

CCTC Policies and Procedures

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Introduction and Overview

The Cascade Cairn Terrier Club follows a number of policies and procedures that have been established over the years. They define the functions of the club and describe how those functions are implemented.

These functions have been established by custom, by provisions in the Constitution, and by vote of the membership. This document provides a reference to which the membership can turn for guidance when questions of policy and procedure arise. This document gathers information from club folklore, the Constitution, and club meeting minutes.

Functions of Club Officers

President

- Preside at general, special, and board meetings (Constitution)
- Maintain the President's Book (Constitution)
- Call special club meetings (Constitution)
- Call special board meetings (Constitution)
- Mail meeting agendas to the membership prior to the general meetings (General Meeting Spring 2002)

First Vice President

- Act as Winter Match chairman
- Preside at meetings in absence of the President (Constitution)

Second Vice President

- Act as Summer Match chairman
- Preside at meetings in absence of the President and First Vice President (Constitution)

Secretary

- Maintain the club documents.
These are the master, authoritative, copies of the following documents. Note that the Secretary need not have physical possession of these master copies. For convenience sake, others may possess and maintain them. The Secretary however, retains final authority over their content.
 - Constitution
 - Code of Ethics
 - Membership Application
 - Policy and Procedure Manual
 - Rescue Policies and Procedures
 - Club Membership List
 - Maintain Club Minutes (Constitution)
The Secretary is charged with recording the minutes of all Board and General meetings. The Secretary also has the responsibility of forwarding copies of the minutes to the Newsletter Editor for publication, and to the President for inclusion in the President's Book.
- Act as corresponding secretary to other organizations (Constitution)
- Write Match Judges' letters of invitation

- Write Match Judges' letters of thanks
- Write welcoming letters to new members with inclusion of a copy of the Constitution, the Club membership list, and a club decal (General Meeting, Summer 2001)
- Manage Club Memberships

The Secretary is charged with maintaining the Membership Application form, with sending the form to new member applicants, and with receiving completed applications. Upon receipt of completed new members applications and dues payments, the Secretary is charged with forwarding the dues received to the Treasurer, placing the new member into the Club Membership list as a pending new member, and forwarding the new member information to the Newsletter Editor (General Meeting Summer 1996). The new member applicant name is published in the next Newsletter. Membership becomes effective after the name is published for a second time in the next Newsletter following its initial publication, unless written correspondence concerning the applicant is received by the Secretary (General Membership Meeting Summer 1996). When Memberships lapse or members are expelled, the Secretary is responsible for reflecting the status change in the Membership List. Lapsed members may be reinstated with payment of a reinstatement fee of \$10 along with their dues payments if not received by the deadline for dues payments in the current year (Board Meeting Spring 2005) (see also section on Membership Reinstatement Fee). The Secretary is further charged with managing changes in membership status. Upon request, the Secretary is tasked with approving such requests and then making the appropriate changes in the Membership List.

The Secretary will send a reminder notice with the annual notice of dues payment request to any active member who does not appear to be meeting the requirement of attendance at two meetings per year. (Board Meeting Summer 2003)
- Notify members of Special Meetings (Constitution)

Treasurer

- Maintain the Club's bank account
- Manage dues payments
- Mail annual dues notice

Dues notices are to be mailed in November of each year. If dues are not received by March 31st of the following year, the membership will have lapsed and a membership reinstatement fee will be required. (Board Meeting Spring 2005). When memberships lapse due to nonpayment of dues, the Treasurer is responsible for informing the Secretary of this.
- Manage Match entries
- Manage all monies due or received (Constitution)
- Manage the General Fund
- Managed any restrictions to the General Fund for special funds including but not limited to trophy and rescue. (Board Meeting Summer 2003)
- Prepare and present an annual report at the end of the fiscal year (Constitution)
- Prepare and present a Treasurer's report at all General Meetings (Constitution)
- Keep receipts until the year-end report. (Board Meeting Fall 1996)
- Notify Storekeeper of new purchases and the location of that club inventory (Board Meeting Summer 2003)
- Notify the Board on a monthly basis of any expenses incurred related to rescue (Board Meeting Summer 2005)

Board of Directors

- Call General Membership meetings (Constitution)
- General management of the Club's affairs (Constitution)
- Provide a meeting calendar for the coming year (Board Meeting Summer 2001)
- At the Fall General Membership meeting in election years, the Board will select a Nominating Committee and name a Nominating Committee chairperson (Constitution).

Newsletter Editor

- Edit and compose the Newsletter (Constitution)
- Act as a non-voting member of the Board (Constitution)
- Production and distribution of the Newsletter
- Publishing names of new member applicants (Constitution)
- Send Newsletter to other clubs, but only those clubs that reciprocate (Board Meeting Spring 1997)

Historian

- Manage the Club's pictorial history book

Storekeeper (Board Meeting Summer 2003)

- Maintain an inventory of the Club's property, including storage location and club member responsible for said items.
- Maintain Club merchandise "for sale" and present it for display at Club functions.
- Prepare and present quarterly "Items for Sale" article to the Newsletter editor.
- Conduct annual inventory during summer months and present results to the Board at the fall meeting.
- Replace inventory of "Items for Sale" as needed.
- Present for consideration to the Board and the membership, ideas for new items for sale.

Functions of Standing Committees

Standing Committees are appointed to perform regular, ongoing functions of the Club beyond those mandated by the Constitution. They are created by vote of the membership and continue to serve as long as needed for those functions to exist. Committee members are volunteers who may be either Active or Associate members. There are no term limits for committee members. Committee Chairmanship is by appointment from the Board.

Non-Conformation Committee

- Plan and manage all performance events sponsored by the Club. These consist of the Annual Racing Day and occasional earthdog, agility, and obedience demonstrations and tests/trials.

Fundraising Committee (General Meeting Winter 1996)

- Plan and carry out fundraising efforts of the Club beyond those of the funds raised by the 'for-sale' items. These efforts include planning and management of the Club auctions and any other fundraising activities authorized by the Board. At the Fundraising Committee Chairman's discretion, items for sale may be taken from the Club's stock and placed at auction (General Meeting Winter 2003).

Rescue Committee

The Cascade Cairn Terrier Club Rescue (CCTC Rescue) exists to harbor homeless Cairns and place them in good new homes. This is done as a service to the breed and to the dogs that might otherwise be destroyed, abandoned, or end up in unfortunate circumstances.

CCTC Rescue will make itself visible to animal shelters, veterinarians, other rescue organization and dog clubs to make them aware of our existence and willingness to accept rescue dogs and to act as a placement service for those wishing to adopt a Cairn. It will go out and collect Cairns needing homes and place them in foster care until such a home is found. It will maintain a list of people seeking to adopt a rescue Cairn and contact them when a suitable dog is received.

It will screen potential adopters and rescue dogs so that good placements can be made.

- **Scope**
The primary scope will be the northwestern states of Washington, Oregon, and Idaho where rescues and adoptions will be directly handled. CCTC Rescue will also act as a referral service to and from rescue organizations outside this primary area.
- **Organization**
Rescue will be performed by the CCTC Rescue Committee. This Committee will consist of a coordinator from each state. Each coordinator will be physically located in the State and will bear the primary responsibility for rescue and placements carried out there.
- **Affiliations**
CCTC Rescue will maintain affiliations with CTCA Rescue, the Seattle Purebred Dog Rescue, and others in order to maximize the effectiveness of our efforts and to maintain consistency in Rescue.
- **Fees and Funding**
Although Rescue carries expense for which we reimbursement is appreciated, it is not the intent of the CCTC to be seen as a dog brokerage business. CCTC Rescue will neither buy nor sell dogs. It will however, pay any fees required by Shelters for rescue and ask adopters to provide reimbursement for expenses incurred. A special rescue fund will be available for reimbursement of expenses. All requests for additional reimbursement made by Rescue Committee members to CCTC must be accompanied by a written accounting. Whenever there are insufficient funds in the Rescue Fund to cover expenses, the CCTC Board shall be empowered to transfer sufficient monies from the Club's General Fund.
- **Reporting**
It shall be the responsibility of the Rescue coordinator to give verbal reports at the quarterly Membership meetings on rescue activities. The Newsletter may be used to communicate the availability of rescue dogs.

Trophy Committee

- Maintain the Perpetual Plaque
- Acquire Match trophies and ribbons
- Maintain the Versatility Trophy (General Meeting Summer 2002)

Functions of the Website Committee

- Register and renew the Club's domain name as necessary (currently cascade-cairn.org).
- Design and maintain the website's format and content.

Function of Special Committees

Special Committees exist to manage single-purpose activities that the Club deems to be in its interest but are necessary on a periodic basis only. Membership is voluntary. Special committees are typically formed in advance of specific events and are dissolved at the completion of those events. Committee Chairmanships are by Board appointment. Special committees may include but are not limited to:

Nominating Committee

- The Nominating Committee is charged with nominating a late of candidates for election to Club Offices as described in Article IV Section 4 of the Constitution.

Bench Decoration Committee

- The Bench Decoration Committee is responsible for decorating the Club's bench at the annual Portland Benched Show. This committee selects the Club's theme for the bench and acquires all the materials needed. It then oversees the decoration, assisted by the general membership.

Highland Games Committee

- The Club participates by invitation in the Highland Games held in Enumclaw every July. The Club staffs a breed information table. The Committee is responsible for providing necessary equipment such as tables, chairs, and x-pens. It also provides breed education materials for distribution. The Committee's chairman is responsible for liaison with the Games' Canine Coordinator, recruiting staff, and obtaining and distributing passes to staff. Staff volunteers need not be Club members.

Activities

Matches

The Club holds two Matches per year; one in summer and one in the winter. The summer match is held on Saturday evening at the Brush Prairie Cluster in July. The winter match is held on Saturday evening at the Puyallup Cluster in January. Both matches follow potluck dinners and are accompanied by fundraising auctions. The second vice-president acts as summer match chairman and the first vice-president acts as winter match chairman. The match chairman is responsible for overall management of the events held at the match and with recruiting the necessary staff to carry them out. The Match Chairman is also responsible for acquiring a Match site. For Summer Match, this is an extra reserved parking site within the Club's overnight parking area. The Winter Match is held indoors at a site suitable for the events scheduled and conveniently accessible to the Puyallup Fairgrounds. Atwood's Pet Resort has served this purpose well for a number of years. The Match Chairman acquires the judges' thank you gift. Expenditure for judges' gifts will be no greater than \$50 for those matches which have two judges and no greater than \$25 for those matches which have one judge (General Meeting Summer 2003).

- Staffing
 - Hospitality Chairman. The Hospitality Chairman is responsible for managing the potluck dinner. These duties include setting up the dinner tables, providing cooking and serving facilities, receiving and serving the foods, and performing

any necessary cleanup services afterward. The Hospitality Chairman usually recruits help for this.

- Match Judge. The Match Judge is recruited by the Match Chairman, usually with the approval of the membership and occasionally elected by them. The Club Secretary writes a letter of invitation to the selected Judge and also a letter of thanks afterward.
 - Ring Steward. The Ring Steward is appointed by the Match Chairman and performs the usual duties of a steward including presenting the judge's sheets to the Judge before the match, calling the classes and winners, and generally assisting the judge in anything the judge finds necessary.
 - Match Secretary. The Club Treasurer performs this function. The Secretary's duties include preparing entry forms, taking entries and entry fees, preparing the Judge's sheets at closing of entries, and providing match results to the Newsletter editor.
 - Auction Chairman. The Club Fundraising Chairman performs this function. Duties include setting up the auction (and perhaps raffle) tables, providing auction bid sheets, pens and other supplies, and announcing the start and end of the auction. At the Auction Chairman's discretion, certain items, usually those of exceptionally high value can be selected to be raffled off rather than auctioned. In this case, the Chairman will supply the raffle tickets
 - Judges' Hospitality Chairman. This job is filled by appointment when necessary. This person is responsible for assisting the Match Judge in anyway necessary before and after the Match. These duties may include transportation to and from the match site and briefing the Judge on the procedures to be followed.
 - Trophy Chairman. The Club's Trophy Chairman is responsible for providing the match trophies, toys, ribbons, and rosettes that are to be awarded.
- Entry Fees
First entry: \$5.00
Second entry for the same dog: \$3.00 (Board Meeting Spring 1997)
 - Classes Offered (Board Meeting Fall 2001)
The standard classes offered at every match include the following: Puppy Dogs 3-6, 6-9, 9-12 months; Puppy Bitches 3-6, 6-9, 9-12 months; Adults (intersexes); Veterans (intersexes). Veterans are not eligible for Best in Match award. Dogs with major points may be entered (General Meeting Spring 1998). Eligibility for other class entries follows AKC rules.
 - Judging Schedule
Puppy Dog classes are judged first; followed by Puppy Bitch classes. Then, all puppy class winners are judged to award Best Puppy in Match. Next, the Adult class is judged and Best Adult is awarded. Next the Veteran class is judged and Best Veteran in Match is

awarded. Finally the Best Puppy in Match and the Best Adult in Match are judged and the Best in Match is awarded. Although the BOSIM is an authorized award, it has not been awarded in recent years.

- Awards Offered (Board Meeting Fall 2001)
First in class: ribbon and a toy with a value of \$5.00 or less (General Meeting Fall 2001)
Second through Fourth in class: ribbon
Best Puppy in Match: Rising star trophy (\$40.00 limit, General Meeting Spring 2002)
Best in Match: Trophy with a value of \$50.00 or less (General Meeting Spring 2002)
Best Opposite Sex to Best in Match: rosette

Miscellaneous Policies

Application Fee

An application fee of \$10 will be required of all new member applications. The new member will be required to pay the \$10 application fee plus the appropriate dues amount (single or family) for the current year. (Board Meeting Spring 2005)

Bereavement

When a member suffers bereavement, the Secretary will send flowers or cards. A receipt will be presented to the Treasurer for reimbursement. (Board Meeting 1996)

Club Equipment

The Club owns equipment items that are available for use by the membership at Club-approved events. These include the following:

- Obedience Jumps (high and broad jumps)
- Canopy.
The canopy is contained in two tubs plus the set of poles.
- Hospitality supplies.
There are two large tubs containing meal service supplies (plates, cups, plastic ware, napkins)
- Ring Supplies
These include everything needed to set up a show ring including stanchions and place signs.
- Tables
Several lightweight, folding plastic banquet tables are available.

Dues Amounts

Dues are currently \$10 for individual memberships and \$15 for family memberships (Board Meeting Summer 1995). Only US Funds are accepted (General Meeting Summer 1991). A current member will be exempt from paying dues upon reaching 75 years of age. The Treasurer must be notified of the member's attaining age 75 for this provision to apply (General Meeting Winter 2004).

Dues Limits

The ceiling for Club dues is \$25 (General Meeting Fall 1999).

Items for Sale

The Club maintains a stock of items for sale including t-shirts, sweatshirts, decals, mugs, wine glasses, and grooming books. Acquisition and sale is a volunteer effort shared among several members. Decals and shirts may only be sold to Club members (General Meeting Summer 1993). Other items may be sold to anyone.

Membership Reinstatement Fee

A reinstatement fee of \$10 will be required for any member whose dues payments are not received by the deadline for payment for that current club year. The reinstated member will be required to pay the \$10 fee plus the appropriate dues amount (single or family) for the current year. (Board Meeting Spring 2005)

Second Signature Requirement

Any individual expenditure of \$500 or more requires a second signature by the President. Such expenditures must be pre-approved by the Board. If not pre-approved, the Board must receive notification prior to the check being issued on any individual expenditure of \$500 or more. Such expenditures will require a cashier's check. The cashier's check and its associated receipt will be sent by the Treasurer to the President with a stamped envelope for sending the check to its intended party. The President will sign the receipt; return the receipt to the Treasurer; and send the check to its intended party. (Board Meeting Summer 2005)

Title Plaques and Plates (Board Meeting Summer 1993)

The Club will award plates for every club member's dog who achieves a title. Plaques and plates are awarded only to custodial owners, not to all co-owners. A custodial owner is defined as one who has custody of a dog at least 2/3 of the time (General Meeting Winter 1998). Each plate contains the dog's name, the title earned, and the month and year earned. These are hung from plaques that are also awarded. Two types of plaques are awarded: one for conformation titles and one for performance titles. These awards are presented at the Winter Match or the Awards Dinner. Once 10 plates of one type (conformation or performance) have been awarded, an additional plaque is provided to that custodial owner.

Versatility Trophy

The Club maintains a perpetual trophy to honor those members' Cairns who have achieved distinction in several areas. To attain this honor, a dog must earn titles in three of the following five areas: Conformation, Obedience, Agility*, Tracking, and Earthdog.

Dogs earning any three of the following titles: Champion, Companion Dog, Novice Agility of Novice Agility Jumper, Tracking Dog, or Junior Earthdog will be awarded the title of *Versatility Cairn*. Owners will receive a Certificate of Title from the Club and that dog's name, the year in which the title was earned, and the owners name will be engraved upon a plate that will be permanently affixed to the base of the trophy. Owners must be members when the third title is earned in order to receive this honor. Owners will retain the trophy for one year. If more than one dog earns this title in a single year, the owners will share possession on an equal basis (i.e. if three dogs complete their titles in one year, each owner will retain possession of the trophy for 4 months).

Dogs who earn three second level titles will be awarded the title of *Senior Versatility Cairn*. The requires three of the following titles: a second Championship, Companion Dog Excellent, Open Agility or Open Agility Jumper, Tracking Dog Excellent, or Senior Earthdog. The dog's name, the year in which the title was earned, and the owner's name will be engraved upon the trophy itself.

Dogs who earn three third level titles will be awarded the title of *Master Versatility Cairn*. This requires earning three of the following titles: a third Championship, Utility Dog, Agility Excellent or Agility Jumper Excellent, Variable Surface Tracker, or Master Earthdog. The dog's name, the year in which the title was earned, and the owner's name will be engraved upon the trophy itself.

* Note that all Agility titles are within the same category – i.e. a dog who earns both an NA and an NAJ will be judged to have only one eligible title, not two.