

BULLDOG CLUB OF AMERICA



STANDARD OPERATING PROCEDURES (as revised October 2, 2007)

**BULLDOG CLUB OF AMERICA
STANDARD OPERATING PROCEDURES**

TABLE OF CONTENTS

FORWARD.....2

I. STRUCTURE.....3

II. CLUB GOVERNANCE

A. CLUB OFFICERS3

B. COUNCILORS6

C. DELEGATES.....6

D. DIVISION BOARD OF GOVERNORS.....6

III. MEETINGS

A. Executive Committee Meetings.....7

B. Councilor Meetings8

C. National Meeting.....9

D. Division Meetings9

IV. COMMITTEES

A. Appointment/Chair Selection/Committee Selection10

B. Standing Committees.....10

V. SPECIALTY SHOWS15

A. National14

B. Divisional.....14

VI. PUBLICATIONS AND ADVERTISEMENTS15

VII. CLUBS16

VIII. DUES.....18

IX. DISSOLUTION19

**APPENDIX
ATTACHMENTS**

- A. BCA Organization Chart**
- B. National Show Guidelines**
- C. SOP Change Request Form**
- D. Club Treasurer Duties & Responsibilities**
- E. Division Treasurer Duties & Responsibilities**
- F. Requirements to Maintain Your Federal Trademark Registration**

BULLDOG CLUB OF AMERICA STANDARD OPERATING PROCEDURES

FORWARD

These Standard Operating Procedures supplement the National Constitution and By-Laws of the Bulldog Club of America, Inc., as revised, October, 1988.¹ They codify, in most cases, procedures followed in past years, or establish guidelines to cover voids heretofore existing. These Standard Operating Procedures were initially adopted by the Bulldog Club of America Councilors at the regular Annual Council meeting in Charlotte, North Carolina on November 24, 1988.² Unless specifically stated otherwise by Councilor Resolution, in the event of any conflict between the governance documents, the following priority is to be followed: Constitution, National By-Laws, Division By-Laws, and Standard Operating Procedures.³

A. OMISSIONS

Certain measures adopted by previous Councils have not been followed and/or enforced for one reason or another, and/or have been deemed unnecessary. These measures have been deliberately deleted in this document and are no longer in force or effect. A list of these deletions is appended as Appendix A. If it is desired to reinstate any of these measures, or any other measure inadvertently overlooked in the initial issue of this document, such measure must be brought before a subsequent Council Meeting and passed as an amendment to this document.

B. AMENDMENTS

To amend these Standard Operating Procedures, any motion which would in any way alter the Standard Operating Procedures must include the words "To amend the Standard Operating Procedures (or words to that effect)" when it is presented to the Council for a vote. During the period between Annual Council Meetings, a Councilor may submit a proposed SOP change or amendment to the Club Secretary with a copy to the SOP Chair Person. The proposed change and/or amendment should be submitted on the SOP Change Request attached hereto as Attachment "C".⁴ The Club Secretary will submit the proposed motions to the seated Executive Committee on a quarterly basis for consideration of merit prior to a Council mail ballot or submit the proposed motions (included in the agenda) to the Council prior to the next upcoming Annual Meeting . A simple majority, provided a quorum has voted by mail ballot or is present at the Annual Meeting shall carry the vote.⁵

¹ AMENDED October 2, 2007

² AMENDED October 2, 2007

³ AMENDED October 2, 2007

⁴ AMENDED October 2, 2007

⁵ AMENDED October 15, 2002

I. STRUCTURE

The Bulldog Club of America's current organizational structure and approved standing committees are identified on Exhibit "A", attached hereto.⁶ This structure is subject to revision by the Executive Committee to respond to future challenges and opportunities facing the Bulldog Club of America.⁷

II. CLUB GOVERNANCE

The Officers of the Club shall be a President, a Vice-President, a Treasurer, a Secretary and a Delegate to the American Kennel Club. The Executive Committee, by unanimous vote, may remove a Club Officer.⁸

A. CLUB OFFICERS

1. **President** -- The President is the Chief Executive Officer of the Bulldog Club of America (BCA) and is responsible for overseeing the proper conduct of Club business by other officers and committees named to handle business and activities of the national organization.⁹
 - a. The President is responsible for calling the regular meetings of the Executive Committee. Working with the Secretary, he establishes an agenda, and provides for any other member of the Executive Committee to add topics for the session called.
 - b. The President serves as an "ex-officio" member of all committees.
2. **Vice President** -- The Vice President will generally function in a capacity as requested by the President and will serve in the absence of the President. Unless otherwise designated, the Vice President will function as the Parliamentarian at all meetings of the Executive Committee and the Council.
3. **Secretary** -- The Secretary in rendering the report of that office will cover all topics and read all pertinent correspondence on subjects of a non-routine nature. Routine correspondence will be noted, made available for the inspection of any member, but not read verbatim. A log of all correspondence will be prepared and maintained by the Secretary.

⁶ AMENDED October 2, 2007

⁷ AMENDED October 2, 2007

⁸ AMENDED October 2, 2007

⁹ AMENDED October 2, 2007

- a. The Secretary will notify the President of the receipt of any communications of importance and will furnish to the President, said copies of any non-routine correspondence. Correspondence to and from the Club Secretary, members of the National Executive Committee, and the American Kennel Club, except routine procedural matters, will be copied and/or read at all Executive Committee meetings.
- b. The Secretary shall be responsible for the administration of all Council ballots and shall submit a report to the full Council on the result of all the ballots immediately, identifying the specific vote from each Councilor. A copy of the report shall also be sent to Division Secretaries.
 - (1) All ballots sent to Councilors for a vote must have a space to mark an abstention.¹⁰
- c. Minutes of all Executive Meetings shall be mailed to all Executive Officers, Councilors, Division Secretaries and the Archives Chairperson.¹¹ Minutes shall include a copy of the Treasurer's Financial Report.¹²
 - (1) Division Secretaries shall forward all copies of approved quarterly meeting minutes to the Club President and Club Secretary in a timely manner.¹³
- d. The Secretary has the authority to obtain copying services and/or the necessary equipment required to perform the best job at the lowest price on all secretarial activities including the reproduction of all BCA material. Cost shall be maintained within the approved national budget.
- e. The Secretary shall be responsible for the preparation and subsequent filing, according to Section 803- A of the "Not For Profit Corporation Law" of the State of New York, with the Secretary of State, State of New York; of the appropriate "Certificate of Change" whenever the Club has a change in the designated (Club) addressee (American Kennel Club Delegate)¹⁴ as spelled out in Section VI of the "Certificate of Amendment" executed the 9th Day of November, 1987.

¹⁰ AMENDED November 25, 2003

¹¹ AMENDED September 11, 1991

¹² AMENDED November 27, 1996

¹³ AMENDED September 3, 2001

¹⁴ AMENDED September 3, 2001

- (1) The Secretary is hereby authorized to take all actions necessary to change the name and address of the Corporation's designated address for the Secretary of State of New York on where to mail service of process.¹⁵
- f. A Secretary's manual has been prepared for the offices of the Club Secretary and the Divisional Secretaries. The purpose of the manual is to establish guidelines for these offices. It shall be the responsibility of the Secretary to update and maintain these procedural documents.
- g. All minutes and any documents of historical importance shall become a part of The Bulldog Club of America Archives.¹⁶
- h. The secretary is responsible for examination, approval and forwarding to the American Kennel Club; all licensed member club specialty show and obedience trial applications.¹⁷ Member Clubs that fail to pay their annual dues (\$0.50 per member, due in May of each year) to the Division Treasurer shall be denied specialty show approval until such payment is made.¹⁸
4. **Treasurer** -- The Treasurer shall function as the chief financial officer and shall be responsible for all financial activities and records of the national organization. The Treasurer shall perform the duties and responsibilities of this office pursuant to and consistent with the Club's Treasurer's Summary of Duties and Responsibilities attached hereto and incorporated herein as Attachment "D".
- a. A Treasurers' Manual has been prepared for the Club Treasurer and Division Treasurers to establish guidelines for these offices. It shall be the responsibility of the Audit & Finance Committee¹⁹ to update and maintain this procedural document.²⁰
- b. The Treasurer is hereby authorized to take all actions, and execute all documents necessary to change the list of authorized signers on all Club financial accounts as appropriate, effective January 1 of all even numbered years to reflect those designated Club Officers entering office on that date. Further resolved, that the Treasurer is hereby authorized to take all actions and execute all documents necessary to establish Club financial accounts with suitable

¹⁵ By Corporate Resolution September 3, 2001

¹⁶ AMENDED November 25, 2003

¹⁷ AMENDED September 23, 1997

¹⁸ AMENDED November 25, 2003

¹⁹ AMENDED October 15, 2002; October 2, 2007

²⁰ UPDATED September 3, 2001

financial institutions as deemed appropriate to carry on the business of the Club, this resolution to remain in full force and effect until either modified or revoked.²¹

- c. The Treasurer shall maintain the Bulldog Club of America Trademark registration and renewal as per Attachment F, "Requirements to Maintain Your Federal Trademark Registration. Current requirements can be found at The U.S. Patent and Trademark website (www.uspto.gov). A Declaration of Continued use filing should be made between 2009-2010. A Declaration of Continued Use and Application for Renewal should be made between 2013-2014. See Attachment F for requirements as of 2004.²²

B. COUNCILORS

Councilors from the Division holding Executive Officers are members of the Executive Committee which will meet quarterly. An elected Counselor may be removed from office by an unanimous vote of the applicable Division Board of Governors.²³

C. DELEGATE

The AKC Delegate shall serve as the Club's official representative to the American Kennel Club.²⁴ The AKC Delegate is a member of the Executive Committee and shall participate in all special and quarterly meetings when possible to attend. The AKC Delegate will be named party as holder of the books and records to be listed on the Club's annual income tax return.²⁵ The Executive Committee, by unanimous vote, may remove an AKC Delegate.²⁶

D. DIVISION BOARD OF GOVERNORS

The Division shall be governed by a Board of Governors consisting of the Divisional Officers (President, Vice President, Secretary, and Treasurer) and at least three and not more than five other members elected as Governors by the Division.²⁷ Divisional Officers shall be selected bi-annually based on a majority vote of the membership in each Division.²⁸

²¹ Corporate Resolution September 3, 2001

²² AMENDED November 24, 2004

²³ AMENDED October 2, 2007

²⁴ AMENDED as per Constitution & By-Laws, January 29, 2001.

²⁵ AMENDED September 3 2001

²⁶ AMENDED October 2, 2007

²⁷ AMENDED October 2, 2007

²⁸ AMENDED October 2, 2007

1. Divisional Officers shall be selected bi-annually based on a majority vote of the membership in each Division.²⁹
2. Vacancies in any office or on the Board may be filled, for the unexpired portion of the term, by majority vote of the Board.³⁰
3. Removal of Officer or Governor: The Board of Governors by unanimous vote may remove a Divisional Officer or a Governor.³¹
4. The Division Treasurer shall perform the duties and responsibilities pursuant to and consistent with the Division Treasurer's Summary of Duties and Responsibilities attached hereto and incorporated herein as Attachment "E".

III. MEETINGS

Parliamentary procedures contained in the last revision of Robert's Rules of Order will be used to guide the conduct of all formal and special meetings of the Club (National and Divisional). A Parliamentarian will be present at all Council Meetings. Unless otherwise designated, the Vice President shall serve as Parliamentarian.³²

A. Executive Committee Meetings

1. The Executive Committee shall meet quarterly, at such time and place as may be designated and agreeable to a majority of the Executive Committee. The term quarterly is not defined further as to mean specific quarters of the year. While it is expected, calendar quarters will be used as guidance, nothing is so binding that the members of the Board, being agreeable, could vary the meeting date. The object being that the Board meet at least four times a year, with an interval of about three months lapsing between each meeting.
2. It is desirable that the Executive Committee meetings to be held at such time and place as to coincide with a point show or member club Specialty Meeting should, if possible, be conducted in various sections of the Division holding the Executive Office so as to permit maximum participation by all members of the Executive Committee without being an undue financial burden on any single member.
3. Executive Committee meetings will be held in such facilities that are both adequate as to space and appropriate for the occasion. The Secretary is authorized to make rental for the same and obligate as necessary for such

²⁹ AMENDED October 2, 2007

³⁰ AMENDED October 2, 2007

³¹ AMENDED October 2, 2007

³¹ AMENDED October 2, 2007

³² AMENDED October 2, 2007

rental.³³ Coffee or non-alcoholic beverage of like value, may be arranged. A member's home qualifies as a meeting place.

4. IN THE EVENT OF A CRITICAL BUSINESS ITEM, the Secretary will, with the consent of the President, prepare and distribute a ballot to the Club Officers and Councilors on the Executive Committee bearing the issue and background information. If any of the Executive Committee casts a negative vote, the issue will be carried over to the next formal meeting; issues receiving all affirmative votes will be accepted as of that date. The mail ballot will be counted as a meeting of the Executive Committee, with the preparation of formal minutes of same, read at the next meeting where the Executive Committee is seated.
5. In the event of Executive Committee Agenda Items of a contentious nature, the Secretary shall provide written notice to all involved parties (individuals, clubs and/or Divisions). The notice shall state the location, date and time of the Executive Committee Meeting and shall be sent ten (10) days in advance of said meeting³⁴ so that all parties have ample time and opportunity to provide input or response for the Committee's consideration.³⁵
6. Minutes of all Executive Committee meetings will be provided on a timely basis to all Officers and Councilors of the Executive Committee as well as all Division Secretaries and Councilors.

B. Councilor Meetings

1. Parliamentarian will be present at all Council Meetings. Unless otherwise designated, the Vice President shall serve as Parliamentarian³⁶
2. Council Meetings will be open to include currently elected Division Presidents, Division Secretaries and Division Treasurers who will be invited to attend as observers. The immediate past BCA Club Officers shall be invited to attend as observers the first year after their term of office expires. It will not be necessary to formally invite them the second year. All Council Meetings will provide the opportunity for Councilors to request up to a one (1) hour intermission after all committee reports to allow Councilors to caucus prior to finalizing their votes.³⁷

³³ AMENDED October 15, 2002

³⁴ AMENDED October 15, 2002

³⁵ AMENDED November 20, 2000

³⁶ AMENDED October 2, 2007

³⁷ AMENDED September 3, 2001

C. National Meeting

1. A National meeting shall be held annually in conjunction with the National Specialty Show. All Divisions shall be represented by their Councilors or designated alternates for their elected Councilors.
2. The agenda for the National Meeting shall be made up based on items proposed from each Division. In advance of each National Meeting, the Club Secretary shall send out a notice to each Division requesting items for the agenda. After receipt of the Division items, the Secretary shall consolidate all items and distribute the official agenda to all Councilors prior to the Meeting.³⁸

D. Divisional Meetings

1. Divisional Meetings shall be held at least quarterly in accordance with the Club's By Laws.
2. Telephone Meetings can be used in special situations. However, they should not be used on a consistent basis to replace the preferred meetings which should be held at a mutually agreed to location.³⁹
3. IN THE EVENT OF A CRITICAL BUSINESS ITEM, the Secretary will, with the consent of the Division President, prepare and distribute a ballot to the Board of Governors bearing the issue and background information. If any of the Board of Governors casts a negative vote, the issue will be carried over to the next formal meeting; issues receiving all affirmative votes will be accepted as of that date. The ballot will be counted as a meeting of the Board of Governors, with the preparation of formal minutes of same, read at the next meeting where the Board of Governors is seated.⁴⁰
4. In the event of Board of Governors Agenda Items of a contentious nature, the Secretary shall provide written notice to all involved parties (individuals, clubs and/or Divisions). The notice shall state the location, date and time of the Board of Governors Meeting and shall be sent ten (10) days in advance of said meeting so that all parties have ample time and opportunity to provide input or response for the Board's consideration.⁴¹

³⁸ AMENDED October 2, 2007: Relocated/no text changes.

³⁹ AMENDED October 15, 2002

⁴⁰ AMENDED October 2, 2007

⁴⁰ AMENDED October 15, 2002

⁴¹ AMENDED October 2, 2007

IV. COMMITTEES (JOB DESCRIPTIONS PENDING)**

A. Appointment/Chair Selection/Committee Selection

1. The President appoints committees (Ad Hoc & Standing) to advance the work of the Club. The President assigns tasks to be performed and appoints all Committee Chairpersons with the advice and consent of the Executive Committee.⁴²
2. The Chairman and committee members must be individual members of BCA, and, at the time of their appointment in good standing with the organization and The American Kennel Club (AKC).⁴³
3. Committees shall take office immediately upon appointment, pursuant to approval by the Executive Committee and will continue to serve until the expiration of the appointing body's term of office and/or the purpose for which the committee was formed is fulfilled, or the committee is discharged by the President. Such committees should prepare a budget for their proposed activities and upon its approval by the Council, draw funds to carry out its responsibilities.⁴⁴
4. Each Chairman shall select his committee members required to carry out the assigned committee responsibilities unless the composition of the committee has been pre-established by the President and/or the Executive Committee.⁴⁵

B. Standing Committees

1. Standing Committees shall consist of:
 - a. AKC Gazette Correspondent
 - b. Archives
 - c. Audit & Finance Committee⁴⁶
 - (1) The role of the Audit Committee is to help ensure the financial stability and well-being of the Club.
 - (2) Specific tasks of the Committee shall include:
 - a) To conduct periodic reviews of the books and records of the Club Treasurer;
 - b) To provide an opinion on the accuracy and reliability of the Club Treasurer's financial statements to the Council and Executive Committee as of the review date;

⁴² AMENDED October 2, 2007

⁴³ AMENDED October 2, 2007

⁴⁴ AMENDED October 2, 2007

⁴⁵ AMENDED October 2, 2007

⁴⁶ AMENDED November 20, 2000; October 2, 2007

- c) To determine that the annual Form 990 tax return has been properly filed, as well as ensuring the adequacy of BCA's insurance programs and that all policies are in effect;
- d) To notify the Executive Committee at any time between financial reviews in the event that it feels such contact is warranted by matters having come to its attention;
- e) To act as a resource for the Club Treasurer and to provide him/her counsel and assistance on matters pertaining to the position; and
- f) To periodically update, review and recommend to the Council, the specific duties and responsibilities for both the Club and Division Treasurers.⁴⁷

d. Awards

- (1) The appointed Chairperson shall be from the Oklahoma city area so that he/she may deal directly with the trophy manufacturer.
- (2) Specific tasks of the Committee, shall include:
 - a) to order the Trophy Medallions for the National Show classes pursuant to the National Show Guideline;
 - b) to acquire the National Show Judges gifts;
 - c) to order and have available for distribution to each Division a Best of Breed trophy (walnut plaques with the BCA medallion) offered by the BCA on a yearly basis;
 - d) to send four medallions to the BCA Education Chairperson for plaques to be awarded for the annual newsletter and website contests.⁴⁸

e. Breeder Referral⁴⁹

f. Bulldogger Editor

g. General Education

- (1) It shall be the role of the Education Committee to consider all matters concerning education of Club members and the general public specific to our breed.
- (2) The objective of the Committee is to ensure consistent and accurate communication of information pertaining to the breed and our club.
- (3) The Committee shall have the responsibility to monitor all Club communication (i.e., Newsletters, websites, Club publications, etc.) and the authority to direct that any inaccurate information be promptly corrected and/or removed from public view.
- (4) Specific tasks of the Committee shall include:

⁴⁷ AMENDED October 2, 2007

⁴⁸ AMENDED October 2, 2007

⁴⁹ AMENDED November 20, 2000

- a) to develop and maintain educational materials for distribution to the public via breed booths, to the Division and member clubs for the advancement of their respective educational programs and to individual members;
 - b) to arrange for speakers at the National specialty to address issues within our breed.;
 - c) to develop and maintain an education program to be offered at National's week;
 - d) to develop and encourage educational programs at Division and member club levels; and
 - e) to develop and maintain an advertising campaign to educate the public about our breed and to promote our breeder referral program⁵⁰
- h. Judges' Education⁵¹
 - i. Health⁵²
 - j. History⁵³
 - k. Information and Technology⁵⁴
 - l. Legislative⁵⁵
 - m. Long Range Planning⁵⁶
 - (1) This Committee will include representatives from all Divisions. The last BCA Club President and Treasurer shall be members in the first year of the biennium. The future Club President and Treasurer shall be members of the Committee in the second year of the biennium and the current Club President and Treasurer will be members of the Committee during their term of office.
 - (2) A Ways and Means sub-committee is to be formed to recommend ideas for generating new revenue.
 - (3) The Long Range Planning Committee shall prepare an annual budget and present it to the Council for approval at the Club's Annual Meeting.⁵⁷
 - (4) The LRPC shall consider and recommend actions for Annual Council Agenda Items that may impact the Organization's budget or financial stability

⁵⁰ Committee Chairperson provided Job Description

⁵¹ AMENDED November 24, 2004

⁵² AMENDED November 20, 2000

⁵³ AMENDED October 15, 2002

⁵⁴ AMENDED November 20, 2000

⁵⁵ AMENDED November 20, 2000

⁵⁶ AMENDED November 27, 1996

⁵⁷ AMENDED October 15, 2002; October 2, 2007

- n. National Gallery/Hall of Fame
- (1) All BCA paintings included in the National Gallery shall be insured for the current replacement cost per painting.^{58 59}
 - (2) The National Club shall award a commemorative plaque to Member Clubs celebrating 50, 75 and 100 year anniversaries. It is the responsibility of the Member Club to notify the Archives Chairperson of the anniversary and request the award.^{60 61}
 - (3) The National Gallery, Hall of Fame, Plaques and Memorabilia shall be shipped at the closure of each National Specialty week to the following year's National Host City.⁶²
 - a) The Executive Committee shall annually approve a contract with a professional moving and storage company to pick up, deliver and properly store the National Gallery and Hall of Fame.⁶³
 - b) The Club shall provide all necessary crating and materials to properly store and ship the National Gallery and Hall of Fame.⁶⁴
 - (4) A periodic review of any ongoing service contracts shall be made by the Audit Committee to assure that the most economic service is being obtained.⁶⁵
 - (5) A designated Gallery Coordinator from each Host City area shall be recommended by the Show Committee to the Executive Committee for approval.⁶⁶
 - a) The Gallery Coordinator shall be responsible for contacting the contracted moving and storage company to arrange details for delivery, pick up and shipment of the National Gallery/Hall of Fame.⁶⁷
 - b) The Gallery Coordinator, in cooperation with the National Gallery/Hall of Fame Chairpersons and Committees shall be responsible for accepting delivery of the National Gallery/Hall of Fame, Plaques and Memorabilia for display at the National Show Week and repacking all items for shipment to the following year's National Host City for storage.^{68 69}

⁵⁸ AMENDED September 23, 1997

⁵⁹ AMENDED October 2, 2007

⁶⁰ AMENDED September 11, 1991

⁶¹ AMENDED October 2, 2007

⁶² AMENDED October 2, 2007

⁶³ AMENDED October 2, 2007

⁶⁴ AMENDED October 2, 2007

⁶⁵ AMENDED October 15, 2002, October 2, 2007

⁶⁶ AMENDED October 2, 2007

⁶⁷ AMENDED October 2, 2007

⁶⁸ AMENDED November 4, 1992

⁶⁹ AMENDED October 2, 2007

- m. National Show Guidelines
 - (1). The National Show Guidelines Committee shall annually review and recommend for Council approval changes to the National Show Guidelines, if any, for member clubs to use when hosting a National Show.⁷⁰
- n. Rescue (*AMENDED, November 20, 2000*)⁷¹
- o. Standard Operating Procedures⁷²
 - (1) The role of this Committee is maintain the Standard Operating Procedures for use by the Club and Divisions, ensuring their consistency with the Club's Constitution and By-Laws.
- p. Webmaster

V. SPECIALTY SHOWS⁷³

- A. The National organization will sponsor one National Specialty per year consistent with the Council-approved National Show Guidelines incorporated herein. (Exhibit G)⁷⁴ All Mandatory Rules must be followed without exception.⁷⁵
 - 1. To the extent practicable, the event will be rotated through the Divisions and will be held in conjunction with a Division and/or member club Specialty. It is expected that unless formally turned down by the Division eligible, that the designated Division will host the show. A recognized member club of the designated Division may host the National Show.
 - 2. In odd numbered years the National Show will be held in the Division providing the National Executive Committee. This will be during their second year in office.
 - 3. In even numbered years, the National Show will be held in accordance with a pre-established schedule rotation
 - 4. The designated Division shall appoint a Host Club within the Division.
 - 5. Names of Members of the Show Committee shall be submitted to the Club President, 18 months before the National Show.
- B. Each Divisional Specialty Show will be given a mounted BCA Medallion from the National Club for Best of Breed. This BCA Medallion shall be given automatically to each Division Show--One per year upon request to the Awards Chairman⁷⁶

⁷⁰ AMENDED October 2, 2007

⁷¹ AMENDED October 2, 2007

⁷² AMENDED September 23, 1997

⁷³ AdHoc2007 Recommendation: Reason: Clarity and Format Reorganization

⁷⁴ AdHoc2007 Recommendation: Reason: Clarity and Format Reorganization

⁷⁵ AMENDED October 15, 2002

⁷⁶ AMENDED October 15, 2002

1. Divisions may purchase additional plaques when they hold more than one specialty show per year, at a cost as established by the Awards Committee.⁷⁷

VI. PUBLICATIONS AND ADVERTISEMENTS

A. **Bulldogger** -- The National organization shall publish a Journal (National Publication) at least two times per year. The Journal shall be know as "The Bulldogger". The editor shall be appointed by the President.

1. The Bulldogger Editor will submit an annual budget for approval to the Long Range Planning Committee⁷⁸ and shall be held accountable to said approved budget.⁷⁹
2. A copy of the Bulldogger will be furnished without charge to each individual member in good standing with the National organization. Persons joining BCA will receive all of the current year's issues of The Bulldogger as available.⁸⁰
3. Non Member Bulldog judges shall receive complimentary copies of the Bulldogger. Non Member judges will be requested to respond to a biennial expression of interest questionnaire included in the Bulldogger or they will be dropped from the mailing list.
4. The editor is authorized to solicit advertisement from members and commercial firms. The price of advertising will be set to cover the cost of printing the individual ads, at a minimum.⁸¹
5. Foreign members will be assessed a supplemental charge, in addition to their dues, to cover the incremental expense for postage.
(REFER TO SECTIONVIII).
6. A copy of each Bulldogger will become a permanent part of the Archives of the Bulldog Club of America. The Bulldogger Editor will send each edition to the current Archives chairperson.⁸²
7. The Editor of the Bulldogger will accept advertising consisting of four pages each in two issues of the publication by the current National Host Club at no charge to said club.⁸³

⁷⁷ AMENDED October 15, 2002

⁷⁸ AMENDED October 15, 2002

⁷⁹ AMENDED November 27, 1996

⁸⁰ AMENDED November 27, 1996

⁸¹ AMENDED November 27, 1996

⁸² AMENDED September 11, 1991

⁸³ AMENDED September 11, 1991

- B. The minutes of all Council and Executive Committee Meetings; the results of all Council votes; reports of National Specialty Weekends, News from the Divisions and Member Clubs; and a list of Bulldogs which receive AKC Conformation or Obedience titles shall be printed in "The Bulldogger".⁸⁴
- C. A membership list of names, addresses and telephone numbers shall be printed and distributed by The Bulldogger staff ANNUALLY; using the official membership list as of JANUARY 31st OF EACH year. The membership list shall be mailed with the second quarter issue of the Bulldogger.⁸⁵
- D. A National Week activity brochure shall be included in the Summer issue of the Bulldogger annually as a courtesy to all Bulldog Club of America members.⁸⁶
- E. AKC Gazette Correspondent--The President shall appoint a member in good standing to serve as the BCA's correspondent to submit quarterly articles for publication in the AKC Gazette. After approval by the American Kennel Club, the AKC Gazette Correspondent shall serve continuously until a successor is appointed by the President and accepted by the American Kennel Club.⁸⁷
 - 1. Due to the possibility of the Correspondent being replaced by an incoming President; the Gazette Correspondent shall submit five (5) articles in the second year of his/her term to ensure continuity of quarterly articles. The newly appointed Correspondent shall then submit 3 articles in the first year and five articles in the second year.⁸⁸

VII. CLUBS

- A. Clubs must be recognized by and be in good standing with the American Kennel Club prior to being considered for membership in the Bulldog Club of America.
- B. Clubs must join the Division in which they are located. Divisions will provide support and assistance for new clubs seeking membership.
- C. Divisions shall be responsible for stimulating the growth and recognition of new clubs in their designated areas. Each Division shall be responsible for establishing a club liaison who shall have the following duties:
 - 1. Provide as needed, slide shows and other programs, including, but not limited to, BCA National Slide Show for Introduction of Aims and Purposes of BCA, AKC Revised Bulldog Slide Show, etc. (These are available

⁸⁴ AMENDED November 4, 1992

⁸⁵ AMENDED September 5, 1994, November 25, 1998, November 2, 1999

⁸⁶ AMENDED November 2, 1999

⁸⁷ AMENDED November 27, 1996

⁸⁸ AMENDED September 23, 1997

either from the BCA Educational Chairperson or an existing Club within the Division.)

2. Represent a prospective new Club at Division meetings, including making reports to the Division on progress of the new Club up to the time that the new Club is invited to have a representative at the Division meetings.
 3. Answer or obtain an answer to requests for advice and help from the new club being organized.
 4. If possible attend major functions of the new club, including Puppy matches, "B" Matches, "A" Matches and Specialties.
 5. Request that the new Club include the liaison person and the Division Secretary on mailing list for Newsletters, announcements, etc. to keep the Division up-to-date on the new Club's activities.
- D.** To maintain membership in the Bulldog Club of America, all member clubs must hold at least one AKC sanctioned or licensed event within a 12 month period (includes B-OB Matches).
- E.** Member Clubs not in compliance with payment of annual dues will be denied Club Member privileges for one year. Example: Specialty show applications will be denied.
1. The Division Treasurer shall send a written reminder via registered mail not less than 30 days prior to the deadline.⁸⁹
 2. The Division Treasurer shall retain 50% of each Member Club's dues.⁹⁰
- F.** A new specialty club will not be recognized if located in a geographical territory which will conflict with the designated geographical area of an existing established club.
- G.** Member clubs may only cast their club vote as a unit.
- I.** All licensed BCA member clubs are required to make specialty show and obedience trial applications in triplicate to their respective Division secretary for Parent Club approval. Said application will be forwarded to the Club secretary for final Parent Club approval. AKC member clubs are requested to follow the same procedure required of licensed BCA member clubs. If this procedure is not acceptable to the AKC member clubs, courtesy copies of their show application are requested for Division and National information purposes. (Detailed instructions of this section are maintained in the Secretary's Manual.)⁹¹

⁸⁹ AMENDED November 20, 2000

⁹⁰ AMENDED October 15, 2002

⁹¹ AMENDED September 23, 1997

VIII. DUES

- A.** The annual dues of each individual member shall not exceed \$50.00⁹² Annual dues shall be paid by members of the Resident and Foreign classes. Honorary members will not pay annual dues.⁹³
- B.** An annual foreign member surcharge shall be \$10. A \$10.00 mailing fee for Canada and Mexico and a \$25.00 offshore mailing fee is established to cover postal charges for the Bulldogger.⁹⁴ The surcharge shall be apportioned by the Division Treasurer with \$2.50 being retained by the Division for all foreign members and the remaining amount being submitted to the Club Treasurer to defray the costs of "The Bulldogger".⁹⁵ All mailing fees shall be forwarded to the Club Treasurer in their entirety.⁹⁶
- C.** The exact amount of the annual dues and foreign member surcharge assessments shall be established for the upcoming calendar year at the annual Council meeting. The established dues amount shall be billed to each individual member by the Division Treasurers.
- 1.** Division Treasurers shall send Annual Dues Notices to each member in good standing not before December 1 and not later than December 15. Membership renewals not received by the January 31ST deadline will require reapplication for membership.⁹⁷
- a.** The dues notice shall include the following statements:
- Amount Due
 - A due date of January 31ST of the new year
 - Dues not received by January 31, _____, shall require reapplication for membership.
 - Current or Incoming Treasurer's name, address and telephone number⁹⁸
 -
- b.** Any individual joining BCA after January 31 that was a member in the previous year, is not entitled to the first quarter Bulldogger or subsequent issues up to the time of new application approval.⁹⁹

⁹² AMENDED January 29, 2001

⁹³ AMENDED September 3, 2001

⁹⁴ AMENDED September 3, 2001

⁹⁵ AMENDED November 22, 1995

⁹⁶ AMENDED September 3, 2001

⁹⁷ AMENDED November 25, 1998

⁹⁸ AMENDED November 25, 1998

⁹⁹ AMENDED November 25, 1998

- D.** Dues and foreign member surcharge fees shall be paid by each member to the Division Treasurer from the Division in which the member retains his membership.
- 1.** Resident Members shall pay annual dues in the Division in which they reside.¹⁰⁰
 - 2.** The Division Treasurer shall forward all monies due the Club Treasurer no later than March 15 for all renewing members. All submittals must be accompanied with a list of New and/or Renewing Members and the National's copy of the New or Renewal Membership Form.¹⁰¹ If dues are not received from the Division treasurers by March 15, the BULLDOGGER Magazine for those Divisions will be held by the Editor until such time as the dues and the approved membership application or renewal forms are received by the Club Treasurer.¹⁰²

IX. DISSOLUTION

- A.** The Club may be dissolved at any time by the written consent of not less than 2/3 of the members. In the event of the dissolution of the Club, other than for purposes of reorganization, whether voluntary or involuntary or by operation of law, none of the property of the Club nor any proceeds thereof, nor any assets of the Club shall be distributed to any members of the Club but after payment of the debts of the Club, its property and assets shall be given to a charitable organization for the benefit of dogs selected by the National Council.

¹⁰⁰ AMENDED November 27, 1996

¹⁰¹ AMENDED October 15, 2002; November 21, 1990

¹⁰² AMENDED November 27, 1996; October 15, 2002

APPENDIX

- A. BCA Organization Chart**
- B. National Show Guidelines**
- C. SOP Change Request Form**
- D. Club Treasurer Duties & Responsibilities**
- E. Division Treasurer Duties & Responsibilities**