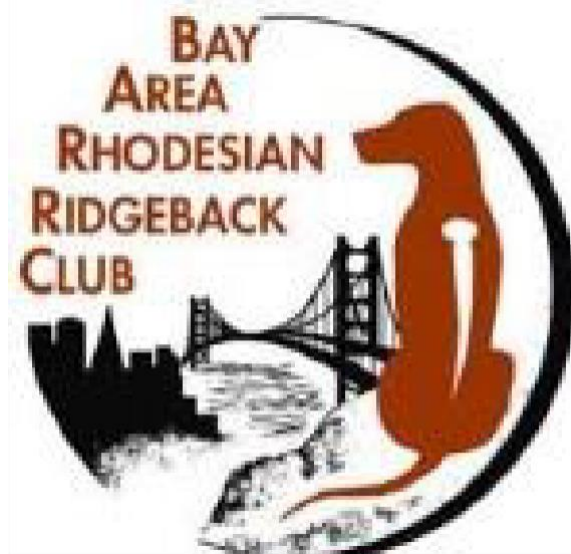


**BAY AREA**  
**RHODESIAN RIDGEBACK CLUB**  
*AKC Licensed Since 1997*  
**(BARRC)**



**POLICY AND  
PROCEDURE MANUAL**

**April 2022**

## TABLE OF CONTENTS

INTRODUCTION .....	3
GENERAL POLICIES OF THE BOARD IN THE CONDUCT OF CLUB BUSINESS .....	4
POLICY - AUDITING OF THE CLUB'S FINANCIAL RECORDS .....	5
POLICY – BREEDERS DIRECTORY.....	6
POLICY – COMMITTEES OF THE BOARD .....	7
POLICY - CLUB CORRESPONDENCE.....	8
POLICY- DISBURSEMENTS.....	9
POLICY - MEETINGS OF THE BOARD OF DIRECTORS.....	10
POLICY - MEMBERSHIP APPLICATIONS .....	11
POLICY - DUES RENEWAL PROCESS.....	12
POLICY – MEMBERS BRINGING SUIT AGAINST BARRC.....	13
POLICY - SPECIALTY SHOWS .....	14
POLICY - SELECTION OF SPECIALTY JUDGES.....	17
POLICY – DECORATING AT THE GOLDEN GATE KENNEL CLUB SHOW .....	19
POLICY – RESCUE .....	20
POLICY- SUPPORTED SHOWS.....	21
POLICY – CHALLENGE TROPHY.....	25
CHARTER - NOMINATING COMMITTEE.....	27
CHARTER - EDUCATION COMMITTEE.....	28
CHARTER - WAYS AND MEANS COMMITTEE.....	29
CHARTER - WEB SITE.....	31
CHARTER – POLICIES AND PROCEDURES .....	33
BARRC SUPPORTED SHOW APPLICATION .....	34
BARRC CHALLENGE TROPHY APPLICATION .....	35
JOB DESCRIPTION- PRESIDENT.....	37
JOB DESCRIPTION – FIRST VICE PRESIDENT .....	38
JOB DESCRIPTION - SECOND VICE PRESIDENT .....	39
JOB DESCRIPTION - CORRESPONDING SECRETARY .....	40
JOB DESCRIPTION - TREASURER.....	41
JOB DESCRIPTION - RECORDING SECRETARY.....	42
JOB DESCRIPTION – BOARD OF DIRECTORS .....	43

## **INTRODUCTION**

At the Board of Directors' meeting held on September 9, 2015 it was unanimously agreed that a policy and procedures manual should be established.

This document will provide a single source reference for board members, committee members, and the general membership at large as to the current policies and procedures which are used to govern the club.

These policies and procedures are meant to supplement the Bylaws of the Club (BARRC) and to supply detailed procedures for carrying out the duties and activities of the officers.

If any of these policies or procedures conflict with the Bylaws of the BARRC, the Bylaws will take precedence.

It is our hope that this manual will be a "living" document, being revised and updated frequently to meet the changing needs of BARRC. Furthermore, it will provide guidance and direction for each succeeding board and a source of continuity for the management of the Club.

Respectfully submitted,  
Judy Abels  
Greg Castillo  
Diane Jacobson  
Carol Vesely  
Editors

July 2016 First Version Respectfully Submitted, Carol Vesely, Editor

## **GENERAL POLICIES OF THE BOARD IN THE CONDUCT OF CLUB BUSINESS**

Date: 9/2015

Revised: 4/16/2016

The Board of Directors is elected by the membership to direct the business of running the Club. Likewise, as the membership has elected each Board member to represent the Club's and Breed's interests, it is also incumbent upon each Board to participate in all matters of Board business including attendance at all Board meetings.

1. Pending Board business related to policy is not to be released for dissemination to the membership and shall only be discussed within the confines of the Board.
2. Executive session business will not be discussed or transmitted outside of the Board or specific appointees (e.g., counsel) under any circumstances. Any such business so discovered shall be reason to call for the immediate resignation of the offending Board member.
3. If a Board Member fails to perform his/her duties as outlined in the Policy and Procedures Manual, the Board may remove a Board member with cause, by a 2/3 vote of the Board at a special meeting called for such an issue with 14-day notice. Cause would be lack of communication or otherwise non-participation in Club business.
4. It is the responsibility of each officer and director to accomplish his/her assignments as expeditiously and efficiently as possible.
5. All new policies must be posted in the Members Only section of the BARRC web site.
6. Any official correspondence must be on the OFFICIAL Club stationery bearing the BARRC logo.
7. Any member of the board that sends checks through the mail must include a LIST of those checks and what they are for. Sender must keep a copy of the list.
8. Specialty Show chairs do NOT have the authority to designate funds received as part of Specialty event without receiving prior approval from the BARRC Board of Directors.
9. All Officers, Board members and Committee Chairs must have access to electronic means to conduct Club business. (E Mail).
10. All motions made, seconded and discussed shall be written by the proposer and given to the Recording Secretary at that meeting for correct wording.
11. All motions that may affect a change in bylaws or Policies and Procedures shall be handled by the rules written in the bylaws.

## **POLICY - AUDITING OF THE CLUB'S FINANCIAL RECORDS**

Date: 9/2015

Revised: 7/12/16 & 3/2021

1. An internal audit of the Club's books is to be performed every two years and upon changing of Treasurers.
2. The Audit Committee shall be chaired by a member of the Board of Directors other than the Treasurer. The remaining two members may not be members of the Board of Directors, but shall be BARRC members in good standing.
3. The Treasurer may not be a member of the Audit Committee.
4. The audit is to take place within six months of the selection date of the committee.
5. The Audit Committee Chair shall immediately inform the President upon the finding of any financial irregularities in the Club's books.
6. A written report shall be furnished to the Board of Directors upon completion of the audit.
7. An outside audit may be commissioned by the Board.
8. All checks in the amount of \$1,500.00 or greater must be approved by the President or 1st Vice President in writing or by E Mail.
9. All checks in the amount of \$1,500.00 or greater must be reported individually in the Treasurer's report given at each Board of Directors meeting. The minimum requirements are:
  - a) Payee
  - b) Amount
  - c) Purpose of the check

## **POLICY – BREEDERS DIRECTORY**

Date: 9/2015

Revised: 4/16/2016

1. Cost of Listing in the Breeders' Directory shall be determined by the Board of Directors by September 1st.
2. The Breeders Directory fee, plus timely payment of dues owed, entitles the listee to a maintained hyperlink to his/her own homepage on the BARRC website.
3. In order to be listed in the Breeders' Directory the member must:
  - a) Be a voting member in good standing
  - b) Complete a BARRC Breeder Directory application
  - c) Pay the listing fee
  - d) Have attended/participated in THREE BARRC events during the year. Only one participation item per day of events may be counted towards meeting the requirements. Examples of such participation are:
    - Attending a BARRC membership meeting (this is required to be one of the three required events). For attendance to be counted, the member must sign the attendance sheet which is to be circulated by a BARRC Board member
    - \*Helping to put on a BARRC event (specialty, lure coursing event, fun day...)
    - Helping with club operations (web site, insurance, special committees....)
    - Helping with rescue (transporting a dog, fostering a dog, vet care....)
    - Helping in the setting up or breaking down of the BARRC benching at the GGKC show
4. Breeder Directory payments shall be sent to the BARRC Treasurer. Breeder directory applications shall be forwarded to the Corresponding Secretary or Membership Coordinator.

\*Helping at a BARRC SUPPORTED AKC/ASFA All Breed event is NOT an eligible event. Helping at a BARRC DIRECTED AKC/ASFA All Breed event or a BARRC AKC/ASFA Breed Specialty IS an eligible event.

\* Simply entering a BARRC licensed competition does NOT constitute participation in that event.

## **POLICY – COMMITTEES OF THE BOARD**

Date: 9/2015

Revised: 4/16/2016

1. Committees may consist of a single person or several members overseen by a chair.
2. All members of the Committee must also be voting members, in good standing, of the Club.
3. Any given committee may also include sub-committees as appropriate to the nature of the activities of the primary committee.
4. The President is automatically a member of all committees except the Nominating Committee. The President will not have a vote in any of the committees of which the President is a member. Board members may be a member on any committee.
5. Any additions and/or subtractions to any standing committee must be approved by the Board of Directors
6. Each Chair shall submit a report to the BOD on a regular basis as determined by the Board. The report shall be used for distribution and discussion at the Board meetings. Such report should include a summary of major achievements, a projection of upcoming activities and any need for volunteers to help out on specific tasks.

## **POLICY - CLUB CORRESPONDENCE**

Date: 9/2015  
Revised: 7/11/16

1. All club correspondence will go through the Corresponding Secretary. This includes all correspondence to the membership, other clubs, judges, RRCUS, and AKC.
2. All official club correspondence shall include the club logo. "Official" club correspondence can be other clubs, judges, RRCUS, and the AKC.



## **POLICY- DISBURSEMENTS**

Date: 9/2015

Revised: 11/14/19 & 3/2021

1. The Treasurer shall pay all BARRC expenditures up to the amount of \$1,500.00. Anything over \$1,500.00 requires approval by the President or the 1st Vice President.
2. The Board can authorize expenditures in a number of ways:
  - a) by direct approval of the item through a motion
  - b) by authorizing a committee chair to make necessary expenditures in accordance with an approved project such as a specialty, a seminar, or an administrative activity
  - c) by approving a committee or event budget.
3. The Treasurer may advance funds to each Officer or Committee Chair so entitled and consistent with the Board approval.
4. The person incurring Club expenses must submit a statement accompanied by receipts. Any expenditure not so documented will be disallowed and any money advanced must be refunded to the Club Treasurer.
5. Members incurring expenses on behalf of BARRC may submit a request for reimbursement to the Treasurer. The Reimbursement Form can be found on the BARRC web site, located within the Members Only page.

## **POLICY - MEETINGS OF THE BOARD OF DIRECTORS**

Date: 9/2015

Revised: 6/14/2020

1. There shall be a minimum of six (6) Board Meetings in each calendar year in the greater San Francisco Bay area.
2. One meeting shall be held in the month of January.
3. Meetings may be held by telephone or video conference, or other electronic means as available.
4. Written notice of each such meeting shall be e-mailed by the Corresponding Secretary at least 5 days prior to the date of the meeting.
5. Other meetings of the Board may be convened at any time pursuant to Article II, section 2 of the BARRC Bylaws.
6. A quorum shall be a majority of the entire Board.

## **POLICY - MEMBERSHIP APPLICATIONS**

Date: 9/2015

Revised: 11/14/19

1. Sponsorship of a new applicant must require signatures of two non-related voting members in good standing residing in different households. The Sponsors' signatures on membership applications must be dated within six (6) months from when the Corresponding Secretary/Membership Coordinator receive the application.
2. Sponsor is to serve as a mentor to the applicant to the point of total understanding of the BARRC COE
3. Sponsors should have thorough knowledge of the applicant.
4. The Membership Applications are to be screened for any omissions by the Corresponding Secretary/OR Membership Coordinator and returned with a letter of explanation if incomplete. If the application is properly executed, applicants shall receive acknowledgment of receipt of the application. ALL correspondence with the applicant will occur via the Corresponding Secretary.
5. Membership applications may be completed online or mailed to the Corresponding Secretary/Membership Coordinator.
6. Membership dues are to be sent to the Treasurer.
7. Voting on the new applicant(s) takes place at the next membership meeting after the application is received. If no objection is raised about the applicant, ballots are handed out to the voting members and voting is done secretly. A Board member collects and counts the ballots at the meeting and the results are announced. The Recording Secretary will confirm that only voting members receive ballots.
8. If there is an objection to an applicant, the vote will be postponed while the BOD researches the objection. There shall be a minimum of three calls by BOD members to each objector. It is incumbent upon each Board Member to investigate the reasons for the objection(s). Any controversial correspondence should be brought to the attention of the Board before the next official BOD meeting. After discussion in "executive session" at the next official Board Meeting, members of the Board will vote by secret ballot (can be done by email) on whether to allow the application to go back to the membership for another vote. Allowing the vote to go back to the membership requires a 2/3 vote of the members of the Board.
9. Applicant and sponsors shall be contacted by the Corresponding Secretary once there has been an objection and objectors have been called. The applicant shall be allowed a reasonable amount of time to provide data in defense of the objections.

## **POLICY - DUES RENEWAL PROCESS**

Date: 9/2015  
Revised: 4/16/2016

1. The Board of Directors shall determine dues by September 1st.
2. The Corresponding Secretary will send a notice of dues owed to the members during the month of November.
3. A Breeders' Directory notice shall be included with the dues renewal
4. Renewal dues/Breeders Directory payments shall be sent directly to the Treasurer.
5. Membership renewals and Breeder's Directory information may be completed online or mailed to the Corresponding Secretary/Membership Coordinator.
6. Members whose dues fail to reach the designated recipient before January 1st will be lapsed and may apply to be reinstated by paying a late fee to be set by the Board.

## **POLICY – MEMBERS BRINGING SUIT AGAINST BARRC**

Date: 9/2015

Revised: 4/16/2016

1. The Board of Directors views a lawsuit against the Club or its directors as a most serious offense against the sanctity of the Club.
2. Any member of BARRC who files suit against the Club or its Board of Directors will automatically be brought up on charges by the President of the Club in the name of BARRC.
3. The specification of the charges will be “Conduct in a manner which is detrimental to the best interests of BARRC, in particular, the lawsuit.”
4. The Board of Directors will automatically entertain such charges, jurisdiction will be assumed, and a date fixed for a hearing according to the Bylaws.

## POLICY - SPECIALTY SHOWS

Date: 9/2015  
Revised: 4/28/2022

1. The most recent Show Chair ensures that all permanent club trophies are to be engraved and shipped to the next show chairperson within 90 days of the BARRC specialty.
2. The Show Chair for each Specialty must obtain BARRC Board approval for the selection of trophies. BARRC medallions are presented at all Specialties for the following wins:
  - a) Best of Breed (Conformation)
  - b) Best in Field (Lure Coursing) – for an independent specialty only
  - c) High Scoring Obedience – for an independent specialty only
3. Perpetual Challenge Trophies may NOT be awarded in the official show ring as the AKC banned them from Specialties in 1953. The sponsor of each Challenge trophy is to retrieve it after the Specialty, engrave it, store it, and make arrangements with the Show Chair to have the trophy available no less than 30 days prior to the next Specialty.
4. Trophies must be provided for all first placements in Veteran and Puppy Sweepstakes. The trophy may be a toy or some other gift. The award is up to the Trophy Chair.
5. BARRC shall purchase all award ribbons for Specialty Shows.
6. Classes for Field Champion dog/bitch, Altered dog/bitch, Amateur Owner Handler, and National Owner Handled (NOH) may be offered at the Specialty.
7. Junior and Veteran Sweepstakes classes shall be included in all Specialties.
8. Veteran classes shall have age divisions: 7-9 years, 9-11 years, and 11 years and older...for both dog and bitch. Puppy Sweepstakes will have age divisions: 6-9 months, 9-12 months, 12-15 months and 15-18 months....for both dog and bitch.
9. Specialty entry fees shall be approved by the BOD on an annual basis.
10. The Show Chairs of Specialties (this includes the Obedience/Rally Chair) may exhibit their own dogs ONLY if they have scrupulously maintained no personal contact with the judges. Hospitality Committee members who contact the judges may not exhibit. Professional Handlers may handle dogs/bitches in Puppy Sweeps, Junior Sweeps and Veteran Sweeps only if they are the owner or breeder of record of said dog/bitch. This shall be included in **BOLD PRINT** in every specialty Premium, accompanied by a definition of a Professional Handler: **any person that has accepted remuneration for handling within the past twelve (12) months is defined as handler and is not eligible to exhibit in the puppy, junior, and veteran sweeps unless they are the breeder of record or the owner of the exhibit.**
11. To the extent possible, the judging of Specialty events will be scheduled separately, with the understanding that the show must fit into a reasonable schedule. All judging of Veterans should be scheduled first thing in the day unless Veterans judging is scheduled as an evening event.

12. The Sweepstakes judge shall be paid \$100.00, unless otherwise stated.
13. Specialties are not required to be held in conjunction with all breed shows.
14. The host hotel for the Specialty MUST allow dogs in the rooms.
15. The BARRC Treasurer handles all Specialty funds.
16. Profits from the sale of any item at the BARRC Specialty will accrue solely to the BARRC treasury, provided that
  - a) the item bears the wording "Rhodesian Ridgeback (or BARRC) Specialty
  - b) the item has been solicited in the official BARRC Specialty Packet
  - c) seed money has been provided by the BARRC Treasurer
17. BARRC will only sponsor one Specialty per year.
18. BARRC must present one Bronze RRCUS Medallion at their Specialty show (at no charge to the Specialty club) for Best of Breed. The request must be in writing and must be received 8 months prior to the scheduled show date. BARRC must supply the name and address of the show chair, along with the name, date and location of the show to RRCUS.
19. The RRCUS Best of Breed medallion shall be awarded provided the total number of dogs in competition equals the number of dogs required for a three point major in both sexes for the AKC region in which the Specialty is held. As an example, if the requirement in a particular Region is 11 dogs and 17 bitches for a three point major in each sex, then the minimum total entry for a Specialty Show in that Region is 28 dogs.
20. Should the total number of dogs in competition be less than the minimum required as described above, the RRCUS medallion shall NOT be awarded, and the medallion shall be returned, by Certified mail, to the RRCUS contact from which it was received.
21. Within 15 days of closing of the show, BARRC shall provide the following information to the RRCUS Corresponding Secretary. A link can be provided to the Superintendent's results page.
  - a) Copy of marked catalog pages \*\*
  - b) The BOB's Group placement (if any)
  - c) Completed show results sent in medallion package.
22. If BARRC does not meet the RRCUS requirements, BARRC shall be subject to forfeiture of the right to award RRCUS Medallions at future Club Specialties.

\*\*Includes: Title Page, point schedule, trophy page (including Obedience and Rally), all pages of Breed competition indicating winners, placements and absentees, and scores of all Ridgeback Obedience and Rally competitors (includes placements, if applicable).

### Specialty Rescue Raffle

A separate Rescue Raffle Chair will be appointed to:

1. Solicit sales of Grand Prize tickets and day-of tickets
2. Solicit donations to be raffled at the Specialty
3. Send tickets to the membership
4. Collect and display all donations at the Specialty
5. Conduct the drawing for all raffle prizes and the Grand Prize

All proceeds from the BARRC Specialty Raffle, after expenses, will be split equally between the local recognized rescue organizations.

The Grand Prize will be funded from the proceeds of the annual Breeders Directory dues. The BOD has established a minimum amount of \$600.00 to be awarded as the Grand Prize. The BOD may assign a different minimum amount, at their discretion. If the breeders Directory dues fall below the minimum amount, BARRC will support the balance from its general fund.



## **POLICY - SELECTION OF SPECIALTY JUDGES**

Date: 9/2015

Revised: 11/14/19

### **CONFORMATION BREED JUDGE**

1. A Judge Selection Committee shall be appointed by the Board to manage the process of selecting a Conformation judge and a Sweepstakes judge for the BARRC Specialty.
2. The Judge Selection Committee compiles an alphabetical list of all judges qualified to judge Rhodesian Ridgebacks. A list of eligible domestic judges may be purchased from AKC. The committee chair may purchase the list and submit a reimbursement form to the treasurer, or ask the treasurer to make the purchase using the club's bank card.
3. No later than September 15, the Corresponding Secretary will mail/email to each voting member the list of judges approved by the AKC to judge Rhodesian Ridgebacks. Members are to select six (6) from the list of judges. The restrictions for judges able to judge the Specialty are as follows:
  - a) No judge may be nominated to adjudicate the BARRC Specialty more than once every ten (10) years. These judges are identified by placing beside their name the year that they judged and a line is drawn through his/her name.
  - b) The Specialty judge cannot judge in California for six (6) months prior to the BARRC Specialty.
4. Ballots are to be returned to the chairperson of the Judge Selection Committee by October 15. Any suggestions received after October 15 will not be counted.
5. The Judge Selection Committee shall enumerate the suggested names and prepare a final ballot that includes the top three (3) judges who are suggested by the most voting members. If there is a tie for the #3 position, all judges involved in the tie will be included in the final ballot. However, a judge must be suggested by at least two (2) voting members to be included on the final ballot.
6. The final ballot, constructed as outlined above, will be sent from the Corresponding Secretary with the membership renewal materials in November. This ballot will be for selection of the judge for the specialty to be held three (3) years out (that is, the final ballot that is sent in November, 2010, will be to select the judge for the 2013 BARRC Specialty). Each voting member will select their top three (3) choices from the final ballot and rank them 1-3 (with 1 being their most favored choice). Final ballots must be returned to the Chairperson of the Judge Selection Committee no later than December 31 to be counted. Ballots that do not have all 3 choices will not be counted.
7. The Judge Selection Committee will enumerate the ballots, awarding three (3) points to each judge ranked #1, two (2) points to each judge ranked #2, and one (1) point to each judge ranked #3.
8. After the vote, the counts shall be reported to the BOD and then emailed to the membership by the Corresponding Secretary.
9. The Corresponding Secretary will contact the selected judge and invite them to judge the Specialty. If that judge declines, the next judge with the most votes will be invited, and so

on down the list until we have a judge confirmed.

10. In the case of an emergency (judge has to cancel at the last minute), the Board will hold an emergency meeting to discuss replacing the judge. The Board comes up with several names of judges, including those originally voted on by the membership, and lists them by preference based on the following:

- Who has not judged Ridgebacks in California within a 6 month period
- Who may have the least travel expenses

The Corresponding Secretary will contact the first judge on the list and extend an invitation. If that judge does not accept, the Corresponding Secretary will go down the list until a judge is selected.

### **SWEEPSTAKES JUDGE**

1. When the initial mailing of the list of AKC judges is mailed to the membership (as described above), members are also instructed to nominate (write in) one (1) name as a potential Sweepstakes judge for the following year.
2. No judge may be nominated to adjudicate the BARRC Sweepstakes more than once every five (5) years.
3. It is the duty of the member to ensure that the nominee will accept the assignment if elected.
4. It is also the duty of the nominator to provide a brief bio to the Judge Selection Committee.
5. The final ballot to select the Sweepstakes judge will be sent out with the final ballot of the six (6) Specialty judges. A judge must be suggested by at least two (2) voting members to be included on the final ballot.
6. Members should vote for one Sweepstakes judge for the following year.

### **OBEDIENCE, RALLY, AND LURE COURSING JUDGES**

1. The Obedience, Rally, and Lure Coursing Judges are to be selected for the following year by the specific chairperson for each event. The judge(s) must be approved by the Board.
2. The Obedience/Rally/Lure Coursing Chair will extend the initial invitation to the judge. If the judge accepts, the Corresponding Secretary will send the contract to him/her.
3. All future correspondence with the Obedience/Rally judge will be from either the Obedience/Rally/Lure Coursing Chair, the Corresponding Secretary or the Show Chair. All correspondence will be copied to the Corresponding Secretary.

## **POLICY – DECORATING AT THE GOLDEN GATE KENNEL CLUB SHOW**

Date: 9/2015

Revised: 6/14/2020

1. The decorations provided by BARRC for the Golden Gate Kennel Club benched show at the Cow Palace may be used to decorate the bench for all entries, not just those of BARRC members.
2. The Chair of the Cow Palace Decorating Committee will be approved by the BOD and shall be a member of BARRC in good standing.
3. The Chair will collect the entries and send them in as a group. They will also work with the Cow Palace regarding setup, take-down and any other rules and/or guidelines.
4. The individual(s) who store the decorations will ensure the decorations are at the Cow Palace on Friday before the show and will pick up the decorations after the show on Sunday evening.
5. Anyone that is a member of BARRC and shows in the Golden Gate KC show must also sign up for set up or take down of the benching.

## **POLICY – RESCUE**

Date: 9/2015

Revised: 6/14/2020 & 3/2021

1. Rhodesian Ridgeback Rescue (RRR) is the official rescue group for BARRC.
2. The BARRC BOD shall appoint a liaison to RRNC. If the position of Liaison becomes vacant, a member of the BOD shall be named temporary liaison until a new liaison is appointed.
3. If RRRNC takes in any dog that has been bred by a BARRC member, the liaison shall notify that BARRC member.

## **POLICY- SUPPORTED SHOWS**

Date: 9/2015

Revised:11/14/19

### **BARRC SUPPORTED SHOW**

It is the desire of BARRC to foster goodwill and promote the Rhodesian Ridgeback breed by encouraging the support of their entry at all-breed dog shows. Supported entries highlight the breed and provide opportunities for club members to engage in camaraderie and good sportsmanship.

1. Ridgeback entries can be supported entirely by any individual, or by a BARRC member with BARRC support, or entirely by BARRC. Individuals may at any time sponsor Rhodesian Ridgeback entries without BARRC involvement. However, any use of the BARRC name is forbidden unless the full procedure outlined below has been followed.
2. To ensure the significance and prestige of the BARRC name and the BARRC Medallion, the number of shows to be supported entirely by BARRC or by a BARRC member in concert with BARRC, each year will be limited.
3. The BARRC Supported Show Committee will establish a certain number of entirely BARRC Supported shows each year. Beyond those shows, if a Voting BARRC member in good standing wishes to support a show (i.e. provide trophies) with BARRC support (i.e. use the BARRC name and offer the BARRC Medallion), they may apply to do so by following the procedure listed below for Member Supported Entries with BARRC Support. A Voting member may sponsor a show with BARRC support twice in a calendar year.
4. Shows that are entirely supported by BARRC will be selected by the BARRC Supported Show Committee and submitted to the BARRC Board of Directors for final approval. The Committee is charged with avoiding scheduling conflicts and with giving consideration to suggestions and requests from the general membership. Voting Club Members are invited to submit applications to sponsor, with BARRC support, other Rhodesian Ridgeback entries, following the procedure outlined below.
5. For all BARRC supported entries, it is the BARRC Supported Show Chair's responsibility to contact the relevant all-breed clubs to authorize BARRC support of the Rhodesian Ridgeback entries.
6. The bronze BARRC medallion is always to be awarded to the Best of Breed winner provided the number of dogs in competition is the combined total number of dogs required for an AKC three (3) point major win in either sex.
7. The following language must be included in the all-breed show's Premium and Catalog:

"The BAY AREA RHODESIAN RIDGEBACK CLUB (and member's name, if applicable) will support the entry of Rhodesian Ridgebacks at this show.
8. The following prizes are offered:
  - a) Best of Breed – a Bay Area Rhodesian Ridgeback Club Medallion (provided the number

- of dogs in competition is the combined total number of dogs required for an AKC three (3) point major win in either sex).
- b) Best of Breed - trophy description
  - c) Best of Opposite Sex to Best of Breed – trophy description
  - d) Winners Dog – trophy description
  - e) Winners Bitch – trophy description
  - f) Highest Qualifying Scoring Rhodesian Ridgeback in Obedience (if Obedience is offered) - trophy description
9. If desired, other trophies may be awarded (Best of Winners, 1st Place Bred By Exhibitor Dog and 1st Place Bred By Exhibitor Bitch, etc.).

#### **MEMBER SUPPORTED ENTRIES WITH BARRC SUPPORT**

1. A voting member or group of voting members in good standing may apply.
2. The sponsoring individual(s) shall complete and submit an application form\* to the BARRC Supported Show Committee Chair a minimum of 6 months in advance of the show to be supported.
3. The Supported Show Committee shall review the location of the show (within 100 miles of the BARRC mailing address), potential conflicts with other shows or BARRC activities, the trophy list and the prepared catalog language. The Show Committee shall approve recommendation of the application by a majority vote, or deny the application with justification to the applicant. The Show Committee shall forward successful applications to the BOD for final approval.
4. Two thirds majority vote by the BOD is required for approval.
5. Upon approval, the BARRC Supported Show Chair informs the applicant and contact the all-breed club to authorize the BARRC support.
  - a) provide to the all-breed show club the specified text for their Premium and Catalog (BARRC support must be mentioned unless the all-breed club uses an abbreviated premium list) or the medallion CANNOT be awarded
6. The applicant is urged to immediately:
  - a) purchase the specified trophies – (AKC forbids later substitutions);
7. The supporting member must secure the BARRC Medallion from the BARRC Supported Show Chair at least one month in advance of the supported show. There is no cost to the BARRC member.
8. It is the responsibility of the supporting member(s) to transport all of the trophies and the medallion to the supported show and provide them to the ring steward before Rhodesian Ridgeback judging begins.
9. It is the full responsibility of the sponsoring member(s) to determine during judging whether the number of entries required for awarding the BARRC Medallion (specified above) has been met, and if not, to return the Medallion to the Supported Show Committee Chair within 14 days.
10. It is required that the sponsoring member(s) submit a copy of the actual marked show catalog indicating all winners of each class, to the Supported Show Chair within 14 days of

the show. The results must be submitted with scanned catalog pages either online or by mail.

\* see form at the end of this document.

### **RRCUS SUPPORTED SHOW**

1. A member or group of members, all of whom are in good standing with RRCUS or a RRCUS recognized regional club may sponsor a supported show.
2. The sponsoring party must notify the supported Show Liaison, in writing, at least 8 months but not more than 18 months in advance of their desire to sponsor a supported show. The application to support a show can be completed and mailed or completed online along with payment on the RRCUS web site. (RRCUS.ORG)
3. The sponsor must supply the name and address of the Chair of the show-giving club along with the name, date, and place of the show and information regarding money given back by the All-Breed club for the supported entry, if any.
4. The Supported Show Liaison shall notify the Chair of the show-giving club of RRCUS's intent to support the entry of Rhodesian Ridgebacks at the specified show. A copy of this notification will be sent to the sponsor.
5. If a sweepstakes is held in conjunction with the supported show, the proper AKC form is to be filled out and either emailed or mailed to the RRCUS Corresponding Secretary for his/her signature. The Corresponding Secretary shall then sign and mail or fax the completed form to the AKC Event Plans Dept.
6. The sponsors through their generosity will offer trophies suitable for awarding to the Best of Breed, Best of Opposite Sex, and Highest Scoring Ridgeback in Obedience, provided an Obedience Trial is part of the show, with a qualifying score required for presentation of the trophy at a minimum.
7. RRCUS will provide, for purchase by the sponsor, a Bronze Club Medallion to be awarded to the Best of Breed winner, according to the total entry policy in effect at that time. No Medallion will be sent to the sponsor without payment first being received. The purchase price of the Medallion will be based on cost and will be set by the RRCUS Board.
8. The sponsor will return to the Corresponding Secretary or designated Supported Show Liaison the Bronze Medallion if the entry requirements have not been met, purchase price to be refunded by RRCUS.
9. Within 30 days after the conclusion of the show, the sponsor must send the marked catalog pages for the Rhodesian Ridgeback entry, including Obedience, to the designated Supported Show Liaison. The Best of Breed winner is to be followed through Best in Show in the show results. The results must be submitted with scanned catalog pages and submitting the results form online or submission of the marked catalog pages by mail.
10. The number of supported shows any one group or individual may sponsor per consecutive show circuit is limited to one unless prior board approval is received. Any one group or individual may sponsor no more than two shows a year.
11. The Bronze medallion is to be awarded at a supported show providing the following entry requirements are met:

- a) there is a minimum of ten (10) dogs in competition; or
  - b) there is in competition, a minimum total entry equal to the sum of class dogs and bitches required to make a three-point major in that division. WHICHEVER IS GREATER. For example: If Division 1 as of May 15, 2002 requires 8 dogs and 10 bitches for three-point majors, to award the Medallion, a minimum of 18 Ridgebacks must be in competition (that is a total of 18 in class dogs and bitches and specials combined) as stated in the requirement. If the minimum is not met, medallion must not be awarded.
12. Premium list (unless the All-Breed club uses an abbreviated Premium list) and catalog must state the entry is supported by RRCUS and not by the individual(s) who are the sponsors.
13. If RRCUS is not shown as the supporter of the entry, the medallion must not be awarded.



## **POLICY – CHALLENGE TROPHY**

Date: 9/2015

Revised: 6/14/2020, 3/2021

All Challenge Trophies offered for award at BARRC Specialties after October 2007 must meet the following guidelines.

### **Challenge Trophy Offerings**

1. Only one Challenge Trophy can be sponsored for each of the following positions:
  - a) BOB conformation
  - b) BOS conformation
  - c) BOW conformation
  - d) WB conformation
  - e) WD conformation
  - f) BOBOH conformation
  - g) Best Puppy conformation
  - h) BOB lure coursing
  - i) HIT obedience
  - j) High Combined in Rally
2. A given person/kennel/business/owner/partnership can only sponsor one BARRC challenge trophy at a time.
3. The party sponsoring a trophy must be a member of BARRC and in good standing with the AKC at the time the trophy is first offered.
4. In keeping with AKC guidelines, challenge trophies may be offered in memoriam honoring a deceased dog, person or kennel, or in the name of a living person or dog.
5. The sponsor of each Challenge trophy is to retrieve it after the Specialty, engrave it, store it, and make arrangements with the Show Chair to have the trophy available no less than 30 days prior to the next Specialty.
6. If a Challenge Trophy is in disrepair, application may be made for a new or replacement trophy and approved by the BARRC BOD prior to purchase. The BARRC Challenge Trophy Application\* must be completed and submitted to the BARRC BOD.
7. The BARRC Challenge Trophy Application\* must be completed and submitted to the BARRC BOD within 30 (thirty) days after the BOD announces that a trophy position has become available.
8. The original donor is given first choice to replace a retired Challenge trophy. The retiree of a Challenge Trophy is given the second choice to replace the retired Challenge trophy if the original donor declines. If both the original donor and the retiree decline, the position is opened up to the general membership. The membership will be notified by the Corresponding Secretary of the availability of the trophy. The membership will have 30 days to send in their applications to sponsor a challenge trophy.
9. The BARRC BOD will review and approve all applications based on the following criteria:
  - a) Past efforts of the party offering the trophy to improve the breed

- b) Past accomplishments of both dogs and people
  - c) Breeding program
  - d) Potential of future breed involvement
  - e) Trophy criteria: in “good taste,” suitability of trophy name, plaque, etc.
  - f) Wording on trophy
10. If two or more applications to sponsor trophies for the same win are approved by the BARRC BOD, a lottery system will be used to select the winning trophy.
  11. When an application is approved and the trophy is purchased, the Challenge Trophy Chair will document any identifying numbers or markings on the trophy.
  12. The wording on a trophy can only be changed if the sponsor completes a BARRC Challenge Trophy application and the change is approved by the BOD. (Adding the name of a new winner to the trophy does not constitute changing the wording of a trophy.)
  13. The wording for all Challenge Trophies in the show premium will be as follows:  
“The (*name of trophy*) Challenge Trophy, (*physical description of trophy*) for competition at Bay Area Rhodesian Ridgeback Club Specialty Show only. For permanent possession, to be won three times by a common owner\*\*, not necessarily with the same dog nor at consecutive shows. Name of winning dog, owner(s) and date will be engraved.”
  14. A Challenge Trophy may be surrendered back to BARRC for the following reasons:
    - a) Donor/Sponsor of trophy is no longer a BARRC member, is suspended or is found to be in violation of the BARRC Code of Ethics
    - b) Donor is ill and asks to surrender trophy, or is deceased leaving no instructions for dispensation of Challenge Trophy
    - c) Donor chooses to relinquish sponsoring position for personal reasons. Donor will submit a request to the BOD stating that they wish to relinquish their trophy.
  15. When a Challenge Trophy is surrendered to BARRC, the membership will be notified by the Corresponding Secretary that it is available, and applications will be accepted for thirty days following notification.
  16. The BOD will review all applications as per the criteria listed above.
  17. Upon approval of an application for a surrendered trophy, the new sponsor may choose to rename the Challenge Trophy or retain its original name.
  18. There will be no additional expense to the member(s) whose application is approved to assume sponsorship of a surrendered Challenge Trophy.

\* see form at the end of this document.

\*\*Definition of ‘common owner’: Any individual who is listed as the owner or co-owner on the AKC registration for four months prior to the closing date of the specialty. The four-month rule is per AKC, Chapter 3, Section 12.

## **CHARTER - NOMINATING COMMITTEE**

Date: 9/2015  
Revised: 7/2019

1. A committee of three (not more than one can be a BOD member) plus two alternates will be appointed by the BOD no later than July 1<sup>st</sup>. The BOD will also name the chair.
2. The Committee Chair must convene a committee meeting no later than August 1<sup>st</sup>.
3. The committee work is to be completed no later than September 15th. The Committee Chair must submit the names of the nominees to the Corresponding Secretary, who will in turn present the names of the nominees to the BOD.
4. The Chair must send each nominee a confirmation by email, noting their willingness to run for office. Each nominee must reply to confirm their acceptance to run.
5. The Corresponding Secretary is to send the requisite notice to the members no later than October 5th.
6. BARRC members in good standing may self-nominate for a BOD position with 5 signatures of members.
7. Additional nominations may be accepted at a scheduled BARRC meeting, per the Bylaws, Article IV, section 4. Nominations.

## **CHARTER - EDUCATION COMMITTEE**

Date: 9/2015  
Revised: 7/13/2016

1. This Committee is chartered to assemble and distribute information on the Rhodesian Ridgeback in particular and all dogs in general. The information is to be provided to any persons or organizations that may request it, or distributed as directed by the Board of Directors of BARRC.
2. This Committee shall provide an educational article to be posted in the BARRC web site on a regular basis (once every month or once every other month).
3. This Committee shall provide educational materials for the Golden Gate KC show each year to be distributed to the public.

## **CHARTER - WAYS AND MEANS COMMITTEE**

Date: 9/2015  
7/13/2016

1. The charter of the Ways and Means Committee is to raise funds for the BARRC general operating fund.
2. The Committee shall consist of the Chairman who shall be appointed by the Board of Directors for a two-year term. A Co - Chair shall also be appointed if the Board or the Chair of the Committee deems same to be necessary. The committee shall also consist of members of BARRC who have volunteered for this committee and been appointed to same by the Board.
3. The Ways and Means Committee shall also assist the Specialty Show Chairs in fundraising endeavors if the Show Chair requests the assistance of the committee.
4. As the purpose of the committee is to raise funds, it shall hold raffles, auctions and sell items outright both at the Specialty and throughout the year.
5. The Chair of the Ways and Means Committee or his/her designate shall be responsible for keeping a record of purchases and sales or donations and submit an accounting to the BARRC treasurer regarding same on an annual basis. An additional accounting shall be made within 30 days of the Specialty as that is the biggest fundraiser for the Committee. In the event that the Committee does not participate in a fundraising capacity at a Specialty then the accounting shall be provided to the BARRC treasurer at the end of the BARRC calendar year.
6. The Chair of the committee shall submit a committee report to the Board when called upon to do so.
7. The Committee shall establish a budget pursuant to the policy set forth in the section of the Policy and Procedure Manual regarding disbursements. The current yearly budget for the Ways and Means Committee is \$1,000 (one thousand). These funds are to be used to purchase items for sale, auction or raffle throughout the year. If additional funds are required then the Chair of the Committee shall request same in writing from the treasurer of BARRC, which request shall state the reason for additional funds. If the treasurer feels that the request should have full Board approval then he shall notify the chair of the committee and the request for additional funds shall be submitted to the entire Board for approval.
8. Inventory that is left over from the Specialty (memorabilia) shall be sent to a person designated by the Chair of the Committee and be held for future sales. Additionally, any items purchased by the committee that are not sold shall also be turned over to this individual for future sales.
9. The Chair of the Committee or any person designated by the Chair to purchase items to be sold/auctioned/raffled on behalf of BARRC shall provide the treasurer with receipts for said purchases in order to be reimbursed for same. The reimbursement form approved by the Board of Directors shall be used for reimbursement purposes.

10. Items purchased for sale/raffle/auction by committee members shall be approved prior to purchase by the Chair or Co-Chair, if applicable. If the Chair deems that Board approval is necessary to purchase a specific item, then the Chair shall seek Board approval for same in writing.
11. Purchases from the Ways and Means committee shall be in U.S. Currency or by check.
12. All members of the Ways and Means Committee shall be provided with a copy of this Charter.
13. If a member of BARRC does not pay for an item they have ordered from the committee and has possession of said item, then the Chair of the committee shall immediately notify the Corresponding Secretary that the individual owes money to BARRC.
14. From time to time, the Ways and Means Committee shall engage in fundraising endeavors with other committees, with the profits from such endeavors being divided evenly after expenses.

## **CHARTER - WEB SITE**

Date: 9/2015  
7/13/2016

### **PURPOSE:**

The Website Committee (the "Committee") of BARRC is charged with maintaining a positive and entertaining presence using electronic media outlets. The primary media outlet is the website domain registered as [www.barrc.org](http://www.barrc.org), however may include other domains and outlets as recommended by the committee chair or requested by the BARRC Board of Directors ("BOD").

### **RESPONSIBILITIES:**

The primary duties of the Committee are to:

1. Develop and maintain content on electronic media outlets, without prejudice, suitable for all manner of readers, consistent with the overall culture of the club and which reflects the current topics and activities.
2. Assist other committee chairs with developing and posting appropriate content.
3. Maintain accurate electronic lists, such as the Breeder Directory, as directed by the Corresponding Secretary or an appropriate committee chair.
4. Develop and direct other online media projects and other projects as may be requested from time-to-time.
5. The committee chair shall review requests to link and/or reproduce documents appearing on the website and on which BARRC holds copyright. The chair grants permission to appropriate groups or individuals use copyrighted materials with appropriate attribution to BARRC.
6. BARRC will not disclose any personal information about its members to third parties.
7. BARRC does not review the content of the links listed on this site. Once a third party link is accessed, you are subject to the privacy policy of that site.

### **COMPOSITION:**

The Committee shall consist of BARRC members in good standing.

### **MEETINGS:**

The Committee shall meet as often as practical as determined by the chair. The Committee may conduct its meetings via electronic communication or telephone.

### **REPORTING:**

1. As requested by the Board, the Committee chair shall prepare a report of the website's activities.

2. BOB winners from major conformation events shall be featured with a photo on the BARRC website. The major events that qualify for this are: BARRC Specialty and BARRC Supported shows.



## **CHARTER – POLICIES AND PROCEDURES**

Date: 7/2016  
Revised: 11/14/19

1. The charter for the Policies and Procedures committee is to maintain the Policies and Procedures manual on a regular basis.
2. The President shall be the chairperson for the Policies and Procedures committee.
3. The President can designate other members of the committee, per Board approval.
4. At least once a year, the Policies and Procedures committee will make updates to the Policies and Procedures manual and ensure the updated version is posted in all relevant locations (web site) and distributed to current Board members.
5. The membership will be advised of revisions to the Policy and Procedures via email, with the exception of clerical revisions (spelling, punctuation and grammar corrections).

**BARRC SUPPORTED SHOW APPLICATION**

**THE BAY AREA RHODESIAN RIDGEBACK CLUB**

*AKC Licensed Club Since 1997*

BARRC Supported Shows  
David Cherry  
1832 Cheyenne Way  
Modesto, CA 95356  
209-345-1122  
[davchrr@aol.com](mailto:davchrr@aol.com)

PLEASE PRINT OR TYPE

Name of Kennel Club Show: \_\_\_\_\_

Location of Show Site: \_\_\_\_\_

\_\_\_\_\_ Date of Show: \_\_\_\_\_

Sweepstakes: \_\_\_ Yes \_\_\_ No      If there are Sweeps, what type: \_\_\_\_\_ Puppy \_\_\_ Veteran

Show Chair: \_\_\_\_\_

Show Chair's Address: \_\_\_\_\_

BARRC Sponsor(s): \_\_\_\_\_

Sponsor(s) Address: \_\_\_\_\_

\_\_\_\_\_

Sponsor(s) Phone: \_\_\_\_\_

Sponsor(s) Email: \_\_\_\_\_

Return a copy of the completed application to the Supported Show Chair a minimum of six (6) months in advance of the show to be supported.

A copy of the Supported Show Policy will be returned to the Sponsor(s) with a letter of confirmation. The club medallion will be forwarded by certified mail about ten (10) days prior to the show date.

## BARRC CHALLENGE TROPHY APPLICATION

**CHALLENGE TROPHY CHAIR:**

Barbara Peach

barbarajpeach@aol.com

Name of Member/Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: Home (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Length of time as a BARRC member: \_\_\_\_\_

Physical Description of Trophy: *(attach/enclose a picture if possible)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of:

1) New Challenge Trophy as it will be displayed on trophy: *(AKC titles only)*:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) Surrendered Challenge Trophy:

\_\_\_\_\_

In the event this is a Memorial Trophy, please fill out the following about the dog/person/kennel being memorialized:

AKC Name: \_\_\_\_\_

Call Name: \_\_\_\_\_

AKC Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Or Name of person: \_\_\_\_\_

Or Name of Kennel: \_\_\_\_\_

Describe your accomplishments in the breed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your future goals in the breed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want to sponsor this trophy?

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Submit your application by or email to the Challenge Trophy Chairperson within 30 days after the BOD announces that a trophy spot has become available. The Challenge Trophy Chairperson will confirm receipt of your application and will submit all applications to the BOD. The Corresponding Secretary will inform each applicant of the BOD's decision. Please include any additional information on the reverse side that you would like the BOD to consider when making their decision.

Please attach a photo of your trophy here, along with any additional information you believe the BOD should take into consideration when reviewing applications.

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Place photo here:

The Bay Area Rhodesian Ridgeback Club thanks you for your interest in donating a Challenge Trophy.

## **JOB DESCRIPTION- PRESIDENT**

Date: February/2021

1. The President shall have all of the duties and powers normally appurtenant to the office of the President, in addition to those specified in the Club's Bylaws, Robert's Rules of Order, and those specified herein. In the event of conflicting duties, the order of resolution shall be in the order put forth above.
2. The President shall preside at all meetings of the Club and of the Board of Directors. The President will set an agenda for each meeting and send to the Corresponding Secretary.
3. A written agenda will be provided to members/BOD via email by the Corresponding Secretary at the beginning of the week prior to each meeting. The agenda, at a minimum shall appear as follows, in accordance with the BARRC Bylaws:
  - a. Roll Call aka Attendance
  - b. Reading of the Minutes from the last Club meeting
  - c. Report of the President
  - d. Report of the Corresponding Secretary
  - e. Report of the Treasurer
  - f. Reports of Committees
  - g. Election of Officers and New Members
  - h. Unfinished Business
  - i. New Business, including election of new members (Note: election results will be announced by the Recording Secretary after all other business has been completed)
  - j. Adjournment
4. The President sets dates for Club and BOD meetings and directs the Webmaster to post on the BARRC online Calendar, and the President will post, or cause to be posted, meeting dates on BARRC's social media outlets.
5. The President shall call and preside over Special Club meetings as deemed necessary.
6. The President shall call and preside over Special meetings of the Board of Directors as deemed necessary.
7. The President shall fulfill the duties of a presiding officer of an assembly as proscribed in Robert's Rules of Order (Latest Edition). Specifically, the president shall ensure that:
  - a. Order and decorum are maintained,
  - b. Debate remains fair and impartial and
  - c. The rights of each member are protected.
8. The President shall function as liaison with RRCUS.
9. The President shall fulfill those duties of an administrative or executive officer, including but not limited to affixing his/her signature to official documents of the Club and representing the Club at official functions.
10. The President shall be a member of all committees except the Nominating Committee. The President will not have a vote in any of the committees of which the President is a member.
11. The President will be a signer on Club bank accounts during their term.
12. The President will keep and secure the Club's passwords and may cause them to be changed when necessary.

## **JOB DESCRIPTION – FIRST VICE PRESIDENT**

Date: 3/2021

1. The First Vice President shall have all of the duties and powers normally appurtenant to the office of the First Vice President, in addition to those specified in the Club's Bylaws, Robert's Rules of Order, and those specified herein. In the event of conflicting duties, the order of resolution shall be in the order put forth above.
2. The First Vice President shall have the duties and exercise the powers of the President in case of the President's death, absence, or incapacity.
3. The First Vice President will be a signer on Club bank accounts during their term.
4. The First Vice President will keep and secure the Club's passwords.

## **JOB DESCRIPTION - SECOND VICE PRESIDENT**

Date: 3/2021

1. The Second Vice President shall have all of the duties and powers normally appurtenant to the office of the Second Vice President, in addition to those specified in the Club's Bylaws, Robert's Rules of Order, and those specified herein. In the event of conflicting duties, the order of resolution shall be in the order put forth above.
2. The Second Vice President shall be the chairperson of the Events Committee, including the annual BARRC Regional Specialty, as follows:
  - a) the 2<sup>nd</sup> VP may designate a BARRC member to be the de facto Events Chair, upon that person's approval by the BOD.
  - b) the 2<sup>nd</sup> VP may designate a BARRC member to be the Specialty Show Chair, upon that person's approval by the BOD
  - c) the 2<sup>nd</sup> VP may choose to chair all events
  - d) the 2<sup>nd</sup> VP is expected to chair, at a minimum, either the BARRC Specialty or the balance of calendared club events
3. The 2<sup>nd</sup> VP will oversee all events and will be Events liaison to the BOD. The BOD may invite the acting Events Chair to give a report at BOD meetings.
4. The Second Vice President shall supply the Corresponding Secretary and the BARRC Web Master with a Calendar of Events to be distributed to members, as well as posted on the BARRC website. In addition, the 2<sup>nd</sup> VP will cause the acting Events Chair to provide additional information to members, and when appropriate, to our sister Rhodesian Ridgeback clubs in the western states, following presidential review.

## **JOB DESCRIPTION - CORRESPONDING SECRETARY**

Date: 9/2015  
Revised: 1/9/2020

1. The Corresponding Secretary shall have all of the duties and powers listed to the office of Corresponding Secretary as specified in the Club's Bylaws.
2. The Corresponding Secretary sends notification to the members at or about ten (10) days in advance of each Membership Meeting. The Corresponding Secretary also sends notification to the Board at or about ten (10) days in advance of a Board meeting.
3. The Corresponding Secretary maintains the official roll of membership. Maintenance of the membership roll is performed in conjunction with the Membership Drive Coordinator and according to the policies and procedures currently in effect.
4. The Corresponding Secretary will direct the Membership Drive Coordinator to launch membership renewal on or about November 1 each year through December 31, and to include the grace period up to January 31 of the following year.
  - a. The Membership Drive Coordinator will send notification to all current members for annual renewal; will collect any payments not made electronically and send to the Treasurer; will provide all information of renewals to the Corresponding Secretary and Treasurer.
5. The Corresponding Secretary receives new membership applications and sends checks to the Treasurer. Applicant names, their sponsors and voting status shall be submitted to the President for inclusion in the next Membership Meeting.
6. The Corresponding Secretary conducts correspondence on behalf of the Club. In the event that the corresponding Secretary is unable to perform the duties of the office, the First Vice-President shall assume these duties.
7. The President shall, at such time that urgent action is required, send correspondence on behalf of the Club.
8. The Corresponding Secretary maintains copies of all correspondence sent and received.
9. The Corresponding Secretary will send a welcome letter to all new members which will include any information pertinent to accessing restricted areas to the BARRC website.
10. Committee Chairs needing information sent to members shall provide all information to the Corresponding Secretary in a ready-to-send format. The Corresponding Secretary shall have approval from the President before sending Committee information.
11. The Corresponding Secretary will write the BARRC regional news to be submitted to the Ridgeback Magazine with pre-approval from the President.



## **JOB DESCRIPTION - TREASURER**

Date: 3/2021

1. The Treasurer shall have all the duties and powers nominally appurtenant to the office of the Treasurer in addition to those specified in the Club's Bylaws, Robert's Rules of Order, and those specified herein. In the event of conflicting duties, the order of resolution shall be in the order put forth above.
2. The Treasurer shall collect and receive all monies due the Club and deposit same in the name of the Club in a bank approved by the Board.
3. The Treasurer shall maintain a complete set of ledgers and journals recording all Club expenses and income. If financial records are maintained electronically, the Treasurer at the conclusion of his/her term of office shall forward a full electronic version of the record to his/her successor.
4. The Treasurer shall report on the Club's finances at each meeting.
5. The Club shall obtain bonding for the Treasurer and any other officer whom the Board directs to be bonded. The bond is to be in an amount set by the board, but not less than the average amount of monies under the officer's control.
6. The Treasurer shall define and implement the procedures to be used in reporting expenses.
7. The Treasurer shall define and implement the procedures to be used in processing reimbursement with submitted receipts or with explanation for lack of receipt, in accordance with the Disbursement Policy.
8. The Treasurer shall cause an audit of the Club's books to be made according to the policies set forth by the Board of Directors "POLICY – AUDITING OF THE CLUB' FINANCIAL RECORDS".
9. All financial statements from the Treasurer's office must carry Board approval before publication. If a statement is published before approval, the statement should so state.
10. The Treasurer shall maintain our nonprofit status with the IRS.
11. The Treasurer shall file, or cause to be filed, all necessary tax returns including but not limited to California 199N, Federal 990N, California Statement of Information, California Business License, AG Charity Registration.
12. The Treasurer will keep and secure the Club's financial passwords.
13. The Treasurer shall be informed of tentative and working budgets prior to all BARRC Events.

## **JOB DESCRIPTION - RECORDING SECRETARY**

Date: 3/2021

1. The Recording Secretary shall have all the duties and powers normally appurtenant to the office of the Recording Secretary, in addition to those specified in the Club's Bylaws, Robert's Rules of Order, and those specified herein. In the event of conflicting duties, the order of resolution shall be in the order put forth above.
2. The Recording Secretary shall maintain a written record of all meetings of the Club and the Board of Directors; tally and maintain the results of all votes taken by mail or by electronic balloting; and maintain a record of all Board correspondence.
3. The Recording Secretary shall notify officers and directors of their election to office.
4. The Recording Secretary shall call a special club meeting upon receipt of a petition signed by at least 10 percent of the voting members of the Club in good standing.
5. The Recording Secretary shall mail a written notice of Board meetings to members of the BOD at least 30 days in advance of the meeting.
6. The Recording Secretary shall manage according to the Bylaws the election of officers and directors in those years when an alternate slate is proposed.
7. The Recording Secretary shall process disciplinary charges submitted according to the Bylaws.
8. The Recording Secretary shall process proposed amendments to the Club's constitution, Bylaws or Breed Standard in accordance with the Bylaws.
9. At meetings of the Club, the Recording Secretary shall:
  - a) Read the minutes of prior Board and Annual Meetings.
  - b) Maintain a roster of members for a roll call when required.
  - c) Determine if a quorum is present.
8. The Recording Secretary or his/her designee shall maintain and keep current the Policy and Procedure Manual. This manual shall be made available on the Members Only section of the BARRC web site.
9. Minutes of each BOD Meeting and the Annual Meeting must be approved and posted on the Members Only section of the BARRC web site within thirty days (30). The printed minutes shall consist of roll call, officer reports and motions only.
10. The approved minutes of the Board must include the roll call, the time of beginning and ending of the meeting, officer reports and motions. A hard copy of the committee reports will be made available upon written request to the Corresponding Secretary.

## **JOB DESCRIPTION – BOARD OF DIRECTORS**

Date: 03/2021

1. The Board of Directors shall have all the duties and powers nominally appurtenant to the Board of Directors in addition to those specified in the Club's Bylaws, Robert's Rules of Order, and those specified herein. In the event of conflicting duties, the order of resolution shall be in the order put forth above.
2. The Board of Directors shall attend meetings and participate in the running of Club business.