

# Heart of Ohio Sussex Spaniel Club LLC

## Standing Rules

Adopted: 20 October 2012

The Standing Rules were developed to provide further information than covered in the Bylaws. This document is to be used in conjunction with the Constitution and Bylaws. All definitions as listed in the HOSSC Constitution and Bylaws are to be adhered to in this document.

### Board Business

The President shall conduct all business on behalf of the Board that requires actions According to our Bylaws the Board shall meet every other month. All members are encouraged to contact the Secretary if they have questions and/or comments concerning Board business or any new items of business for the Board. The Secretary shall then communicate all items to the Board within 48 hours of receiving the information via email to all Board members.

The Board shall endeavor to review and finalize motions presented within thirty (30) days of receipt. The Secretary is responsible for contacting any Board members who have not responded to dated correspondence by the deadline.

All information shall be disseminated to the General Membership via the Heartbeat, website or the HOSSC Yahoo group list. To ensure fair and equal access to all members of the HOSSC, the Secretary shall keep track of any member not having access to electronic communication and will submit all pertinent information in writing or by phone.

Any release of private Board communication is considered detrimental to the Club. This type of behavior may be cause for action by the Board.

Any slanderous statements concerning the Club made by any member, at any time, or any location, may be cause for action by the Board.

It is the Treasurer's responsibility to maintain current and accurate records.

### General Club Business

**Archive:** The Archivist is responsible for maintaining files of all Club related items and other material that may be acquired and is pertinent to the breed. These items may include: Membership Directories, issues of the Heartbeat and Club business and Specialty information. These files may be a combination of electronically stored as well as actual printed documents. Any information may be requested for viewing from the Archivist.

**Heartbeat:** The HOSSC shall publish the Club newsletter entitled the Heartbeat on a bi-monthly basis. The Board selects the Editor of the Heartbeat. All back issues of the Heartbeat are maintained on the HOSSC Yahoo list as well as in the Club archives. The paid advertisements that are published in the Heartbeat are for recognized accomplishments only. They shall not be for the sale of any item, including puppies.

**Judge Selection:** Any member in good standing may submit names of judges for the Regional Specialty. The Secretary is responsible for collating names submitted and disseminating the judges list. This list shall be finalized and voted on at the Annual General Meeting if possible. If unforeseen circumstances arise, the Board shall make the final selection on the judge for the Specialty. Judges shall not be asked to judge the Regional Specialty within a five (5) year period of previously judging the Specialty.

**Liaison to the SSCA:** The President is responsible to provide a quarterly report, with photos, to the SSCA Editor in order to ensure that each issue contains information from the HOSSC.

**Membership:** New application(s) shall be read at the Board Meeting and then at the following General Meeting. The new application(s) shall be published in the next Heartbeat. The application will then be voted on at the next General Meeting. Depending on when the application(s) is received, it may take two months before the applicant is voted on by both the Board and the General Members.

**Standing Rules:** Shall be modified as deemed necessary. The Board has total control over changes made to the Standing Rules.

### **Committees**

Budgets for committees shall include those committees of Specialty and Supported Entry but not be limited to said committees. Any committee that exceeds their budget shall not be reimbursed for the excess of expenditures unless prior approval from the Board has been received. All committee chairs shall provide both a bi-monthly report for the Heartbeat and an Annual Summary for the July Annual General Meeting.

**Health/CHF:** Is responsible for education of members on any medical news pertaining to/or about diseases that could affect the Sussex Spaniel. This information is to be published in the Heartbeat in order to disseminate information to members. Whenever possible, this committee is encouraged to offer a Health Seminar and/or Clinic at least once per year. Any health information shared by the membership will be considered for inclusion in the Heartbeat.

**Hospitality:** Shall contact members for potluck dinners at Supported Entry shows. Hospitality shall ensure information is posted to the HOSSC Yahoo group list of the menu. Hospitality is responsible for a bi-monthly report as well as an annual report regarding the specifics of all potlucks.

**Regional Specialty:** The HOSSC Specialty shows will only be held within the state of Ohio. The Specialty shall be held prior to August 1st. At the July Annual General Meeting a planning discussion will be held on the following year's Specialty. A Show Chair will be recognized. The show date, location, and a list of all judges submitted will be reviewed. Provisional Judges are to be the primary choice. The show cluster that is chosen shall be willing to have the Specialty in conjunction with their show. Consideration shall also be given to shows hosting performance events where a Sussex Spaniel may participate, such as an Obedience or a Rally Trial. The HOSSC will offer a High in Trial trophy for Sussex Spaniels at such an event.

The Show Chair is to choose each Specialty Committee Member and notify the Secretary so that it can be published in the Heartbeat and on the website.

Once a judge has verbally accepted to judge the Specialty, two copies of the contract with a SASE will be sent with one signed copy being returned to the Show Chair.

Show Chair must find an Independent Show Secretary for the Specialty and send duplicate contracts on what is to be paid to Show Secretary. (The Show Chair shall refer to the previous year's contracts.)

Show Chair and Committee shall develop and submit a budget to the Board for their approval for the Specialty after the Specialty location has been determined.

Show Chair shall contact and arrange for insurance for the day of the Specialty.

Show Chair is responsible for all AKC filings and achieving approval by AKC for the Specialty.

Show Chair is responsible for contacting Show Site Chair and SSCA Secretary for letters of approval that must be submitted to AKC.

Show Chair shall ensure that committee members supply information related to the Specialty directly to the HOSSC Secretary, Heartbeat Editor and Website Host.

Show Chair must maintain a file of all records, filings and receipts that are to be turned over to Archives upon completion of the Specialty.

The Show Chairman's book (AKC Show Manual) shall be transferred at the conclusion of the Specialty to the forthcoming year's Specialty Chair. If Chair has not been designated this information is to be given to the HOSSC Secretary.

The HOSSC Treasurer shall be responsible for all duties related to the Specialty which include financial matters.

**Sweepstakes:** The Show Committee shall select a Sweepstakes Judge and submit to the Board for their approval if a Sweepstakes Judge was not approved by membership at the July Annual General Meeting.

HOSSC will offer to pay for the Sweepstakes Judge's dinner the evening of the Specialty.

HOSSC doesn't pay expenses for lodging, travel or judging the Sweepstakes.

**Nomination:** The Nomination Committee Chair is chosen by the Board according to HOSSC Bylaws and serves one term. A protocol for the Nomination Committee has been developed and shall be followed.

**Public Education:** The Public Education Chair shall submit reports bi-monthly and all members are responsible for sending information to this Chairperson. Public Education Chair shall submit a bi-monthly report as well as an annual report at the July Annual Meeting.

**Star Breeder:** The Chair of this committee shall collect and file all health information as related to the program and award Stars once a Star level has been achieved. The Chair shall notify the Secretary and the Webmaster to ensure this information is updated and publicized. The Chair shall submit bi-monthly reports as well as an annual report at the July Annual General Meeting.

**Supported Entry:** The Board shall approve a list of all shows to be supported during the upcoming year prior to the October General Meeting. The list will be submitted to the Board from the Supported Entry Committee. This information shall be discussed and finalized during the October General Meeting. All shows supported by HOSSC have a \$50.00 limit for trophies. Trophies will be donated for the following: Best of Breed, Best of Opposite Sex, Winners Dog, Winners Bitch and Highest Scoring Sussex in Trial, if applicable.

**Sunshine:** Shall send correspondence to Club Members for any family-related health concern or loss of a family member, as well as any achievements of a new title. Birthday cards shall also be sent to all HOSSC members.

**Website:** [www.HeartOfOhioSussex.org](http://www.HeartOfOhioSussex.org) This site shall be maintained and revised as needed. Meeting information shall be revised at least thirty (30) days prior to the scheduled General Meeting.

Revised: 16 Jan 2015