

Rules Committee Charter
Developed By President Carol J. Brown
Revised by Subsequent President Ed McAlpine

The duty of the Rules Committee is to compile a Rules Manual in accordance with the revised Constitution and By-Laws of the Georgia Boxer Club.

The contents of the Rules Manual are to be drawn from:

1. the List of standing rules/motions that pre-dated the constitutional revision;
2. the officer duties, etc., that were taken out of the old constitution in the revision process;
3. subsequently enacted rules/motions governing operating procedures of the Club.

The Committee is to compile and organize the Rules in an orderly manner. The Committee is not responsible for creating new rules or procedures for the Club; however, the Committee should be sensitive during the compilation of the Rules Manual of any glaring omission where rules are needed. At the option of the Committee, the glaring omissions can be forwarded to the Club in the form of a list or in the form of proposed new rules for membership consideration.

Rules Committee Membership:

Bridget Brown, Chairperson

Bob Oliver

Debbie McAlpine

THE GEORGIA BOXER CLUB RULES MANUAL

Article I - Membership

- 02-81 After the first reading of an application, notifications of meetings will be sent to applicants until their application is acted upon.
- 02-85 The GBC will send a copy of the ABC By-Laws, Article IX to all members, and, in the future, send same to prospective members along with a membership application.
- 08-86 Appoint a membership chairman to coordinate applicants and their sponsors.
- 11-86 Applicants for membership must leave the room during the second reading of their application for membership, but may be present during the meeting.
- 03-90 Membership applicants must attend two (2) meetings within six (6) months prior to second reading.
- 06-90 Sponsors of applicants for membership must come from two different families.
- 02-91 All prospective members must attend two (2) meetings prior to submitting application for membership.
- 08-95 All guests be excused during the reading and discussion of applications for membership.
- 06-95 GBC membership list not to be given to anyone other than Club members, ABC, and AKC
- 04-97 Question to be added to membership applications, " Will you be willing to act as host/hostess for a GBC meeting?"

Article II - Voting

There are currently no Rules applicable to this Article.

Article III - Dues

There are currently no Rules applicable to this Article.

Article IV - Membership Meetings

Order of Business:

The order of business so far as the character and nature of the meeting may permit shall be as follows:

1. Recognition of host and welcome of guest
2. Attendance
3. Reading or approval of minutes
4. Board of Directors report
5. Treasurer report
6. Secretary report
7. Delegates reports
8. Committee reports
9. President report
10. Old business
11. New business
12. Elections
13. Future meetings
14. Brags
15. Adjournment

05-74 Information concerning up-coming shows in this region shall be placed on the agenda under new business and brought up by the presiding officer.

02-88 Speakers to be offered a \$50.00 honorarium.

08-91 Meetings of general membership shall start promptly at scheduled time and shall not exceed one hour in length. Any business not addressed within this limit to be carried over to next month.

Article V - Officers and Directors

Duties of the President:

1. The president shall preside at all meetings of the membership.
2. Has the power to call special meetings.
3. Shall only cast a vote on motions and in elections to break an existing tie vote
4. Shall appoint all committees, except the nominating committee, and these appointments shall be made within one (1) month of his/her election. Such committees shall remain in office until they are replaced. Any vacancies shall be filled by the President. The President shall provide each committee a list of its duties and responsibilities, including deadlines that must be met and he/she is responsible to see that committees are functioning properly. The President may attend committee meetings if desired.
5. Notify individuals that are elected to Honorary membership.
6. Call first meeting of the newly elected Board of Directors and preside until Chairperson is elected.
7. In elections determine if there is no contest and if there has to be an election appoint an auditor.
8. Audit treasurer's report.

Duties of the Vice-President:

Shall assist the President, acting for him/her in his/her absence, in the execution of the duties of that office.

Duties of the Secretary:

1. Take and keep an accurate record of all meetings of the membership, Board of Directors, and all matters of which a record is necessary as minutes of those meetings.
 2. Keep a record of attendance at all meetings.
 3. Keep an up to date list of "members in good standing".
 4. Keep a roster of the membership along with their addresses and phone numbers.
 5. Send notice of regular and special meetings to membership
 6. Send minutes of meetings to membership.
 7. Send minutes of all meetings to American Boxer Club Secretary.
 8. Send list of new officers and roster of membership to ABC Secretary each year.
 9. Act as liaison between Georgia Boxer Club and American Boxer Club and American Kennel Club. Be familiar with the requirements and comply with the rules and regulations regarding Georgia Boxer Club records and reports.
 10. Be responsible for all correspondence to the Club and make it available to the members at meetings.
 11. Provide membership applications along with a copy of the ABC Code of Ethics and a copy of the Georgia Boxer Club By-Laws to eligible applicants who request them.
 12. Accept membership applications and, if application is in order, read it as part of the Secretary's report at the next regular membership meeting.
 13. Notify applicants of approval or rejection and return a copy of the signed Georgia Boxer Club By-Laws and a copy of the signed ABC Code of ethics to the newly accepted member.
 14. Put the name, address, and phone number of the new member in the minutes.
 15. Accept resignation of members.
 16. Call special meetings of the membership and/or Board upon the filing of a petition of 25% of the Regular members in good standing.
 17. Receive list of nominees from the nominating committee, forward list to members, and receive nominees by mail. Report on nominees at the December meeting. Cast ballot for uncontested slate at the direction of the President or prepare and mail ballot if election is necessary twenty (20) days prior to the annual (January) meeting.
 18. Give notice of meeting at which nomination of judges will be accepted.
 19. Mail to regular members in good standing a ballot of judge nominees prepared by the Show Chairperson.
 20. Receive show packet from Superintendent and forward to Show Chairperson promptly. Forward any information received regarding Show promptly to the proper Show Chairperson.
 21. Accept proposed amendments and tally votes of secret ballot on amendments.
 22. Keep record of any amendments to the By-Laws.
 23. Accept charges, keep minutes, give notice of meetings and record decisions of Disciplinary hearings.
 24. Maintain a current "Motions" list.
 25. List members whose dues are delinquent in the January minutes.
- 06-95 GBC membership list not to be given to anyone other than Club members, ABC or AKC.
- 03-98 Minutes to reflect the exact time and place for all future meetings.

Duties of the Treasurer:

1. Collect all money due and belonging to the Club. Deposit same in a bank designated by the Board in an account in the name of the Georgia Boxer Club. Withdrawals therefrom shall require the signature of the Treasurer or two officers designated by the Board.
2. Should be bonded.
3. The Treasurer's books shall be open to the inspection of the Board of Directors and he/she shall report the condition of finances when requested.
4. At the Annual meeting the Treasurer shall render an account of all monies received and expended during the previous fiscal year. The account must be audited by the President or his appointee.
5. Duties set out in other Articles of the By-Laws are as follows:
 - (1) Maintain unpaid obligation list and give notice to
 - (2) Forward bill for annual dues and late notices when necessary.

05-71 A Treasurer's report shall be sent to each meeting if the Treasurer cannot be present.

04-74 There shall be two individuals authorized to sign checks for the Club to facilitate money handling when the Treasurer is unavailable.

05-74 Officers of the Club shall be reimbursed for expenses incurred while performing Club business. They should use their best judgement when submitting expense claims.

03-76 A committee consisting of the President and the Treasurer shall be established to send flowers and/or cards to members in the hospital and to members in case of death within the immediate family.

05-81 Send flowers to members only due to economic reasons.

05-84 Bills for long distance telephone calls (official business) may be submitted to the Treasurer for reimbursement. The date, time, and business must be stated. Disagreements will be directed to the Board for resolution.

08-93 GBC Membership ID cards to be made.

03-96 Treasurer's Report to be given directly to the Secretary and not discussed during the meeting. When discussion is required during a regular meeting, visitors are to leave the meeting area until discussion is complete.

03-96 Treasurer will submit an income/expense report at each meeting, to be given to the Secretary to be published with the minutes.

Duties of Directors:

1. Appoint a Nominating Committee.
2. Conduct Board hearing in matters of discipline
3. Review and recommend to the membership the amount of the annual dues.
4. May propose amendments to the Constitution and By-Laws.
5. The Board shall cause to be prepared annually a detailed statement of the financial condition of the Club showing receipts and expenditures. This shall be done by the time of the annual meeting.

Article VI - Nominations and Elections of Officers and Directors

There are currently no Rules applicable to this Article.

Article VII - Committees

05-75 First(1st) and second(2nd) alternate delegates to the Combined Specialty Club shall be appointed. The order of voting in case of absence of the delegate shall be President, alternate, and then 2nd alternate.

12-92 President to appoint a representative for a period of two years Prestige and another to Combined specialties, to serve as delegate with show chairman or assistant show chairman, and voting at meeting to be coordinated by the three.

09-97 All standing committees of the GBC meet at least one hour per month, and report their progress at the following monthly meeting of the Club.

Nominating Committee:

01-96 Any candidate desiring to withdraw from the slate of officers prior to the election should notify the Nominating Committee

Rules Committee:

The duty of the Rules Committee is to compile a Rules Manual in accordance with the revised Constitution and By-Laws of the Georgia Boxer Club. Committee is not responsible for creating new rules or procedures for the Club. The Committee is to compile and organize the Rules in an orderly manner.

The contents of the Rules Manual are to be drawn from:

1. the List of standing rules/motions that pre-dated the constitutional revision;
2. the officer duties, etc., that were taken out of the old constitution in the revision process;
3. subsequently enacted rules/motions governing operating procedures of the Club.

Web Page Committee:

The duties of this Committee has been assigned to the Rules Committee for development.

Article VIII - Show Judge Selections

Selection of Show Judges:

The Show Chairperson shall be appointed by the President with the approval of the Board in such a timely manner as to allow for the election of judges at least eighteen(18) months in advance of the show. The Show Chairperson shall appoint his/her show committee members.

Nominations:

The Club's regular members in good standing shall nominate judges for its Specialty, Sweepstakes, Obedience Trials, and Match shows. Members shall be notified in advance in the Club minutes when judges will be nominated. Nominations of judges may be made from the floor at the designated meeting or by mail to the Secretary so as to reach the Secretary prior to the designated meeting. Any member in good standing may nominate one(1) judge per Specialty, Sweepstakes, Obedience Trial, and Match.

Contacting Nominees:

After judges have been nominated and prior to the preparation of the ballot the show chairperson shall contact each nominee to determine availability, fees, and or expenses, willingness to judge other shows in the cluster at shared expenses, and biographical information he/she wishes to be included on the ballot. This information should be obtained in a timely manner prior to the meeting designated as the deadline for the casting of ballots.

Ballots:

After obtaining the information on the judge nominees the Show Chairperson shall prepare a ballot and get it to the Secretary in a timely manner so that it can be included with a mailing of the minutes to all regular members in good standing along with voting instructions and the deadline by which the ballot must be received by the Show Chairperson and the meeting date at which the ballots may be cast. The ballots must be delivered to the Show Chairperson by the membership meeting designated for the election of judges. The Show Chairperson ,along with the help of a member designated by the President, shall count the ballots at the meeting and inform the members of the results. The results shall be included in the minutes of the meeting. It shall be the responsibility of the Show Chairperson to keep the ballots and the results thereof until that show is completed in case there is a need to obtain an alternate judge.

Follow-up:

It shall be the responsibility of the Show Chairperson to correspond with all nominees after the election and to obtain written contracts from the elected judges for the show records. All arrangements necessary to accommodate the judges shall be the responsibility of the Show Chairperson or his/her designee. ***See “Guidelines For Show Chairperson” manual for details.***

11-82 Nominations for judges shall be made fifteen(15) months in advance. Judges will be requested not to judge our breed 90 days prior to our show and within a 300 mile radius.

03-92 Judge-nominees are to be contacted as to their availability, fees, and willingness to judge.

12-95 If a judge charges a fee, he/she should not be given a gift.

06-97 Acceptance of a judging assignment with the GBC includes Specialty judging and Junior Showmanship judging.

06-98 GBC to limit Sweepstakes judges to one night's lodging at a hotel selected by the Cluster, effective immediately.

Article IX - Shows

- 07-88 Special imprinted rosette to be given to dogs and bitches finishing at our Specialty Shows
- 01-92 In non-regular classes, only 1st place ribbon to be given
- 12-94 GBC will not give any trophies that are not sponsored prior to the trophy donation deadline.
- 01-94 Eliminate BOW trophy, since ABC now provides BOW plaques.
- 02-95 Show Chairman and any show committee member be allowed to have dogs shown at the show for which they are responsible, so long as they did not enter the ring with the dog.
- 03-98 On all future premium lists, the statement " Breed Related Trophies" to be listed.
- 03-98 Hospitality Chairman to be given \$150.00, excluding room rental, to be spent on semi-annual dinners.
- 10-98 A mentoring system be adopted, whereby all Show Chairmen assume one final responsibility - that of mentoring their immediate successor.

Article X - Discipline

- 02-96 Complaints that are not signed or are made anonymously not be considered by Club.

Article XI - Amendments

There are currently no Rules applicable to this Article.

Article XII - Rules

There are currently no Rules applicable to this Article.

Article XIII - Dissolution

There are currently no Rules applicable to this Article.

MISCELLANEOUS

AWARDS

- 12-77 Any dog finishing its championship, Dam of Merit, or Sire of Merit shall receive a plaque to that effect.
- 12-77 Awards shall be computed on a calendar year basis, with awards presented at the Spring Pre-Show dinner

- 05-87 Give plaques for completing of CD titles.
- 03-93 Discontinue all awards except for conformation/obedience titles, sires and dams of merit.
- 06-95 Award plaques are to be uniform from year to year, that Club colors be used, and that Conformation and Obedience plaques be identical.
- 04-97 Return to policy of giving plaques for DOM and SOM.
- 04-97 Recognize a dog that wins BIS with one plaque.

CAR TAGS

- 06-92 Car tags to be sold ONLY to members.

BOXER RESCUE

- 06-92 Income from half-and-half and brags to be allocated to Boxer Rescue.

HOLTER MONITOR

- 03-97 GBC to purchase a Holter Monitor if it can be obtained a considerable reduction in price.
- 07-97 Fees for use of Holter Monitor: \$40.00/dog. Non-member use \$80.00/dog.
- 07-97 Non-members not be allowed to use Holter Monitor until question of liability is settled.
- 12-97 Holter monitor should remain with current lessee until the question of liability and verification of operation can be determined.
- 02-98 Holter monitor to be put back into circulation and validate its efficacy while still under warranty.

UGA VETERINARY SCHOLARSHIP

- 02-96 Vet School scholarship be given to student interested in canine medicine.
- 02-96 Vet scholarship be given to a resident of the state of Georgia.
- 11-96 Stipulations that recipient be from state of Georgia, be interested in small animal care, and that there be financial need.

WEB PAGE

- 04-99 List Officers and Directors of the Georgia Boxer Club, including the Secretary's mailing address, with the Secretary's approval.
- 04-99 Include Boxer Code of Ethics, the Boxer Breed Standard, and other articles providing information regarding owning a Boxer.

- 04-99 Boxer Rescue - Include names, phone numbers, and E-mail addresses as requested of "Club Members Only" who are involved with Boxer Rescue; include pictures of rescue boxers and a link to the national breed rescue contact and rescue map.
- 04-99 Include Georgia Boxer Club show information (dates, times and judges).
- 04-99 Include winners and pictures of Boxers from the Georgia Boxer Club Specialty Shows. Pictures should be limited to: WD, WB, BOS, BOB, Sweepstakes - Best Puppy, Best Junior, Best Senior and Best in Sweeps.
- 04-99 Boxer and dog-related web links (does not include member links). American Boxer Club, American Kennel Club, Show Boxer List, MBF, Onofrio, OFA, other Boxer Clubs, etc.
- 04-99 Directory of member's names and phone numbers; also, to include links to members' web pages. Only those members wanting to participate will be included. All information must be provided in writing to the web master.
- 04-99 GBC member brags for web page only (text and/or pictures). Each brag must be accompanied by a donation (for Boxer rescue) before it will be added to the Web Page.
- 04-99 To include health-related information, including articles and links to Boxer related health sites.