.

When the first of April arrived we collectively were ready to hit the road running. We tabled and approved a number of policies, guidelines and procedures that will guide the Club as we move forward. Appointments to various positions and committees were also endorsed. As well the Board has developed a Strategy that we hope will meet the immediate needs of the members, be dynamic enough to include other initia-

tives and look to the future.

We feel extremely proud of the work completed to date and hope you share in our enthusiasm.

The Board has adopted an inclusive philosophy for all of our members. Further and of greater importance is that we must collectively be striving to improve and advance the issues of the breed.

Over the next two years we look forward to working with many, if not all of you, either directly or through the

Committees of your Board.

Please feel free at any time to contact your Regional Director or your Executive Officers.

Wishing you all the best...

Your Executive Committee

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## YOUR PUBLICATIONS & WEBSITE

It is with a great deal of pleasure that with a new chapter in our Club that we start off with a significant change to our Publications. This will be the new Newsletter. It will incorporate only the business activities of the CCCC. The Publications Committee will continue to also publish our much beloved and most informative *Cardigan Happenings* (the name is under review).

The Executive Committee feels that by splitting the two publications the members will benefit from keeping abreast quickly of news and events while still enjoying great articles about our beloved Cardigans.

The Club website is undergoing a major transformation as well. This will take time and work has already begun to provide a truly great site.

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MEETING OF THE EXECUTIVE COMMITTEE APRIL 7TH MINUTES

Call to Order

9:11 AM 7 April

Attendance:

Al Alcock—President
 Gloria Graham—Vice President
 Maja Hurd—Secretary
 Gloria Moon—Treasurer
 Sandra Ellicott—Atlantic
 Kathryn Arthur—Ont/PQ
 Irenne Bader—Prairie
 Anne Gunn—BC/Yukon/NWT/Nanuvut

Agenda Approved**Secretary's Report**

- The new executive has been registered with CKC via fax the middle of March
- Dogs In Canada contact information for the club has been updated as seen in the April issue
- Membership packages have gone out to all 2008 members
- Prairie election has been completed. There was a tie between Irenne and Tamera. The tie was broken by putting all the ballots together in a basket, mixed well, and got the scrutinizer to pick one of the ballots. Irenne was the lucky one.
- Received from Louann the secretary's box. The box mainly contains a file from memberships, previous newsletters, previous Specialties, banking information, etc.

Membership Report:

- 54 members listed for 2008
- 22 members for 2009 as of April 3rd

Treasurer's Report

Cash on Hand + Bank + Investments \$3503.49
 Accounts payable \$30.00

Motion EC—09—01

(note this item was approved on the 2nd of April)

Moved by Irenne Bader seconded by Anne Gunn "That the CCCC provide Kathryn Arthur the authority to research and acquire a website design package. This software package is to be registered in the Club's name and is to be for the sole use of the CCCC. Cost is not to exceed \$400.00."

Motion carried.

Motion EC—09-02

Moved by Gloria Graham seconded by Kathryn Arthur "That the Executive Committee approve and adopt the following Policies, Guidelines & Procedures:

- Executive Committee Guidelines
- Finance Policy
- Membership Procedures
- CCCC Stores Policy
- Publications Policy
- Conformation and Events Policy

Motion carried

Motion EC—09—03

Moved by Gloria Graham seconded by Kathryn Arthur "That the Executive Committee approve the following appointments:

Membership Committee

Maja Hurd and Anne Gunn

Publications Chair and Committee Members

Anne Gunn – Chair; Members – Charlie MacInnes, Maja Hurd & Webmaster Kathryn Arthur

Store Manager

Louann Killoran

Ethics Chair

Gloria Graham"

Motion carried

Motion EC—09-04

Moved by Gloria Graham seconded by Irenne Bader "To begin the process with CKC to change the official name of our breed from Welsh Corgi (Cardigan) to Cardigan Welsh Corgi."

Motion carried

Motion EC—09-05

Moved by Gloria Graham seconded by Irenne Bader "That the Executive Committee adopt the Executive Committee Strategy as tabled."

Motion carried

Meeting adjourned at 12:17 PM April 10th

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**Note:** The Executive Committee Meeting was conducted using the Internet. For motions 09-02, 09-03 and 09-05 please see the attached Adobe Acrobat files.

**P O L I C I E S , G U I D E L I N E S & P R O C E D U R E S**

Over the years how many times have we heard the phrase “its’ a Club policy” or “that is the way it is done”? We are sure that if we had a nickel for every time that either of these phrases were said we would be very well off.

The time is long overdue to have a set of written policies, guidelines and procedures that will guide the Executive Committee and the Members of the Club. This will ensure that all know what is to be expected. It will provide consistency of application, fairness, timeliness (so that these don’t have to be created by the seat of our pants), avoids disputes and most importantly ensures that the Club is run in a professional and competent manner.

What are the differences between policy, guidelines and procedures you may ask? Fair enough question:

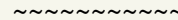
Policies—are a set of ascribed principles or method of action to guide and determine present

and future decisions. Policies are not meant to be dynamic in that they may be reviewed from time to time but generally are static in nature.

Guidelines—are intended more to guide the affairs, or direct the way in which a course is to take place. Guidelines may be dynamic and are constantly under review to ensure that they meet with the day to day business or operational needs of the organization. However in changing the guidelines they should be done in a formal setting so that any changes are not made “on the fly”.

Procedures—imply a definite order on the way something is to be accomplished. As with guidelines procedures can be dynamic in keeping with the business or operational needs of the organization.

Over the course of the next two years the Executive Committee will be continuing to review the need for all three of these elements in all areas of our activities.



**C H A N G I N G T H E B R E E D N A M E  
T O  
“ C A R D I G A N W E L S H C O R G I ”**

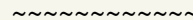


This to some folks is long overdue. The name Welsh Corgi Cardigan stems from the days of old when both the Pembroke and Cardigan were considered one breed but of a different variety. It was in the 1930’s that The Kennel Club (British) saw fit to finally recognize both breeds as being different, which saw the beginnings of their individual breed standards. However the name did not change. Recently there has been, and is, a movement afoot internationally to change the name by National Clubs. The American Kennel Club last year approved a resolution to the name change.

Over the course of the next couple of months a package will be sent to each individual voting member. The package will include the policy issues for such an amendment by the Canadian Kennel Club and a ballot.

Your President has been in contact with the Pembroke Welsh Corgi Association (Canada) and they are of like mind on this issue. It is their intent to also pursue this amendment.

Please take the time review the material when it arrives and cast your vote.



**C O M I N G E V E N T S**

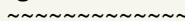
**Herding Trials**

Trials are the 16th to the 19th of May. The 16 & 17 are being hosted by the Belgian Shepherd Club of Canada and the Australian Cattle Dog Club of Canada. The holiday Monday, May 18 is the Canadian Cardigan Corgi Club day.

Entries for the trials opened on April 1st and when the Trial Secretary had received all of the entries postmarked that date the trials were already over-subscribed!

Herding trials have really taken off in BC, as evidenced by the entries. Alberta is seeing a real surge in interest as well with the availability of facilities in that province. Ontario has numerous facilities that hold trials regularly. The Pembroke Club has held trials in Manitoba the last two years.

Because we have so few members and are spread so far and wide hosting trials is difficult. There is an enormous amount of work to be done to organize trials and when there are only a couple of members at hand all of the work falls to them. By teaming up with other clubs to share a weekend of trials it means organizing only one of the days (still lots of work!) but being able to enjoy multiple days of trialing and the best number of entries possible.



## STRATEGY – "THE TO DO LIST"

A considerable amount of time has been spent strategizing through what the Executive Committee believes must be done in the immediate, short and long term. We have categorized these strategies into three specific categories: administrative, policy and operational. In some cases there is an overlap of these categories with some of the projects.

The specific items within the "to do list", if you will, has been tasked to individuals within the Board who have an interest as well as the necessary skills or background to undertake the project. In some cases Board Members will be canvassing the membership for ideas, comments, opinions, etc. in order to get a firm understanding and collective thinking of the Club. While we may not all agree on some subject items we will strive to find the consensus needed to move forward, and move forward we shall.

In meeting the strategies the members of the Board have taken a "can do" philosophy. What does that mean? It means quite simply that the word "can't" does not exist in the Boards vocabulary. Yes we may say we

are unable to do something but if there is a legitimate way of making something happen we will find it. This is a very serious commitment on behalf of the members and one they are not taking lightly. It also means that members need to be sensitive to the demands being placed on Board members to meet their challenges.

The Board members, one and all, are to be considered as a working Board. We have all agreed at the outset on a Team approach and Communicating with the Members. In order to do this we will use all the technology available which includes use of the internet, email and Adobe files to the greatest extent possible. We will be reducing the "paper war" to be greener as well. So if you have been getting your publications via the post but have access to email services that will be the route will be moving to. It is cheaper, faster and besides you can electronically save the information for future reference without cutting down half the forest.

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EXECUTIVE COMMITTEE MEMBERS

President	Al Alcock	PO Box 20612, Whitehorse, YT Y1A 7A4	alalcock@northwestel.net	867-633-3758
Vice-President	Gloria Graham	2187 Miracle Beach Drive, Black Creek, BC V9J 1K3	glgraham3@shaw.ca	250-337-1971
Secretary	Maja Hurd	60 Balmoral Drive, Guelph, ON N1E 3N6	boramaja@hotmail.com	519-837-1239
Treasurer	Gloria Moon	PO Box 496, Claresholm, AB T0L 0T0	gloriamoon@shaw.ca	403-625-4301
RD Atlantic	Sandi Ellicott	RR # 2224, Hwy 331, Pleasantville, NS BOR 1G0	dsellicott@bwr.eastlink.ca	902-688-2743
RD Ontario/ Quebec	Kathryn Arthur	5263 Line 10, RR1, St Marys, ON N4X 1C4	esrohollow@quadro.net	519-229-6138
RD Prairie	Irenne Bader	Box 44 RR 2, St Anne, MB R5H 1R2	corgwn@mts.net	204-422-7656
RD BC/Yukon/ NWT/Nunavut	Anne Gunn	368 Roland Road, Salt Spring Island, BC V8K 1V1	gunnan@telus.net	250-653-2332

EXECUTIVE COMMITTEE OPERATING GUIDELINES

Purpose

To provide a set of procedural guidelines for the Canadian Cardigan Corgi Club (CCCC) Executive Committee in its conducting of day to day business activities.

The Executive Committee

The Executive Committee is made of two distinct components as described in the By-Laws: the Officers and Directors. Combined they form the entire Executive Committee. The By-Laws are silent on the number of Executive Committee Members except to say that there must be a minimum of 4-6 Directors and that the positions of President, Vice-President, Treasurer and Secretary shall form the corps of Officers.

The day to day operations of the Club fall to the Officers. The primary contact is the Secretary for matters relating to correspondence, membership application and renewals, general inquiries, etc.

- ✓ The Secretary and President are deemed to be the spokespersons for the Club (Every effort should be made to respond to queries in a consistently timely and courteous manner.
- ✓ Correspondence received by any member of the Committee should be forwarded to the Secretary as soon as possible. This includes electronic correspondence and mail. This way all correspondence is channeled into one depository for future reference.
- ✓ Electronic mail should be carbon copied (CC) to the Secretary.
- ✓ Mail received by the Secretary of a general or specific nature should be forwarded to all Committee Members as soon as possible, preferably by electronic means.

Once a decision is made by the Committee then individual committee members are expected to support that decision.

Regional Directors

The (RD) play a pivotal role in the Committee. They not only represent their specific regions but also are "the ears on the ground" for the members they represent. It is imperative that Directors stay in contact with the membership in their region to ensure that sound and open dialogue is maintained. Members are the backbone of the Club and must be made to feel that they are integral to the Club's various activities, policy development, and general Club well being.

The Regional Directors also play another key role in that they not only represent their specific region but play a larger role in representing the Club at the national level. That means that at Committee meetings, or in discussion with other Committee members, they must be cognizant of their dual responsibilities.

Committee Meetings

The following is an extract from the By-Laws:

“The President or any two (2) other elected Officers shall call Executive Committee meetings. A quorum for an Executive Committee meeting shall consist of a minimum of four (4) members of the Executive Committee. The Executive Committee may also conduct its business in person, by mail, or by electronic means (including FAX, computer or telephone conference call). In the case of telephone conference, the signature of each participating member of the Executive Committee at the end of the minutes will authorize any action taken during a telephone meeting and for this purpose the draft minutes must be provided to the Executive Committee members taking part within fourteen (14) days after the call.”

While the above is intended to provide specific direction it is important that the Committee make every effort to exceed this level of communication. Committee meetings should be held with as many members as possible.

The Committee should meet formally at least every quarter. However the business of the Committee should be largely done prior to these Meetings so that a general consensus has been reached in advance specifically on matters of policy and/or procedures. This will avoid any potential bogging down in moving the meeting along. The outcome will be that the Committee Meeting should be a mere formality. This is a much different approach than most organizations follow, where Committee or Board meetings are there to hammer out positions. That does not mean they may not occur at the CCCC Committee meetings but these instances should be the exception and not the general rule. The time for hammering out positions should be done in advance. This philosophical approach allows for better team building and an opportunity with less pressure to sort through the various positions being articulated.

Communications

It cannot be stressed enough that communications either make or break a Club. Keeping folks informed, both at the Committee level and at the General Membership level, leads to greater harmony and an opportunity for every member to participate at some or all levels.

Good communications is not one way but should be seen as a dialogue. It is just as important to be listening up as it is to be talking down.

- ✓ Dialogue should be respectful and mature. Name calling or other such derisive means of communicating have no place in an organization. Therefore it is imperative that the Committee lead by example.
- ✓ When the Committee has met it is their responsibility and duty to communicate the content of those meetings to all members.
- ✓ At the conclusion of Committee meetings the Secretary shall write up the minutes such that they can be distributed to the General Membership either through the Newsletter or by other means. A time frame is within 14 days the minutes should be forwarded to the President for "signing off".
- ✓ From time to time specific communication strategies for Membership comments may be developed. These strategies will be done with an eye to meeting the "inclusive" philosophy of the Committee for all members to participate in.

General and Annual Meetings

Holding a General Meeting (GM) semi-annually allows the membership an opportunity to interact with the Committee and other members of the Club on matters they feel is important.

Club Members should be encouraged to make suggestions outside of these formal meetings.

- ✓ Sufficient lead time needs to be given for both meetings – AGM's require 30 days notice and GM's 15 days.
- ✓ In general, the Committee should be preparing for meetings at least 6-8 weeks in advance
- ✓ It is expected that information will be disseminated to Members in advance of meetings to allow full participation

Amendments to Policies, Guidelines and Procedures

Only the Executive Committee may approve amendments to the Policies, Guidelines and Procedures.

Effective 10 April 2009

CLUB FINANCE POLICY

Purpose

The receipt and disbursement of funds for the Club needs to be done in manner that ensures sound accounting principles are adhered to and provides the Club with the flexibility it needs in order to conduct its day to day business activities.

Treasurer

The Treasurer needs to be flexible and have a "can do" philosophy. In selecting a Treasurer the Club must ensure that the person identified has the appropriate skill set in order to properly and professionally account for the funds entrusted to them. The Treasurer receives their mandate from the By-Laws and as such assumes the responsibility of adequately controlling and accounting of funds, clubs assets and accounting of inventories. It is not just for adequate control, but also entails the appropriate accounting categories of what revenues and expenses were transacted. The Treasurer is not simply an individual that accounts for the receipt and disbursement of funds but is also responsible for providing up to date and accurate reports, analysis, suggested investment opportunities, money management and general advise in how the Club should conduct its day to day business activities. The Treasurer may initiate recurring expenses (such as insurance premiums, Canadian Kennel Club (CKC) fees, or expenses under \$100 without the approval of the Executive Committee.

Petty Cash

In order for Club business to be conducted in a timely manner without encumbering individuals with excessive controls is for the use of Petty Cash. It should be common practice for the Treasurer to identify key individuals within the organization to be holders of a Petty Cash Float. The general practice for the Canadian Cardigan Corgi Club (CCCC) is for floats to be identified by the Treasurer that should not exceed \$100. Floats required in excess of that amount are to seek Executive Committee approval in advance. Once a Float is distributed to an individual it shall be signed for and the receipt maintained with the Treasurer. Only expenses shall govern the use of a Float. Receipts collected must be either deposited or forwarded to the Treasurer and shall not form as "replenishment" to the Float. All expenses must be accounted for to the satisfaction of the Treasurer. Receipts may be forwarded to the Treasurer's office by either regular mail, FAX or a scanned image. Either of these methods may be acceptable as original receipts. On receipt of a statement of expenses (which is to include supporting receipts) the Treasurer may "top up" the Float to its maximum determined amount.

Cash Advances

Cash Advances may be construed as another instrument of Petty Cash, but differs in that it is for a specific purpose. When hosting an event it is inappropriate for the hosting committee to have to "front" the monies necessary to get the ball rolling. In order to ease this burden, where monies required are in excess of \$100, the Treasurer shall seek approval from the Executive Committee to adequately advance funds to the head of the organizing committee or to the Regional Director. Any Cash Advance must be signed for and the disbursement of those funds clearly supported by receipts.

Receipt of Monies

There will be occasions where individuals, other than the Treasurer, are in a position to collect funds on behalf of the CCCC. In doing so these individuals must keep detailed and accurate records on behalf of the Treasurer that clearly indicates what the funds were intended for to the accounting level necessary as determined by the Treasurer. Once deposits are made they must be reported to the Treasurer immediately. Where in the collection of monies a "receipt" is required to be given that format shall be determined by the Treasurer.

Events and Activities

Where the Treasurer and/or Executive Committee has delegated approval to an organizing committee to host an event where the collection of receipts and disbursements of funds occur it shall be overseen by the office of the Treasurer. Where a budget has been preapproved by the Treasurer and the Executive Committee then the Hosting Committee may work within that budget without the need to continually "check back" with the Executive Committee. At no time will the Hosting Committee be granted approval to expend funds in excess of the overall budget without prior approval of the Treasurer and the Executive Committee. It is imperative that those hosting an event be vigilant about the receipts and expenses and be in constant contact with the Treasurer to ensure that they are on track.

Effective 10 April 2009

MEMBERSHIP PROCEDURES

Purpose

To maintain accurate and up to date records of members of the Canadian Cardigan Corgi Club (CCCC); provide reports as required, and; distribute membership information in keeping with the goals and objectives of the CCCC.

Secretary

The Secretary is tasked with the responsibility of ensuring that the collection of information, regarding membership, is done in a manner consistent with the CCCC By-Laws. It is imperative that each member be identified as to their status and that the information is accurately recorded. A member who has lapsed their membership shall be stricken from the roster and be notified as such. A lapsed membership will require reapplying as a new member. Where extenuating circumstances prevent a member from renewing in the prescribed time a request to the Executive Committee may be made to waive reapplying. The Secretary shall send out a renewal membership package by the 15th of February to every current member. Each member shall be provided with an Application Form and the cost of their respective renewal. Notice shall also be given in the Newsletter. Every membership application or renewal must be accompanied by the appropriate form provided by the Secretary. It is not the responsibility of the Secretary to ensure that members are current in their membership – each member carries that burden.

Dues shall be reviewed by the Executive Committee annually. The Secretary shall collect the required dues and deposit the funds either directly into the Bank or forward the funds to the Treasurer. A detail accounting of receipts shall be provided to the Treasurer listed by membership category for accurate financial accounting.

Reports

The Secretary shall provide the Executive Committee and the Chair of the Newsletter quarterly, or upon request, with membership reports broken out into the following categories:

- Complete listing alphabetically
- A voting list
- A separate listing by each Region for use by the Directors

Further each "complete listing" the report shall include all the information provided to the Secretary by the Member. Listings by Region shall be in the format requested by each Director. To ease the manner in which reports are provided they may be done using electronic means.

Membership Packages

Each new member, regardless of status, shall be provided with the following documents upon being accepted:

- A copy of the Constitution and By-Laws
- A welcoming letter from the following:
 - President
 - Secretary, which should include:
 - Access information to the Website
 - Access to policy information
 - Past two copies of the Newsletter
 - Regional Director

This information may be forwarded to the new member electronically.

Forms

The Secretary shall develop, or revise, Application Forms as required or at the direction of the Executive Committee. There shall be at minimum two distinct forms:

- Membership – to be completed by each member
- Puppy membership – individually completed by the Breeder who is sponsoring a new puppy owner.

Membership Committee

The purpose of the Committee is to promote membership drives, renewals and advise the Executive Committee on recruitment strategies. A Membership Committee may be struck not to exceed three regular voting members of the Club. Membership Committee members are to be approved by the Executive Committee for a term of two years to coincide with election of Officers and Directors. There shall be a Chair of the Committee who shall provide leadership and may be any one of the three members. The Chair shall be selected by the Committee members. At least one member of the Committee shall be the Secretary. The Secretary shall maintain the responsibility for ensuring that the collection of information regarding membership is done in a manner consistent with the CCCC By-Laws and shall be key holder of this information.

CCCC STORE

Purpose

The CCCC Store Manager shall control the receipt, disbursement and control of retail items for sale on behalf of the Club. This shall be done in a manner that ensures sound accounting principles and provides the Club with the best return while promoting the breed in the most favourable light.

The Store

One of the key marketing tools the Club possesses is the sale of items that are "Cardigan" in nature. This theme should dominate all articles for retail.

The primary purpose of the Store is to raise funds for general revenue. A secondary objective is for marketing the breed to the extent that the goods sold leaves a favorable impression as an image on the public at large.

A Store Manager shall be appointed to manage the Store as described herein. The appointment shall be made from a list of volunteers and take place every two years by the Executive Committee to coincide with installation of the new Officers and Directors. The Manager shall be chosen from the membership at large and be an active voting member. The position shall report directly to the Executive Committee for its activities.

The Store Manager is responsible for the accurate accounting of the Store's inventory. This includes managing, warehousing, stock replenishment, item additions, distribution, marketing, invoicing, stocktaking and financial accounting. Pricing shall be totally cost recoverable, including distribution fees (freight) plus a fair and reasonable mark up of the net cost (includes purchase price plus administrative costs). The Store Manger is to consult with the Executive Committee to determine pricing, additions and sales. When adding new items the Executive Committee may invest funds from working capital in order to provide sufficient funds to make initial purchases in a volume that will provide the lowest gross cost.

The Manager shall provide the Treasurer with ongoing receipts of income, expenditures and disbursement of assets in keeping with generally acceptable accounting practices. At year end (31 March) the Store Manager shall conduct a stocktaking of all items held and provide the results to the Executive Committee and the Treasurer. The stocktaking shall record a physical count to be matched to ledger count. The Manager shall provide the Executive Committee with reports as requested.

Effective 10 April 2009

PUBLICATIONS POLICY

Purpose

The primary purpose of this policy is to set out the Publications Committee and its terms of reference as well as establish the two major publications – the Canadian Cardigan Corgi Club Newsletter, the Cardigan Happenings and the Club Website.

Publications Committee

The Bylaws require that a Chair of Official Publications be appointed from the Directors to act as Ex-Officio to the Executive Committee. This appointment shall take place every two years by the Executive Committee, to coincide with installation of the new Officers and Directors. The makeup of that Committee shall be left to the discretion of the Chair. There is latitude given to the Chair to appoint “assistants” to carry out the duties of Official Publications. The Chair of the Committee may publish guidelines as to content, layout, resource requirements or any other item. The Committee may use electronic means in order to publish publications.

Newsletter

The Newsletter is the Business publication of the Club. It shall exclusively be used, as described in the Bylaws, for matters of membership, financial information, minutes from Executive Committee/Annual General (AGM)/General Meetings, show/trials results, President's column, newly titled dogs, and any other business activity of the Club. It shall be published a minimum of twice annually as required the CKC. However, this policy shall direct that a Newsletter be published within 30 calendar days of every Executive Committee/General/Annual General Meeting. The format of the Newsletter shall be at the discretion of the Chair of Official Publications.

Cardigan Happenings (this is a temporary name until a new name is chosen)

This publication will be issued at least twice annually. It shall be used for the purpose of disseminating information about Cardigans, featuring, but not limited to, articles relating personal stories, health issues, breeding, activities relating to shows or trials (but not results), upcoming events, letters to the editor or any other article of a specific or general nature relating to Cardigans. This publication will not be used for self promotion or to sell adult dogs or puppies. Any advertising, other than by the Club, shall be preapproved by the Executive Committee. The content of this publication shall be in keeping with the Club's Code of Ethics.

CCCC Website

The Club shall maintain a website. The Publications Chair shall recommend a Webmaster to the Executive Committee for appointment to the Publications Committee. The Webmaster shall report to the Chair of Publications.

As of this date the Website is under a major reconstruction. As the site unfolds this portion of the policy shall be updated accordingly.

Effective 10 April 2009

CONFORMATION AND PERFORMANCE EVENTS POLICY

Purpose

To provide a policy framework for Conformation and Performance Events that ensures that these activities are organized and conducted in a manner that is consistent with the Objectives of the Canadian Cardigan Corgi Club. The policy also sets out the expectations of the Club in the manner that these events will be conducted.

The Organizers

Most events are usually the inspiration of one or more members. It comes from the desire to see a specific element of sport(s) that will hopefully be of benefit to everyone within the Club. Such events should be encouraged. The activity must be organized in a manner that is both professional and financially sustainable as a standalone event. Members should contact their Regional Director for guidance and preliminary approval to proceed. This preliminary approval is to ensure that no other activities in the Region, or within the Club as a whole, will come into conflict. A submission will be required to be forwarded to the Executive Committee from the Regional Director and the organizers. Prior to receiving this submission the organizers should be working with the Treasurer in assisting with budget details. It is in the best interest of the organizing committee to put on an event that works towards making a profit for the Club. The Regional Director shall ensure that there is sufficient ability by the organizers to "put the event together and follow through". A Regional Director may get involved or even be the chief organizer of an event. That is left to the discretion of the Director. As well the Executive Committee may ask that the Director be "involved" to ensure that there is sufficient talent available. Organizers need not be from the same region. Once an event has been approved the necessary documents will be signed off by the appropriate designated Officer of the Club and the Regional Director.

Contents of Submissions

Submissions for an event shall contain the following:

- Date(s)
- Location
- Hosting Club or Organization if applicable
- Organizing Committee members
- Experience in putting on the event
- Complete breakdown of activities, which includes all sporting disciplines being offered, banquets and special activities

- Judges and officials
- Anticipated number of entrants and dogs
- Detailed description of the venue site(s)
- Available accommodations, including camping venues
- Budget to include: all sources of revenue and expenses

The Executive Committee

The Executive Committee must act in a manner that assists, rather than hinders, organizers and Club members in planning and hosting an event.

For National Specialty Events, which are held every two years, the Executive Committee shall call for proposals at least 3 years in advance of the proposed date. The format for proposals will be as outlined in *Contents of Submissions*. The Executive Committee shall review the submissions and where necessary ask for clarification. It is vital that the Executive Committee work with the proponents in developing a submission, however the submission must have enough merit and substance to be viable at the outset. Where there are multiple submissions the Executive Committee shall review all of them and where 2 or more are found to be acceptable then they shall be put to the voting membership to decide.

For all events it is imperative that the Executive Committee be involved from the outset. To this end there needs to be an individual that is the focal point for interested members to contact. The initial contact with the Executive Committee should come from the Regional Director. Members who wish to organize an event must have the Regional Director act on their behalf with and/or in combination to the Executive Committee. This position needs to know what is going on in their region so as to avoid conflicts and to ensure the smooth transition from concept to reality. It will be the responsibility of the Regional Director to act as the representative of the organizers with the Treasurer and other Executive Committee members. It does not mean that the Regional Director cannot have the organizers assist in putting their proposal forward, especially if it means help in clarifying the organizers position.

The contact in the Executive Committee will be in a senior position. The Vice President meets that criteria for a number of reasons: the position is a senior officer; in most cases the Vice President will move up to the President's position and therefore will have an intricate knowledge and background to act as mentor to the new Vice President and other Executive Committee members, and; is able in the absence of the President to move forward.

The Executive Committee will have the final vote on whether or not an event is to proceed (except where there are multiple submissions for the same event then the voting membership shall decide). This is accomplished where necessary for both the Regional Director and the Vice President signing off either the application to the CKC and/or the hosting Club or Organization entry requirements. Without both approvals the event will not be recognized as a CCCC event.

For small events, such as Boosters the Vice President may use his/her discretion as to whether to seek approval of the Executive Committee as a whole or simply advise them of the approval or denial.

All financial transactions shall be controlled by the Treasurer and be in accordance with the By Laws of the Club.

The following timetable for submissions shall be observed:

- Call for National Specialties held every two years shall be called for 3 years in advance of the date to be held. The Executive Committee shall further ask for a detailed budget and update at least 18 months prior to the event with updates being provided to the Executive Committee every intervening 4 months.
- Trials – 9 months.
- Boosters – 9 months.

Effective 10 April 2009