



**CSSA Fanciers Inc.  
Operating as**

**CANADIAN SHETLAND SHEEPDOG ASSOCIATION**

**POLICIES**

**and**

**TRANSITION MANUAL**

**For**

**MEMBERS OF THE BOARD OF DIRECTORS**

**LEGAL COUNSEL**

**COMMITTEES/CHAIRPERSONS**

**REVISION DATE DECEMBER 30, 2010**

## Table of Contents

PREFACE .....	3
GENERAL INFORMATION AND POLICIES .....	4
SECTION I BOARD OF DIRECTORS AND ADVISORS.....	7
POLICIES FOR OFFICERS AND BOARD MEMBERS .....	7
PRESIDENT .....	8
VICE PRESIDENT .....	8
PAST PRESIDENT.....	9
RECORDING AND CORRESPONDING SECRETARY .....	9
TREASURER .....	10
MEMBERSHIP SECRETARY.....	11
NEWSLETTER EDITOR.....	12
Newsletter Policies .....	13
Newsletter Editor’s Processes .....	13
REGIONAL DIRECTORS .....	14
LEGAL COUNSEL AND AUDITORS.....	15
SECTION II COMMITTEES .....	16
ARCHIVES/LIBRARY .....	16
AWARDS .....	16
BREEDLINES .....	16
BREED STANDARD .....	16
DISCIPLINE .....	20
JUDGES EDUCATION COMMITTEE .....	21
HERDING.....	21
HISTORIAN .....	21
NAC (NATIONAL ADVISORY COMMITTEE).....	21
NOMINATING COMMITTEE .....	21
RESCUE .....	21
CSSA Rescue Policy .....	21
ROMC (REGISTER OF MERIT CANADA).....	22
ROMC Application Form.....	23
VERSATILITY AWARDS.....	25
WEB SITE .....	27
SECTION III NATIONAL SPECIALTY .....	28
SECTION IV REGIONAL EVENTS .....	29
POLICY FOR REGIONAL EVENTS .....	29
Application to hold a Regional Event.....	30
SECTION V FINANCIAL GUIDELINES.....	31
SECTION VI NOMINATION & ELECTION GUIDELINES .....	33
NOMINATION GUIDELINES .....	33
ELECTION COMMITTEE GUIDELINES .....	33
Nomination Form .....	34
SECTION VII PUBLICATION GUIDELINES .....	35
SECTION VIII MOTIONS OF THE BOARD OF DIRECTORS.....	37
2010.....	37
2009.....	38
2008.....	39
2007.....	39
SECTION IX SAMPLE DOCUMENTS .....	41
PROXY VOTING FORM.....	41

## PREFACE

***This Transition Manual is to be used by all Officers, Board Members and Committee Chairpersons. It is a guide to help all involved to be current with the responsibilities associated with each position.***

Send all recommended changes for this Transition Manual to the Vice President, whose responsibility it is to maintain and update it on a continuing basis. The updated portions must be sent by the Recording and Corresponding Secretary, to the appropriate committee heads and/or Board members. All updated pages must be sent by the Vice President to the Recording and Corresponding Secretary with each revision.

## **GENERAL INFORMATION AND POLICIES**

All meetings shall be conducted in accordance with the following order of precedence:

1. Constitution and By-Laws
2. Robert's Rules of Order Revised.
3. Majority vote of the Board of Directors.
4. Majority vote of the membership
5. Policies and Transition Manual.

The order of precedence to follow for performance of duties shall be:

1. Constitution and By-Laws
2. Robert's Rules of Order Revised.
3. Majority vote of the Board of Directors.
4. Majority vote of the membership
5. Policies and Transition Manual.

All of the above must not be in conflict with the laws of the Government of Canada if found to be in conflict, steps should be taken to rectify the situation in the appropriate manner. In like manner, if the above means do not address a situation at hand; the laws of the Government of Canada should rule, to the extent that they apply.

## **APPROVED AND ADOPTED POLICIES OF THE CSSA**

Each of the CSSA Policies shall be stated, followed by the Motion # and the Date. All policies need to be divided by year of motion and possibly by category.

Easily identified Policy Affecting Motions shall be included in other Sections as they are completed, but all Policies will be "Parked" in this General Information and Policies Section initially. If they do not "fit" somewhere else, then they will reside in this Section.

"That CSSA will no longer issue membership cards. Receipts for payment of membership dues will no longer be sent automatically to all members. However, receipts will be available upon individual request." Motion 01-07 (January 07, 2007).

"That Motion 05-07 be rescinded and replaced with the following:

Membership fees are increased as follows:

1. Regular and Associate members      \$35.00
2. Foreign Members                      \$35.00 US funds
3. Club Affiliates                         \$40.00
4. Junior Members (under 18 yrs.)    \$30.00
5. Joint Membership                      \$55.00

Effective March 1, 2008. The late fee shall remain at \$10.00 and the initiation fee shall remain at \$20.00." Motion 09-07 (November 12, 2007)

"When a CSSA member passes away, a donation in the amount of \$50 will be sponsored by the CSSA, to where the surviving family has indicated. This will be for the member only and not their family." Motion 10-07 (December 09, 2007).

"That the tenure of the role of a past president is limited to one term." Motion 04-08 (June 09, 2008).

"That CSSA purchase for executive use, a copy of Microsoft Office Home & Students, said program to be used by any executive member in pursuit of CSSA related club business." Motion 05-08 (August 04, 2008).

"Motion to accept the version as stated below to be used as our public representation: CSSA Fanciers Inc. o/a Canadian Shetland Sheepdog Association." Motion 06-08 (November 10, 2008)

"That the Policy for Regional Events as submitted on December 18, 2008, be accepted." Motion 08-08 (December 21, 2008).

"CSSA will not support a Regional Specialty held in conjunction with two All Breed shows on the same day." Motion 04-09 (June 08, 2009). The CKC has confirmed that holding a Regional Specialty on a day in which two sets of points are being awarded at two All Breed shows, results in the breed holding the Specialty not being available at one of the All Breed shows and that All Breed show could not offer a Best in Show.

All matters related to the CSSA National Specialty are addressed under Policies and Procedures of the National Specialty Section III.

Correspondence generated by Board members and chairpersons should be on official CSSA letterhead stationery. Letters should be dated and signed, and include the typed (or printed) name and title (position) of the person sending the letter. Personal and unofficial notes and comments should not be expressed on the official stationery.

All Committee Chairpersons must keep the Recording and Corresponding Secretary informed by sending him/her copies of all correspondence sent out on CSSA stationary

Letters concerning proposed members must be forwarded to the Membership Secretary.

At the National Specialty, the annual meeting will be held separately from the annual awards banquet with only CSSA members attending the meeting.

The CSSA logo may only be used by CSSA members with the word "member" written beneath it.

All written documents or publications that carry the CSSA logo are to utilize the "copyright" © mark or carry the information: Copyright protected, CSSA Fanciers Inc. plus the year it was printed.

Braggs including show wins and litter announcements will not be allowed on the CSSA Member YAHOO Group List. Consult the CSSA Yahoo Group terms of use for additional information.

# **SECTION I**

## **BOARD OF DIRECTORS AND ADVISORS**

### **Policies for Officers and Board Members**

CSSA Fanciers Inc. is incorporated under the laws of Canada, which allow for the use of electronic communication. There is a distinction between holding meetings and conducting business:

Meetings -- are defined as gatherings where attendees see and/or hear each other. This includes meeting (in person) "physically" in the same room or conducting a meeting by video conference or teleconference.

Assume responsibility at time of nomination to make every reasonable attempt to attend the Executive Meeting and Annual General Meeting held at the bi-annual National Specialty Show at their own expense. To facilitate attendance two nights accommodation can be expensed to the CSSA if the board member attends both the Executive Meeting and the Annual General Meeting. If the board member only attends one of the two aforementioned meetings, only one night accommodation may be expensed. The President and Treasurer may recover the expense of their air travel or cost of fuel to the meetings. In all cases, receipts must be submitted to the Treasurer.

Business (voting) -- can be conducted at meetings or through mail, fax or e-mail. In order for business to be conducted by e-mail the following precautions must be in place:

- 1) Every board member must be provided with the means to participate: A procedure must be in place to verify the identity of the individuals participating to ensure that they are eligible Board Members;
- 2) A mechanism must be in place to verify that the eligible Board Members are "listening"; and
- 3) All Board Members must agree to participate in this manner.

E-mail cannot be utilized that requires a secret ballot.

The use of e-mail communication establishes a written record, which would be subject to discovery in any legal proceeding. If any Board Member, contrary to the record, attests that he/she was not the person participating or was not provided with the means to participate, the CKC might have no option but to nullify any actions taken.

### **Conducting Business by Electronic Means:**

In order to conduct CSSA Board of Directors business by electronic means, each CSSA Board Member must agree to the following:

- 1) The Board Member has the electronic means to join in discussion with the Board by e-mail AND
- 2) The Board Member agrees that if the President requests a vote on the subject via e-mail, he/she will do so within the time period allotted (minimum 4 days, maximum 7 days) and abide by the decision of the majority of the Board.

Upon Presidential request for a vote, The President OR Recording and Corresponding Secretary will post a summary of the motion with the subject line \*\*\*\*\*vote\*\*\*\*\*. The Board will respond individually with their votes within the allotted time period and the Recording and Corresponding Secretary will record each vote, ensuring she/he received a vote from each Member of the Board. When a resolution has been achieved, the Recording and Corresponding Secretary shall announce the results on the vote by posting the vote to the Board.

Voting Policy - Abstaining from voting on a question of direct personal interest: No member of the Board should vote on a question in which he has a direct personal or pecuniary interest not common to other

members of the organization. For example: if a motion proposes that the organization enter into a contract with a commercial firm of which a member of the organization is an officer and from which contract he would derive personal pecuniary profit, the member should abstain from voting on the motion.

All committees that handle funds shall make an Annual Financial Report, written or in person, at the Board Meeting held in April of each year or in conjunction with the National Specialty Show.

**Ex-Officio Members of the Board:** Legal Counsel, Past President (after the end of one 2 year term) and Second Co-Editor of the CSSA Newsletter. Each of the individuals is invited to attend Board meetings and participate in discussion, however, they cannot vote on any issues.

“Unless otherwise directed by vote of the Directors, documentation required to be completed on behalf of the Corporation shall be signed by a minimum of two Directors, at least one of whom shall be the President, Vice-President or Treasurer.” (CSSA By-Laws Section 8 (I))

## **PRESIDENT**

### **Duties defined in the Bylaws:**

- Shall preside at all meetings of the Corporation and Directors
- Shall supervise the officers' execution of their duties
- Shall be a member of any and all committees created by the Directors

### **Additional duties:**

- Prepare a proposed agenda for each monthly Board meeting and assure that background information on pending actions is in the hands of each Board Member at least 2 days prior to each meeting.
- Appoint or re-appoint Committee Chairpersons (with approval of the Board) at the January meeting immediately following an election.
- Forward all correspondence (with notations/recommendations) to the Reporting and Corresponding Secretary for replies.
- Other correspondence will be forwarded to the proper Committee Chairperson.
- Use form letters whenever possible.
- Call Special Meetings of the Board as needed. Issue instructions to the Recording & Corresponding Secretary for business to be conducted.
- President should receive written Quarterly Reports from ALL Committees and give a condensed report to the Board.
- Provide direction to the Vice President for changes necessary to the Policies and Transition Manual.
- Communication, by phone or by correspondence, between the President and Vice President is essential to insure efficiency of the CSSA.

## **VICE PRESIDENT**

### **Duties defined in the Bylaws:**

- Shall carry out the duties of the President in the President's absence
- Shall act as chair of any committees created by the Directors

### **Additional duties:**

- Communication, by phone or by correspondence, between the President and Vice President is essential to insure efficiency of the CSSA.
- Keep a log of all activities and events to which he is assigned to assist in updating the Policies and Transition Manual.
- Keep the Policies and Transition Manual updated using information from motions, committee reports and other sources as necessary.
- Forward updated pages of the Policies and Transition Manual to the Recording and Corresponding Secretary.
- Distribute the Policies and Transition Manual to all newly elected Board Members.

## **PAST PRESIDENT**

### **Duties defined in the Bylaws:**

- Shall provide guidance and advice to the Directors of the Corporation as may be possible.
- Shall act as a monitor in regards to rules and procedures of the Corporation including day to day operations and its meetings.
- That the tenure of the role of a past president is limited to one term. Motion 04-08 (June 09, 2008).
- Shall carry out any other dues as assigned by the president or the board of directors. No duties will carry over beyond the two year limit.

## **RECORDING AND CORRESPONDING SECRETARY**

### **Duties defined in the Bylaws:**

- Shall keep minutes of the meetings of the Corporation and Directors and provide such minutes to the Newsletter editor for publication. Shall handle all correspondence required of the Corporation and its Directors.
- Shall maintain all records of the Corporation with the exception being the financial and membership records.

### **Additional duties:**

- Set up a yearly schedule to carry out duties of the office.
- Record the minutes in accordance with the Bylaws and Robert's Rules of Order.
- Send rough draft of Minutes to each Board Member for their correction and/or approval within four days following the meeting. Be sure to list the author of motions, seconds and the vote of each member. Make necessary additions and/or corrections based on Board input and post highlights of the Board meetings to the CSSA Member Yahoo Group Internet site in a timely manner.
- Maintain a record of the total number of votes cast and the number of the votes received in each election. Release the actual vote counts along with the result of the balloting vote for the election of the Officers and Board of Directors, the selection of the judging nominees for National Specialties, and the actual vote count along with the result of the balloting for the final election of the National Specialty judges. Notify all current Officers, Board members, the Yahoo Group editor and all nominees of the election results.
- Maintain a current Policies and Transition Manual with the duties of Officers, Board Members and Committee Chairpersons as part of the permanent CSSA club records. (The Policies and Transition Manual updates are the responsibility of the Vice-President).
- Keep Recording and Corresponding Secretary files current and send "retired" minutes to the Historical Committee (Archives) for storage.
- Forward correspondence received from the public to the appropriate Committee Chairperson for a proposed reply.
- Compose an Action List of items pertaining to Committees following each Board and Annual meeting and communicate these items to the Committee Chairs.
- Maintain a file of new member applications with Board action taken.
- A tape recorder may be used to record motions and voting during Board meetings to insure the accuracy of the minutes at the discretion of the Corresponding and Recording Secretary.
- Notify CSSA members of the Annual meeting and/or Special meetings through the CSSA Newsletter and Yahoo Group (or a special mailed notice if necessary).
- Notify Board Members of meetings and/or special meetings.
- Forward a copy of all correspondence requiring Board action to the President.
- Make regular reports to the President and the Board at meetings.
- Send a copy of the CSSA By-Laws to all newly elected Officers and Directors when notified of their election.
- Receive and promptly respond to all correspondence from the public. Correspondence requesting certain information may be forwarded to the appropriate Committee Chairperson.
- Send notification of appointment to all Committee Chairs, including the Nominating/ Election Committee, along with the pertinent portion of the Policies and Transition Manual. The Nominating/ Elections Committee should also receive the portions of the Policies and Transition Manual pertaining to the

positions being filled.

- Assist the National Specialty Planning Committee by collecting and tabulating ballots with respect to the selection of the judge for the National Specialty.

## **TREASURER**

### **Duties defined in the Bylaws:**

- Shall maintain the corporate seal and financial records necessary to comply with the requirements of the accountant or auditor of the Corporation and the requirements of the Canada Corporations Act.
- Shall render financial statements to the Directors and membership as required and provide the annual audited statement to the Annual General meeting of the Corporation.
- Shall maintain the Accounts of the Corporation in a financial institution in the name of the Corporation. All transactions in said accounts shall be completed upon the written authorization of any two of the Treasurer, President, Vice-President and Recording and Corresponding Secretary.

### **Additional duties:**

(See Section V, Financial Committee Guidelines.)

- The Treasurer must furnish the President and the Recording and Corresponding Secretary the following information on each account: a) the name of the account, b) the name of the bank where the account is located, c) the phone number of the bank, d) the account number, e) the custodian of the account and any other information that is pertinent to each of the accounts.
- Maintain general treasury checking account at a commercial CDIC insured bank.
- Supervise and coordinate with chairpersons the activity in any special-purpose accounts. Deposit all monies received into the appropriate bank account.
- Review Officers, Directors and committee expense reports as submitted. Report deemed problems to the Board.
- Pay all bills and reimburse all expenses incurred in the normal course of business required for club operations. Make other disbursements as directed by the Board of Directors.
- Require and maintain an inventory of all of the Corporation's property.
- Prepare financial reports for the Board and the Corporation at the end of each calendar year.
- Prepare and submit income tax returns as required. The Corporation's taxable year conforms to the Corporation's year. The Corporation is a Not For Profit Corporation.
- Ensure that insurance policies are maintained in force for general liability, directors and officers' liability, and fidelity bond. Pay premiums as they come due.
- Ensure that the Corporation's registration is maintained up-to-date. The Corporation is currently registered under the Canada Corporations Act with head office in Saskatoon, SK.
- Provide a budget for board approval at the first meeting of the Board each year.
- Review the budget for the National Specialty Show with the National Specialty Show Chairperson. Make appropriate recommendations concerning expected income and expenses.
- All accounts will have a back-up signatory. The Treasurer shall be the alternate signatory for all operating accounts and the President shall be the back-up signatory for the Treasurer's account.
- Publish a balance sheet of the Corporation's assets and dues vs. expenses comparison in the Newsletter after Board review and approval.
- The CSSA Treasurer must be a signature on all of the Corporation's checking and/or savings accounts. This does not mean the signature must be on all checks to be cashed but rather it gives the Corporation's Treasurer the ability to retrieve information on these accounts from the banks involved.
- Receipts for all expenses from the various accounts should be provided to the Corporation's Treasurer at the end of the calendar year.
- There should be a standardized format for income and expense reports.

"That the CSSA Fanciers Inc. shall pass a motion at the first meeting of the board of directors in the New Year to set aside a sum of \$2,000 to be allocated to Sheltie Rescue organizations as required. Upon receipt of a letter from a recognized Sheltie Rescue group requesting financial assistance the President, Vice President and a second signing authority may allocate up to \$500 to that group, a maximum of once per year." Motion 06-09 (December 04, 2009)

"When a CSSA member passes away, a donation in the amount of \$50 will be sponsored by the CSSA, to where the surviving family has indicated. This will be for the member only and not their family." Motion 10-07 (December 09, 2007).

"That CSSA purchase for executive use, a copy of Microsoft Office Home & Students, said program to be used by any executive member in pursuit of CSSA related club business." Motion 05-08 (August 04, 2008).

#### Auditor

Keith Thomson  
Thomson Jaspar & Associates  
200 - 128 - 4th Ave. South  
Saskatoon, Sk. S7K 1M8  
Phone 306-244-4414 Fax 306-244-1545

#### Financial Institution and Information

Bank of Montreal  
Transit #0557  
2325 Preston Avenue  
Saskatoon, Sk. S7J 2G2  
Phone 306-934-5723 Fax 306-934-5773

Business Current Account #0557 1018-186: No interest account with balance minimum of \$8,000.00. \$22/month fee if balance goes under minimum.

FirstBank Business Investment Account #0557 8025-223: In Trust monies are included in this account.

### **MEMBERSHIP SECRETARY**

#### **Duties defined in the Bylaws:**

- Shall maintain a record of members and their status.
- Shall provide of regular and regular life members to the President at each meeting of the Corporation to determine voting eligibility.
- Shall prepare and deal with correspondence to new members.
- Shall handle all matters relating to payment of annual membership dues, membership applications and renewals.
- Notice of Membership fees payable to the Corporation shall be made to all members on an annual basis, through publishing of such fees in the newsletter of the Corporation. Membership fees are due by the first day of each fiscal year. Non-payment of fees by February 28 of each year shall entitle the Corporation to charge a late penalty in addition to the membership fee, in an amount to be determined by the Directors of the Corporation from time to time. No change to membership fees or late penalties shall be made without 30 days prior notification to the membership in the newsletter of the Corporation. By-Laws Section 4 (e).
- A membership shall be considered lapsed and automatically terminated if such member's dues remain unpaid 60 days after the first day of the fiscal year. By-Laws Section 4 (g) (ii).

#### **Additional duties:**

- Members cannot vote at any meeting if their dues are unpaid as of that date. If membership is reinstated, all privileges are reinstated.
- At the beginning of the fiscal year, send a list of unpaid members to each Regional Director. Send an updated list of delinquent members to same two weeks prior to the expiration of the grace period on February 28. Prepare membership roster after closing of the dues grace period.
- Maintain an accurate, current membership roster. The Membership Secretary may utilize a committee to maintain a central database of current roster information. Furnish it, or mailing labels of the same, to the

- Officers, Directors or committee chairpersons, as requested, for club business.
- "That CSSA will no longer issue membership cards. Receipts for payment of membership dues will no longer be sent automatically to all members. However, receipts will be available upon individual request." [Motion 01-07] (January 07, 2007).

That Motion 05-07 be rescinded and replaced with the following:

Membership fees are increased as follows:

1. Regular and Associate members \$35.00
2. Foreign Members \$35.00 US funds
3. Club Affiliates \$40.00
4. Junior Members (under 18 yrs.) \$30.00
5. Joint Membership \$55.00

Effective March 1, 2008. The late fee shall remain at \$10.00 and the initiation fee shall remain at \$20.00.  
Motion 09-07 (November 12, 2007)

## **NEWSLETTER EDITOR**

### **Duties defined in the Bylaws:**

- Shall be responsible for preparation, distribution and all matters relating to the Newsletter of the Corporation.
- Shall publish the Newsletter a minimum of four times per calendar year.

### **Additional duties:**

(See Section VII, Publication Guidelines.)

- The Editor can establish the deadlines for submission of material for each edition. Provide a financial report quarterly as requested by the Treasurer.
- Reply to all correspondence relative to the Newsletter; send copies of all correspondence to the Recording and Corresponding Secretary. Change of Address requests should be forwarded to the Treasurer and Membership Secretary.
- If there is a Co-Editor, the Co-Editor may request to attend and may attend Board of Directors Meetings at the invitation of the President.
- Publish the Newsletter quarterly and mail first class to all members in good standing. Issues will be labeled "Spring, Summer, Fall, Winter" or "March, June, September, December".
- Publish a CSSA calendar of events and activities in the appropriate issue.
- All official notices, minutes and other administrative material shall have first priority for publication.
- Editorial privilege for the above is limited to grammatical or typographical correction. Editor will not publish articles or make editorial comments unless directed by the Board of Directors.
- The Editor is responsible for the preparation of material and paste-up of content to be delivered to a professional printing or copying business.
- Show results, other than the National Specialty, should not be published in the Newsletter, without Board approval or in the event of reporting within the confines of the Regional Director reports in which case the Editor can add or edit as required.
- Publish names, addresses and phone numbers of Officers, Directors and Committee Chairpersons prominently in each issue.
- Obituary notices of members may be published in brief form. Do not eulogize Shetland Sheepdogs unless specifically approved by the Board of Directors. Paid ads that eulogize Shetland Sheepdogs do not require the approval of the Board.
- Publish information submitted by Committee Chairpersons pertaining to their assigned responsibilities. I.e. Versatility Chairman will submit for publication all information pertaining to VC/VCX awards; new members to be voted on, etc.
- Accept ads as per currently published rates of pay. Do not publish however, any inflammatory ad copy without prior approval of the Board of Directors.
- The Code of Ethics shall be printed in the Newsletter once a year.

## NEWSLETTER POLICIES

CSSA purchased software(Microsoft Office 2007 Professional) is a corporate asset and will be forwarded from the old Newsletter Editor to the new Newsletter Editor when the position is reassigned.

Critiques must be received by the Newsletter Editor within 30 days of the completion of the National Specialty Show. If not received, a notice should be inserted into the Critique section that states no critique was received in time for printing

Include essential club information but not repetitive or non-essential material. Articles appearing in the Newsletter may be reprinted in club newsletters. A trophy solicitation notice will automatically be published.

Publish on a regular basis the dates and locations of all future National Specialties.

The front and back inside covers are available to clubs who desire to advertise any appropriate club activities. Clubs will pay the commercial ad rate.

Committee reports should not be edited; however, service-type items of general benefit which are shared with the membership may be edited to meet space requirements. The Editor will be the judge of which items are applicable and how much to edit them.

To purchase extra or back copies of newsletters will cost \$12 if picked up at the Newsletter Editor's or \$15 to mail. There is no distinction between issues that are pre-color or with color.

### Newsletter Editor's Processes Submitted by Sherrie Sparling December 2010

**General:** The CSSA Newsletter is distributed free of charge on a quarterly basis to all CSSA members in good standing. The purpose of the newsletter is to keep members across the country informed on the happenings outside their immediate areas, and to provide news, updates, articles of interest etc.

**Protocol:** Under the current editorship, deadlines are set approximately 30 days prior to the newsletter being mailed. This allows the editor time to format the newsletter, wait for any outstanding ads/ad payments, convert it all to a pdf file, put it on disk, take it to the printer, wait for a proof, view the proof, make any changes that are necessary, re-submit pages as required, re-proof a hard copy, and allow 10 days for printing and distribution.

**Printing:** Printing is handled in Winnipeg by Unigraphics. Our contact there, effective Spring 2011, is Bill Hawker ([billh@unigraphics.mb.ca](mailto:billh@unigraphics.mb.ca))

**Distribution:** Distribution is handled in Winnipeg by a company called Dycom, and CSSA is charged for this service. Unigraphics delivers the issues and envelopes to Dycom for distribution. When Unigraphics bills CSSA for the printing, the distribution fee charged by Dycom is included in the printing bill. Postage is billed by Canada Post to Marge Janzen, who forwards the bill to the Treasurer.

**Formatting:** The newsletter is formatted using MS Publisher, and is then converted to a pdf file for printing. It is printed on 11" x 17" paper, then folded and stitched (stapled). The newsletter must therefore be run in multiples of four pages. Due to this, the editor may come up a page or two short, which means a lot of last minute re-formatting, and sometimes an invitation to the members for a last minute ad. Ads are inserted in the order in which they are received. Regardless of the time of pre-booking a space, those ads which arrive last or after deadline may result in an excess of (multiples of four) pages for a given issue and may therefore have to wait for the next issue.

**Advertising:** Under the Canada Post Publications Mail Agreement we are not allowed to advertise, or accept commercial advertising. What we call “Ads” are allowed as “Member Brags” by Canada Post. We therefore cannot put any price information in the newsletter regarding stud fees, nor can we accept advertising of dogs/litters/puppies for sale.

**Ad Content and Size:** Inside ads should be submitted to the editor as jpeg files, as this format loses little quality when converted to pdf format for printing. Ads submitted in other formats such as MS Word, or as pdf files lose quality when converted/re-converted. Again, nothing for sale can be advertised.

Inside ads must measure exactly 8.5” by 11”. Colour inside ads must be crisp and clear and should be at least 350 dpi and about 3.5 MB in size. B&W ads must have the same dimensions but must also have greater contrast if a background image is used in the ad, as B&W ads with busy backgrounds can have loss of clarity when converted to pdf files.

All interior pages are printed on 24# stock regardless of whether the page is text or ad copy.

**Covers:** Covers are in a different category as the jpeg file must measure 8.75” by 11.25” in order to achieve a full bleed. There can be no text closer than ¾” to any edge as the covers are run on larger paper then individually cut down to give full bleed. Resolution for covers must be no less than 400 dpi and preferred file size is 4-5MB. Covers are run on 100# paper.

**Deadlines:** It is essential that all text content be received at or before the deadline, as the text portion requires an astounding amount of fiddling, font re-sizing, line spacing adjustment etc in order to make everything fit. And on that note...

**Directors’ Reports:** News must be limited in each region to no more than one page. I will happily supply a MS Publisher template to any director able to use such, for their area news. Publisher files can be inserted directly into the newsletter without having to be re-formatted.

**Canada Post Regulations:** As mentioned above, we are bound by Canada Post’s Publications Mail Agreement insofar as content is concerned. We are not allowed to include any “loose” documents in the mailing – only the newsletter can go in each envelope. This is why the membership renewal, for example, is re-printed in several issues. (It would be interesting to know how many people actually use the form by tearing it out of the newsletter, or whether they go on-line to print out their renewal form.)

**Problems/Issues:** Receiving area news in the body of an e-mail, or as a MS Word document means a lot more work to convert. The real nightmare occurs when it is cut and pasted from multiple e-mails by the director into one e-mail, which is then sent on to the editor, with a zillion different fonts, font colours, font sizes, and line spacings. It then literally has to be cut and pasted line by line into the newsletter by the editor.

## **REGIONAL DIRECTORS**

### **Duties defined in the Bylaws:**

- Shall provide input to the Board of Directors in relation to the decisions of their regional committees and bodies.

### **Additional duties:**

- Assume responsibility at time of nomination to make every reasonable attempt to attend the Executive Meeting and Annual General Meeting held at the bi-annual National Specialty Show at their own expense. To facilitate attendance two nights accommodation can be expensed to the CSSA if the Regional Director attends both the Executive Meeting. If the Regional Director only attends one of the two aforementioned meetings, only one night accommodation may be expensed.
- Assume responsibility at time of nomination to attend the monthly on-line board meetings, email discussions, and to participate in any mail or electronic vote.
- Encourage and promote educational materials and events such as regional seminars.
- Assume such responsibilities as delegated by the President and Board as a whole.
- Compile a list of potential Nominating Committee members each election year.
- Upon receipt of the list of unpaid member's dues from the Membership Secretary, contact all those in

- your region as a reminder that their dues are unpaid.
- Watch for CKC suspensions of CSSA members in your region and report any to the Treasurer, Recording & Corresponding Secretary and Membership Secretary.
- Directors may send every member in your region a letter requesting their input on any matter of concern to them and bring such matters to the attention of the entire Board at its next meeting.
- Impart information from board meetings in general terms. Encourage members to read the Newsletter for details.

"When a CSSA member passes away, a donation in the amount of \$50 will be sponsored by the CSSA, to where the surviving family has indicated. This will be for the member only and not their family." Motion 10-07 (December 09, 2007).

### **LEGAL COUNSEL AND AUDITORS**

Provides counsel to and advises the Corporation in connection with its legal affairs in such jurisdictions in which such counsel is admitted to practice.

## **SECTION II COMMITTEES**

With the approval of the President, a committee chairman has the right to form their own committee.

A list of the people who volunteered to serve on each committee will be sent to the committee chairman. Each chairman will be encouraged to utilize the volunteers, where possible. Once a committee is formed, the chairman will send a list of the other members of the committee to the President. These people will then be recognized in the Newsletter.

Any appointments to CSSA committees must be CSSA members. Wherever possible, committee chairmen will be rotated on a periodic basis.

Each year, as committees are formed or reaffirmed, committee chairs, as part of their responsibilities, shall forward a list to the Secretary for inclusion on the Yahoo group and Vice President for inclusion in the TM.

Correspondence generated by Board members and chairpersons should be on official CSSA letterhead stationery. Letters should be dated and signed, and include the typed (or printed) name and title (position) of the person sending the letter. Personal and unofficial notes and comments should not be expressed on the official stationery.

All Committee Chairpersons must keep the Corresponding Secretary informed by sending him/her copies of all correspondence sent out on CSSA stationary.

All committees that handle funds shall make a financial report, written or in person, at bi-annually or additionally at the request of the Treasurer.

As per the CSSA Fanciers Inc. Bylaws and by virtue of their positions on the Executive, the President shall automatically be a member of all committees and the Vice-President is automatically chair of all committees.

### **ARCHIVES/LIBRARY**

All club historical records including documents, books and electronic storage devices to be maintained for future reference. At the discretion of the Archivist and the executive, items that are not considered a vital CSSA record will be made available for short term rental to CSSA members for a \$20 rental fee. Available items will be published in the CSSA Newsletter periodically.

### **AWARDS**

Top dog awards in Conformation, Conformation Puppy, Obedience and Versatility are awarded bi-annually at the CSSA National Specialty Banquet. Recognition will include a CSSA provided plaque.

Life Membership and Honorary Membership recognition are awarded bi-annually at the CSSA National Specialty Banquet. Recognition will include a CSSA Name Tag indicating the membership awarded as well as a CSSA provided plaque.

### **BREEDLINES**

Breedlines is published in Dogs In Canada. Member submissions are encouraged and should be made to Breedlines chairperson for consideration and submission to the Dogs In Canada. Publication of any article is at the discretion of Dogs In Canada editors and therefore no guarantee that submissions made will be published.

### **BREED STANDARD**

The CSSA is recognized by the CKC as the keeper of the breed standard for the Shetland Sheepdog in Canada. The current breed standard is:

## ORIGIN AND PURPOSE

The Shetland Sheepdog, like the Collie, traces to the Border Collie of Scotland which, transported to the Shetland Islands and crossed with small, intelligent longhaired breeds, was reduced to miniature proportions. Subsequently crosses were made from time to time with Collies. This breed now bears the same relationship in size and general appearance to the Rough Collie as the Shetland Pony does to some of the larger breeds of horses. Although the resemblance between the Shetland Sheepdog and the Rough Collie is marked, there are differences which may be noted.

## GENERAL APPEARANCE:

The Shetland Sheepdog is a small, alert, rough-coated, longhaired working dog. He must be sound, agile and sturdy. The outline should be so symmetrical that no part appears out of proportion to the whole. Dogs should appear masculine, bitches feminine.

## TEMPERAMENT:

The Shetland Sheepdog is intensely loyal, affectionate, and responsive to his owner. However, he may be reserved towards strangers but not to the point of showing fear or cringing in the ring.

Faults: Shyness, timidity or nervousness. Stubbornness, snappiness, or ill temper.

## SIZE:

The Shetland Sheepdog should stand between 33.02 and 40.64 cm (13-16") at the highest point of the shoulder blade.

Note: Height is determined by a line perpendicular to the ground from the top of the shoulder blades, the dog standing naturally, with forelegs parallel to line of measurement.

## COAT AND COLOUR:

The coat should be double, the outer coat consisting of long, straight, harsh hair; the undercoat short, furry, and so dense as to give the entire coat its "stand-off" quality. The hair on face, tips of ears and feet should be smooth. Mane and frill should be abundant, and particularly impressive in males. The forelegs well feathered, the hind legs heavily so, but smooth below the hock joint. Hair on tail profuse. NOTE: Excess hair on ears, feet and hocks may be trimmed for the show ring. Colour black, blue merle, and sable (ranging from golden through mahogany); marked with varying amounts of white and/or tan. Faults: Coat Short or flat, in whole or in part; wavy, curly, soft or silky. Lack of undercoat. Smooth-coated specimens. Rustiness in a black or blue coat. Washed out or degenerate colours, such as pale sable and faded blue. Self-colour in the case of blue merle, that is, without any merling or mottling and generally appearing as a faded or dilute tricolour. Conspicuous white body spots. Specimens with more than 50 per cent white shall be so severely penalized as to effectively eliminate them from competition.

## HEAD:

The head should be refined and its shape, when viewed from top or side, be a long, blunt wedge tapering slightly from ears to nose, which must be black. Top of skull should be flat, showing no prominence at nauchal crest (the top of the occiput). Cheeks should be flat and should merge smoothly into a well-rounded muzzle. Skull and muzzle should be of equal length, balance point being the inner corner of eye. In profile, the topline of skull should parallel the topline of muzzle, but on a higher plane due to the presence of a slight but definite stop. JAWS clean and powerful. The deep, well-developed underjaw, rounded at the chin, should extend to base of nostril. Lips tight. Upper and lower lips must meet and fit smoothly together all the way around. Teeth level and evenly spaced. Scissors bite. EYES medium size with dark, almond-shaped rims, set somewhat obliquely in skull. Colour must be dark with blue or merle eyes permissible in blue merles only. EARS small and flexible, placed high, carried three-fourths erect, with tips breaking forward. When in repose the ears fold lengthwise and are thrown back into the frill. Contours and chiselling of the head, the shape, set and use of ears, the placement, shape and colour of the eyes, combine to produce expression. Normally the expression should be alert, gentle, intelligent and questioning. Towards strangers the eyes should show watchfulness and reserve, but no fear. Faults: Two-angled head. Too prominent stop, or no stop. Over-fill below, between or above eyes. Prominent nauchal crest. Domed skull. Prominent cheekbones, Snipey muzzle. Short, receding or shallow underjaw, lacking breadth and depth. Overshot or under-shot, missing or

crooked teeth. Teeth visible when mouth is closed. Light, round, large or too small eyes. Prominent haws. Ears set too low. Hound, prick, bat, twisted ears. Leather too thick or too thin.

#### NECK:

Neck should be muscular, arched, and of sufficient length to carry the head proudly. Faults: Too short and thick.

#### FOREQUARTERS:

From the withers the shoulder blades should slope at a 45-degree angle forward and downward to the shoulder joint. At the withers, they are separated only by the vertebra, but they must slope outward sufficiently to accommodate the desired spring of rib. The upper arm should join the shoulder blade as nearly as possible at a right angle. Elbow joint should be equidistant from the ground or from the withers. Forelegs straight viewed from all angles, muscular and clean, and of strong bone. Pasterns very strong, sinewy and flexible. Dewclaws may be removed. Faults: Insufficient angulation between shoulder and upper arm. Upper arm too short. Lack of outward slope of shoulders. Loose shoulders. Turning in or out of elbows. Crooked legs. Light bone.

#### BODY:

In over-all appearance the body should appear moderately long as measured from shoulder joint to ischium (rearmost extremity of the pelvic bone), but much of this length is actually due to the proper angulation and breadth of the shoulder and hindquarter, as the back itself should be comparatively short. Back should be level and strongly muscled. Chest should be deep, the brisket reaching to point of elbow. The ribs should be well sprung, but flattened at their lower half to allow free play of the foreleg and shoulder. There should be a slight arch at the hip bone (pelvis) should be set at a 30-degree angle to the spine. Abdomen moderately tucked up. Faults: Back too long, too short, swayed or roached. Barrel ribs, Slab-sides. Chest narrow and/or too shallow. Croup higher than withers. Croup too straight or too steep.

#### HINDQUARTERS:

The thigh should be broad and muscular. The thighbone should be set into the pelvis at a right angle corresponding to the angle of the shoulder blade and upper arm. Stifle bones join the thighbone and should be distinctly angled at the stifle joint. The over-all length of the stifle should at least equal the length of the thighbone, and preferably, should slightly exceed it. Hock joint should be clean-cut, angular, sinewy, with good bone and strong ligamentation. The hock (metatarsus) should be short and straight viewed from all angles. Dewclaws should be removed. Feet should be oval and compact with the toes well arched and fitting tightly together. Pads deep and tough, nails hard and strong. Faults: Narrow thighs. Cow hocks. Hocks turning out. Poorly defined hock joint. Feet turning in or out. Splay feet. Hare feet. Cat feet.

#### TAIL:

The tail should be sufficiently long so that when it is laid along the back edge of the hind legs the last vertebra will reach the hock joint. Carriage of the tail at rest is straight down or in a slight upward curve. When the dog is alert the tail is normally lifted, but it should not be curved forward over the back. Faults: Too short, twisted at end.

#### GAIT:

The trotting gait of the Shetland Sheepdog should denote effortless speed and smoothness. There should be no jerkiness, nor stiff, stilted, up-and-down movement. The drive should be from the rear, true and straight, dependent upon correct angulation, musculature, and ligamentation of the entire hindquarter, thus allowing the dog to reach well under his body with his hind foot and propel himself forward. Reach of stride of the foreleg is dependant upon correct angulation, musculature and ligamentation of the forequarters, together with correct width of chest and construction of rib cage. The foot should be lifted only enough to clear the ground as the leg swings forward. Viewed from the front, both forelegs and hind legs should move forward almost perpendicular to ground at the walk, slanting a little inward at a slow trot, until at a swift trot the feet are brought so far inward towards centre line of body that the tracks left show two parallel lines of footprints actually touching a centre line at their inner edges. There should be no crossing of the feet or throwing of the weight from side to side. Faults: Stiff, short steps, with a choppy, jerky movement. Mincing steps, with a hopping up and down, or a balancing of weight from side to side (often erroneously admired as a "dancing

gait" but permissible in young puppies). Lifting of front feet in hackney like action resulting in loss of speed and energy. Pacing gait.

**FAULTS:**

Shyness, timidity or nervousness. Stubbornness, snappiness, or ill temper. Coat Short or flat, in whole or in part; wavy, curly, soft or silky. Lack of undercoat. Smooth-coated specimens. Rustiness in a black or blue coat. Washed out or degenerate colours, such as pale sable and faded blue. Self-colour in the case of blue merle, that is, without any merling or mottling and generally appearing as a faded or dilute tricolour. Conspicuous white body spots. Specimens with more than 50 percent white shall be so severely penalized as to effectively eliminate them from competition. Two-angled head. Too prominent stop, or no stop. Over-fill below, between or above eyes. Prominent nauchal crest. Domed skull. Prominent cheekbones, Snipey muzzle. Short, receding or shallow underjaw, lacking breadth and depth. Overshot or under-shot, missing or crooked teeth. Teeth visible when mouth is closed. Light, round, large or too small eyes. Prominent haws. Ears set too low. Hound, prick, bat, twisted ears. Leather too thick or too thin. Too short and thick a neck. Insufficient angulation between shoulder and upper arm. Upper arm too short. Lack of outward slope of shoulders. Loose shoulders. Turning in or out of elbows. Crooked legs. Light bone. Back too long, too short, swayed or roached. Barrel ribs, Slab-sides. Chest narrow and/or too shallow. Croup higher than withers. Croup too straight or too steep. Narrow thighs. Cowhocks. Hocks turning out. Poorly defined hock joint. Feet turning in or out. Splay feet. Hare feet. Cat feet. Tail too short, twisted at end. Stiff, short steps, with a choppy, jerky movement. Mincing steps, with a hopping up and down, or a balancing of weight from side to side (often erroneously admired as a "dancing gait" but permissible in young puppies). Lifting of front feet in hackney-like action resulting in loss of speed and energy. Pacing gait.

**DISQUALIFICATIONS:**

Cryptorchidism in adults over 12 months of age. A Shetland Sheepdog over or under height limits, i.e., 33.02-40.64 cm (13-16 in.) that has been excused at three shows for this reason. Brindle colour.

**Scale of Points**

**General Appearance**

Symmetry .....	10
Temperament.....	10
Coat.....	5 ..... 25

**Head**

Skull and stop.....	5
Muzzle .....	5
Eyes, ears, and expression.....	10 ..... 20

**Body**

Neck and back .....	5
Chest, ribs and brisket .....	10
Loin, croup, and tail.....	5 ..... 20

**Forequarters**

Shoulder .....	10
Forelegs and feet .....	5 ..... 15

**Hindquarters**

Hip, thigh, and stifle.....	10
Hocks and feet .....	5 ..... 15

**Gait**

Smoothness and lack of waste motion when trotting.....	5 ..... 5
--	-----------

<b>TOTAL .....</b>	<b>100</b>
--------------------	------------

**One....Two...**

**The “3 Strikes Rule” explained.....**

**Prepared by Jo Ann Pavey**

In 2005, the CSSA began the lengthy and involved process of changing our breed standard to allow for “three strikes” or three measurements (on three different occasions) taken in the ring by judges to disqualify a dog for undersize or oversize. This was to replace the present system of just one measurement disqualifying a dog, which takes a minimum of 3 months (and often more like 6) to reinstate a dog improperly measured, with all entry fees from that point lost, as the dog could not be shown again until reinstated. Our membership had indicated this is something the vast majority wanted.

The exact change to our standard is as follows (under Disqualifications):

Cryptorchidism in adults over 12 months of age. ~~Heights below or above the desired range, i.e., 13-16 inches (33-41 cm). Brindle colour.~~ **A Shetland Sheepdog over or under the height limits, i.e., 33 cm and 40.6 cm (13”-16”) that has been excused at three shows for this reason.** Brindle colour.

This change was effective JANUARY 1, 2008.

What this means is that a dog is “excused” for measuring out of the size range, instead of “disqualified”. This is recorded in the judge’s book by the judge and tracked in a dog’s file at CKC. Being excused means you CAN show this dog the next day, the next weekend, whenever.....until it has been measured out (excused) three times. Once the dog has measured out 3 times, it is disqualified and cannot be shown again until reinstated. The owner \*could\* apply to have the dog reinstated as per CKC rules, but having measured out at 3 different shows, it is very unlikely that they would be successful.

## **DISCIPLINE**

***As excerpted from the CSSA Fanciers Inc. Bylaws***

### **9. DISCIPLINE**

(a) Any member who is suspended, expelled or deprived of privileges of the Canadian Kennel Club shall automatically be suspended from the Corporation on like terms and conditions, without further action by the board.

(b) Any member may, in writing, lodge a complaint against another member for conduct prejudicial to the best interests of the Corporation or the Canadian Shetland Sheepdog breed. Details must be provided in duplicate to the Membership Secretary, together with such fee as has been established by the board. Such fee shall be forfeited in the event that the complaint is not proceeded with or is determined to be unjustified. The Membership Secretary, upon receiving such complaint, shall within 30 days forward a copy of it together with a notice of hearing to the member who is the subject of such complaint, and each member of the board, or in the alternative any committee established to deal with such complaints. The date of hearing shall be within 90 days of the date of forwarding to the member who is the subject of the complaint. A minimum of four members of the board or an established complaint committee shall administer the hearing and shall determine by majority vote whether the complaint is justified, taking in to account fairness and the rules of natural justice. In the event that the complaint is determined to be justified, the board or complaint committee shall determine, by majority vote, the appropriate penalty to be administered. Notice of the outcome of the hearing shall be provided to the parties within 30 days of the date of the hearing.

(c) In the event that the board or complaint committee determine that the proper penalty is expulsion of a member, the board or complaint committee shall make such recommendation at the next following annual meeting of the Corporation, and following a reading of the complaint, the findings and recommendation, and following an opportunity to speak by the member who is the subject of the complaint, the regular membership shall vote by written ballot on whether to expel. Expulsion may take place on the approval of 2/3 of the regular members. In the event that expulsion

is not approved the matter shall be returned to the board or complaint committee for determination of the proper lesser penalty.

In the event that it is not practical to hold the expulsion meeting at the next annual meeting, the directors may at their discretion authorize a mail-in vote by the regular members. In such event the member who is the subject of the complaint shall be provided the opportunity to include a written submission for inclusion in the information mailed to the regular members. From the time that the board or complaints committee determine that expulsion shall be recommended, until such time as the regular members vote upon such expulsion, the voting rights of the member who is the subject matter of the complaint shall be suspended.

## **JUDGES EDUCATION COMMITTEE**

All CKC Judge's that are qualified to judge Shetland Sheepdogs shall receive an information package including the CSSA/CKC approved Breed Standard and the Illustrated Guide to the Shetland Sheepdog.

## **HERDING**

As at December 2010 - Information Pending

## **HISTORIAN**

Robert Miller is working in conjunction with Cathie Kraemer to the continued development and maintenance of the champions and pedigrees of Canadian Shelties. The CSSA purchased database software, currently with our Historian Cathie Kraemer, to allow for improved capacity to transfer information from Robert Miller.

## **NAC (NATIONAL ADVISORY COMMITTEE)**

To establish common requirements for the National Specialty and offer assistance in it's planning and implementation.

## **NOMINATING COMMITTEE**

See Section VI Nomination & Election Guidelines

## **RESCUE**

CSSA Rescue Policy - January 2010

CSSA Rescue operations will be managed independently from the main operations of the CSSA. This approach was decided on after a year of review and many on line meetings and discussions. The following Motion 06-09 was made and approved:

"That the CSSA Fanciers Inc shall pass a motion at the first meeting of the board of directors in the New Year to set aside a sum of \$2,000 to be allocated to Sheltie Rescue organizations as required. Upon receipt of a letter from a recognized Sheltie Rescue group requesting financial assistance the President, Vice President and a second signing authority may allocate up to a maximum \$500 to that group, once per year."

The executive wanted to formalize rescue assistance without positioning ourselves to deplete our financial resources. Every year the club will vote to set aside \$2000.00 in total. The donation can be for as little as \$50.00 or as great as \$500.00.

The money is given with no receipts required however it is requested that we can report in our records an explanation of how the monies were spent or even a rescue story that can be published in our CSSA magazine.

Procedure:

- "Sheltie Rescue" shall, by CSSA Fanciers Inc operating as Canadian Shetland Sheepdog Association, be defined as any organization who's purpose is to foster and relocate purebred Shetland Sheepdogs.
- Purebred as defined by the CKC breed standard.
- A rescue dog can not be the property or breeding of any member of the rescue organization.

- Rescue organizations must be involved in fund raisers for their group on a yearly basis.
- Sheltie Rescue organizations wishing to receive assistance should identify themselves in writing to the President or Vice-President of the CSSA.
- Sheltie Rescue organizations requesting financial assistance are to be rescuing Canadian Shetland Sheepdogs only.

### **ROMC (REGISTER OF MERIT CANADA)**

The CSSA would like to give a special thanks to Robert Miller for his diligence in maintaining pedigree information about our Shetland Sheepdogs. Without his help the information used in determining ROMC qualifiers would not be available.

The Canadian Shetland Sheepdog Association awards certificates known as REGISTER OF MERIT CANADA (ROMC) to Owners/Breeders of Shetland Sheepdogs that have excelled in producing Champion offspring. In order for a dog to qualify for ROMC status it must meet the following requirements:

**DOG:** Upon application by the owner, a dog will be awarded the ROMC title if he is the sire of **ten** or more CKC Champions, at least 9 of which must be conformation champions and no more than one of which may be an OTCH, with no individual dog counting more than once toward the total. Supporting documentation may be required by the ROMC Chairperson in order to verify the titles listed prior to granting the award.

**BITCH:** Upon application by the owner, a bitch will be awarded the ROMC title if she is the dam of **five** or more CKC Champions at least 4 of which must be conformation champions and no more than one of which may be an OTCH, with no individual dog counting more than once toward the total. Supporting documentation may be required by the ROMC Chairperson in order to verify the titles listed prior to granting the award.

The dog must be verified as the sire/dam of the Canadian Champion offspring.

**NOTE: A dog or bitch which receives an Altered CKC Championship does *not* qualify as get towards the ROMC status of its sire or dam.**

All applications must be made on the approved ROMC application form which is available from the CSSA website or from the ROMC chairperson. Dogs which have met these qualifications will automatically be assigned ROMC titles by the CSSA. This title may be added to the dog's name. **PLEASE NOTE:** This is not a title officially recognized by CKC; and should not be submitted as part of the dog's name on CKC documents; such as; Show Entry Forms; or Litter Applications.

#### Additional Information:

- CSSA Members who are owners or breeders of an eligible Shetland Sheepdog may apply for an ROMC Certificate once they provide proof of being the owner/breeder. One original Certificate will go to the member applicant and one Certificate to an additional member breeder/owner.
- Since the CSSA derives its information from official CKC records, breeder/owners no longer have to apply for this recognition for their Shelties but must apply for the certificates.
- *There is no cost attached for these original Certificates to CSSA Members.* Additional certificates will be given at a cost of \$2.00 each. Non-CSSA members can obtain certificates at a cost of \$10.00 each. Please provide names and mailing addresses.
- Certificates are presented at the CSSA National Specialty following receipt of, and verification of, the application.



## ROMC APPLICATION FORM

NAME OF DOG: \_\_\_\_\_  
Including Any Titles

SIRE: \_\_\_\_\_  
Include Any Titles

DAM: \_\_\_\_\_  
Include Any Titles

BREEDER'S NAME(s): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OWNER'S NAME (s): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

### LIST OF CHAMPION OFFSPRING INCLUDE TITLES

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

If more than 10 please provide additional names

### OTHER REQUIREMENTS

1. Photo of the dog for the ROMC PAGE on the CSSA Website. If emailed please scan at 200 dpi and forward to Linda Millman at ([rumors@exeulink.com](mailto:rumors@exeulink.com)) If no access to email send photo by mail to Linda Millman, 154 Bendamere Avenue, Hamilton, Ontario L9C 1N5. You may also scan the photo and sent to Linda Millman at [rumors@execulink.com](mailto:rumors@execulink.com).
2. Number of Certificates requested \_\_\_\_\_. If more than original allotted certificates please include appropriate fee as outlined in the Qualifications.

## ROMC CHAIRPERSON POSITION DESCRIPTION

### GENERAL ACCOUNTABILITY

This position is accountable for the maintenance of a listing of all Shelties who meet the requirements for Registration of Merit Canadian (ROMC).

### STRUCTURE

This position is one of many reporting to the Executive of the CSSA.

### NATURE AND SCOPE

The CSSA, as a national club dedicated to the promotion and protection of the Shetland Sheepdog, has adopted a set of requirements which honours Shelties for a specific number of titled offspring produced by that Sheltie. For male Shelties this is for siring ten titled offspring and for female Shelties this is for producing five titled offspring. Once the requirements have been met then the Sheltie is entitled to use ROMC after their name.

The CSSA has taken this one step further, for CSSA members, by providing ROMC certificates to those ROMC Sheltie owners and/or breeders that wish to have official recognition in the form of a certificate. The people receiving the certificates are also honoured at the next CSSA National through an awards presentation ceremony.

The duties required to accomplish the above areas follows:

- Maintain a complete listing of all ROMC qualifiers
- Produce ROMC certificates as requested by the members
- Produce Certificates, for a fee, to any non-CSSA members wishing a certificate
- Produce a listing of those certificates produced since the last CSSA National. So they can be used in the next CSSA National awards ceremony.
- Notify the certificate recipients that they will be honoured at the National and that they should make arrangements to have someone pick up the certificates, if they cannot attend themselves
- Produce an annual listing of all ROMC Shelties, so it can be published in the CSSA Newsletter

The CSSA has also chosen to honour the top Conformation and Obedience Sheltie for each year since the last CSSA National.

The duties required for this function are:

- Obtain a listing of the Top Conformation and Obedience Sheltie from the CSSA Newsletter.
- Determine the highest standing Sheltie owned by a CSSA member
- Produce the appropriate certificate for the top sheltie
- Make arrangements to have the certificate mounted on a plaque
- Notify the intended recipient that they will be presenting the plaque at the next CSSA National and that they should make arrangements to have someone pick up the certificates, if they cannot attend themselves
- Send the plaque to the CSSA President to be presented at the next CSSA National awards ceremony

### REQUIREMENTS

- software that can produce certificates (currently use Print Artist)
- CSSA seal stamp
- Certificate paper and seals
- email software

# VERSATILITY AWARDS



## CANADIAN SHETLAND SHEEPDOG ASSOCIATION VC/VCX APPLICATION FORM

Application For: Versatility Certificate (VC) \_\_\_\_\_ Versatility Excellent Certificate (VCX) \_\_\_\_\_

Mail Award to: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ P.C. \_\_\_\_\_

Dog's Registered Name: \_\_\_\_\_

CKC Registered Number \_\_\_\_\_ Sex \_\_\_\_\_ Birth Date \_\_\_\_\_

Breeder \_\_\_\_\_

Sire: \_\_\_\_\_

Dam: \_\_\_\_\_

Owner \_\_\_\_\_

Please indicate the highest achievement earned in each Category by circling the points earned. If you have more than one title in a category you will only receive points for the highest title.

The dog must have at least 1 point in Conformation and one point in at least 3 of the 5 performance areas, and a total of 6 Points for VC

The dog must have at least 3 points in Conformation and at least 2 points in 3 of the 5 Performance Areas and a total of 10 Points for VCX.

Please complete **both** pages of this application **in full** and mail to:

Sharon Palmer  
72 Moore Avenue  
Everett Ontario L0M 1J0



## **WEB SITE**

The CSSA Webmaster is responsible to maintain the accessibility of the CSSA website by ensuring that the domain name and web host of the CSSA are secured and paid for in a timely fashion. Additionally, the webmaster will edit and add content as directed by the executive of the CSSA. Regular updates to existing sections of the website can be made at the discretion of the webmaster with out prior clearance with the executive.

CSSA Website is:        [www.canadianshelties.com](http://www.canadianshelties.com)

## **SECTION III**

### **NATIONAL SPECIALTY**

National Specialty Policies and Procedures are available under separate cover

## **SECTION IV**

### **REGIONAL EVENTS**

#### **Policy for Regional Events**

This policy is to provide direction and a consistent approach to regional CSSA members and/or CKC recognized CSSA member Shetland Sheepdog clubs (referred to as "Club" in this document) in the use of the Canadian Shetland Sheepdog Association's endorsement and sponsorship as requested for regional events ensuring the objectives of the CSSA are fulfilled.

Regional Events include all Canadian Kennel Club (CKC) Official Events (conformation and performance), as well as unofficial events, such as, but not limited to, boosters, matches (conformation and performance), health clinics, seminars, etc. Fund raising for any of these events or in support of the national Canadian Shetland Sheepdog Association is also covered by this policy.

1. The Regional CSSA Director would notify the CSSA Executive of the intent of Regional CSSA members or member Club to hold a regional event under CSSA endorsement. This notification must be received, in writing, by the CSSA Executive at least three (3) months, prior to the event date. CKC event approval timeframes take precedence and regional CSSA members or Clubs must notify the CSSA Executive prior to requesting approval for the event from CKC. The application should include the type of event, location, date and any available information, including a draft budget and request for advance of funds if required. CSSA Regional Specialty Guidelines are applicable in all conformation events approved. All applications will be reviewed on a case by case basis.
2. The CSSA Regional members or Sheltie Club will be responsible to draft a budget for the specific event and adjust that budget as required to ensure there is no net loss of funds to the organizing group holding the Regional Event.
3. The CSSA Regional Director may apply on behalf of the organizer of the event to the CSSA Executive for an advance of funds to pay start up expenses before the Regional Event.
4. Repayment of the advance of funds must be made whether the regional event has a profit or loss and will be included with the documentation provided within three months of the conclusion of the Regional Event.
5. The net proceeds after expenses and repayment of any advance of funds by the CSSA would be proportioned with 20% submitted to the CSSA General Account and 80% retained within or to the credit of the Region holding the Region Event for future events. Should the regional CSSA members choose not to open a bank account, the CSSA Treasurer may, upon request of the event organizers, hold the Region's portion of the net proceeds to the credit of the Region.
6. Regional CSSA members or Clubs, which open a bank account, are responsible for all charges incurred with the bank account. For CSSA Regional members, the bank account will have three signatories including the current CSSA Regional Director and all cheques must be signed by two (2) of the three signatories. One of the signatories must be designated and be responsible to provide an accounting, using commonly accepted accounting principles of income and expenses to the CSSA regional members and the CSSA Treasurer for any Regional Event sponsored or endorsed by the CSSA. This must be accomplished within three months of the regional event. That same designated signatory must provide a complete balance sheet of the bank account to the CSSA Treasurer at least once every six months (twice a year).
7. If within four (4) years of a Regional Event, the CSSA Regional members have not held another event, the CSSA Regional Director at that time will submit the balance of funds in the bank account to the CSSA General Account. The Regional Director may indicate to the CSSA Executive a preference from the CSSA Regional members for the directed use of those funds.
8. An extension to this timeframe may be considered by the Executive on a case by case basis only. For an extension to be considered, the current CSSA Regional Director must submit in writing, such a request with supporting rationale to the Executive for consideration.
9. This policy comes into effect January 1, 2009.

December 2008

APPLICATION TO HOLD A CSSA REGIONAL EVENT

Name of Applicant(s): \_\_\_\_\_

Name of CSSA Area Director: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Proposed Date of Event: \_\_\_\_\_

To be Held with Another Event: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes specify Name of event, dates, location, if no the provide location of proposed event;

\_\_\_\_\_

I have enclosed a preliminary budget for the event: Yes \_\_\_\_\_ No \_\_\_\_\_

Provide reason for no preliminary budget including date it would be available:

\_\_\_\_\_

\_\_\_\_\_

If the proposed CSSA Regional Event is a CKC Specialty Conformation Show, Obedience Trail, Rally Trial, Herding Trial the following portion must be completed;

Breeder-judge selected or proposed (name all choices, if applicable): \_\_\_\_\_

\_\_\_\_\_

Name of closest Sheltie Club, Collie/Sheltie Club, and/or Group 7 (Herding) Specialty Club:

\_\_\_\_\_

Usual Date of their Specialty: \_\_\_\_\_

Signature of CSSA Area Director: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Officer of local Sheltie Club, Collie/Sheltie Club and/or Group 7 (Herding) Specialty Club, if applicable:

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

I have read, signed, and hereto attach a copy of the Guidelines for Holding a CSSA Regional Event. I understand and agree to be bound by same.

Signature of Applicant(s): \_\_\_\_\_

Date: \_\_\_\_\_

## SECTION V

# FINANCIAL GUIDELINES

Prepared by: Laura Thompson October 23, 2000

Reviewed by: Pat Ristau

Passed by Executive Vote April 2002

### Care and Maintenance of the CSSA Treasurer

This is a quick guide to help and assist not only our Treasurer but also all members, especially Director's keep track of the Associations money. We need to keep better track and control over the dollars that come and go from the association

Two important rules to always remember:

- All financial transactions (both money coming in and going out) require documentation to go along with it.
- No one can spend money unless previously authorized to do so.

Now what does this mean to me and how do I apply it?

For members in charge of a revenue-generating event: (e.g. selling tickets, running a seminar, holding classes, etc.)

If you are holding an event that requires an expenditure prior to the conclusion of the event you may pay these expenditures out of an advance that was received from the CSSA or the funds that have been taken in. For example, advertising, printing costs, postage, labels, instructor fees etc. travel expenses, remember to retain any invoices for your records and to return any advances at the conclusion of the event.

All money taken in must have a corresponding receipt. There are several ways this can be done:

- a) Use a three-part receipt book; one part goes to the person paying, you keep the book and the other copy goes along with the money to the Treasurer and your total should correspond to the amount submitted.
- b) Use numbered tickets, the money submitted plus the unsold tickets are given to the Treasurer and should add up to the amount of tickets printed.
- c) Count the items for sale and then, as in (b), submit the amount unsold and the money collected with a summary.

Cash count and cheque listing should document amounts given to the Treasurer for deposit.

Not sure of the best way to handle your task? Ask the Treasurer or the Executive.

Note: BOOSTERS' - If a director or member of the CSSA wishes to sponsor a Booster in conjunction with an All-Breed Show and or Trial, this is encouraged however the CSSA does not reimburse members/directors for prizes allocated. Most all-breed clubs pay a Specialty club to host a Booster. Booster holders are encouraged to solicit prizes/donations for their Boosters. The CSSA does not purchase prizes for boosters'.

For members in charge of events which cost money: (such as the National Specialty or a fundraising project where not enough of an item is sold, or participants attend.

Depending on the event, a budget will be approved either by the executive or the membership. Your input on the amount (budget) will be necessary. Once approved, this is your responsibility to control!

Anyone else working with you (usually the chair of a committee or event) on these events must get your

approval for expenditures and you (the chair) must advise the Treasurer of these approvals prior to the invoices arriving. If not, these invoices will be returned unpaid, marked unauthorized. Although every event is different it is advisable that only the chair-person(s) handle this to ensure that they are aware of all purchases being made that can affect the budget. You might want to discuss your preferences with the Treasurer. And you will want to make sure that each and every member of the committee understands these guidelines.

If it appears that you may need to go over the approved budget, the reasons and the new amount must be resubmitted for approval by the appropriate body.

Floats or Advances will only be issued for out-of-pocket expenses and complete documentation with receipts must be submitted immediately after the event for which the float or advance was authorized. Items, which can be paid in any other manner, must be done that way. (From an interest-earning viewpoint floats are the most expensive way to pay.) Monies that are advance at the beginning of each new term of office are as follows:

\* President, Secretary, Treasurer, Newsletter - \$100.00

\* Membership - \$200.00

\* Director's – re-reimbursed when Director's Expense Claim Form received with attached receipts.

At the end of an event the chair or designate must submit a breakdown of all income and expenditures to the Treasurer.

#### For members who need money

In addition to the above situations, certain individuals may need to be reimbursed for funds spent or have invoices paid:

- All amounts must receive the proper approvals before being spent (by the chairperson of your committee, the Treasurer, the executive, etc.)
- If the funds are payable to you, complete a Directors Expense Claim form (ask the Treasurer for some), attach the appropriate receipts. Keep the yellow copy for your records.
- If the money is needed with the receipt to follow, you will still need to submit a signed invoice and then provide the Treasurer with the appropriate receipts later.
- Never authorize an invoice from an outside company without advising the Treasurer. As they need to be able to verify amounts before paying the bills.
- Directors should have Expense claims in to the Treasurer no later than January 15th of each year.
- Proper handling of both the revenues and expenses increases the potential in having our financial house in order.

## SECTION VI

# NOMINATION & ELECTION GUIDELINES

### Nomination Guidelines

- The Election Committee shall solicit nominations for officers from the regular membership by August 01<sup>st</sup>. All board members will be contacted by the Elections Committee to see if they are willing to serve another term in their current position, if yes, nominators will not be required for these positions.
- All nominators and nominees **must be regular members** in good standing.
- E-mail nominations will be accepted.
  - Members that are eligible to nominate a candidate will be allowed to do so by email as long as same information is provided that is on the nomination form and sufficient number of nominations are received for that candidate either by the email system or by mail.
- Any member of the elections Committee who becomes a candidate for office shall resign from the Committee; replacements shall be made by the Board or the Elections Chair depending on the position (e.g. chair – board, committee – elections chair). No member of the Board (directors excluded) may serve on the Elections Committee and no one who has been a member of the Elections Committee within (20) twenty days of an election, may run for office.
- The Membership Chair will provide to the Elections Committee Chair a complete list of regular members upon request.
- All nominators and nominees shall be verified for status regular, regular-joint, associate.
- A slate of officers will be prepared for the executive and the fall newsletter issue (no later than September 01<sup>st</sup>).

### Election Committee Guidelines

October 18, 2000 – 1st Draft; August 20, 2001 – 2nd Draft

April 2002 – Approved by the Board

Prepared by Laura Thompson

- a) A Nomination Committee, consisting of 5 Regular members must nominate candidates for election of Corporate Directors. The election committee shall be chaired by a member appointed by the President. That chairperson shall then appoint four regular members to the election committee.
- b) All candidates must be regular members.
- c) Nominations for election as directors shall be submitted in writing to the board by no later than August 1 of each election year. Nomination forms will be made available from the Newsletter editor and the heads of each regional committee.
- d) Voting will be by written ballot following a mailing to each regular and regular life member, with final returns of such ballots to be completed on November 1 of each election year, and the newly elected directors shall commence their positions on the following January 1 of each election year.
- e) There shall be voting allowed by use of proxy. Any proxy holder must be either the spouse of the member executing such proxy, or must be a member of the Corporation. Proxies must be in written form and a reminder of a right to use a proxy will be attached to the notice of meeting provided in the mailing to members.
- f) The election committee shall preside over tabulation and any requirement of a secret ballot. Publication of results will follow in the next newsletter of the Corporation. The election committee shall oversee nominations and administer the election process including tabulation ballots and forwarding results to the Newspaper editor for publication.
- g) Regional directors shall be nominated by the regions as provided for in Section 7, and such nominees shall be submitted to the election committee by August 1 of each year, to be included in the election process provided herein.

CSSA Nomination Form

Position Nominated For: \_\_\_\_\_

Nominee Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: (\_\_\_\_) \_\_\_\_\_ Membership Number: \_\_\_\_\_  
E-mail address \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Phone verification will not be required if signature is obtained*

Nominator Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: (\_\_\_\_) \_\_\_\_\_ Membership Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Positions	
President	<b>Directors:</b> From within the 6 Regions of Canada: Atlantic Provinces, Quebec, Ontario, Prairie Provinces, British Columbia and the Yukon and Northwest Territories. No more than 3 Directors may reside in the same region:  British Columbia Alberta Saskatchewan/Manitoba Ontario North Ontario South Ontario East (includes Quebec) Atlantic (NF, NS, NB, PEI)
Vice-President	
Secretary	
Treasurer	
Membership	
Newsletter Editor	
The above positions Require 5 nominators	The above positions Require 2 nominators

Please submit nomination form

To: Nominations Chair  
123 Main Street

By: August 01<sup>st</sup>, 2010

## SECTION VII

# PUBLICATION GUIDELINES

### GENERAL

- All CSSA publications (i.e. newsletter, premium list, show/trial catalogue, judges' handout, etc.) will display the CSSA official logo on the cover. The size of the logo is at the discretion of the Editor, but must be legible.
- All CSSA publications shall be published in a professional manner (e.g. no third generation photocopies).
- All publications will adhere to the principles of plain language.
- Informal documents (e.g. match entry forms) need not display the logo unless convenient to do so.
- The CSSA newsletter and the CSSA show/trial catalogue must contain a disclaimer approved by the Executive relative to material published therein.
- Any electronic media (e.g. web pages, templates) will adhere to these guidelines.

### NEWSLETTER

- CSSA newsletter will be published 4 times per year.
- The Editor has authority to reject any submissions of reprinted articles or articles previously published elsewhere as he/she sees fit. Rejection may be due to improper content (e.g. offensive, inflammatory, contentious, or libelous material), size considerations, or other practical reasons. The Editor will notify the submitter of such rejections by phone and/or email – if unable to do so, a letter will be sent. For articles of this type, the Editor shall ensure that the article has been submitted with the appropriate authority to reprint, and shall credit any authors or other publications as necessary.
- Should the Editor reject a submission of previously published material, no arguments with the Editor will be permitted; the Editor has full authority to refuse these submissions.
- The Editor shall review ads and original submissions for content and appropriateness. Should the Editor feel the ads or other original submissions may be problematic (e.g. offensive, inflammatory, contentious, or libelous material), the Editor will refer the issue to the CSSA President or Vice President for a decision of the Executive. The President or Vice President will then confer with the Executive to reach a decision expeditiously. Should the Executive decide to reject the submission, the Executive will so inform the submitter and the Editor by phone and/or email, followed up with a letter to the submitter (signing and mailing a printout of the email will suffice). Should the Executive decide to accept the submission, the Editor will be informed as quickly as possible.
- Any submissions received by the newsletter Editor after the deadline may be held over till the next newsletter for publication. The Editor may adhere to the deadline with no recourse by any submitters.
- Club news and informative articles are always to be desired in the newsletter. While it is beneficial to encourage advertising, the main purpose of the newsletter must always to educate and inform the membership.
- All material must be submitted to the Editor camera-ready. This means that it is ready to go directly to the printer without requiring any additional work. The only exception is that pictures may be cropped to fit into the ads or articles as requested by the submitter.
- If the newsletter Editor finds reason to edit material, he/she should contact the submitter to inform them of such. If the submitter does not agree with the editing, he/she may withdraw the submission.
- Placement of ads, articles, reports, etc., is entirely at the discretion of the Editor (with the exception of the President's Page). However, when an additional fee for preferred placement is paid, the preferred placement advertisers will choose their location on a first-come, first-served basis. The Editor will inform the advertisers if their preferred spot is available, and request alternate instructions if not.
- It is the Editor's job to ensure the maximum use of space in the newsletter. As such, he/she may place non-preferred-placement ads in any location that fulfills this requirement. However, paid ads will be placed on odd numbered pages where possible, or on facing or sequential pages if a number of pages are submitted by the same advertiser.

- Provincial Directors are required to submit news about their district in every newsletter. A one-page minimum is required; a three-page maximum is suggested. Additional pages will be permitted when covering CSSA events such as the National or Herding Trials.
- These Provincial Directors' pages shall be restricted to items of interest to CSSA members and Shetland Sheepdog fanciers, and shall pertain to provincial events or provincial member happenings. Advertising is not permitted in these Provincial Directors' pages, with the exception of brief announcements of members' litters or inclusion of show results by the members.
- The President will submit a summation of CSSA/CSSA Executive business for each newsletter. This President's Page will be included near the beginning of the Newsletter, within the first five pages.
- Any additional material that the Executive desires to publish will be accepted and included in the newsletter, once the President has notified the Editor. This may include special events, National results, or extraordinary items as decided by the Executive.

#### SHOW/TRIAL CATALOGUE

- The catalogue Editor will follow the same basic guidelines as the newsletter Editor for any rejection of submissions.

#### FORMS AND BOOKLETS

- All standard forms and booklets of the CSSA must display the CSSA logo on the first page.
- CSSA forms and publications will display the revision date.
- The CSSA Secretary will maintain copies of all official club forms -and booklets, for copying purposes.
- The CSSA Secretary will monitor reordering of official forms and booklets. Before an order is placed, the Secretary shall be contacted to determine if a supply is on hand that could be made available without incurring unreasonable shipping costs. If permission is given to reorder, the quantity ordered will be reported to the Secretary so that he/she remains aware of supplies available.
- If new forms or booklets are approved, old stock shall be used up rather than discarded, unless there are concerns about the content of the old stock.

#### GUIDELINES IN EFFECT

The CSSA Executive must approve any deviation from these guidelines. Amendments to these guidelines will be dated and signed.

#### COMMITTEE

The CSSA Executive and members acknowledges the work of the committee as follows:

Carol Williams – Chair  
Marge Janzen  
Yvonne Halkow

Publications Guidelines approved by CSSA Board on date:

April 21, 2002

President, Laura Thompson

## SECTION VIII

### MOTIONS OF THE BOARD OF DIRECTORS

Motions will continue to be added here as new motions occur. Additionally, motions from previous years will be added here as they are located in the CSSA archives.

---

#### 2010

##### **Motion 01-10 (January 12, 2010)**

"That we accept the Application for a Regional Event as submitted by Donna McCulloch to be held on August 1st, 2010 in conjunction with the Barrie Kennel Club All Breed show in Orillia, Ontario."

##### **Motion 02-10 (February 01, 2010)**

"That the proposed and attached revision of the Code of Honour dated January 26, 2010 be presented to the members of the CSSA for their comment."

##### **Motion 03-10 (February 22, 2010)**

"That the CSSA Fanciers Inc shall direct the Treasurer to set aside \$2000.00 to be used by the President or Vice President upon receipt of a letter from a recognized Canadian Sheltie Rescue Group as per motion 06-09 which reads:

That the CSSA Fanciers Inc shall pass a motion at the first meeting of the board of directors in the New Year to set aside a sum of \$2,000 to be allocated to Sheltie Rescue organizations as required. Upon receipt of a letter from a recognized Sheltie Rescue group requesting financial assistance the President, Vice President and a second signing authority may allocate up to \$500 to that group, a maximum of once per year."

##### **Motion 04-10 (April 22, 2010)**

"That the inventory of pins from 1992 National Specialty be given to the 2010 National Specialty planning committee for their use at the 2010 AGM."

##### **Motion 05-10 (April 22, 2010)**

Code of Honour/Ethics: "That we accept the revised Code of Honour/Code of Ethics as presented to the Executive on April 20, 2010, and that we present it to membership at the Annual General Meeting for approval".

##### **Motion 06-10 (May 01, 2010)**

CSSA Annual General Meeting – Saskatoon, SK May 01, 2010 - (i) Past President, Motion 04-08 - The background on this motion was included in the handout package. This motion was passed by the Executive on June 9<sup>th</sup> 2008 (Nominally as a new Section 7 (c), pending Incorporation) "That the tenure of the role of a past president is limited to one term.", pending a vote by the general membership. All in favour. Motion carried.

##### **Motion 07-10 (May 01, 2010)**

CSSA Annual General Meeting – Saskatoon, SK May 01, 2010 – (ii) Code of Honour Revision - "Moved that we accept the Code of Honour, now Code of Ethics as amended, namely Item 5 to add after "laboratories", "unless sanctioned by the CSSA". In favour – 41. Against – 7. Motion #07-10 carried.

##### **Motion 08-10 (May 18, 2010)**

"That we now allow membership payment via PayPal."

**Motion 09-10 (June 23 2010)**

"That the Executive establish and develop guidelines/procedures for a National Specialty Committee".

**Motion 10-10 (August 19, 2010)**

"That the 2012 National will be hosted by Ontario South at Ancaster Fair Grounds."

**Motion 11-10 (August 19, 2010)**

"That the CSSA Ontario South be approved to host a Regional Specialty at the same location as the 2012 National to follow the National."

**Motion 12-10 (October 03, 2010)**

"That the CSSA donate \$500.00 if requested, to the Quinte Humane Society for the care of the seized Shelties in Belleville, Ontario."

**Motion 13-10 (November 29, 2010)**

"That we add the Transition Manual to the current CSSA website."

---

**2009**

**Motion 01-09 (January 20, 2009)**

"That CSSA Fanciers Inc. donates \$1000.00 to the Dog Legislation Council of Canada in support of their efforts to stop breed specific legislation, said donation to be made prior to the January 23 2009 deadline."

**Motion 02-09 - Director Vacancy (January 22, 2009)**

"That Brian Reid is appointed to fill the vacant Director position for NB, PEI, NF/Labrador for the 2009/2010 term"

**Motion 03-09 (May 20, 2009)**

"That the CSSA donate \$1,000.00 to the Southern Ontario Sheltie rescue group".

**Motion 04-09 (June 08, 2009)**

"That CSSA will not support a Regional Specialty held in conjunction with two All Breed shows on the same day."

**Motion 05-09 (August 10, 2009)**

"That we accept the new Regional Events Application (Form)."

**Motion 06-09 (November 02, 2009)**

"That CSSA Fanciers Inc. approves the Ontario East application for a Regional Specialty Show to be held June 19, 2010.

**Motion 07-09 (December 04, 2009)**

"That the CSSA Fanciers Inc shall pass a motion at the first meeting of the board of directors in the New Year to set aside a sum of \$2,000 to be allocated to Sheltie Rescue organizations as required. Upon receipt of a letter from a recognized Sheltie Rescue group requesting financial assistance the President, Vice President and a second signing authority may allocate up to \$500 to that group, a maximum of once per year."

---

## 2008

### **Motion 01-08: (January 08, 2008)**

"That the CSSA should advertise the Calgary 2008 CSSA National in the catalogue of upcoming CSSA Regional Specialty hosted by Ontario South, at a cost of \$50.00, said amount being paid by the CSSA."

### **Motion 02-08 (March 27, 2008)**

"That Cathie Kramer be reimbursed for Pedigree software and pedigree supplement expenditures as detailed in her request to the CSSA Executive, amount totaling \$358.82, all purchases to be the property of the Canadian Shetland Sheepdog Association and passed as necessary to the person responsible for maintaining the pedigree program on behalf of the CSSA."

### **Motion 03-08 (April 23, 2008)**

"That the CSSA executive gives Cathie Newans permission to hold a Sheltie Regional Specialty in Yorkton on August 22, 2009 in conjunction with the Shamrock Kennel & Obedience Club's shows".

### **Motion 04-08: (June 09, 2008)**

(Nominally as a new Section 7 (c), pending Incorporation)

"That the tenure of the role of a past president is limited to one term."

### **Motion 05-08 (August 04, 2008)**

"That CSSA purchase for executive use, a copy of Microsoft Office Home & Students, said program to be used by any executive member in pursuit of CSSA related club business."

### **Motion 06-08 (November 10, 2008)**

"Motion to accept the version as stated below to be used as our public representation:  
CSSA Fanciers Inc. o/a Canadian Shetland Sheepdog Association."

### **Motion 07-08 (November 12, 2008)**

"To accept Laura Thompson as a Life member based on the election results."

### **Motion 08-08 (December 21, 2008)**

"That the Policy for Regional Events as submitted by Karen Henley on December 18, 2008, be accepted."

---

## 2007

### **Motion 01-07 (January 08, 2007)**

"That CSSA will no longer issue membership cards. Receipts for payment of membership dues will no longer be sent automatically to all members. However, receipts will be available upon individual request."

### **Motion 02-07 – corrected (April 27, 2007)**

"That Ontario South has the authority to host a CSSA Regional Specialty in conjunction with the Elgin County Kennel Club."

### **Motion 03-07 (May 30, 2007)**

"That CSSA Inc. donates \$500.00 to the 2007 Canadian Agility Team to help offset the expenses incurred in attending the 2007 World Championship."

### **Motion 04-07 (October 19, 2007)**

"That the CSSA approve the Regional Specialty Application made by Bettijane Flanagan to host a Regional Specialty on June 28, 2008 in conjunction with the Argus Kennel Club."

**Motion 05-07 (October 24, 2007) RESCINDED BY MOTION 09-07**

That "Membership fees be increased by \$10.00 for all categories of membership, effective March 1, 2008. The late fee shall remain at \$10.00 and the initiation fee shall remain at \$20.00."

**Motion 06-07 (November 01, 2007)**

"That we accept the Letter of Intent from the SASSA to host the 2010 National".

**Motion 07-07 (November 11, 2007)**

"That we begin at today's date and moving forward that all Regional Minutes be printed in the newsletter and a copy submitted to the Secretary for filing."

**Motion 08-07 (November 12, 2007)**

"That we do not publish regional minutes for meetings held prior to November 6, 2007 that have missed publication, however that those missed minutes be sent to the Secretary for filing".

**Motion 09-07 (November 12, 2007)**

"That Motion 05-07 be rescinded and replaced with the following:

Membership fees are increased as follows:

1. Regular and Associate members      \$35.00
2. Foreign Members                        \$35.00 US funds
3. Club Affiliates                            \$40.00
4. Junior Members (under 18 yrs.)      \$30.00
5. Joint Membership                        \$55.00

Effective March 01, 2008. The late fee shall remain at \$10.00 and the initiation fee shall remain at \$20.00."

**Motion 10-07 (December 09, 2007)**

"That when a CSSA member passes away, a donation in the amount of \$50 be sponsored by the CSSA, to where the surviving family has indicated. This will be for the member only and not their family."

**Motion # (June 2006)**

"That the CSSA accept and implement the CSSA Regional Specialty Guidelines and CSSA Regional Specialty Application dated December 5, 2006."

# SECTION IX

## SAMPLE DOCUMENTS



### ANNUAL GENERAL MEETING OF CSSA FANCIERS INC.

#### PROXY VOTING FORM

For the use of the Member of CSSA Fanciers Inc. operating as Canadian Shetland Sheepdog Association, who is unable to attend the Annual General Meeting of the CSSA Fanciers Inc. to be held on

I,

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

CSSA Member Number: \_\_\_\_\_

being a voting Member of CSSA Fanciers Inc., hereby appoints:

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

CSSA Member Number: \_\_\_\_\_

As my proxy to vote as she/he chooses ON MY BEHALF. If further understand that:

- My proxy vote will only be counted if a regular quorum of members is established first and that my proxy will not be used to establish said quorum.
- My proxy vote may be used to vote on issues that are not known to me and may occur at the Annual General Meeting without my knowledge.
- My Proxy vote will is to be used as directed in the known issues as follows:

Vote 1: (identify topic details and vote); Vote 2: (identify topic details and vote); etc

\_\_\_\_\_  
Signature of Member assigning proxy

\_\_\_\_\_  
Signature of Member receiving proxy

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**This form must be received by the Membership Chair of CSSA Fanciers Inc. at the Annual General Meeting to be held at \_\_\_\_ am/pm on (day, date) in \_\_\_\_\_.**

**(form must be in ink, complete and correct or the form is considered void)**

CSSA Use Only	
<input type="checkbox"/> ACCEPTED	<input type="checkbox"/> DECLINED
Signature: _____	
Date: _____	

## **Entrusting Your Vote**

Members holding voting rights may give their vote to another member also holding voting rights. They should, however, keep the following in mind:

1. Know the person to whom they are entrusting their vote,
2. Share their opinion on how they wish that person to vote for them,
3. Realize that the person holding their proxy may hear discussions at the meeting that could shed a different light on an issue (so discuss the flexibility of your vote),
4. Fill out the form on this page accurately (the blank form may be reproduced if necessary)

When proxy forms are received member names will be cross checked that both members named on the form hold voting privileges and that the information on the form is accurate. Forms unsigned, filled in incorrectly or not filled in completely will be considered void. Forms sent by FAX or email will be declared void. Forms must be completed in ink.

## **Information for members who carry proxies at the AGM:**

1. Know the persons whose votes you carry and discuss with them how they want to vote on issues.
2. You must present your original proxy vote forms to the CSSA Membership Chairperson no later than 1 hour prior to the start of the AGM.
3. Proxy votes are non-transferable. They cannot be given to someone else in attendance at the meeting.
4. During the meeting, participate in discussions. If information is presented that could change the opinion of member whose vote you carry, vote according to your own opinion or withhold your proxy vote. Time will not allow for you to contact them.
5. Always carry your proxies with you. If they are lost, you may not be able to retrieve them to vote.