

STANDING RULES

IWAWC Board of Directors

GENERAL OPERATING RULES:

1. If a member accepts nomination to a Board position as either Officer or Director, it is understood that he or she shall attend Board meetings in person or by teleconference.
2. There shall be at least four Board meetings per year. Upon its election, the new Board will hold a brief meeting after the Annual General Meeting to set the date for its first full Board meeting. (Article II Sec 4)
3. Issues to be included in the agendas of IWAWC Board meetings are as follows:
 - Review of last Specialty show
 - Selection of the next Specialty show chairperson
 - Judges Selection Committee Report when needed
 - Review Standing Rules when needed
 - Review All Standing Committees making changes as needed
 - Select Nominating Committee in the 6th month before the AGM
 - Annual Review recurring expenses
 - Review Annual audit of Treasurer's Records
4. The Newsletter Editor and Specialty Show Chair are encouraged to attend all Board meetings.
5. The chairman of any IWAWC event or committee must be a current member in good standing with IWAWC.
6. There shall be an annual audit during which the club's books shall be reconciled with bank statements; and it shall be determined that receipts deposited to the club's account, and expenses paid, are supported by appropriate documentation and Board authorization.
7. All contracts or commitments of \$500.00 or more must have Board approval. Any expense over \$2,000 must have two bank authorized signatures on the check.
8. The Secretary and President are the official correspondents for the IWAWC. Formal correspondence involving IWAWC should be copied to the Secretary, and, if not initiated by the President or the Secretary, must be approved by the President before sending. Items for Publication that represent, or purport to represent, the IWAWC Board and its policies, shall be directed through the Secretary or the President, and are subject to Board approval. This rule shall also apply to content of the IWAWC web site and Facebook page.
9. New Memberships paid by or after October 1 will be considered paid for the following year.
10. IWAWC does not permit the use of its logo or other Club material by commercial enterprises.

SPECIALTY SHOWS:

1. No IAWWC Specialty shall be held within 30 days before or after the IWCA Specialty to comply with IWCA policies.
2. The Show Chair shall make all decisions in consultation with the Board and under the guidance of the Board. The Show Chair should attend all Board meetings to report on progress and planning, and submit a written report.
3. The Board of Directors shall make final decisions concerning judging assignments at the Specialty shows in conformance with the Judge Selection guidelines. However, the Specialty Chair will rule on last-minute changes.
4. It shall be the responsibility of the Show Chair to cause articles and pictures of the Specialty winners to be forwarded to the Newsletter Editor for inclusion in the Specialty Issue, and HARP & HOUND. Such material is to be forwarded as soon after the show as practicable, and in the case of HARP & HOUND results, photos and critiques are due within 30 days of the Specialties.
5. The Show Committee shall retain a qualified Ring Steward at reasonable rate of compensation, including hotel and the steward's lunches and will invite them to the Specialty dinner paid by the club.
6. 20% of Auction proceeds will go to Rescue or Health through the IW Foundation. The Board will provide guidance to IWF for the donation's use.

DUTIES OF THE PRESIDENT:

1. The President shall lead the recruitment for committee chairpersons for all standing committees.
2. The President seeks to engage all members and points of view and when necessary, will mediate disagreements, seeking compromise and consensus.
3. The President shall work in with the Secretary to set the agendas for Board Meetings.
4. The President shall be a member of all committees, whether active or not, and maintain regular contact with all committee chairs to promote progress on behalf of the membership.

DUTIES OF THE VICE-PRESIDENT:

1. The Vice-President will work with the Secretary to keep the consent for electronic communication file up to date.

DUTIES OF THE SECRETARY:

1. At the written request of a member, the Secretary will provide unofficially and officially approved Minutes. The request must include a stamped, self-addressed envelope, or email

address. Minutes that have not been approved, whether unofficially or officially, shall not be eligible for member request.

2. The Secretary emails meeting notices to the Board and sends a copy to the Membership Chair for forwarding to the membership at least 20 days in advance with the tentative agenda. The final agenda shall be sent to each Board member at least 7 days in advance.
3. Minutes of the AGM, Special Association Meetings, Regular Board Meetings and Special Meetings of the Board are to be distributed by the Secretary according to the following procedure:
 - a) Within 20 days of a Board meeting, the Secretary will distribute the first draft of the Minutes to Board members for correction or approval.
 - b) If there are no substantive corrections or changes requested, the Minutes will be considered “unofficially approved”, and will be sent to the Newsletter Editor for publication in the next Newsletter.
 - c) If any substantive changes are requested, the Minutes will not be sent to the Newsletter Editor and the Secretary will present them at the next Board meeting for discussion. , Once there have been changes or corrections made during the next Board meeting, the Minutes as approved and corrected will be sent to the Newsletter Editor to be published in the next Newsletter.
4. The Secretary will mail by USPS all official club notifications or special requests to members who have not consented to electronic communications.
5. The Secretary will receive original application forms from the Membership Chair, and file them cumulatively.
6. The Secretary will keep a written inventory of all club materials held by any committee chair or Board member.
7. The Secretary shall inform IWCA, on request, of the date and location of the forthcoming IAWWC Specialty.
8. The Secretary shall update and file with the California Secretary of State, the statement of information for domestic nonprofit corporations, by April 1 of every even year.
9. Secretary’s procedure for the slate and ballot:
 - a) Upon receipt of the slate from the Nominating Committee, the Secretary shall, within 21 days or less, notify the members of the Association in writing of the candidates so nominated, and shall also explain to members the procedure for submitting additional nominations.
 - b) If additional nominations are made according to the procedure specified in the Constitution, i.e., within 30 days of publication of the slate (Article 4, Section 4 c), the Secretary shall notify the membership no later than 45 days prior to the General Meeting by the mailing of

double-envelope secret ballots containing the names of all individuals nominated according to the procedures above. If there are no additional nominations, then the slate of the Nominating Committee is the final slate and the procedure in Duties of the Nominating Committee item number 2 will be followed.

DUTIES OF THE TREASURER:

1. "The Treasurer shall collect and receive all moneys due or belonging to the Association. He or she shall timely deposit the same in a bank designated by the Board, in the name of the Association. The Treasurer shall also pay all approved fees, dues and expenses of the Club. The Treasurer's books shall at all times be open to inspection of the Board and the Treasurer shall report to them at every meeting the condition of the Association's finances and every item of receipt or payment not before reported; and at the annual meeting shall render an account of all monies received and expended during the previous fiscal year. The Treasurer may be bonded in such amount as the Board of Directors shall determine." (By-Laws: Article III, Sect. 3d.)
2. The Treasurer will be present, or will make arrangements for an alternate approved signor of checks to be present, at each Specialty to pay the necessary bills of the day.
3. The Treasurer will make available to the Board, if possible, in advance of the Winter meeting, all the written information the Board needs for meaningful analysis and discussion of the budget.
4. When a new Treasurer is elected, or there is a change in any other signatory, new signature cards will be completed within 30 days of the change of signer(s).
5. Any check over \$1,000.00 must be authorized by the Treasurer and the President, except as previously approved by the Board in the yearly budget. Any check \$2,500.00 or more must be approved by a majority vote of the Board.
6. Within a week of each month's closing, the Treasurer shall send copies of the Club's bank statements to the Board for review. Shortly after the new year begins, the Treasurer will send the Association's books to a Board approved auditor.
7. The Treasurer will file state and federal tax reports each year.
8. The Treasurer will negotiate and sign contracts on behalf of the Association, and keep said contracts for the Association's records.

DUTIES OF THE PUBLICATIONS EDITOR:

1. The Editor will publish a Newsletter three times a year and an annual yearbook with the deadlines for submissions and/or publication to be determined by the Editor and the Board. The Editor shall mail each newsletter or yearbook to each member in good standing.
2. The Board Minutes and Treasurer's financial report, after the unofficial approval process, will be published in the next edition of the Newsletter. Corrections and additions to the Minutes as approved at the subsequent Board meeting will appear in the following Newsletter.

3. The Newsletter Editor will produce a Yearbook during the first quarter of the calendar year.
4. The Newsletter Editor will keep each publication electronically to serve as a club historical record.
5. The Editor shall establish contact with other editors of similar publications and may send them the Newsletter on an exchange basis.

DUTIES OF BOARD MEMBERS

1. Within 10 days after receiving the first draft of meeting minutes, Board members will notify the Secretary in writing of things needing correcting, or of their approval.
2. The Board members will submit new business items, as needed, to the Secretary for inclusion in an upcoming Board meeting agenda.
3. The Board will advise and consent about the Association's annual budget.
4. The Board members will assist with the management of the Association, and the annual Specialty.

DUTIES OF THE MEMBERSHIP CHAIR:

1. The Membership Chairperson shall keep a roster of the membership and coordinate rosters with the Secretary, the Treasurer, and the Publications Editor. The roster will include renewal date and whether a member has consented to email notification.
2. The Membership Chair will list his/her address on the application form and be the primary recipient of new applications. The Membership Chair will forward copies of all paid applications and electronic consent forms to the Secretary and send the checks to the Treasurer.
3. If an application is received without payment, whether by check or PayPal, the Membership Chairperson will contact the applicant to request payment. Only once payment is received will an application be forwarded to the Board.
4. The Membership Chair will be responsible for sending applications to potential members upon request.
5. The Membership Chair will acknowledge new members within 30 days of Board approval by sending new members a copy of the Board-approved New Member Packet.
6. The Membership Chair should acknowledge receipt of applications.
7. The Membership Chair shall send annual membership renewal notices before the end of November. As renewals are processed, checks shall be forwarded to the Treasurer. On a regular basis, and at minimum for every Board meeting, the Membership Chair will report to the board on renewal rate and list those who have not renewed, and provide the Board a complete roster for every regular Board meeting.

8. The Membership Chair will provide mailing labels, which can be in electronic form, to the Publications Editor and all other approved senders of official club business by mail.
9. The Membership Chair will email to members who have consented all official club notifications or special requests.
10. In April of every odd numbered year. the Membership Chair will prepare and distribute to all paid members a membership roster.,

STANDING COMMITTEES, GENERAL PROCEDURES

1. Any Association owned materials or equipment held by a Standing Committee chairperson will be reported to the Board on an annual basis. Whenever there is a change of chairpersons, the outgoing chairperson will send all materials and equipment belonging to the Association to the new chairperson within 30 days.
2. Committee chairpersons are invited to every Board meeting. Although attendance is not mandatory for non-Board members, attendance is encouraged.
3. Committee chairpersons should forward written reports to the Board through the Secretary in a timely manner before each Board meeting.
4. The standing committees are: Specialty, Challenge Trophy, Judges Selection, Publications, Coursing (ASFA/AKC), Historian, Education, Communications, and Auditing.

STANDING COMMITTEES, SPECIAL GUIDELINES

STANDING COMMITTEE: JUDGES SELECTION:

1. Conformation Judges Selection Committee: selection of judges will be made for three (3) years in advance.
 - a) Ballots are sent electronically or by mail to those who have not consented to email. Judges who will be ineligible to judge during the 3 years will be excluded from the master list of judges. Included in the instructions will be the process how to look up judges at the AKC Judge Directory, so that members can review judge biographies.
 - b) Voting members will be provided with a comprehensive list of eligible licensed judges from which they will select up to fifteen (15) candidates. All judges' names submitted will be sent for Step Two of voting.
 - c) Individual members whose dues are up to date get one (1) vote. Household members whose dues are up to date get two (2) votes.
 - d) To ensure only voting members are participating in the judges' selection, IWAWC membership in good standing must be verified.
 - e) Ballots may be returned to the Judges Selection Committee Chair in one of the following ways:

- i. If the ballot is returned by US mail, a return address must be printed on the envelope to verify club voting status. Ballots without return address information will not be counted.
 - ii. If the ballot is returned by email, the email address information will be used for verification that the sender is eligible to vote. Ballots that do not have a valid member email address will not be counted.
- f) The Judges Selection Committee will tabulate all responses received by the stated deadline on the ballot and create a list of all judges submitted in Step One for consideration on the ballot Step Two.
- g) In Step Two, voting members will select up to fifteen (15) judges from the list created in Step One. This list is not ranked. The fifteen names, plus ties, with the most unweighted votes in Step Two will form the final list for Step Three.
- h) In Step Three, the voting members will rank fifteen (15) names in order of preference. The judge ranked number one (1) will be that club member's first choice of judge; number two (2) will be the second choice, and so on until all fifteen names have been ranked.
 - i. A judge with a number one (1) rank will receive 15 (fifteen) points, a number 2 (two) rank will be worth 14 (fourteen) points, and so on until those ranked 15th (fifteenth) receives one (1) point. For example, a judge with four #1 ranks (60 points), two #11 ranks (10 points), and ten #12 ranks (40 points) will receive a cumulative score of 110 ($4 \times 15 + 2 \times 5 + 10 \times 4 = 110$ or $60 + 10 + 40 = 110$).
 - ii. Only judges with a numerical ranking before or after their name will be counted.
- i) The judges will be contacted in ranked order as to their availability for the Specialties.
 - i. The number one-ranked judge will be contacted first but may not be hired in the first year if that judge has already been booked with another judging assignment or does not meet the judging criteria stated in "ii" below. This judge will be offered one of the other years prior to the second-place judge being contacted.
 - ii. A judge is not eligible to judge at an IAWWC Specialty if the judge will judge an Irish Wolfhound Specialty west of the Mississippi river during the six (6) months prior to the IAWWC Specialty date, or is judging IWs at an All-Breed show within four hundred (400) miles and six months of the IAWWC Specialty.
 - iii. In extraordinary circumstances, the IAWWC Board may require a reordering of the prioritization of the judges to be contacted. An example is financial concerns.
 - iv. Judges who have judged at IAWWC and Northern California Irish Wolfhound Club (NCIWC) Specialties within the last three years are not eligible to judge at an IAWWC Specialty.
- j) Ballots, return address envelopes and cut email headers will be held by the Judges Selection Chair for a period of one year from the ballot deadline.

2. Sweepstakes Judges Selection Committee: Selection of judges will be made for three (3) years in advance.
- a) During Step One of Conformation judge voting, members in good standing will be asked to provide a list of up to twelve names of potential Sweepstakes judges to the Judges Selection chair.
 - b) Prior to Step Two, the potential Sweepstakes judges will be contacted and asked to provide to the Judges Selection Chair a short biography of approximately 300 words or less, stating their involvement and philosophy of purebred dogs, particularly Irish Wolfhounds. The prospective Sweepstakes judges will be given 15 days to return their biography.
 - c) Ballots, with the received biographies, are sent by email to members in good standing who have consented to email. Those members who have not consented to email will receive the ballot by US Mail.
 - d) Individual members whose dues are up to date get one (1) vote. Household members whose dues are up to date get two (2) votes.
 - e) To ensure only voting members are participating in the judges' selection, IWAWC membership in good standing must be verified
 - f) During Step Two, members may vote for up to twelve judges and the voting must be ranked in order of preference. The judge ranked number one (1) will be that club member's first choice of judge, number two (2) will be the second choice, and so on until all twelve (12) names have been ranked.
 - i. Ranking of the twelve (12) Sweepstakes Judges will be managed in the same manner as for Conformation Judges.
 - ii. Only judges with a numerical ranking before or after their name will be counted.
 - g) Ballots are returned to the Judges Selection Committee Chair unless that person is a potential judge. If that person is on the ballot a Board appointed designee must be the recipient.
 - i. If the ballot is returned by US mail, a return address must be printed on the envelope to verify club voting status. Ballots without return address information will not be counted.
 - ii. If the ballot is returned by email, the email address information will be used for verification that the sender is eligible to vote. Ballots that do not have a valid member email address will not be counted.
 - h) The Judges Selection Committee or Board appointed designees will tabulate all responses received by deadline on the cover page of the ballot.
 - i) The three judges with the most votes, tabulated via the numerical ranking system, will be contacted as to their availability to judge.

- i. The number-one-ranked judge will be contacted first but may not be hired in the first year if that judge has already been booked with another judging assignment.
- ii. The selected judge may not judge Sweepstakes at an Irish Wolfhound Specialty west of the Mississippi river six (6) months prior to the IAWWC Specialty that is being offered.
- j) Ballots, return address envelopes, and cut email headers will be held by the Judges Selection Chair for a period of one year.

STANDING COMMITTEE: CHALLENGE TROPHY

1. See the Premium List for when a trophy will be retired.
2. Procedure for replacement of Challenge trophies is as follows: Within 30 days of the retirement of an IAWWC Specialty Challenge trophy, a letter will be sent to the retiree informing the retiree of his/her right to donate a replacement trophy, to re-donate the retired trophy, or to decline the opportunity, and outlining the procedure and timeline for trophy replacement, as follows:
 - a) *For the Fall Board meeting:* The Challenge Trophy chairperson will report the status of all newly retired challenge trophies, including which are being replaced and which are being re-donated.
 - b) *For the Winter Board meeting:* The Chairperson will submit a written proposal to the Board about each challenge trophy that has been retired, including a description of the proposed new trophy, and the text of the words to be engraved thereon. At this meeting, the Board will approve the planned replacement, or offer suggestions for changes that will make the project acceptable to the Board.
 - c) *By the Spring Board meeting:* The finished trophy should be available at the meeting for the Board to see and give final approval, and to be stored in readiness for the Specialty.
3. If the retiree fails to complete the steps according to the timeline, the Board may, at its discretion and at any point in the process, offer, through the Committee Chairperson, the opportunity to another IAWWC member to donate a trophy in that category.

AD HOC COMMITTEES

THE NOMINATIONS COMMITTEE (See IAWWC Constitution, Article IV, Section 4, a - e)

1. The Nominating Committee and the Chairman of that committee are named by the Board, "consisting of three members and two alternates, not more than one of whom shall be a member of the Board." (Article 4, sec 4). After the Nominating Committee is named by the Board, the Nominating Committee Chair shall call at least one committee meeting, all such meeting(s) to be held on or before the last day of the fourth month prior to the General Meeting (i.e., more than 90 days before the Specialty General Meeting).

- a) The Committee shall nominate one candidate for each of the four offices (President, Vice President, etc.), as well as a candidate for each Director position then subject for election. The Committee must secure the consent of each person nominated.
 - b) The Nominating Committee Chair shall then report the nominations to the Secretary *in writing*. This slate must be presented to the Secretary in time to comply with the Secretary's deadlines for mailing the slate and later the ballots (see Duties of Secretary, #8).
2. In the case of an unopposed slate, no tabulation of ballots is necessary, and the Chairman of the Nominating Committee or designee shall cast one vote for the entire slate at the Annual General Meeting. One week after the election of an unopposed slate, or six months after the election of an opposed slate, all ballots shall be destroyed by the committee chair or designee.
 4. When a Director is nominated for an officer's position after having served one year of the two-year Director term, the Nominating Committee shall place on the ballot another name to fill the remainder of the term expected to be vacated.

THE AUDIT COMMITTEE:

1. Annually, the Board will select from one to three people to review the Club's financial records. The auditors will compare disbursements to the receipts and evaluate every deposit and any associated documentation. After completing its review, the Committee shall report its findings to the Board of Directors. Acceptance may be reported at the next Board meeting, but discrepancies or issues with the findings must be reported to the Board of Directors immediately upon completion of the audit.

Standing Rules of the Irish Wolfhound Association of the West Coast

Previously Reviewed, Revised, & Approved: 4/96, 10/96, 4/97, 4/98, 10/1/98, 8/28/04, 1/15/05, 10/14/06, 10/08, 4/25/09, 10/8/11, 2/2/12, 9/27/14, 5/7/19, 2/14/20

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