

# **Berger Picard Club of America**

## **Job Descriptions**

### **Committee (responsibilities/procedures/duties)**

### **Standing rules and policies**

This manual is provided for the officers and membership of the BPCA. These policies and standing rules are put into place to further clarify, but not be in direct conflict with the Club's Bylaws. As such, this is a living document and can be changed from time to time, following RRONR (2/3rds vote of entire Board to change previous board action) as the Club experiences growth and progress, state and federal laws change, AKC rules change, etc.

The Constitution and Bylaws (AKC pre-approved) were approved by the Board of Directors of the BPCA in June of 2015. The membership approved them by ballot vote in August of 2015. Once becoming a member Club, the amendments to the Constitution and Bylaws were approved by a membership ballot vote in April of 2017.

***The date following each policy is the date the Board approved that policy.***

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## **President: Job Description**

The President shall preside at all meetings of the Club and of the Board, and shall have the duties and powers normally appurtenant to the office of President in addition to those particularly specified in these bylaws. The President shall have the right to call meetings, and coordinate officers, committees, and Board. In addition, following the election of a new President, the former President shall attend the Board meetings as Immediate Past President and may, at the discretion of the Board, sit on the Board for a period of one (1) year in a non-voting, and advisory capacity only. In such capacity the Immediate Past President may attend any and all Board meetings with the exception of executive sessions during the initial year of his/her immediate successor's term of office.

- Delegates and appoints club members as needed
- Works with Board and other club members with planning and organizing club events
- Attends as many committee meetings as possible
- Works with Board members regarding ongoing analysis of Club meetings and operations
- Setting goals and continuously monitoring the Club's progress toward those goals
- Problem solving
- Recruiting and retaining members
- Assist in training Club officers, Board and committee chairpersons
- Appoint and delegate chairpersons and committees to advance the work of the Club in such matters as dog shows, trials and testing. This includes trophies, annual prizes and other areas which may be well served by committees
- Continue to work with judges education, planning seminars, ringside mentoring, etc.
- Continue to work with AKC for the preservation and protection of the Berger Picard

## **Vice President: Job Description**

The Vice President shall assist the President in any duties needed, including any and all duties of the President. The Vice President shall perform any duties of the President if

he/she is unable to perform them. This would include Board meetings, general meetings of the Club, meet the breed events, judges education, etc.

## **Treasurer: Job Description**

### **Responsibility:**

The Treasurer shall collect and receive all moneys due or belonging to the Club and inform the Board of its fiscal state by providing monthly accountings of the Club's assets.

### **Procedures:**

- Moneys shall be deposited in a bank approved by the Board, in the name of the Club.
- The Club's bank account shall have as signatories on the account the Treasurer and President of the Club.
- The books of accounting of the Club shall at all times be open to inspection by the Board, by a committee designated by the Board or by a professional auditing agency designated by the Board and a report shall be given at every meeting of the condition of the Club's finances and every item of receipt or payment not before reported.
- At the annual meeting an accounting shall be rendered of all moneys received and expended during the previous fiscal year.
- The Treasurer may be bonded in such amount as the Board of Directors shall determine appropriate, but not to be less than the assets of the Club.

### **Duties:**

- Send out the membership dues notices in November of each year
- Maintain a membership list of those members in good standing for the purpose of Club voting, qualifying for trophy sponsorship, the qualifying and retiring of challenge trophies, the paying of dues, Club mailings, social media groups and the sponsoring of new members.
- Make sure the yearly AKC membership dues and Incorporation dues are paid
- Serve on the Finance Committee
- Sign all financial contracts for Club functions
- Serve as the Specialty Show Treasurer

## **Corresponding Secretary: Job Description**

The Corresponding Secretary shall have charge of the correspondence, notify members of meetings, notify new members of their election to membership, receiving and processing membership applications, notify officers and Directors of their election to office, keep a roll of the members of the Club with their addresses and phone numbers, e-mails, type of membership, and carry out such other duties as are prescribed in these Bylaws. Further, the Corresponding Secretary shall be responsible for sending to applicants, receiving and processing membership applications. The Board of Directors may assign a membership chair who would carry out the duties involved with the membership application process.

In addition to the above proscribed responsibilities, the Corresponding Secretary (CS) is the point of contact with all outside entities and is responsible for forwarding communications to the Board of Directors as well as replying to the communications as directed by the Board. Outside entities may include the AKC, media and other contacts.

The CS or Membership Chair also inputs all applications for membership into the membership tracking database and once members are approved it is the responsibility of the CS to notify the members.

The CS is responsible for most correspondence between the Board and the membership.

Written notice of the annual meeting shall be mailed by the Corresponding Secretary to each member at least thirty (30) days prior to the date of the meeting.

## **Recording Secretary: Job Description**

Record either by written notes or tape/digital recordings all minutes of board, special, and membership meetings. Present these minutes via e-mail or written copies before the beginning of the next Board, special, or membership meeting for approval.

Before the annual or special meetings obtain a written up-to-date list from the Treasurer of all active and associate members, their names, addresses, e-mail address, and phone numbers. As members appear for the annual or special meetings, check their names off the list and verify their personal information. This will be the roll call recording who is in attendance.

Send to members in good standing the ballots of the Club, and where relevant any motion to the Board Members that will be voted upon by electronic means as set forth in the Constitution and Bylaws. Should the Board elect to do so, the Recording Secretary may be the recipient of ballots cast by members.

**Annual Elections:** Receive any nominations from the membership for open Board positions and attach the valid nominations to the slate of candidates provided by the Nominating Committee.

Amendments proposed by petition shall be promptly considered by the Board of Directors and must be submitted to the members with recommendations of the Board by the Recording Secretary for a vote no later than three (3) months of the date when the petition was received by the Corresponding Secretary.

## **Regional Director: Job Description**

Each Regional Director is to act as the liaison between the BPCA Board of Directors and the BPCA membership within their designated geographic boundaries as described in the BPCA.

Constitution and Bylaws Article III Section 4.

Regional Directors responsibilities shall include:

- Facilitating, supporting, and attending BPCA sanctioned and licensed AKC sporting events and activities which shall include but are not limited to:
  1. BPCA Supported Entries, Regional Specialties AND the National Specialty.
  2. AKC Meet the Breeds events
  3. AKC and BPCA educational events
  4. BPCA social functions i.e. “Picardy Parties”
  5. Conformation and Performance events
  
- Providing information and facilitating contact when necessary with the BPCA National Rehome Coordinator (NRC). Follow up should be done within 3 days to ensure all necessary action is being taken.
- Working with the various BPCA Committees and their associated events, clinics, seminars, publications, etc.
- Attending the once monthly Board Meetings, the annual BPCA Club meeting, the BPCA National Specialty and participate in all Board voting measures.

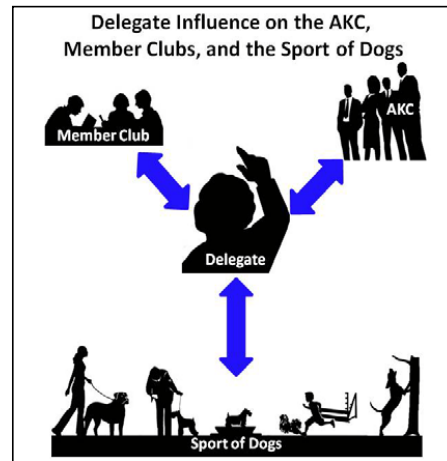
## The Importance of Your AKC Delegate

### What are the unique powers of a Delegate?

- Approves Rules governing dog shows and field trials
- Approves amendments to the AKC Bylaws
- Nominates and elects Delegates to serve on the AKC Board of Directors & Delegate Standing Committees
- Approves new member clubs
- Votes to uphold or overrule an AKC Board decision to disapprove a Delegate candidate or to remove a seated Delegate
- Only a Delegate may serve on the AKC Board
- Votes to discipline, and even to expel, a Member Club

### How do they exercise these powers?

- Attends and votes at quarterly Delegate Meetings
- Attends and/or Participates with Delegate Standing Committees
- Brings Member Club's proposals to the Delegates and/or Delegate Standing Committees
- A Member Club, through its Delegate, may propose amendments to the AKC Bylaws or AKC Rules directly to the AKC Board
- Informs all members of their Member Club of Delegate actions
- Acts as ombudsman for Member Club members dealing with AKC



### What are the qualifications for a person to become a Delegate?

#### Required -- Article VI of the AKC Bylaws

- Represents a Member Club
- Both Member Club and individual are in good standing with AKC
- Is a resident US citizen or has permanent resident alien status
- Meets all of the occupational eligibility criteria
- May not have been found guilty of or admitted to the theft, embezzlement or misappropriation of funds or property from an AKC Club

#### Suggested -- for perspective and continuity

- Ten year involvement in AKC events and/or activities
- Willingness to serve for five years or more
- Willingness to invest time, effort and expenses
- Willingness to speak up and become involved
- Willingness to engage others in crucial conversations
- Access and skills to use a computer or the support of someone with the access and skills

### What should a Member Club expect from their Delegate?

- Long term (5 years or more) commitment to represent and serve the Member Club
- Commitment to attend and participate at Delegate Meetings
- A timely report on the actions taken at Delegate Meetings
- Presentation of actions/issues that will come before future Delegate Meetings
- When applicable, vote as directed by the Member Club

### What should your Delegate expect from the Member Club?

- Long term appointment as Delegate
- A forum to report on what transpired at Delegate meetings
- Discussion and guidance on forthcoming actions/issues
- Assistance with Delegate expenses to expand who might become Delegates and to maximize their participation



## **Breeder List Coordinator: Job Description**

The Breeder List Coordinator (Coordinator) is appointed by the Board of Directors to manage and maintain the list of breeders included on the BPCA website. In order to achieve this task, the Coordinator is responsible for the following:

- Follow the Board's directions regarding the requirements a breeder must meet in order to be listed. Any changes to these requirements by the Board are to be included by the Coordinator when evaluating breeders.
- Receive and review applications from breeders wishing to be on the breeder list. The Coordinator will ensure that the application is complete and that a signed Breeders' Code of Ethics is included. The Coordinator will use current OFA data to ensure that the breeder has met all required tests and criteria before recommending to the Board that the breeder be added to the list. The Coordinator will send each breeder a letter stating whether he/she has been accepted. If a breeder is not accepted, the letter will state which dogs are not in compliance with the requirements and what steps need to be taken to bring those dogs and the breeder into compliance. In the case of any disputes that cannot be resolved, the Coordinator is to work with the Board to resolve the situation.
- The Coordinator is to do an annual review of the breeders listed. All of these breeders are to be given at least 6 months' notice in order to get any tests that need to be done on their dogs (e.g. annual eye exam, all tests for pups that turned 2 during the year, any new breeding stock added). Any breeders found to not be in compliance after the 6 month notice will be sent a letter stating which dogs are not in compliance. The breeder will then have one month to complete the required tests. If this does not happen, the Coordinator will inform the Board. The Coordinator can also recommend removing a breeder from the list at any time for violating the Breeders' Code of Ethics. The Board is to approve removing a breeder from the list before their name is taken down.
- The Coordinator will bring any situation involving special circumstances to the Board for consideration. The Board must approve or deny the listing of a breeder with any special circumstances.

## ***Bylaws***

### ***ARTICLE I: Membership***

#### **Membership Committee**

- Receive applications for membership in the Club. Provide list of applicants to the Recording Secretary and to the editor of "Picardier" for publication, and receive any resulting letters of membership comment.
- Apprise the applicant of the status of his/her application and notify him/her with the Board's decision once the application has been voted on.
- The membership chairman will keep files of membership applications.
- New associate members are sent the most recent available copy of the "Picardier" and invited to join all social media groups.
- Associate memberships are not transferable.
- Neither the membership application forms nor sponsor questionnaire can be changed without Board approval (2/3rds majority).  
(02/11/18)

### ***Article II: Meetings and Voting***

#### ***Section 1. Annual Meeting***

- To adopt the latest edition of Robert's Rules of Order for the BPCA Annual meetings  
(2/11/18)

### ***ARTICLE III: Directors and Officers***

#### ***SECTION 1. Board of Directors***

- To adopt the latest edition of Robert's Rules of Order for BPCA Board meetings.  
(2/11/18)

### **AKC Delegate**

To allow the AKC Delegate to receive a \$500.00 maximum travel (transportation and hotel) stipend after submitting receipts for board approval & reimbursement.  
(3/07/17)

## **ARTICLE V: Committees**

### **BPCA National Specialty**

#### **Judges' Contracts**

##### **Sweepstakes Judge**

- Lunch on the day of the assignment and the judges' dinner.
- Judge agrees to speak at the judges dinner and give the members a general critique of the entry.
- Sweeps Judge agrees to provide a written critique of Best in Sweeps and Best Opposite in Sweeps plus first through fourth place finishers in all classes within 60 days of the specialty.

##### **Conformation Judge**

- Lodging and all meals during the specialty including the judges dinner on the evening of the last day of the assignment.
- Reasonable transportation costs includes lowest economy airfare, booked 30 days in advance.
- The conformation judge agrees to provide a written critique of all winners plus first through fourth place finishers in all classes within 60 days of the specialty.
- Judge agrees to speak at the judges' dinner and give the members a general critique of the entry.
- Judge agrees not to judge any Berger Picard assignment 3 months prior to or 3 months after the Berger Picard Club of America National Specialty (year of Specialty inserted here) in the USA or Canada.
- The Show Committee will arrange Judges' Hospitality and Judges' gifts for all judges.  
**(08/2017)**

#### **Nomination of Judges for BPCA Conformation Events**

- The Board will solicit recommendations from Active Members for the Conformation and Sweepstakes Judges.  
**(08/2017)**

## **Nomination of Judges for BPCA Herding, and all other ACK sanctioned performance events**

- The Board will solicit recommendations from active members for the herding, and AKC sanctioned performance event judge.

**(02/11/18)**

## **Judge Replacement**

- In the event a judge engaged by the BPCA to judge its National Specialty is unable to fulfill his/her assignment, the judge(s), in contracted order, will be given first right of refusal. If a substitute is not established, then the results from the most recent judges' election will be utilized, starting with the next judge on the list until the position is filled.
- In the event an advertised judge is unable to fulfill his/her assignment either after the opening of the show or after part of the classes have already been judged, the BPCA will substitute a judge according to the AKC Rules and Regulations, Chapter 7, Sections 10-11.

**(02/11/18)**

## **Premium List**

- The BPCA Board of Directors shall have an opportunity to review the premium list for the National Specialty before the printing and distribution of same.

**(02/11/18)**

## **Sweepstakes handling and championships**

### **REQUIREMENTS & CLASSIFICATION**

Dogs shown in Sweepstakes must also be entered in one of the regular classes, at the regular entry fee, and on the regular entry form. Indicate your Sweepstakes Class with the age division in the space provided for "Additional Class."

No professional handlers will be allowed to show dogs in Sweepstakes unless the dog is owned or co-owned by the professional handler as of the closing date for the show for which the Sweepstakes entry is being made.

Puppies who, according to the owner(s) records, have completed their championships on the date of the show, are not eligible to be shown in the Sweepstakes Classes.

**(02/11/18)**

***Trophy Committee policy changes are to be approved by the Board (2/3rds majority)***

## **Class and Challenge Trophies and Ribbons**

### **Chairpersons**

The Board will assign two positions for Trophy Chairpersons (Specialty and Permanent)

***Specialty Trophy Chair*** (member of the Show Committee for current year) whose responsibilities are as follows:

- Order all ribbons and trophies (class placement, non-regular and mementos) for the Specialty show. Obtain budget from the Board.
- Purchase all class placement, non-regular and mementos for all events from Woodbury Pewter. Obtain budget from the Board.
- Inspect all ribbons and trophies upon delivery for accuracy.
- See to the transport of all ribbons and trophies to Specialty.
- Set up and secure volunteers to man the trophy table.
- At the Specialty oversee the setup of trophy tables and give direction to the Trophy Committee.
- At the Specialty make sure correct trophies are available for winners' photographs.
- Inventory any leftover class placement trophies or mementos and turn over to Permanent Trophy Chair for the following years' use.

### **Specialty Ribbons**

Specialty ribbons shall contain the AKC trademark, the BPCA logo or trademark, the Specialty dates, city and state. Ribbons for events other than AKC events shall contain the BPCA logo or trademark. Per AKC Rules, no other ribbons can be awarded in the ring, nor can such ribbons be recognized in the Specialty catalog or premium list.

### **Specialty Class Trophies**

- The Club will be responsible for all regular class trophies, including performance events. All trophies purchased for the Specialty will be of similar quality.
- No dates or placements are to be engraved on any trophy, only the Club name or logo is to be permanently engraved on the trophy.
- The treasurer shall provide both trophy chairs with the names of currently paid members, in order to determine which winners are eligible for challenge trophies.
- Challenge trophies may only be retired by an active or associate member.

***Permanent Trophy Chair*** (Board member) whose responsibilities are as follows:

- Act as the liaison to the Board for the Specialty Trophy Chair.

Procedures to follow:

- Before June of each year place order with Woodbury Pewter. Note-can be shipped directly to the Show Chair or other representative that is close to the show site. If transporting them yourself, have them shipped to your home address. Billing will be sent directly to the Club Treasurer for payment to Woodbury Pewter.
- Send a list of the sponsors and billing amounts to the Club Treasurer. In turn, the Treasurer will invoice each sponsor for his or her sponsored trophy. Lack of payment can result in forfeiting the sponsorship.
- Advise show chair 8 weeks in advance of Specialty of number of tables required for trophy display, so that the appropriate number of tables may be rented or secured.
- Sponsors for the mementos to the Challenge trophy and the Non-Regular placement trophies carry over from year to year. In the Winter of each year, a letter must be sent to those sponsors to see if they are interested in continuing that sponsorship. This must be done in time for submission of the premium list. Work with the Show Chair and Secretary for the timelines.

Responsibilities:

- Maintain possession of all Club challenge trophies and any inventory of placement and memento trophies.
- Challenge trophies will be held by the Club until retired.
- Maintain proper packing and storage of all challenge trophies.
- Have all challenge trophies table ready (cleaned and polished) for Specialty each year.
- Have all challenge trophies properly engraved per results of previous year.
- Deliver or arrange shipping for challenge trophies to Specialty each year.
- Follow established procedures for replacing retired challenge trophies.
- All challenge trophies should be placed or mounted on wood bases (reduces engraving cost to the Club)
- Any non-member winning an award that has a challenge trophy would have his/her name engraved on the trophy in parentheses denoting a non-member. And would not receive a leg on said trophy.

**(04/2016) (02/11/18)**

## **Finance Committee**

### **Responsibility:**

- The Finance Committee is established to oversee the funding of the Club.

### **Procedures:**

- Its membership consists of the President, Treasurer and one other Board member, appointed by the President.

### **Duties:**

- To prepare a fiscal accounting of assets beginning in January of each year and to submit it to the Board at its January Board meeting.
- As requested by the Board, to review project proposals and/or projected expenditures for potential impact on the Club's financial position and prepare recommendation to the Board.

## **BPCA Health Committee**

### **I. MISSION STATEMENT**

To communicate with veterinarians, researchers and other organizations with regard to breed specific health/genetic issues and to research and convey that information to Berger Picard owners.

### **II. COMMITTEE LEADERSHIP STRUCTURE & RESPONSIBILITIES**

The governing body of the Health Committee is the Berger Picard Club of America.

#### **Board of Directors**

- Appointees must be full club members in good standing with the Berger Picard Club of America.
- The Chair shall be appointed annually by the Board of Directors.

- A Chairperson or member is not prohibited from holding any other BPCA office while serving on the Health Committee provided they have sufficient time to effectively contribute to the Committee's work.
- The Chair shall recommend Committee members preferably, but not necessarily with a background in science/veterinary/health and with interests in advances in canine health and genetics. Committee members are approved annually by the BPCA Board of Directors.
- Committee Chair Qualifications – The Chair should preferably, but not necessarily, have a background in veterinary or biomedical science or in-depth knowledge/ experience in and understanding of canine health. The chair must possess a working knowledge of veterinary and scientific principles and terminology which will allow them to understand health issues and effectively communicate with scientific professionals and Berger Picard owners. The Chair must also possess strong administration and organizational skills to steer the Committee to fulfill their responsibilities.

### III. COMMITTEE GOALS & RESPONSIBILITIES

- Develop and maintain a health database for members to exchange health information in an open forum.
- Develop subcommittee(s) to address a specific health condition if warranted.
- Develop recommendations for the Canine Health Information Center (“CHIC”) as part of the Orthopedic Foundation for Animals database.
- Educate the membership through timely online material, including links to scientific studies and articles. Provide articles for publication in the BPCA Newsletter.
- To develop and maintain educational information targeted to general health care of the Berger Picard.
- To develop and maintain a knowledge base of medical problems specific to the Berger Picard including clinical resources to assist with diagnoses, treatment and management of breed specific health issues.
- Educate the membership about the need for targeted health funding.
- Provide educational materials for breeders to include with their puppy packets
- Educate the public and veterinarians about breed-specific conditions and new and on-going research for the same.



- Monitor the current email/contact for the BPCA Health Committee. Replies are sent to every inquiry with an appropriate response, within an established time frame.
- Member Participation: Encourage breeders and owners to participate in donating samples by organizing collections at regional and National specialties and in open discussions of health issues.
- Communicate with the Health Committee of fellow national breed clubs to coordinate collaborative funding contributions when/if applicable.
- Communicate Berger Picard health issues to the American Kennel Club's Canine Health Foundation ("CHF") through selection of a CHIC Liaison.

#### IV. BOARD REPORTS

- Submit an annual report to the Board of Directors for the annual Board meeting. Submit reports for monthly Board meeting as needed.
- Summarize committee activity since the last Board of Directors meeting.
- Be part of the international community by working with Berger Picard Clubs around the world in regard to the health of our breed and the open exchange of information.
- Include in the report any needed changes to this Committee.

#### CHIC Liaison

##### Responsibility:

- The AKC/CHIC Liaison is to act as the representative for the BPCA to the AKC Canine Health Information Center.

##### Procedure:

- The CHIC Liaison is chosen by the Board and is an ex officio member of the Health Committee.

##### Duties:

- Receive quarterly reports of the Berger Picards newly enrolled or status updated in the CHIC roster.
- Make this information available to the Board and to the editor of the newsletter.
- Encourage breeders to perform the recommended health screens and submit the information to the database.
- Communicate to the OFA information regarding the health testing of Berger Picards as directed by the Board of the BPCA.

## Insurance

### Responsibility:

- The Insurance Committee is established to select and purchase liability insurance for club events, Directors and officers and bond the Treasurer.

### Procedures:

- Its membership consists of the Finance Committee

### Duties:

- Review insurance company prices yearly to secure the best coverage at the most affordable price.

## Internet Committee

- The Board has final approval for all material posted on the website.
- Maintain website and report periodically to the Board on its activity.
- The Internet Committee covers the website, Facebook page, chat lists, etc.

**(02/11/18)**

### ***BPCA Breeder Directory***

The following directory of Berger Picard breeders is provided by the Berger Picard Club of America strictly as a public service. Listed breeders have signed the [BPCA Standard of Behavior for Breeders \(put in a hyperlink for this\)](#) and have authorized the publication of their names and contact information on this website and are solely responsible for the content and accuracy of their listings.

Please be advised that the BPCA does not inspect or monitor the facilities, breeding practices or sale, refund or return policies of its member-breeders, and therefore provides no guarantee, warranty or endorsement, express or implied, with respect to any listed breeder, or animals produced or sold by them.

**(02/11/2018)**

### **Guidelines for Listing Picard Breeders on Club Website**

Referred breeders must be a BPCA member in good standing, have signed the standard of ethical conduct for breeders, and meet all the following requirements before their kennel, litters, and/or stud dogs will be listed.

- All active and retired breeding stock born after 2003 that have ever produced puppies must be listed and have a CHIC number.
- The eye and hip tests done for the CHIC number must be done after the dog/bitch is over 24 months old.
- Active breeding stock must maintain a current CHIC number with updated eye exams.
- For any litter registered with your kennel name, both the sire and the dam must be over 2 years old and have a current CHIC number before they are bred.
- Retired breeding stock is not required to have a current CHIC number but, because of late onset PRA, retired dogs/bitches must have at least one updated eye exam when they are at least 9 years old or older.
- Primary registered owners or breeders who have leased a dog/bitch, are responsible to comply with the health testing and guidelines prior to breeding that dog/bitch.
- A co-owned dog/bitch that does not live with the breeder does not need to be listed.
- Dogs/bitches over the age of 2 who have never produced puppies and are altered or will be altered are not required to be listed or have a CHIC number. Owners are strongly encouraged to have a DNA sample submitted, and hip, and eye tests done.
- Current CHIC numbers for both the sire and bitch will be required before any litters will be listed.
- If imported semen is used for a litter, equivalent health tests are strongly recommended.
- In some cases, where there are extenuating circumstances, the Board of Directors will decide if the breeder can be listed.
- (3/16/17)

## **Policy for Yahoo Groups Page**

For Berger Picard Club of America, Inc. Members

The American Berger Picard information list (officially endorsed by the Board of Directors) is provided for the dissemination of information to the membership of the Berger Picard Club of America, Inc. and is limited to members in good standing. We welcome those wanting to learn, share, offer experiences and advice for the health and welfare of the individual Picard, which ultimately benefits our breed.

**This is a moderated forum**

### **List Guidelines:**

- All messages require moderator approval. Messages containing inappropriate or antagonistic content, cyber bullying or flaming will be deleted.
- It is our intention to provide a safe forum for civil discussion in which BPCA members are invited to participate. Before sending your message, ask yourself, is this message intended to contribute and cultivate positive discussion or is it intended to provoke, alienate and cause discord.
- Respect those receiving the digest and snip your posts, do not forward entire previous messages.
- All messages must be signed.
- No URLs. Take note, if you have signatures lines please remove them.
- No litter announcements or stud dog solicitations.
- Do not forward or cross post messages or portions of messages to any other forum or individual. Any member proven to have done so will immediately forfeit access to this forum and will be removed.

**(02/11/18)**

## **Policy for Facebook**

The Berger Picard Club of America's Facebook page (endorsed by the Board of Directors) is provided to answer questions concerning Club policy and procedure, Bylaw inquiries, provide information to Club members about upcoming national specialties and supported entries and for members to share our Picards' accomplishments.

The BPCA represents the AKC and is expected to conduct itself accordingly. New members come to this Club page to learn about the Club functions and AKC events and a certain decorum of behavior is expected among its members.

Comments designed to antagonize, intimidate, cyber bully, harass or containing subject matter that does not advance the mission of this Club set forth in its Bylaws are unacceptable and will be removed by an administrator. Our intention is to provide a safe place for civil discussion.

**(02/11/18)**

## **Governance Committee**

The job of the Governance Committee is to assure that the Board of Directors operates under the legal requirements of the state of Virginia, the Bylaws of the American Kennel Club, and the Bylaws of the Berger Picard Club of America. The Governance Committee is responsible for reviewing the BPCA Bylaws and recommending amendments needed to remain current with changes in state laws and AKC policies.

### **Procedures**

- Make and carry out recommendations for changes and clarification to the Bylaws of the BPCA.
- Review and update the Bylaws of the BPCA
- Assure that the procedures outlined in the Bylaws are followed at Board meetings and all other Club sponsored events.
- Assess and recommend changes necessary to keep the Bylaws of the BPCA up to date with changes in state laws and AKC policies.
- Continually review the BPCA's Bylaws and recommend alterations to clarify, simplify and modernize the club's operations.
- Implement Bylaw revisions once approved through the channels outlined.
- Oversee the administration of the BPCA's Bylaws.

**(02/11/18)**

## **Judges' Education Committee**

The purpose of the Judges' Education Committee is to educate current and aspiring judges in the evaluation of Berger Picards in the show ring according to the official AKC breed standard.

The Committee shall consist of at least three members: a Chair and at least two other members chosen by the Chair and approved by the Board. The Committee will develop project ideas for Board approval, and design and produce audio/visual programs, articles and brochures as approved by the Board.

### **Responsibilities of the Chair**

- Oversee the work of the Judges' Education Committee
- Act as the Judges' Education Coordinator to the AKC, the point of contact for judges' education with the AKC and with judges and aspiring judges seeking information.
- Assume leadership in arranging for mentors, seminar speaker and materials, and work with the sponsoring club (when applicable) in making the arrangements for BPCA-sponsored seminars.
- Maintain Committee records
- Provide successor with all records and materials.

### **Qualifications and Protocol**

- The Committee Chair shall be an organized, effective leader with good interpersonal skills and shall have been a BPCA member for at least 10 years and will have had at least 10 years of documented experience in showing and breeding Berger Picards, having bred at least 5 litters of Berger Picards, and produced at least 5 AKC Champions of Record from those litters.
- Each general Committee member (except the person defined in the previous bullet) shall have been a BPCA member for at least 6 years and shall have had at least 6 years of documented experience in showing and breeding Berger Picards, having bred at least 3 litters of Berger Picards and produced at least 2 AKC Champions of Record from those litters or be licensed by the AKC to judge the Berger Picard.
- At least one of the three on this Committee shall have entirely bred/owner-handled a Berger Picard to an AKC conformation championship.

### **Procedures**

- Maintain a list of seminar speakers and tutors, selected by the Committee and approved by the Board, for presenting programs to judges and others around the country.
- Maintain a list of mentors, selected by the Committee and approved by the Board, for providing one-on-one mentoring to judges and aspiring judges.

- Maintain audio/visual programs, articles, brochures and seminar handouts which help illuminate and clarify the judging of Berger Picards in the conformation ring, according to the AKC approved breed standard.

**(02/11/18)**

The Board of Directors of the BPCA endorses the Judges' Education program (presentation, handouts, etc.) currently in use by the BPCA Judges' Education Committee.

**(02/11/18)**

The Judges' Education program cannot be changed without recommendation from the Judges' Education Committee along with Board approval (2/3rds majority).

**(02/11/18)**

### **Legislative Committee**

It is the responsibility of the Legislative Committee to collect, review and disseminate information to the Board and membership about pending legislation at all levels of government which concerns dogs and dog ownership. This includes legislation which positively as well as negatively impacts dogs and dog ownership.

### **Procedures**

- Review pending legislation.
- Draft position statements or correspondence for the Board of Directors to communicate to lawmakers on behalf of the Club.
- Draft position statements for use by the membership to communicate with lawmakers as individuals.
- Propose legislation beneficial to dogs and dog ownership
- Coordinate, review and disseminate information received from related canine legislature organizations.

**(02/11/18)**

### **Membership Education Committee**

**We have no criteria for member ed. yet.**

### **Picardier**

The editor of the "Picardier" shall have an advisory committee of not less than three members, two of which must be Board members.

**(2/11/18)**

## Policy Committee

It is the responsibility of the Policy Committee to ensure that the BPCA's policies, procedures, codes and standard of ethical conduct and behavior remain current for the Board of Directors and the general membership.

### Procedures

- Make and carry out recommendations for changes and clarification to the Club's policies, procedures, and codes.
- Review, maintain and update the policies, procedures, codes and standards.
- Assure that the content of these documents is accurate, current and pertinent for conducting Club business.
- Communicate any changes to the policies, procedures, codes and standards to the Board for approval.
- Implement the Club's policies once approved.
- Oversee administration of the Club's policies, procedures, codes and standards.

(2/11/18)

## BPCA Re-home website page

*The BPCA re-home committee assists owners who no longer are able to care for their Berger Picard. We are a group of volunteers located in areas throughout the US that provide a local re-homing for your Berger Picard. We also provide an adoption policy that assures your Berger Picard will find a loving, permanent and safe home.*

*The primary mission of the Berger Picard Club of America Re-home Committee is to support the dedicated individuals and organizations, listed in our directory (forthcoming), who rescue Berger Picards in need of a permanent home.*

*All rescue volunteers use rescue documentation, premise and reference check adoptive homes, and spay/neuter if the Picard is of proper age and health appropriate. Many have a list of pre-approved and often Berger Picard-experienced homes waiting to adopt.*

*Additionally, the BPCA has agreed to provide reciprocal cooperation, through our BPCA National Re-home Chair, with the Berger Picard Club of Canada in assessing homes for dogs contemplated being sent to the US.*

*If you are looking for a rescued Berger Picard as a companion, our volunteers can be reached to discuss the possibility of a Picard joining you.*

*Help us protect the breed by keeping rehoming ads off the internet and social media. For assistance, please contact the National Re-home Chair.*



## **BPCA Re-home Contact Committee**

The BPCA establishes a Re-home Committee chaired by a National Re-home Coordinator (NRC). Responds to inquiries from the public providing breed and rescue information.

### **Procedures**

- Arrange for reimbursement funds, with proper documentation. Maintain a reimbursement Journal, with monthly totals to be included in the committee board reports.
- Produce a Rescue Directory and keep the website directory up to date (forthcoming).
- Coordinate re-home help for owner/shelter, using local rescue contacts
- The BPCA will consider payment of up to \$500.00 for medical costs, additional funds require Board approval. Reimbursement will then be authorized upon a veterinarian statement of spay/neuter and receipted bill. All requests for rescue reimbursement will be sent to the National Re-home Coordinator (NRC). Reimbursements are to be on a first come, first served basis until monies have been exhausted.
- With proper documentation, the NRC may reimburse gas mileage for rescuing Picards.

### **Protocol**

- After receiving a request and a copy of the animal hospital bill, the NRC will approve the request.
- The NRC will direct the Treasurer to send a check directly to the animal hospital for the full approved amount.

### **Responsibilities**

- The NRC will communicate with the general public and the rescue volunteers, returning their phone calls/emails in a prompt, friendly manner.
- All new rescue volunteers applying to be listed in our Rescue Directory will be asked to supply the NRC with their rescue paperwork-primarily a Rescue Application, Release Form and Adoption Contract. Example forms will be made available through the NRC. The BPCA does not cover rescue volunteers with liability insurance. Removal from the Rescue Directory will be handled by the BPCA Board (in executive session).

(02/11/18)

## ***ARTICLE VI: Discipline***

In accordance with AKC Rules regarding Event Committees, the Show Chair will appoint an Event Hearing Committee of 3-5 Board members present prior to the start of the BPCA annual Specialty. At an event, any member may prefer charges against another member for alleged misconduct prejudicial to the best interest of the Club or the breed to the Show Chair, whereupon the Show Chair shall promptly notify the Event Committee as well as the President of the BPCA. If anyone on the Event Committee was present when the alleged misconduct was committed, he/she must recuse themselves from the Event Committee and will be replaced by the Show Chair as necessary. The Event Committee will hold a hearing as soon as possible to resolve the charges, preferably the same day, but prior to the end of the show.  
(02/11/18)

### **Berger Picard Club of America Standard of Ethical Conduct for Breeders**

As a member of the Berger Picard Club of America, I recognize that I am often faced with decisions about courses of action that can impact the health and well being of my own dogs and the preservation of the Berger Picard breed as a whole.

#### **As a breeder I will:**

- Continue to broaden my search for knowledge and information about the Berger Picard's reproduction, genetic and breed history and use that knowledge to build and better the next generation produced.
- Truthfully and realistically represent the Berger Picard being bred, sold and /or placed in terms of temperament, quality, health and genetic history.
- Obtain a Canine Health Information Center (CHIC) number by performing all of the recommended health tests listed on the CHIC website before breeding a Berger Picard.
- Use health testing as a guideline to choose complimentary mates that do not exhibit the same heritable defects or genetic diseases.
- Not knowingly repeat a breeding of any pair of individuals who, although free from a hereditary defects themselves, have produced multiple afflicted offspring with hereditary defects that affect the quality of life of their offspring.
- Refrain from breeding Berger Picards until they are twenty-four (24) months old.
- Share all health results, positive and negative, with the public.
- Strive to produce dogs in accordance with the breed standard.

## **Care and Sale of Litter:**

- Refuse to knowingly sell to commercial wholesalers, retail brokers, or research laboratories.
- Place each puppy or dog, to the best of my knowledge, healthy and free of communicable diseases and parasites and they will have had age appropriate vaccinations deemed necessary between my veterinarian and I.
- Supply the new owner with a four (4) generation pedigree, AKC registration certificate, immunization and veterinary records, feeding instructions, further suggested immunizations, health, grooming and training needs as well as information on the Berger Picard Club of America and an associate membership application.
- Place all puppies/adults with a contract (agreement between new owner and breeder) signed by both.
- Use spay/neuter contracts (signed and held by both parties) along with limited registrations when placing non-breeding Berger Picard puppies or adults with known hereditary defects detrimental to the breed with full disclosure of defect.
  
- Remember that my responsibility as the owner of the sire or the dam does not end with the placement of the puppy. As a breeder I will strive to have contact with the new owner(s) of the Berger Picard puppy throughout the life of the dog.
- Permanently identify all Berger Picard litters that I produce with either a microchip or tattoo.
- Accept the return of a Berger Picard that I breed at any stage in its life.

The long-term interest and well being of the Berger Picard should be the goal and of paramount importance to every Berger Picard breeder. Thereby, as a breeder of Berger Picards, I have read the preceding document and pledge to uphold it and I understand the consequences of not abiding by this standard could possibly cause my membership privileges to be rescinded for a minimum of twelve (12) months. Membership privileges will be reinstated after twelve (12) months if compliance has been met. (10/06/2015)

## **Code of Conduct for the Board of Directors**

### **The Framework**

This Code of Conduct is a guide for members of the BPCA, Inc. Board of Directors (henceforth the "Board") and candidates for office. It is not intended to be exhaustive nor to provide specific guidance covering every conceivable circumstance that a member of the Board may encounter in his or her official capacity as a Board member. It shall be each Board member's responsibility to adhere to these guidelines. This Code of Conduct should be taken as a whole. Selected provisions of the Code should not be used in isolation to justify any action or inaction. Nor should the absence of direct guidance in this Code on a specific issue be seen as excusing a Board member from considering the appropriateness of an action or inaction.

Each member of the Board will abide by this Code of Conduct, the BPCA, Inc. Bylaws, the BPCA, Inc. Code of Ethics, all other rules and regulations of the BPCA, and the Rules and Regulations of the AKC.

The Board will conduct the affairs of the BPCA, Inc. entrusted to it in good faith with honesty, due diligence, and reasonable competence. In particular, no member of the Board will act in any manner that casts doubt on his or her integrity and the integrity of the Board or any of its members.

No Board member shall share, copy, reproduce, transmit, divulge or otherwise disclose, except as required by law, any confidential information related to the affairs of the BPCA, Inc. Each member of the Board will uphold the confidentiality of the Board of Directors with particular reference to any discussions conducted in a closed or executive session.

The Board will exercise proper authority and good judgment in its dealings with the membership, general public, and other individuals and organizations, and will respond to the needs of the membership in a responsible, respectful, and professional manner. Each member of the Board will use information provided by the BPCA, Inc. for the performance of his or her duties as a member of the Board, and not for personal benefit. Members of the Board will not misuse BPCA property or assets and will at all times keep such property and assets secure and will not allow unauthorized persons to have access to them.

At the end of his or her term of office, a retiring Board member will surrender to his successor all reference materials and other club property entrusted to him or her during his or her term. Such return shall not excuse the retiring member from his or her continuing obligations of confidentiality with respect to information acquired during the course of his or her tenure on the Board.

The Board will serve the needs of the BPCA, Inc. and provide the members with a good example in both attitude and action. Above all, the Board must act in the best interests of the BPCA, Inc. and not for personal gain or enrichment. If conflicts of interest arise, Board members will identify them and remove themselves from any discussion or vote on the matter.

## **The Commitment**

Accordingly, as a member of the Board of Directors of the BPCA, Inc., I will:

- Familiarize myself with the BPCA, Inc. Bylaws and procedures.
- Act always with integrity and to insure the integrity of the Board.
- Listen carefully to my fellow Board members, and carefully consider and respect their opinions.
- Participate actively in Board meetings, discussions, and actions and not discuss elsewhere what I am unwilling to discuss before the Board.
- Maintain regular contact with the committees to which I am assigned.
- Represent all BPCA, Inc. members and attempt to communicate their needs to the Board, bringing to the Board's attention any issues I believe will have a significant effect on our club, our breed, or our members.
- Refer complaints promptly and directly to the person(s) best able to deal with them.
- In the spirit of recognizing the authority of the majority, decisions of the Board should be supported even while respectfully advocating change regarding decisions which I am not in complete agreement.
- Stay well-informed about issues that come before the Board and help determine, monitor, and strengthen the organization's programs.
- Manage the club's resources effectively by responsible fiscal planning and due diligence.
- Promote teamwork among Board members, taking my fair share of the burdens and no more than my fair share of the credit.
- Ensure legal and ethical integrity and maintain accountability, leading by example and acting with integrity at all times.
- Consider myself a "trustee" of the organization and do my best to ensure it is well-maintained for future members.
- Pass on to my successor, all club documents, materials, and other property entrusted to me as a member of the Board.
- Acknowledge conflicts of interest between my personal life and my position on the Board, and abstain from voting or attempting to influence issues in which I am conflicted.

**As a member of the Board of Directors, I will not:**

- Criticize fellow Board members or their opinions.
- Use my position for my personal advantage or that of my friends or relatives.
- Discuss the confidential proceedings of the Board outside of the Board either during or after my term of office expires.
- Decide how I will vote on an issue until I have heard the discussion and have become fully informed on that issue.
- Interfere with the duties or authority of other Board members.
- Speak for or on behalf of the Board or the BPCA, Inc. unless specifically authorized to do so. (3/22/18)