



Guidelines Approved by the Board December 2013

The Guidelines committee is composed of Jennifer Fox, Jack Helder, Donna Kappmeier and Jackie Wassenaar. In addition, during 2006-2007, Rae Ann Hanna spent uncountable hours researching club records. She put together a complete and updated set of guidelines in electronic format. The current committee is extremely grateful for that document as it is the basis from which we made our updates.

We are embarking on a new procedure for updating our guidelines. In the past, updates were done very rarely and only as a new, complete set of guidelines. Now that the guidelines are in electronic format, updates will eventually be made as they occur which will give us the most current procedures to use for each position. At this time, Section 1000-Officers and Board of Directors has been updated. In the next several months, updates will be made to Section 2000-Committee Chairs and Section 3000-Miscellaneous. These updates will be presented to the Board for approval as they are completed.

The ASA Guidelines are now published on the club website to provide you with easy access to the job descriptions of the many positions available within the Club. Members can determine which position(s) is best suited to their personal talents. We hope this will inspire you to volunteer.

AMERICAN SALUKI ASSOCIATION GUIDELINES

1000 OFFICERS AND BOARD OF DIRECTORS – Updated November 2013

1001	President
1002	Secretary
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1004	Regional Vice President
1005	Regional Board Member
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2000 COMMITTEE CHAIRS – Updated in 2007

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2003	Celebration Weekend
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2005	Celebration Trophies
2006	Corporate Agent
2007	Desert Match
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2009	Historian
2010	Huntmaster
2011	Information Specialist
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2013	Lurecoursemaster
2014	Membership
2015	Newsletter Editor
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2017	Obedience
2018	Trophy
2018-A	Special Event Trophies
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2020	Research
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3000 MISCELLANEOUS – Updated in 2007

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3003	Membership Application
3004	Brahma II Cup
3005	Fun Match
3006	Trophy Supported Entries
3007	Contract Letter for Accepting a Special Event Trophy
3008	Hunt Cup Regulations and Run-Off Rules
3009	Information for New Members
3010	Dues are Due Notice
3011	Response to Membership Inquiry Letter
3012	New Member Welcome Letter
3013	Not in Good Standing Protocol

BY-LAWS Article III Section 2a

The President shall preside at all meetings of the Association 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 the Constitution and By-Laws.

The President shall be elected for a term of two years and shall be eligible for re-election no more than once without an intervening term out of office.

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1000	BOARD OF DIRECTORS
1001	President
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Necessary skills:

Understanding of Word and Excel – both are used for club record keeping including membership information and the master financial documents.

It shall be the responsibility of the President to:

- Preside at all meetings of the Association and the Board.
- Upon completion of term(s), the President shall serve as Immediate-Past President on the Board of Directors until replaced by the succeeding elected President.
- Bear the duties and powers normally associated to this office, in addition to those specified in the Constitution and By-Laws.
- Nominate (at the beginning of the term) standing Committee Chairpersons to be presented to the Board of Directors for approval.
- Nominate (as necessary throughout the term) other Committee Chairpersons to be presented for the Board of Directors for approval.
- Receive copies of all communication (may be via e-mail) between and among Officers, Board Members, Committee Chairs and Committee Members.
- Approve all mailings.
- Approve all expenditures of the organization not part of routine or recurring annual expenditures.
- Receive and approve suggested changes and updates to the club website. Advise the webmaster of all which are approved.
- Select mutually with the Newsletter Editor, cover artwork theme of quarterly Newsletter.
- Write a column for each quarterly Newsletter.
- Assure that TSE Chairs or Regional Vice Presidents receive ASA Medallions prior to their TSE.
- Review the Annual Financial Report and the Secretary's agenda prior to the annual meeting with the Treasurer and Secretary.
- Preside over the Annual Board Meeting and Annual General Meeting held in conjunction with the Celebration Weekend.

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- Secure a Master of Ceremonies for the Celebration dinner and present the Perpetual Trophy certificates to the winners.
- Present the ASA Celebration Perpetual Event Trophies at the annual Celebration show.
- Appoint an Auditor of the ASA books at term close – ideally a former ASA Treasurer who has no affiliations with the current or immediate-past administration or an individual with accounting skills.
- Appoint a Nominating Committee consisting of a chair, two additional members and one alternate by February 15th of an election year. Committee members must be in good standing, represent the Pacific, Central and Eastern ASA regions – one member may be a current board member. The chairperson should be well-known and respected within the organization to maintain a sense of objectivity and fairness.

BY-LAWS Article III Section 2c

The Secretary shall keep records of all meetings of the Association and of the Board and shall submit minutes of all Board meetings to all members of the Board by mail within 10 days and keep a record of all votes taken by mail, and of all matters of which a record shall be ordered by the Association. He shall have charge of the correspondence, notify members of meetings, notify new members of their election to membership, notify officers and directors of their election to office, keep a roll of all members of the Association with their addresses, and carry out such other duties as are prescribed in this Constitution and By-Laws. He shall be elected for a term of two years and shall be eligible for re-election not more than once without an intervening term out of office.

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1002	Secretary
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Necessary skills:

Have a thorough knowledge of Word (including mail merge) and Excel – both are used for club record keeping including membership information and the master financial documents. Be proficient in the use of electronic mail (including mass mailings).

It shall be the responsibility of the Secretary to:

GENERAL

- Bear the duties normally associated to this office, in addition to those specified in the *Constitution and By-Laws*.
- Maintain open, thorough communication with the President at all times.
- Have charge of all correspondence.
- Write a column and submit new members for each quarterly Newsletter.
- Obtain Presidential approval on all mailings.
- Conduct all national and regional mailings
- Maintain an inventory of club stationary.
- Ensure an entire set of the ASA Guidelines is delivered to any newly elected Officers, Board Members and Committee Chairs each term.
- Provide mailing labels or membership roster, sorted by region, as requested.
- Have knowledge of the Treasurer’s responsibilities as the Treasurer and Secretary work closely on many projects throughout the year.
- Ensure the Annual Celebration Judge receives:
 - a letter in February/March requesting on behalf of ASA that he/she send a brief bio and picture for the catalog, provide a critique of that day’s judging for publication in the Newsletter (tape recorder – need or have their own?), extend an invitation to the Awards Dinner as an ASA guest
 - a one year Complimentary Membership for the next fiscal year
(If judge is an ASA member, a letter *not dues notification*, should be sent – work with Treasurer on this.)

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- Oversee “Request for Trophy Donation” paperwork (see 2018A and 2018B).
 - required before members can request to donate a new Perpetual Trophy or Special Event Trophy

MEETINGS

- Prepare and submit annual report of the Secretary to the President by June 15th for inclusion at the Annual Meeting.
- Notify members of meetings.
- Keep records of all meetings of the Association and Board.
- Fulfill the Constitutional requirement of submitting minutes of all Board meetings to all Board Members by electronic mail within 10 days of the meeting.

MEMBERSHIP

- Maintain a current list of all members including name, address, phone and e-mail address.
- Prepare and mail the “Dues are Due” (see 3010) notification to membership before May 15th annually and a second mailing by August 15th of those who have not yet renewed. Second and possible third mailing may be sent via e-mail to members who have provided their e-mail addresses.
- Notify Membership Chairperson of persons who have lapsed membership for further contact.
- Send “Response to Membership Inquiry” letter (see 3011) to all membership inquires in a timely manner.
- New Members:
 - receive and process new member applications; send reports, checks and PayPal payments to Treasurer
 - notify new members of their election to membership by sending:
 1. “Welcome New Member Letter” (see 3012)
 2. “New Member Packet” (see 3009)
- Provide current membership lists and updates to:

➤ President	➤ Newsletter Editor	➤ Statistician
➤ Secretary	➤ Publications Chair	➤ Huntmaster
➤ Treasurer	➤ Membership Chair	➤ Lurecoursemaster
- Maintain “Members Not in Good Standing” list (see 1003).
- Ensure Complimentary Memberships are in place for the AKC Library, ASA Historian (in addition to their ASA membership) and the Annual Celebration Judge.

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VOTES

- Oversee, conduct and maintain a record of all votes taken in all matters of which a record shall be ordered by the Association, including Trophy-Supported Entries.
- Ballots may be received by email or fax as well as by regular mail.

ELECTIONS

- Oversee all elections.
- Oversee Inspectors of Election Committee (*see 2012*).
- Oversee Contested Election (*see 2012*).
- Notify Officers and Board Members of their election to office.

BY-LAWS Article III Section 2d

The Treasurer shall collect and receive all monies due or belonging to the Association. He shall deposit the same in a bank satisfactory to the Board in the name of the Association. His books shall at all times be open to the inspection of the Board and he shall report to them at every meeting the condition of the Association's finances and every item of receipt or payment not before reported. At the annual meeting he shall render an account of all monies received and expended during the previous fiscal year. He shall be elected for a term of two years with the privilege of re-election.

ASA Guidelines

1000	BOARD OF DIRECTORS
1003	Treasurer
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Necessary skills:

Working knowledge of Word and Excel – both are used for club record keeping including membership information and the master financial documents. Understanding of PayPal management desirable.

RESPONSIBILITIES

It shall be the responsibility of the Treasurer to:

GENERAL

Work closely with the Secretary on all Association financial matters, including the dues notifications, dues payments received and Association "members not in good standing."

- Have the financial records of the Association ready for inspection, by the Board, at all times.
- Provide a complete financial accounting of the financial activities of the Association during the previous fiscal year. The annual financial report will include a narrative summarizing the financial status as well as the annual financial spreadsheet.
- This Annual report will be provided to the President and the Secretary prior to the Annual Meeting and will be available to all members attending the Annual Meeting.
- Maintain an ongoing dialogue with the President regarding the financial status of the Association.
- Prepare and forward, in a timely manner, copies of all documents from the two-month period of the previous fiscal year requested by the Audit Chairperson.
- Provide to the President and Secretary, a Quarterly Financial Report not later than the 15th of the month following the end of the quarter. The report will be cumulative from the beginning of the Fiscal Year and will include all expenditures and income for that quarter.
- Prepare with the Secretary and provide a list of "Members Not in Good Standing" for the Annual meeting to the President, Secretary, Newsletter Editor, Publications Chairperson, Huntmaster, Lurecoursemaster, Regional Vice Presidents, Publications Chairperson and Statistician. ***(This list shall be confidential and not available for general distribution.)***
- Oversee renewal of annual club insurance policy; disburse and order additional insurance certificates as needed and requested.
- Oversee annual renewal of ASA Corporation papers (see 2006).

DUES

In coordination with the Secretary ensure "Dues are due" notice (see 3010) is mailed on or before May 15th annually.

- Note: "Dues are Due" notice must be mailed independently of any other document.
- Coordinate with Secretary a second mailing to members who have not renewed August 15th.

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FUNDS MANAGEMENT

- Collect and receive all monies due or belonging to ASA and deposit in the Association's bank account.
- Resolve any discrepancies in billing prior to the payment of Association obligations.
- All requests for Reimbursement from the Association must be accompanied by documents before the Treasurer will issue payment
- Pay all ASA obligations in a timely manner.
- Utilize the 'Treasurer's Checklist' to insure that all financial commitments are met.
Note: the Treasurer's Checklist will be provided to each new Treasurer by the outgoing Treasurer.

MUST PAY OBLIGATIONS – All dates are “no later than”

- February 1st, remit to American Kennel Club fee for Annual Statistics for previous year (Association Point of Contact is Statistician)
- February 15th, remit annual insurance fee to Sportsman's Insurance
- April 30, pay American Field Sighthound Association (AFSA) dues (Association Point of Contact is Lure Course Master)
- June 30th of each year, pay the ASA Non- Profit Filing Fee to the Secretary of State, 801 Capital Way South, PO Box 40234, Olympia WA 98504-0234
- Association Storage Unit Rental Fees – Lompoc due in August and Modesto which is paid every 13 months and therefore varies.
- August 15th, Internal Revenue Service Tax Return information to CPA
- September 1st, send Hunt Master Annual Budget Monies
- November 1st, mail Non-Profit Tax Filing to IRS, Dept. of Treasury, IRS, Ogden Utah 84404

REIMBURSEMENT POLICY (Approved by the Board of Directors, November 1, 2013)

- Effective December 1, 2013, receipts or invoices that are over one year old, even with adequate documentation, will not be accepted for payment.
- All receipts for reimbursement during the ASA fiscal year (July 1 to June 30th of each year) will be submitted to the Treasurer within 90 days after the end of the fiscal year in which the monies were spent. This means not later than the 30th of September of any year.
- The Treasurer will send a reminder note (or a “Call for expenses”) as the Fiscal Year (1 July to 30 June) approaches an end. This will serve as notice to those individuals who have expended personal funds on behalf of the Association that the receipts for such expenditures are due to the Treasurer not later than September 30th. There will be no exceptions.

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- Advance payment for some high cost items will still be issued on a case-by-case basis. However, expenditures from that advance must be documented and reconciled within two months of the issue of the advance. Advances will not carry over from one project to another.

“NOT IN GOOD STANDING” POLICY

- Execute the “Not in Good Standing” policy (see 3013).

<p>Upon receiving an insufficient fund check:</p> <ul style="list-style-type: none"> ➤ Treasurer notifies President and Secretary. ➤ Treasurer sends letter to the person responsible, copying the President and Secretary. ➤ Wait 30 days. 	
<p>If repaid within 30 Days:</p> <ul style="list-style-type: none"> ➤ Treasurer notifies President and Secretary. <p>If repaid during the fiscal year:</p> <ul style="list-style-type: none"> ➤ Member reinstated for the remainder of that fiscal year. ➤ Notify President, Secretary, Newsletter Editor, Lure Course Master, Huntmaster, Statistician, applicable Regional Vice President <p>If repaid outside of the fiscal year:</p> <ul style="list-style-type: none"> ➤ Former “Not in Good Standing” standing member has the privilege of membership renewal. ➤ Secretary notifies President, Treasurer, Regional Vice President, Information Specialist, Newsletter Editor, Publications Chair, Lurecoursemaster, Huntmaster and Statistician that the person has paid their debt and is removed from the “Not in Good Standing” standing status, copying person responsible. 	<p>If not paid within 30 days following first letter:</p> <ul style="list-style-type: none"> ➤ Treasurer notifies President and Secretary. ➤ Secretary sends a second letter to the person responsible explaining her/his potential “Not in Good Standing” status. ➤ Wait 30 days. <p>If not paid within 60 days:</p> <ul style="list-style-type: none"> ➤ Treasurer notifies President and Secretary. ➤ Secretary sends the third notice to the person responsible, copying the President and Treasurer. ➤ Wait 30 days. <p>If not paid within 90 days:</p> <ul style="list-style-type: none"> ➤ Notify President and Secretary. ➤ Secretary sends final letter advising person responsible she/he has been placed in the “Not in Good Standing” list. ➤ Copies sent to: President, Treasurer, Regional Vice President, Information Specialist, Newsletter Editor, Publications Chair, Lurecoursemaster, Huntmaster and Statistician. ➤ Shouldn't we remove them from membership in the Association?

BY-LAWS Article III Section 2b

Each regional Vice President shall preside over meetings in his region. He shall call at least one general meeting each year for his region.

He shall be elected for a term of two years and shall be eligible for re-election not more than once without an intervening term out of office. The incumbency of the regional Vice President shall continue for the remainder of the term for which he was elected, notwithstanding relocation of such Vice President's residence to a different region.

BY LAWS Article III Section 2e

The order of succession of Vice President's to the Presidency, which order shall govern in the event of a vacancy in the office of the President, shall be determined by a vote of the Board of Directors. As interim President while the vote is being taken, the most recent Past President able and willing to serve should preside.

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1000	BOARD OF DIRECTORS
1004	Regional Vice President
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It shall be the responsibility of each Regional Vice President to:

- Work in tandem with the Regional Board Member.
- Actively participate in the polling of the Board (*if necessary to cast a negative vote, an explanation is appropriate*).
- Call regional meetings by requesting same in writing, or via electronic mail, from the President with a copy to the Secretary. Notify members of the region of meetings via e-mail when possible or postcard if necessary.
- Preside over meetings in their respective region – one regional meeting annually is expected.
- Encourage lure trials within the region – permission should be obtained by ASA Lurecoursemaster (*only the Vice President may make such a request for the region*).
- Participate in the planning and administration of the Brahma II Cup when event occurs in their region.
- Conduct trophy-supported entries (TSE's) within the region – one per calendar year which will be provided with club medallions. No two TSEs may be held in succession at the same site. Any additional TSE's would be funded by donations coming from within the region. Request for the event is made to the President with a copy to the Secretary (see TSE guidelines)
- Submit to the Newsletter Editor reports of any regional events such as TSE's, lure trials, fun matches, etc. as well as encourage participants to place an ad in the Newsletter.
- Work as a liaison for the ASA and promote its activities by encouraging new members and ensuring that all members feel welcome to participate.
- Regarding elections – time is of the essence, therefore, informing the President and/or Secretary is not only a courtesy but a responsibility when suspecting or hearing of a contested election.
- Submit an annual report of their region to the President by June 1st for inclusion at the Annual Meeting.

BY-LAWS Article III Section 3

Regional Board Members of the Board of Directors shall be elected for a term of two years and shall be eligible for re-election not more than once without an intervening term out of office.

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1005	Regional Board Member
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It shall be the responsibility of the Regional Board Member to:

- Work in tandem with the Regional Vice President of the same region.
- Actively participate in the polling of the Board *(if necessary to cast a negative vote, an explanation is appropriate)*.
- Regarding elections – time is of the essence, therefore, informing the President and/or Secretary is *not only a courtesy but a responsibility* when suspecting or hearing of a contested election.

BY-LAWS Article III Section 3

Board Members at Large of the Board of Directors shall be elected for a term of two years and shall be eligible for re-election not more than once without an intervening term out of office.

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1006	Board Member at Large
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It shall be the responsibility of a Board Member at Large to:

- Actively participate in the polling of the Board *(if necessary to cast a negative vote, an explanation is appropriate)*.
- Regarding elections – time is of the essence, therefore, informing the President and/or Secretary is *not only a courtesy but a responsibility* when suspecting or hearing of a contested election.

BY-LAWS Article III Section 1c

The Immediate-Past President (and Immediate-Past Secretary) shall be directors and shall serve until replaced by succeeding President (and Secretary) retirement.

BY-LAWS Article III Section 2e

The order of succession of Vice President's to the Presidency, which order shall govern in the event of a vacancy in the office of the President, shall be determined by a vote of the Board of Directors. As interim President while the vote is being taken, the most recent Past President able and willing to serve should preside.

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1007	Immediate-Past President
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It shall be the responsibility of the Immediate-Past President to:

- Actively participate in the polling of the Board *(if necessary to cast a negative vote, an explanation is appropriate).*
- Regarding elections – time is of the essence, therefore, informing the President and/or Secretary is *not only a courtesy but a responsibility* when suspecting or hearing of a contested election.
- Stand ready to assume “Interim President” duties in the event of a mid-term vacancy in the office of President until election results are finalized.

BY-LAWS Article III Section 1c

The Immediate-Past President (and Immediate-Past Secretary) shall be directors and shall serve until replaced by succeeding President (and Secretary) retirement.

BY-LAWS Article III Section 4

Any vacancy occurring on the Board or among the officers during the year shall be filled for the unexpired term of office by a majority vote of all the then members of the Board.

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1008	Immediate-Past Secretary
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It shall be the responsibility of the Immediate-Past Secretary to:

- Actively participate in the polling of the Board *(if necessary to cast a negative vote, an explanation is appropriate).*
- Regarding elections – time is of the essence, therefore, informing the President and/or Secretary is *not only a courtesy but a responsibility* when suspecting or hearing of a contested election.
- Stand ready to assume “Interim Secretary” duties in the event of a mid-term vacancy in the office of Secretary until election results are finalized.

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1009	Regional Breakdown
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<i>ATLANTIC NORTHEAST</i>	<i>ATLANTIC SOUTHEAST</i>
Connecticut Delaware Maine Maryland Massachusetts New Brunswick New Hampshire New Jersey New York Nova Scotia Ontario Pennsylvania Quebec Rhode Island Vermont Washington, DC	Alabama Florida Georgia North Carolina South Carolina Tennessee Virginia West Virginia
<i>NORTH CENTRAL</i>	<i>SOUTH CENTRAL</i>
Illinois Indiana Iowa Kentucky Manitoba Michigan Minnesota Missouri Nebraska North Dakota South Dakota Ohio Wisconsin	Arkansas Colorado Kansas Louisiana Mississippi New Mexico Oklahoma Texas
<i>PACIFIC NORTHWEST</i>	<i>PACIFIC SOUTHWEST</i>
Alaska Alberta British Columbia Hawaii Montana Oregon Saskatchewan Washington Wyoming	Arizona California Nevada Utah

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1000	BOARD OF DIRECTORS
1010	Fiscal Calendar
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<i>MONTH</i>	<i>DATE</i>	<i>DESCRIPTION</i>	<i>RESPONSIBILITY</i>	<i>OCCURRENCE</i>
JULY	1	First day of ASA Fiscal Year.		Annual
	TBD	Annual Board Meeting / Annual General Meeting	<ul style="list-style-type: none"> • President 	Annual
	TBD	Celebration Weekend	<ul style="list-style-type: none"> • President • Celebration Chair 	Annual
AUGUST	15	"Dues are Due" second notice deadline.	<ul style="list-style-type: none"> • Secretary • Treasurer 	Annual
	30	Retiring Officers turn over properties and records.	<ul style="list-style-type: none"> • All retiring Officers 	Biennial
	30	Fall Newsletter recommended deadline.	<ul style="list-style-type: none"> • Newsletter Editor 	Quarterly
NOVEMBER	15	Winter Newsletter recommended deadline.	<ul style="list-style-type: none"> • Newsletter Editor 	Quarterly
FEBRUARY	15	Nomination Committee Appointment deadline.	<ul style="list-style-type: none"> • President 	Biennial
	15	Spring Newsletter recommended deadline.	<ul style="list-style-type: none"> • Newsletter Editor 	Quarterly
	15	Celebration <ul style="list-style-type: none"> • publicity submitted for Spring Newsletter • trophy list to Host Kennel Club • letter to judge 	<ul style="list-style-type: none"> • Secretary 	Annual
APRIL	15	Nominations sent out to every member.	<ul style="list-style-type: none"> • Secretary • Nominations 	Biennial
	15	<ul style="list-style-type: none"> • Statistician deadline to notify top five contenders for each Perpetual Trophy. • Huntmaster notifies Statistician of qualifying salukis for the six Perpetual Coursing Awards. 	<ul style="list-style-type: none"> • Statistician • Huntmaster 	Annual Annual
MAY	1	Deadline for additional nominations due to the Secretary.	<ul style="list-style-type: none"> • Secretary 	Annual
	15	Deadline for ballots to be sent to every member.	<ul style="list-style-type: none"> • Secretary 	Biennial
	15	Deadline for "Dues are Due" notice sent to every member.	<ul style="list-style-type: none"> • Treasurer • Secretary 	Annual
	15	Summer Newsletter recommended deadline.	<ul style="list-style-type: none"> • Newsletter Editor 	Quarterly
JUNE	1	Catalog copy due to Celebration Host Kennel Club.	<ul style="list-style-type: none"> • Celebration Chair 	Annual
	10	Inspectors of Election tabulate valid ballots.	<ul style="list-style-type: none"> • Secretary 	Biennial
	15	Deadline for Statistician to notify Perpetual Trophy winners.	<ul style="list-style-type: none"> • Statistician 	Annual
	15	Celebration flyer sent to every member.	<ul style="list-style-type: none"> • Celebration • Secretary 	Annual
	30	Last day of ASA Fiscal Year.		Annual
	30	Deadline for due paid for eligibility of Perpetual Trophies and Incoming Officers.		Annual
	30	Deadline for filing of Corporation Papers thru Corporate Agent.	<ul style="list-style-type: none"> • President • Corporate Agent • Treasurer 	Annual

BY-LAWS Article V Section 2j

The Audit Chairman shall conduct or have conducted an annual examination of all financial records of the Treasurer and shall make a report of such examination to the Board of Directors.

ASA Guidelines

2000	COMMITTEE CHAIRS
2001	Audit Chair
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It is the responsibility of the Audit Chair to:

- Review financial status of the organization at the end of each two year term.
- This position would ideally a former ASA Treasurer who has no affiliations with the current or immediate-past administration.

BY-LAWS Article V Section 2b

It shall be the duty of the Caravanserai Editor to compile and print special issues of different facets of interest to the Saluki fancier. The need for these issues shall be determined by the Board.

ASA Guidelines

2000	COMMITTEE CHAIRS
2002	Caravanserai Editor
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It shall be the responsibility of the Caravanserai Editor to:

- Compile and publish, as directed by vote of the Board of Directors, ideally every five years.
- Produce as a self-funding project with no loan funds from the ASA treasury an end product that reflects the beauty and elegance of its subjects.
- Solicit a staff of volunteers willing to assist with the many aspects of a project this size.
- Consult with President and former Caravanserai Editors as needed.
- Obtain final approval of President prior to publishing.

PUBLICITY

- Mail a letter to all ASA members in good standing promoting the publication and soliciting advertising.
- Submit information/advertisement to the Newsletter Editor for inclusion in Newsletters.
- Advertise in appropriate Saluki publications, if desired.
- Have information available at the Annual Meeting.

DESIGN AND FORMAT

- Cover
 - *Must* state "American Saluki Association Caravanserai".
 - *Must* include ASA logo.
 - *Must* be older, obscure artwork of Saluki(s) (paintings, drawings, etc.) that are not recognizable as an individual dog.
 - *Must* be approved by the President.
- Content
 - Contributors are responsible to ensure the information submitted is accurate.
 - In the event more than one page is submitted for a dog, the breeders' submission will take precedence and the other contributor will be notified immediately.
 - Pages available will include:

<i>Individual Page</i>	<ul style="list-style-type: none">• Saluki's registered name and call name.• Three generation pedigree.• Owner/kennel name, address, telephone and e-mail address.• Breeder name.• Saluki's color.• Date of birth; date deceased, if applicable.• Owner comments (indicate wording limit)• Photo of Saluki (no humans or other dogs)• Title and achievements (must be recognized by xx/xx/xx).
<i>Kennel Page</i>	<ul style="list-style-type: none">• One kennel page per kennel with two or more individual pages.• Candid photo or kennel logo.• Kennel name, address, telephone and e-mail address.
<i>Memorial Half-Page</i>	<ul style="list-style-type: none">• Salukis deceased between xx/xx/xx and xx/xx/xx.• Three generation pedigree.• Owner and breeder information.• Comments (indicate wording limit)• Photo

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2002	Caravanserai Editor
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PRINTING AND DISTRIBUTION

- Establish deadline, time requirements, design layout and financial budget with printer.
- Obtain approval of President prior to submitting project to printer.
- Coordinate return of photos, including a tear sheet if available, to advertiser.
- Coordinate distribution and mailing of final publication.

COMPLETION OF PROJECT

- Ship remaining publications to Publications Chairperson.
- Finalize financials with the Treasurer.
- Prepare financial statement for the Treasurer, Secretary and President.

THREE YEAR TIMETABLE

• FIRST YEAR

Fall Issue

- Accept Editorship
- Solicit staff of volunteers.
- Establish budget

Winter and Spring Issues

- Research costs for postage, printing, binding, typesetting, layouts, etc.
- Establish deadlines and time requirements with printer and bindery.
- Finalize cost of each type of page offered.
- Design and format publication layout.
- Develop letter/flier to:
 - submit to Secretary for inclusion in Annual Meeting
 - mail to all current ASA members in good standing
 - submit to Newsletter Editor
 - send to other Saluki groups, clubs or individuals as deemed necessary to ensure as many Saluki fanciers are informed as possible

Summer Issue

- If possible, attend Annual Meeting with informational flier and make time available to answer questions
- If deemed necessary, send a second mailing to all of those from earlier Winter and Spring mailing.

• SECOND YEAR

Fall Issue

- Begin a file for each contributor.
- Check each page submitted for pedigree, appropriate photos and word limits as they arrive.
- Ensure the phrase: *"All items submitted for publication become the property of the American Saluki Association which has sole right of use."* is printed in a prominent location within the publication.

<i>ASA Guidelines</i>	
2000	COMMITTEE CHAIRS
2002	Caravanserai Editor
Revised	2/07
Page	3 of 3

Winter Issue

- o Send completed files to typesetter.

Spring Issue

- o Complete final layouts.
- o Review all details with the printer, including paper and cover stock.
- o Review half-tones, especially light and dark dogs from good photos.
- o Send copy to President for final approval prior to submission to printer.
- o Inform bindery of expected date of arrival.

Summer Issue

- o Organize original artwork for return, including a tear sheet.
- o Prepare for distribution at the Annual Meeting.
- o Have extra copies available at the Annual meeting for sale.
- o Prepare advertising for other Saluki publications of availability.

• THIRD YEAR

Fall Issue

- o Ship remaining publications to Publication Chairperson.
- o Prepare final financial statement for Treasurer and President.

BUDGET CONSIDERATIONS

• *Postage*

- o Two first-class mailings to the general membership.
- o One first-class mailing to return original artwork and tear sheets.
- o Book-rate mailing for finished publications – domestic and foreign.

• *Printing*

- o Original flier for entire membership (two times).
- o 300-500 page book on 80# paper with half-tone on each page.
- o Minimum 100# cover stock with extra artwork and lamination
- o Layout and typesetting charges.

• *Binding*

• *Reinforced mailing bags*

• *Envelopes to return original artwork*

• *Miscellaneous*

It shall be the responsibility of the Celebration Weekend Chair to plan, coordinate and facilitate the necessary functions to ensure all aspects of the event are in place.

<i>ASA Guidelines</i>	
2000	COMMITTEE CHAIRS
2003	Celebration Weekend
Revised	2/07
Page	1 of 2

WEEKEND HOSPITALITY

- Review and coordinate weekend activities with the host kennel club.
- Coordinate judging time (ideally 9:00 a.m.) with host kennel club/Superintendent in addition to any other days as needed for ASA activities or if Saluki entry does not warrant sole use of ring, request Salukis go in last.
- Request hospitality space, tables, chairs, tents/canopies for weekend activities.
- Request parking space(s) in closest proximity to ring to assist with hospitality/electricity.
- Submit map of Saluki ring area and parking to host kennel club with ideal set-up for ASA activities.

ANNUAL BOARD MEETING

- ASA President and Celebration Weekend Chair select a time and place to hold the Annual Board Meeting and submit to Board for approval.
- This meeting is open to the general membership.
- If the time chosen should conflict with the Hound Group judging, there should be a break in the meeting to support the Saluki in the Group.

ANNUAL AWARDS DINNER

- *This event is open to the general membership with paid dinner admission.*
- Make arrangements for location of dinner at either:
 - show site:* arrange for area at location; tables & chairs; fire permit; caterer; cash bar/liquor license, if needed; entertainment, OR
 - restaurant:* reserve date with selected restaurant/banquet room; select menu items & obtain price quote; dinner tables & chairs; event tables (silent auction & perpetual trophy display)
- Plan decorations and dinner centerpieces.
- Coordinate arrangements with Silent Auction Chair and Perpetual Trophy Chair.

WEEKEND NOTIFICATION TO MEMBERSHIP

- Notification to the general membership is an **ASA CONSTITUTIONAL REQUIREMENT.**
- Arrange with Secretary for fliers to be sent to all members announcing the weekend activities, hospitality, annual meeting, available accommodations and price of the awards dinner.
- Obtain mailing labels (for entire membership) in early June.
- Prepare advertisement for Spring Newsletter announcing weekend activities.

It shall be the objective of the Celebration Silent Auction Chair to organize and facilitate the ASA Silent Auction of which the proceeds are to be split equally between the ASA Trophy Fund and a rescue organization.

<i>ASA GUIDELINES</i>	
2000	COMMITTEE CHAIRS
2004	Celebration Silent Auction
Revised	2/07
Page	1 of 2

PREPARATION

- Solicit, collect and store items throughout the year to be sold at the ASA Silent Auction.
- Determine date, time and place to conduct the silent auction during the Celebration Weekend with the President, Celebration Weekend Chair.
- Publicize the auction in the Newsletter and coordinate with Celebration Weekend Chair for mailings.
- Receive and store any purchased trophies not awarded at the Celebration Weekend, the Desert Match and/or regional TSE's (whenever possible) for the following year's Silent Auction.
- Solicit donations from past contributors, artists, craftsmen, vendors and long-time Saluki people often have items they might not mind parting with. Examples of donated items:
 - art objects - minimum bids on valuable items are common and should be noted on bid card or 50/50 split with the artist prior to the auction
 - well-kept older books, magazines, prints, artwork
 - practical, useful or whimsical items; handmade or purchased
 - vendor donations (a business card may be displayed acknowledging the donation)
 - large or expensive items may warrant a raffle or verbal auction
 - raffle: use tear-apart tickets
 - verbal: most expensive item should be second or third – not first
 - allow and anticipate on-site donations
 - appeal to the general membership via the Newsletter and Celebration Weekend mailer
 - maintain a list of donations including donor, item and value
 - catalog (optional)
 - ⇒ list item, donor, minimum bids, 50/50, rules
 - ⇒ allow space for on-site donations
 - ⇒ print and distribute copies at event

DAY OF AUCTION

- scissors
- paperweights
- tablets
- alarm clock
- sign with the following rules:
 - *beginning and ending times*
 - *\$1 increment bids only*
 - *last bidder at ending time gets item for that amount*
 - *NO bids after the auction is over,*
 - *NO food or beverages at or on the tables*
- tape
- small calculators
- aprons with pockets
- 4 to 6 long tables
- matte or mounting board
- good supply of small pencils, no erasers
- red markers
- \$1's and \$5's

<i>ASA GUIDELINES</i>	
2000	COMMITTEE CHAIRS
2004	Celebration Silent Auction
Revised	2/07
Page	2 of 2

FOLLOWING AUCTION

- auction workers immediately collect all pencils
- circle final bid in red marker
- collect from final bidders marking on card "paid/cash" or "paid/check"
- when all bids have been collected, calculate the total
- count money collected and ensure it matches the calculated total (*adjust for any pre-auction money in aprons*)
- subtract any 50/50 payment amounts and set aside in a safe place
- newsletter coverage
 - submit brief article to the Newsletter Editor for the Fall issue on the outcome of the auction
 - include auction workers and donors in the report
- financial report
 - prepare a written financial report and send to Treasurer (copy the President) along with all monies collected (minus the 50/50 payments) the week following the auction
 - report should list expenses (postage, printing, supplies) and income (final bidder's name, dollar amount, check number) and a total for each
 - subtract expenses from income to determine net profit
 - settle amounts owed to 50/50 donors
 - net profit is accounted for by the Treasurer split equally between the ASA Trophy Fund and a rescue organization

It shall be the responsibility of the Celebration Trophy Chair to select, purchase and deliver trophies to the annual Celebration.

Additionally, must be able to make a commitment to be in attendance at the Celebration Weekend for the two years of accepting this assignment.

ASA Guidelines

2000	COMMITTEE CHAIRS
2005	Celebration Trophies
Revised	2/07
Page	1 of 1

PRIOR TO EVENT

- Contract selected trophy artist, in writing, the following:
 - complete list of all trophies needed
 - finalize price
 - delivery date needed
 - insured shipping arrangements (if needed)
 - information included in contract should include all of the above with artist signature
- Select a full set of trophies to include:
 - Best of Breed
 - Best of Opposite Sex
 - Best of Winners
 - Winners Dog
 - Winners Bitch
 - Reserve Winners Dog
 - Reserve Winners Bitch
 - Minimum of First Place in each regular class and preferably Second, Third and Fourth Place.
 - Minimum of First Place in each non-regular class and preferably Second, Third and Fourth place.
 - Highest Scoring Saluki in Obedience Trial – *a qualifying score is required.*
- Remain within the suggested budget of \$500 - \$700 (*consult with President and Treasurer*).
- Notify Celebration Weekend Chair of trophy descriptions by February 1st. This needs to be very timely as it needs to be sent to the Host Kennel Club to be included in the premium list.

AT THE EVENT

- Label and display the trophies in the Saluki ring and the Obedience ring on the day of the show, including suitable tablecloths at the Saluki ring.
- Provide a list of all trophies for the Ring Steward.
- Coordinate with the Perpetual Trophy Chair the display of the ASA Perpetual Trophies at the Saluki ring.

These trophies are not awarded, but presented by the ASA President in the winner's photo with judge. These include: Best of Breed, Urray Dirk; Best of Opposite Sex, Fantasia; Stud Dog, Siva; Brood Bitch, Freyha.

It shall be the responsibility of the Corporate Agent to ensure the Annual Filing Fee and Annual Report is filed by June 30th of each succeeding year.

<i>ASA Guidelines</i>	
2000	COMMITTEE CHAIRS
2006	Corporate Agent
Revised	2/07
Page	1 of 1

- Main responsibility is to ensure the Annual Filing Fee and Annual Report, which reflects Officers and purpose of the organization, is filed by June 30th of each succeeding year.
- ASA was registered in the State of Washington as a Non-Profit Corporation on June 24, 1972. The address of *Principal Place of Business* in Washington is listed as that of an ASA member residing in the State of Washington.
- ASA's Corporation Account Number is 2-458230-6.
- ASA's Unified Business Identifier Number is 601-397-364.
- This report from the State of Washington is received by the Registered Corporate Agent.
- Agent is responsible to complete and send to the ASA Treasurer, who in turn will forward (along with the Annual Filing Fee) to the Secretary of State (Washington), Corporations Division in Olympia, Washington.

It shall be the responsibility of the Desert Match Chair to plan and facilitate the event in a timely, efficient and orderly manner.

<i>ASA Guidelines</i>	
2000	COMMITTEE CHAIRS
2007	Desert Match
Revised	2/07
Page	1 of 1

PLANNING AND PREPARATION

- Planning, date selection and committee appointments should begin no later than early August.
 - traditionally held in January on a Saturday before all-breed show on Sunday
 - location should be as close to the show site as possible
- Secure permission to use site location, in writing.
- Secure certificate of insurance from ASA President.
- Selection and written verification of judges.
 - separate judges for conformation, obedience and fun classes
 - three judges are needed for the Desert Bred critique with preference to an individual who has not critiqued at a desert bred event in the area
- Prepare budget.
 - postage, printing, trophies, ribbons/rosettes, judge gifts, site fee, insurance, etc.
 - maintain financial records of all expenses for submission to ASA Treasurer upon conclusion of event
 - if necessary, upon Presidential approval, contact ASA Treasurer for advance funds
 - anticipate breaking even or a small profit (*as ASA is a non-profit organization, a large profit should not be expected*)
- Publicize
 - via Fall Newsletter
 - postcard/flier to all ASA members two months prior to event
 - request from Secretary mailing labels of:
 - 1) *one full set of ASA membership*
 - 2) *PSW region*
 - locate and inform from other Saluki sources/clubs (example: Desert Bred, show catalogs, etc.)
 - information on postcard/flier should include: date; location; address; map; judges; classes; trophies; entry fee (payable to ASA); schedule of events; judging times; food, shade, water and parking availability; accommodations accepting dogs; overnight parking; all-breed show information for the weekend; entry form
 - entry form must include:
 - registered name of Saluki
 - sire
 - dam
 - sex
 - date of birth
 - breeder(s)
 - owner's name, address, phone
 - classes entered
 - waiver of responsibility
 - blank line for numbering entries
 - match chair contact info
 - *"please type or print legibly"*
- The following statement:
"The Qashmar and El Tiffaz trophies will only be awarded if the winners are ASA Members."

It shall be the responsibility of the Guidelines Chair to maintain, review and update guidelines, as necessary.

<i>ASA Guidelines</i>	
2000	COMMITTEE CHAIRS
2008	Guidelines
Revised	2/07
Page	1 of 1

It shall be the responsibility of the Guidelines Chair to:

- Review ASA Guidelines each term for necessary updates and/or revisions.
- Revisions, if deemed necessary, should be well evaluated for their worthiness by the appropriate Committee Chair and Officers before any changes are recommended to the President.
- Proposed revisions can only be implemented by the President upon Board approval, as polled by the Secretary.
- Maintain and update, as necessary.

BY-LAWS Article V Section 2h

The Historian shall keep historical records including scrapbooks involving the history of the Saluki, and winning dogs at "supported entry" shows each year, and examples of ASA publications throughout the years.

ASA Guidelines

2000	COMMITTEE CHAIRS
2009	Historian
Revised	2/07
Page	1 of 1

It shall be the responsibility of the Historian to:

- Store, maintain and upgrade as necessary scrapbooks relative to Salukis, Saluki-fanciers and events of the ASA.
- Make additions to and keep current the ASA Scrapbook of the ASA Trophy-Supported Show and of the Annual Celebration Host Kennel Club Show with photos of the Saluki winners of the major Regular Class represented.

(This scrapbook was started in 1974. It includes winners from the first time ASA supported this event.)

- Make additions to and keep the annual ASA Perpetual Trophy Winners Scrapbook.

(This scrapbook was started in 1982. It shows the trophies, requirements for winning and a list of current holders.)

- Make arrangements for these scrapbooks to be on display at the ASA Annual Dinner and the Annual Celebration Show.
- Maintain a library/collection of at least three (3) copies of each ASA Newsletter and Caravanserai in as near-to-perfect condition as possible.
- Receive donated older publications, fill-ins and upgrade the ASA library/collection.

BY-LAWS Article V Section 2c

It shall be the duty of the Huntmaster to select representatives to the National Open Field Coursing Association, to plan and carry out all hunts sponsored by the American Saluki Association, and to keep records of hounds owned by members of the American Saluki Association which have participated in official coursing meets. He shall report the names of the coursing hounds qualifying for the Challenge Coursing Awards to the Statistician by June 1 of each year. He shall work with the Treasurer in managing the finances of the hunts which the Association sponsors.

ASA Guidelines

2000	COMMITTEE CHAIRS
2010	Huntmaster
Revised	2/07
Page	1 of 1

It shall be the responsibility of the Huntmaster to:

- Maintain records of Salukis owned by ASA members who have participated in official coursing meets.
- Maintain a separate bank account (although directly accountable to the Treasurer) and coordinate with the Treasurer finances of the ASA-sponsored hunts.
- Oversee (or assign appropriate delegates) all hunts.
- Assign judges and huntmasters to all hunts.
- Have thorough knowledge of *“Hunt Cup Regulations and Run-Off Rules”* (#3008).
- Select appropriate ASA representatives (*must be an ASA member*) to the National Open Field Coursing Association (NOFCA) and submit to President for approval.
- Set hunt dates with NOFCA - traditionally they are:
 - cup hunts (five)
 - ♥ Christmas
 - ♥ Ishtan
 - ♥ Fatimeh
 - ♥ Mia
 - ♥ Suki
 - puppy hunts (two – when circumstances permit)
 - ♥ Rama
 - ♥ Scramble
- Provide schedule of ASA & NOFCA Hunts to the Newsletter Editor publication in the Fall Newsletter.
- Ensure the *“Contract for Accepting an ASA Special Event Trophy”* (#3007) is completed for each event where a Special Event trophy is awarded.
- Submit information on each hunt to NOFCA News for annual publication.
- Provide copy and statistics of open field results to the Newsletter Editor for the Spring Newsletter.
- Report all results and send appropriate fees to NOFCA in a timely manner.
- Submit the names of the Salukis qualifying for the six Perpetual Coursing Awards to the Statistician by May 15th of each year.

It shall be the responsibility of the Information Specialist to maintain and store general membership, Officer and Board information for ASA use only.

<i>ASA Guidelines</i>	
2000	COMMITTEE CHAIRS
2011	Information Specialist
Revised	2/07
Page	1 of 1

- Store information regarding general membership, Officer and Board for ASA use only.
- Supply above information only upon request of the President and/or Secretary.
- Supply labels needed for any ASA mailing upon request of the President and/or Secretary.
- Send membership lists and updates to appropriate Officers and Committee Chairs as needed upon request of President and/or Secretary.
- Coordinate, in the event of a contested election, with Secretary to provide:
 - stamped envelopes with Secretary's return address and the member's mailing address
 - smaller envelopes addressed to the Secretary with the member's return address
 - a list of all members in alphabetical order (and regional lists of member, if appropriate)

BY-LAWS Article IV Section 3 Paragraph 1

*Election of all officers and directors shall be conducted by mail ballot. To be valid, ballots must be received by the Secretary before July 5 of the year of the election. Ballots shall be counted by July 10 by the Secretary and two other members in good standing. **Inspectors of election may not be persons running for office.** If the Secretary is running for re-election the President shall appoint another Board member to discharge the duties of the Secretary with respect to the election. Immediately after the vote is tabulated, the Secretary shall then inform officers and directors of their election in the most expedient manner.*

ASA Guidelines

2000	COMMITTEE CHAIRS
2012	Inspectors of Election
Revised	2/07
Page	1 of 2

REGULAR ELECTION PROCESS

- ASA Constitution & By Laws, ARTICLE IV, Section 3, Paragraph One states:

“Election of all officers and directors shall be conducted by mail ballot. To be valid, the Secretary must receive ballots before July 5th of the year of the election. Ballots shall be counted by July 10th by the Secretary and two other members in good standing (Inspectors of Election). Inspectors of Election may not be persons running for office. If the Secretary is running for re-election, the President shall appoint another Board member to discharge the duties of the Secretary with respect to the election. Immediately after the vote is tabulated, the Secretary shall then inform the officers and directors of their election in the most expedient manner.”

- Follow the above referenced By-Laws in setting up this committee.
- Have all ballots, membership files, paper and pens when the committee meets.
- Divide the return envelopes into *Region* and *Non-Region* batches in the event of a Regional contest(s).
- Count all contested Region(s) *first*.
- Check the return label prior to any envelopes being opened to verify that person(s) membership has been renewed for the ensuing year.

That envelope (*not the ballot envelope*) is opened to see if there is a check for renewal inside and if no renewal check is enclosed, the ballot will be discarded.

- Prior to tabulating the ballots, will have sent a ballot to a member-household in May of an election year.

This ballot has the mailing label that member-household placed on the enclosed, return envelope, which indicates the voting number for that household for that year. The ASA year is July 1st -June 30th. If that household shows only one vote for the year in which the ballot was sent and that household adds another voting member for the ensuing year, only one vote is counted, as the second member was not a member in the ASA fiscal year that the ballot was sent.

- Tabulate overall ballots after the Regions have been tabulated.

Lock out any Regional “voting” that might mistakenly have been included in the non-Regional batch (in the event a vote is cast outside the members region).

- Notify all persons elected (in order of the President, Secretary, Treasurer, Regional Vice Presidents, Regional Board Members and Board Members at Large) in the most expedient manner.
- Save all election information until such time it is evident there is no protest and destroy after it is evident the election is not contested.

<i>ASA Guidelines</i>	
2000	COMMITTEE CHAIRS
2012	Inspectors of Election
Revised	2/07
Page	2 of 2

CONTESTED ELECTION

Responsibilities of the Secretary

- Notify the President and Information Specialist *immediately* upon becoming aware of a contested election.
- Prepare for printer the candidate's statement, Article IV, Section 4 a-c of the ASA Constitution and By Laws and ballot(s).
 - use a different color for each Region and Officers as it is helpful for separating purposes
 - double-side printing, sorted, cut and folded by a printing service
- Request appropriate mailing labels from Information Specialist and expedite mailing of these ballots.
- Keep membership records as up to date as possible after ballots have been mailed.
- Keep ballots in alphabetical order to ensure dues payment and then divide into Regions using appropriate regional list.
- Complete the procedure using the above stated protocol for Inspectors of Election.
- In the event the Secretary is a candidate in a contested election, the President will appoint a neutral member to act in the role of Secretary, in accordance with the ASA Constitution and By Laws.

Responsibilities of the Information Specialist

- Provide the Secretary with:
 - stamped envelopes with the Secretary's return address and the member's mailing address
 - smaller envelopes addressed to the Secretary with the member's return address
 - list of all members in alphabetical order (and regional lists of members, if appropriate)

Responsibilities of all Officers and Board Members

All Officers and Board Members bear the responsibility of immediately informing the President and/or Secretary upon suspecting or hearing of a contested election.

Time is of the essence in a contested election; therefore, informing the President and/or Secretary is a responsibility as an officer of the club as well as a courtesy.

BY-LAWS Article V Section 2d

It shall be the duty of the Lurecoursemaster to act as representative to the American Sighthound Field Association and to work with the regional ASA members to plan and carry out ASFA lure course meets sponsored by ASA. He shall keep records of all ASA sponsored lure course meets.

ASA Guidelines

2000	COMMITTEE CHAIRS
2013	Lurecoursemaster
Revised	2/07
Page	1 of 1

- Represent the best interests of the organization as the ASA Delegate to the American Sighthound Field Association (ASFA).
- Be thoroughly familiar of and ensure ASA policies are enforced in a manner consistent to ASFA published Running Rules and Field Procedures.
- Have thorough knowledge of *“Hunt Cup Regulations and Run-Off Rules”* (#3008).
- Recommend the ASFA Convention Delegates, with concurrence of ASA President.
- Coordinate with Regional Vice Presidents to plan and facilitate ASA sponsored ASFA lure coursing trials maintaining uniformity throughout all ASA regions.
- Ensure the *“Contract for Accepting an ASA Special Event Trophy”* (#3007) is completed for each Regional Lure Coursing Trophy awarded.
- **Oversee scheduling:**
 - ensure all requests for lure coursing trials and/or tests have Regional VP approval
 - ensure the Field Trial Secretary has submitted the trial date request to ASFA
 - ascertain, as best as possible, that the lure coursing trial and/or test is financially feasible
- **Records and supplies:**
 - supply all necessary records and/or forms to the Field Trial Secretary
 - retain a copy of the premium list, record sheets and financial report for each trial
 - forward the winners of the perpetual ASFA lure coursing trophies to the ASA Board
 - forward ribbons and/or rosettes to the Field Trial Secretary in a timely manner

It shall be the responsibility of the Membership Chair to reach new Saluki-fanciers who would be interested in joining ASA.

<i>ASA Guidelines</i>	
2000	COMMITTEE CHAIRS
2014	Membership
Revised	2/07
Page	1 of 1

- Contact new Saluki-fanciers who would be interested in joining the ASA by sending them a current membership application with a cover letter describing the organization.
- Solicit non-members who have advertised in the “New Champion” section of the Newsletter.
- Send applications to key people around the country who are involved in rescue work.
- Find non-members via show catalogs throughout the country and solicit their membership.
- Locate lapsed members and remind late renewals following dues notices in January (coordinate with the Secretary).
- Place an advertisement in all-breed, sighthound or Saluki publications listing the Membership Chair as the contact person (with approval of the President).

BY-LAWS Article V Section 2a

It shall be the duty of the Newsletter Editor to compile and print a periodic Newsletter that will be sent to members in good standing.

ASA Guidelines

2000	COMMITTEE CHAIRS
2015	Newsletter Editor
Revised	2/07
Page	1 of 4

GOALS OF THE NEWSLETTER

- Provide club, breed information and a means of advertising to the membership.

EDITOR

- Must be able and willing to subordinate her/his own ideas regarding publications to Board policy with regard to content, format, cost and distribution.
- Appoint staff members as needed (*must be ASA Members in Good Standing*).
- Obtain prior authorization to implement new ideas with the *President (this does not refer to minor working changes but to major policy or content changes)*.
- Prepare all material for the printer.
- Adhere to budget.
- Choose a printer.
- Publish and adhere to deadline schedule in each issue – suggested as follows:

<u>ISSUE</u>	<u>DEADLINE</u>	<u>PRINTING</u>
Fall	August 15 th	October
Winter	November 15 th	January
Spring	February 15 th	April
Summer	May 15 th	July

- Solicit advertising, articles and informal photos from Huntmaster, Lurecoursemaster, TSE Chairs, Celebration Chair, etc. from ASA events.
- Editor is not responsible for claims made in these ads but has authority to and should question information concerned that material contains inaccuracies.
- Return all photos to contributor who sent them with a note of thanks, in a timely manner.
- Submit Newsletter to President for final approval before going to print.

FINANCIAL RESPONSIBILITY

- ASA will not extend credit for any purpose.
- Amount expended on any single issue is dependent on current budget.
- Article for any given issue should be covered by regular ad revenue (eg 15 regular ads = 30 article pages).
- Revenue from membership dues should be used to cover mailing, contents, cover and club info.
- Mailing:
 - Domestic issues will be mailed Bulk unless member has paid for 1st Class.
 - Foreign issues will be mailed at surface rates unless member has paid for Air Mail.

<i>ASA Guidelines</i>	
2000	COMMITTEE CHAIRS
2015	Newsletter Editor
Revised	2/07
Page	2 of 4

CONTENT

- Each issue must include:

- President's Report
- Treasurer's Report
- Saluki Standard
- Committee Chairpersons
- Secretary's Report, including New Members
- Officers names and addresses
- Sources of Saluki information
- Calendar of upcoming events
- Committee Chairpersons report, if submitted
- The statement, *"All items submitted for publication become property of the American Saluki Association, which has sole right of use."*
- Membership requirements and Notification Procedures for Awards – in the Trophy Award section of each Fall Newsletter. Information on conformation shows, obedience, coursing, junior showmanship, companionship.

- The Fall Newsletter, Awards Section must include:

1. Membership requirements and notification procedures for awards.
2. The statement that any member who believes she/he or their Saluki was available for an award may apply to the Chief Statistician for consideration within 30 days after the mailing of the Fall Newsletter. Upon assurance that all awards are valid, Statistician notifies the Perpetual Trophy Chairperson in writing the names of the award winners for engraving. ASA will cover the cost of engraving, but winners are invited by the Statistician to "donate" this cost to the ASA.

- Ensure priority space and location is given to ASA club events; all other news treated equitably.
- Priority should be given to timely articles – others held for another issue.
- General tone of articles should be dignified; not courting controversy but avoiding censorship of any legitimate expression and not self-promoting in any form.
- Minutes from all Board meetings and Regional meetings must be printed verbatim.
- Saluki specialty events may receive a free listing in the Saluki events calendar.
- Under no circumstances may an anonymous article be published.

COVER

- Established ASA logo *must* be on the cover.
- To be determined mutually between Newsletter Editor and President.
- Same color scheme should be used for all four issues of the ASA fiscal year and color should change each fiscal year.
- No photos of actual Salukis – dead or alive; identified or not, may be used.
- Older, more obscure art work, is desirable.

<i>ASA Guidelines</i>	
2000	COMMITTEE CHAIRS
2015	Newsletter Editor
Revised	2/07
Page	3 of 4

ADVERTISING

- **New Champion Ads**
 - open to members or non-members
 - standard format only
 - no logos
 - same font
 - six lines of copy (limited to pertinent information about championship); no breeding or littermate information
 - three generation pedigree
 - birth date
 - breeder
 - owner(s) name, address, phone and/or email optional
 - picture as large as possible and cropped to dog only
 - grouped in one section and arranged in alphabetical order based on name of Saluki
 - emphasis will be placed on printing an accurate pedigree, including spelling and titles, as the purpose of this collection is for historic purposes
 - New Titles listing (immediately preceding the New Champion Section) must be included in each Newsletter (AKC conformation, obedience, lure; ASFA lure coursing and NOFCA open field)
- **Regular Ads**
 - open to ASA Members in Good Standing with current dues paid
 - Editor is not responsible for claims made in these ads but has authority to and should question information concerned that material contains inaccuracies
 - placement of ad can be throughout the publication
 - no direct comparison of advertisers Saluki with another's Saluki is allowed
 - term *coursing* used alone refers only to Open Field Coursing
 - advertisers are urged to use the full, registered name of the Saluki somewhere in the ad and to include the sire and dam for historical purposes and also benefit readers unfamiliar with that particular Saluki
 - the Board may authorize a special section which would be open to any persons involved in that section

• **Commercial Ads ????**

- Letters to the Editor – *Are not authorized at any time.*
- No advertiser copies (for any section) will be sent.

EVENTS, CRITIQUES AND SHOW RESULTS

- Editor may appoint a staff member to
 - cover current activities and/or events
 - solicit advertising from events
- Editor's discretion to determine if a photo accompanying an article is appropriate or not.
- No "win" photos may be used in an event report.

<i>ASA Guidelines</i>	
2000	COMMITTEE CHAIRS
2015	Newsletter Editor
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- All class placements, as well as major awards, must be published in their entirety and included in ASA events reports, show results and critiques. Suitable photos may be used to enhance show results and critiques.
- Foreign Reports
 - rigidly edited to prevent promotion of individual kennels or Salukis
 - include upcoming events
 - this category currently appears in the Spring Newsletter

“It is felt by the Newsletter Review Committee, and we are sure a large majority of the membership, that the Newsletter IS THE ASA.

We hope that this policy statement will better enable future Newsletter Editors to serve the needs of the ASA and its members.

As in all such matters, the Board of the ASA has the right of final approval of any future policies.”

As compiled in 1979 by Anita Wells (Chair), Kim Morrison-Anselmo, Laura Belkin, Sally Bell, Mary Ellen Gorske, Winafred Lucas and Peggy Martinez. Reviewed in 1992 and updated in 1995 by Rae Ann Hanna.

BY-LAWS Article IV Section 4

A nominating committee shall be appointed by the President before February 15 of each election year. The committee shall consist of three members and one alternate, all of whom must be members in good standing and no more than one of whom shall be a member of the current Board of Directors. The President shall designate one member of the committee as its chairman. The nominating committee may conduct its business by mail.

BY-LAWS Article IV Section 4a

The nominating committee shall nominate from among the eligible members of the Association at least one candidate for each open position on the Board of Directors and at least one candidate for each office to be filled in said election and shall procure the acceptance of each nominee so chosen. The committee shall then submit proposed nominees to the Secretary who shall mail the list to each member of the Association on or before April 15 so that additional nominations may be made by members if they so desire.

ASA Guidelines

2000	COMMITTEE CHAIRS
2016	Nominating
Revised	2/07
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- Request, via the Secretary, names and resumes of members thought to be qualified for the nomination of Officers and Board Members.
- Qualifications for President include:
 - history of involvement with Salukis and the ASA
 - willingness to attend the Annual Meeting during her/his term in office
 - tactful, approachable demeanor
 - good language skills and ability to speak before groups
 - willing and able to comfortably tolerate traditionally non-reimbursed expenses such as telephone calls and travel
- Give priority to those living in previously unrepresented or under-represented Regions, in the event several suitable candidates surface.
- Make every effort to canvas members in their respective Regions for suggestions of appropriate nominees.
- Maintain the ability to describe to each potential nominee the duties and responsibilities of Officer and Board Members positions, either verbally or by providing a copy of the guidelines.
- Compile a well-rounded and compatible slate of nominees (a well-rounded slate contains a mixture of experienced members who have previously served in official capacities as well as members who have no official experience but have demonstrated eagerness and aptitude).
- Present to the official Presidential nominee with the names of potential nominees for other positions.
- Secure acceptance for a *complete slate of Officers and Board Members* from potential nominees in the following order: *President, Secretary, Treasurer, Regional VP's, Regional Board Members and Board Members at Large.*
- Notify the general membership by the April 15th deadline, via the Secretary, the recommendations for Officers and Board Members. Example of recommended letter below:

<i>ASA Guidelines</i>	
2000	COMMITTEE CHAIRS
2016	Nominating
Revised	2/07
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EXAMPLE OF RECOMMENDATION LETTER (on ASA letterhead)

After careful consideration, the (year) Nominating Committee presents the following slate for the xxxx-xx term. All nominees are persons of long and good standing with ASA, knowledgeable of club functions and are aware of the responsibilities involved. All have expressed a willingness to work with other nominees. We consider this a highly compatible slate and of such personal integrity that they will fill their positions in good stead, ensuring a smooth operation. We urge the membership to accept it.

xxxx NOMINATING COMMITTEE
 (name), Chair
 (name), Committee Member
 (name), Committee Member

PRESIDENT	
SECRETARY	
TREASURER	
ATLANTIC NORTHEAST VICE PRESIDENT	
ATLANTIC NORTHEAST BOARD MEMBER	
ATLANTIC SOUTHEAST VICE PRESIDENT	
ATLANTIC SOUTHEAST BOARD MEMBER	
NORTH CENTRAL VICE PRESIDENT	
NORTH CENTRAL BOARD MEMBER	
SOUTH CENTRAL VICE PRESIDENT	
SOUTH CENTRAL BOARD MEMBER	
PACIFIC NORTHWEST VICE PRESIDENT	
PACIFIC NORTHWEST BOARD MEMBER	
PACIFIC SOUTHWEST VICE PRESIDENT	
PACIFIC SOUTHWEST BOARD MEMBER	
BOARD MEMBER AT LARGE (3)	

Additional nominations of eligible members shall be made by written petition addressed to the Secretary and received at the Secretary's regular address on or before June 6th. Such petitions must be signed by five members (within the nominees Regional, if for a regional office) and accompanied by a written acceptance of each additional nominee signifying the nominee's willingness to be a candidate. The nominee may include a written resume ready for mailing with the ballots. No person may be a candidate for more than one position. Additional nominations, which are provided for herein, may be made only from among those members who have not accepted a nomination from the Nominating Committee.

Date	Current ASA Secretary's name and address.
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BY-LAWS Article V Section 2f

The Obedience Chairman is responsible for building up a boy of information on obedience, for working with various Show Chairmen in offering trophies at selected Obedience Trials, and for encouraging interest and competence in obedience work.

ASA Guidelines

2000	COMMITTEE CHAIRS
2017	Obedience
Revised	2/07
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- Encourage interest and competence in obedience activities.
- Build up a library of information regarding obedience.
- Submit articles concerning obedience to the Newsletter and Caravanserai publications either original or those found elsewhere.

BY-LAWS Article V Section 2g

The Trophy Chairman shall be appointed who will see that trophies are contributed for selected shows, will see that perpetual trophies are properly awarded and returned the following year, and will make sure all such trophies are in good repair.

<i>ASA Guidelines</i>	
2000	COMMITTEE CHAIRS
2018	Trophy Chair
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- Transport and display the Perpetual Trophies at the ASA Annual Awards Dinner.
- Transport and display Special Events Trophies to the Annual Celebration Show.
- Return to Perpetual Trophies and Special Event Trophies to storage after event.
- Oversee the storage arrangements for all ASA trophies of this type *(with the exception of the Special Event trophies offered for the Brahma II Lure Course Cup, Open Field Hunt Cups, Desert Match and the Regional Lure Coursing Trophies)*.
- Engrave plates on an annual basis *(plates may be removed prior to storage, if necessary)*.
- Oversee renovations, as necessary.
- Maintain a list of the trophy inventory, status, location and priority assigned to the next trophy to be repaired, refinished, replacing base and/or building protective storage crates.

PERPETUAL TROPHIES

(displayed at the Annual Awards Dinner)

Dog of the Year
Breed Trophy Shield
ASA Handler Trophy
Junior Handler Trophy
Stud Dog Trophy
Brood Bitch Trophy
William Eltiste Memorial Breeder Shield
Rancho Gabriel Novice Trophy
Chamois Trophy
Gazelle Lure Coursing Trophy
Taruna Cup
Krisna Cup
Coursing Shield
Hoppit Trophy
Adana Memorial Cup
Shadrack Coursing Continuum
Shahin Trophy
Cirrus Cup

SPECIAL EVENT TROPHIES

(displayed at the Annual Celebration)

Christmas Hunt Cup
Fatimeh Hunt Cup
Ishtan Hunt Cup
Mia Hunt Cup
Suki Hunt Cup
Archives Hunt Plaque
Scramble Hunt Cup
Rama Hunt Cup
Brahma II Lure Trial Cup
Qashmar Trophy (Desert Match – BIM)
El Tiffaz (Desert Match – Best Costume)

Special Event Trophies are awarded for a single event and are awarded at the time of the event to an ASA member in good standing and are displayed at the Annual Celebration.

<i>ASA Guidelines</i>	
2000	COMMITTEE CHAIRS
2018-A	Trophy Chair Special Event Trophies
Revised	2/07
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SPECIAL EVENT TROPHY

- Awarded for a single event and is awarded at the time of the event on or after August of the year accepted to an ASA member in good standing only. *Non-ASA members are not eligible.*
- ASA member receiving a Special Event Trophy must sign the “*Contract for Accepting an ASA Special Event Trophy*” (#3007) at the time it is presented.
- Special Event Trophies accepted by ASA prior to June 30, 1992 shall be considered approved for presentation according to the requirements listed for each but shall henceforth be governed by the rules and regulations listed below.
- Listed below are Special Event Trophies:
 - Christmas Cup Hunt
 - Fatimeh Cup Hunt
 - Ishtan Cup Hunt
 - Suki Cup Hunt
 - Achieves Plaque Hunt
 - Scramble Cup Hunt
 - Rama Cup Hunt
 - Brahma II Cup Lure Trial
 - Qashmar (*Desert Match - BIM*)
 - El Tiffaz (*Desert Match – Best Costume*)
- Shall be engraved with the names of the trophy winners at the expense of the ASA.
- Procedures for requesting to donate a Special Event Trophy are as follows:

Obtaining Approval

- Submit “Request for Trophy Donation” letter to the President and Secretary. This letter should include:
 - Proposed name and requirements of trophy.
 - Description of the trophy
 - Retroactive clause:
 - The trophy may be donated with the stipulation it be awarded retroactive at the time it is approved provided the donor:
 1. specifies this provision in the “Request for Trophy Donation” letter,
 2. provides a list of past winners to be engraved and
 3. commits to paying the cost of additional plates/engraving to include the past winners
 - Any other pertinent information.
 - *kennel names or names of living Salukis are not permitted in trophy names.*
- The full Board of Directors shall vote each year between July 1-15 on any/all requests made during the previous ASA Fiscal Year (July 1 – June 30).
- Donors may withdraw their request at any time prior to the Board poll.

<i>ASA Guidelines</i>	
2000	COMMITTEE CHAIRS
2018-A	Trophy Chair Special Event Trophies
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Upon Approval

- *No changes* may be made in the requirements by either the donor or the Board.
- All trophies accepted in July of a calendar year must be awarded in accordance with the requirements (as listed in the originally submitted Request for Trophy Donation letter) for events occurring on or after August of the year accepted.
- Must be awarded annually or retired.

Retirement of Trophy

- Upon approval, a Special Event Trophy *may not be retired at the request of the donor.*
- May be retired by a majority approval of the full Board of Directors under the following circumstances:
 - *The trophy is damaged beyond reasonable repair.*
 - *The requirements can no longer be fulfilled as accepted.*
- A Special Event Trophy shall not be considered retired until 30 days after the Board's decision, during which time the donor of the trophy has the option to:
 - *Replace the trophy if retired by damage.*
 - *Resubmit the trophy for Board approval with new requirements if retired due to its requirements are no longer able to be fulfilled.*
 - *Accept the trophy as retired.*
- The Secretary shall notify the trophy donor of acceptance or retirement of their trophy within ten days of the Board's decision.
- Trophy shall be returned to the donor upon retirement.
- The Secretary shall maintain a record on the disposition of all retired trophies.

Perpetual Trophies are awarded for cumulative reasons over a specified period of time and shall be awarded and displayed at the Annual ASA Dinner.

<i>ASA Guidelines</i>	
2000	COMMITTEE CHAIRPERSONS
2018-B	Trophy Chair Perpetual Trophies
Revised	2/07
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PERPETUAL TROPHY

- Awarded for cumulative reasons over a specified period of time to an ASA member in good standing only. **Non-ASA members are not eligible.**
- Perpetual trophies accepted by ASA prior to June 30, 1992 shall be considered approved for presentation according to the requirements listed for each but shall henceforth be governed by the rules and regulations listed herein.
- All Perpetual trophies are based on the calendar year or coursing year, whichever is applicable.
- Shall be engraved with the names of the trophy winners at the expense of the ASA.
- As the actual trophies are retained in storage, a memento commemorating the award will be presented to the recipient.
- Members competing for any award **must be:**
 - An ASA member during the ASA CALENDAR YEAR **before** competing for an award **AND**
 - An ASA member during the ASA CALENDAR YEAR **while** competing for an award **AND**
 - Be a renewed member for the ASA CALENDAR YEAR **following** presentation of the award.

EXAMPLE

Award Competition (calendar year or coursing year)	1990
ASA Membership Requirements	1989-1990 1990-1991 1991-1992
Award Presented	July 1991

OFFICIAL SOURCES OF DATA

American Kennel Club Gazette Awards	AKC-related awards
American Sighthound Field Association (FAN)	ASFA-related awards
National Open Field Coursing Association Records	NOFCA-related awards

DEFINITIONS

Calendar Year	January 1 thru December 31
ASA Calendar Year	July 1 thru June 30 th
Open Field Coursing Year	April 1 thru March 31
Lure Coursing Year	January 1 thru December 31

<i>ASA Guidelines</i>	
2000	COMMITTEE CHAIRPERSONS
2018-B	Trophy Chair Perpetual Trophies
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- Listed below are the current Perpetual Trophies and Open Field Perpetual Cups and their requirements:

PERPETUAL TROPHIES	REQUIREMENTS (based on Jan 1 – Dec 31 calendar year)
<i>William Eltiste Memorial Breeders Shield</i>	➤ Awarded to the kennel producing the most Salukis to complete their AKC championship.
<i>Breed Challenge Shield</i>	➤ Awarded to the Saluki defeating the largest number of dogs in Breed and Group competition.
<i>Dog of the Year</i>	➤ Awarded to the top show Saluki that has also placed 1 st or 2 nd in either an Open Field or Lure Coursing event.
<i>ASA Handler's Trophy</i>	<ul style="list-style-type: none"> ➤ Awarded to the person handling her/his own or co-owned Saluki who amassed the most points for Best of Breed, Group Placements and Best in Show wins – based on one point for each win. ➤ This person may not be, nor ever have been, a professional handler.
<i>ASA Junior Handler Trophy</i>	<ul style="list-style-type: none"> ➤ Awarded to the Junior Handler defeating the greatest number of Junior Handlers. ➤ First, second, third, fourth and Best Junior Showman are counted and total defeated for each placement.
<i>Stud Dog Trophy</i>	➤ Awarded to the dog siring the most AKC champions.
<i>Brood Bitch Trophy</i>	➤ Awarded to the bitch siring the most AKC champions.
<i>Rancho Gabriel Novice Obedience Award</i>	<ul style="list-style-type: none"> ➤ Awarded to the Novice Saluki with the highest average score in the obedience ring. ➤ The three top scores are averaged for each Novice dog to determine the winner. ➤ Minimum of three Novice scores required.

<i>ASA Guidelines</i>	
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2018-B	Trophy Chair Perpetual Trophies
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<i>Abram Open Obedience Award</i>	<ul style="list-style-type: none"> ➤ Presented to the Saluki with the highest average score in the Open A or Open B Class in the obedience ring. ➤ The top three scores are averaged for each Open dog to determine the winner. ➤ Minimum of three Open scores required. 																						
<i>Chamois – Top Obedience Award</i>	<ul style="list-style-type: none"> ➤ Presented to the Saluki with the highest total score to be determined by the ASA Obedience Ranking System. ➤ No distinction will be made between qualifying scores from an individual regular obedience classes of Novice, Open and Utility – all will be included in a single ranking tabulation with no special consideration given to placements within each class. ➤ ASA Obedience Ranking Points are: <table border="1" data-bbox="906 789 1312 1073"> <thead> <tr> <th>Qualifying Score</th> <th>Points</th> </tr> </thead> <tbody> <tr><td>197 – 200.0</td><td>10</td></tr> <tr><td>194 – 196.5</td><td>9</td></tr> <tr><td>191 – 193.5</td><td>8</td></tr> <tr><td>188 – 190.5</td><td>7</td></tr> <tr><td>185 – 187.5</td><td>6</td></tr> <tr><td>182 – 184.5</td><td>5</td></tr> <tr><td>179 – 181.5</td><td>4</td></tr> <tr><td>176 – 178.5</td><td>3</td></tr> <tr><td>173 – 175.5</td><td>2</td></tr> <tr><td>170 – 172.5</td><td>1</td></tr> </tbody> </table> 	Qualifying Score	Points	197 – 200.0	10	194 – 196.5	9	191 – 193.5	8	188 – 190.5	7	185 – 187.5	6	182 – 184.5	5	179 – 181.5	4	176 – 178.5	3	173 – 175.5	2	170 – 172.5	1
Qualifying Score	Points																						
197 – 200.0	10																						
194 – 196.5	9																						
191 – 193.5	8																						
188 – 190.5	7																						
185 – 187.5	6																						
182 – 184.5	5																						
179 – 181.5	4																						
176 – 178.5	3																						
173 – 175.5	2																						
170 – 172.5	1																						
<i>ASA Lure Coursing Trophy</i>	<ul style="list-style-type: none"> ➤ Awarded to the Saluki receiving the most points from Best of Breed in official lure trials. ➤ Points are determined by awarding the Best of Breed Saluki in any official lure trial one point for each Saluki defeated in that lure trial. 																						
<i>Gazelle Lure Coursing Trophy</i>	<ul style="list-style-type: none"> ➤ Awarded to the Saluki <i>bitch</i> accumulating the highest total points during the calendar year in ASFA Field Trials. ➤ Point system as follows: <ul style="list-style-type: none"> ▪ A Saluki <i>bitch</i> is given one point for itself and an additional point for each Saluki defeated in its stake. ▪ A Best of Breed winning Saluki <i>bitch</i> is awarded additional points based on the entry in the other Saluki stake(s). ▪ All tied Salukis are counted as defeated. 																						
<i>Krisna Cup</i>	<ul style="list-style-type: none"> ➤ Awarded to the <i>male</i> whose combined get have the greatest total number of points in lure coursing. ➤ Both Open and Field Champion stakes to be considered as determined by the ASFA point system. 																						
<i>Taruna Cup</i>	<ul style="list-style-type: none"> ➤ Awarded to the <i>bitch</i> whose combined progeny have the greatest total number of points in lure coursing. ➤ Both Open and Field Champion stakes to be considered as determined by the ASFA point system. 																						

<i>ASA Guidelines</i>	
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2018-B	Trophy Chair Perpetual Trophies
Revised	2/07
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OPEN FIELD PERPETUAL CUPS	REQUIREMENTS <i>(based on April 1 thru March 31 – open field coursing year)</i>
<i>Coursing Shield</i>	➤ Awarded to the Saluki with the highest total score during the coursing season.
<i>The Hoppit</i>	➤ Awarded to the <i>male</i> accumulating the highest total points during the coursing season.
<i>Adana Memorial Perpetual Cup</i>	➤ Awarded to the <i>bitch</i> accumulating the highest total points during the coursing season.
<i>Cirrus Cup</i>	➤ Awarded to the <i>sire</i> whose get accumulated the most open field coursing points during the coursing season.
<i>Shahin Trophy</i>	➤ Awarded to the <i>dam</i> whose progeny accumulated the most open field coursing points during the coursing season.
<i>Shadrack Coursing Continuum</i>	➤ Awarded to the highest scoring open field courser <i>under two years of age</i> at the beginning of the coursing season.

- Procedures for requesting to donate a Perpetual Trophy:

Obtaining Approval

- Submit “Request for Trophy Donation” letter to the President and Secretary. This letter should include:
 - Proposed name and requirements of trophy.
 - Description of the trophy
 - Retroactive clause:
 - The trophy may be donated with the stipulation it be awarded retroactive at the time it is approved provided the donor:
 1. specifies this provision on the “Request for Trophy Donation” in the letter,
 2. provides a list of past winners to be engraved and
 3. commits to paying the cost of additional plates/engraving to include the past winners
 - Any other pertinent information.
 - NOTE: *Kennel names or names of living Salukis are not permitted in trophy names.*
- The full Board of Directors shall vote each year between July 1-15 on any/all requests made during the previous ASA Fiscal Year (July 1 – June 30).
- Donors may withdraw their request at any time prior to the Board poll.

<i>ASA Guidelines</i>	
2000	COMMITTEE CHAIRPERSONS
2018-B	Trophy Chair Perpetual Trophies
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Upon Approval

- No changes may be made in the requirements by either the donor or the Board.
- Award based on a calendar year or coursing season shall be awarded *the July following completion of one calendar year or a coursing season of competition after the trophy is accepted.*
- Must be awarded annually or retired.

Retirement of Trophy

- Upon approval, a Perpetual Trophy *may not be retired at the request of the donor.*
- May be retired by a majority approval of the full Board of Directors under the following circumstances:
 - *The trophy is damaged beyond reasonable repair.*
 - *The requirements can no longer be fulfilled as accepted.*
- A Perpetual Trophy shall not be considered retired until 30 days after the Board's decision, during which time the donor of the trophy has the option to:
 - *Replace the trophy if retired by damage.*
 - *Resubmit the trophy for Board approval with new requirements if retired due to its requirements are no longer able to be fulfilled.*
 - *Accept the trophy as retired.*
- The Secretary shall notify the trophy donor of acceptance or retirement of their trophy within ten days of the Board's decision.
- Trophy shall be returned to the donor upon retirement.
- The Secretary shall maintain a record on the disposition of all retired trophies.

It shall be the responsibility of the Publications Chair to maintain and disburse the inventory of ASA publications.

<i>ASA Guidelines</i>	
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2019	Publications
Revised	2/07
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- Maintain a running inventory of the ASA supply of Newsletters and Caravanserais.
- Receive and process orders for ASA publications in a timely manner.
- Disburse additional inventory as directed by the President.
- Send complimentary Newsletters to non-member judges who officially participated at featured Saluki events (whether ASA sponsored or not) in a given issue to be signed: *"Compliments of the American Saluki Association"* on official ASA stationery.
- Send Newsletters to new and renewed members as directed by the Secretary *(with copies of correspondence to President, Secretary, Newsletter Editor and Membership Chair)*.

BY-LAWS Article V Section 2i

The Research Chairman of the Association will plan and correlate research efforts of the members, review pertinent books and reports on canine research for the Newsletters and report significant findings.

ASA Guidelines

2000	COMMITTEE CHAIRS
2020	Research
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- Report any significant research news to the Newsletter Editor for publications.
- Review pertinent books and/or other publications on canine research for submission to the Newsletter Editor.
- Solicit, plan and correlate research efforts of the general membership.

BY-LAWS Article V Section 2e

It shall be the duty of the Statistician to record pertinent information concerning annual awards requirements and to determine the final winners. He shall submit to the Newsletter Editor for each edition a list of the New Champions and Obedience title winners as well as a list of the Top Ten Salukis in the nation in the show ring.

ASA Guidelines

2000	COMMITTEE CHAIRS
2021	Statistician
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- Record pertinent data relating to all annual Perpetual Trophy requirements and determine the final winners in conformation, obedience, junior showmanship, open field, lure trials and breeders.

QUALIFICATIONS

Award Competition (calendar year or coursing year)	1990
ASA Membership Requirements	1989-1990 1990-1991 1991-1992
Award Presented	July 1991

OFFICIAL SOURCES OF DATA

American Kennel Club Gazette Awards	AKC-related awards
American Sighthound Field Association (FAN)	ASFA-related awards
National Open Field Coursing Association Records	NOFCA-related awards

DEFINITIONS

Calendar Year	January 1 thru December 31
ASA Calendar Year	July 1 thru June 30 th
Open Field Coursing Year	April 1 thru March 31
Lure Coursing Year	January 1 thru December 31

- Submit quarterly, a list of new champions in conformation, obedience, junior showmanship, coursing and agility to the Newsletter Editor in accordance with the suggested deadlines.
- Submit a list of the Top Ten Salukis in conformation, obedience, open field coursing, lure coursing, junior showmanship and agility to the Newsletter Editor at the conclusion of each calendar year.
- Notify the top five contenders for each Perpetual Trophy, in April the year following the competition year, of their eligibility for an award based on their listed achievement, meeting membership requirements and pending payment of membership dues by July 1 to the Secretary.
- Verify with the Secretary that contenders have paid membership dues by July 1.
- Notify President and Secretary of winners.
- Notify each winner of their award and that announcement of award will be made at the Annual Celebration Dinner.
- Assist the Perpetual Trophy Chair in preparing trophy table at the Annual Celebration Dinner.

AMERICAN SALUKI ASSOCIATION CONSTITUTION

Article I Name and Objects

- Section 1 The name of the Association shall be the American Saluki Association.
- Section 2 The objects of the Association shall be:
- a. To encourage and promote the breeding of purebred Salukis and to do all possible to bring their natural qualities to perfection.
 - b. To urge members and breeders to accept the standard of the breed as approved by the American Kennel Club as the only standard of excellence by which Salukis shall be judged in the United States.
 - c. To do all in its power to protect and advance the interests of the breed by encouraging sportsmanlike competition at dog shows, obedience trials, lure trials and coursing meets.
 - d. To sponsor matches and coursing stakes for Salukis, and to support Saluki entries at designated shows, obedience trials, lure trials and coursing meets.
 - e. To share knowledge about Saluki lines, events and research by sponsoring appropriate publications
 - f. To support genetic research on the Saluki breed which will contribute to the broad lines of current canine research.
- Section 3 The Association shall not be conducted or operated for profit and no part of any profits or remainder or residue from dues or donations to the Association shall inure to the benefit of any member or individual.
- Section 4 The members of the Association shall adopt and may from time to time revise such By-Laws as may be required to carry out these objects.

AMERICAN SALUKI ASSOCIATION BY-LAWS

Article I Membership

- Section 1 There shall be two types of membership.
- a. *Regular Membership.* Shall be open to persons eighteen years of age or older who are inhabitants of the United States or Canada and who subscribe to the objects of the Association. Regular membership carries the right to vote, compete for all challenge trophies offered by the Association and to receive the Association's Newsletter. Additional memberships for members of the same family eighteen years of age or over shall carry voting privileges and the right to compete for challenge trophies only. A former member shall be eligible for membership only if he is not indebted to the Association and if his prior membership was terminated other than by expulsion.
 - b. *Foreign Membership.* Shall be open to persons eighteen years or older outside the United States and Canada who subscribe to the objects of the Association. Foreign members shall be entitled to receive the Association's Newsletter and be represented in it by news, announcements and articles. Foreign membership shall not carry voting privileges or the right to compete for challenge trophies.
- Section 2 Dues shall be payable in funds of the United States on or before the first of July each year. By May 15 of each year the Treasurer shall send to each member a statement of his dues for the ensuing year. There shall be two classes of dues:
- a. Regular membership dues shall be \$35.00 per year or such other amount as may from time to time be set by vote of the membership. Additional memberships for members of the same family shall be \$5.00 per year or such other amount as may from time to time be set by the vote of the membership.
 - b. Foreign membership dues shall be \$35.00 per year or such other amount as may from time to time be set by vote of the membership.
 - c. Members joining after the beginning of the fiscal year shall receive all copies of the Newsletter for that fiscal year.
- Section 3 All applicants for membership shall apply on a form approved by the Board of Directors. Each application must be accompanied by payment of dues for the current year. The application shall include an account of the applicant's interest in and experience with the Saluki breed and a statement of his willingness to ascribe to the objects of the Association. Applications shall be referred to a committee comprised of the Secretary, the Treasurer and a Past President to determine if the applicant is currently in good standing with AKC is not indebted to ASA or has not been previously expelled from ASA. An account of each new member shall be published in the issue of the Newsletter following his acceptance.
- Section 4 Membership may be terminated:
- a. *By resignation.* Any member may resign from the Association upon written notice to the Secretary. No member may resign in good standing, however, when in debt to the Association. Dues obligations constitute a debt to the Association and are incurred on the first day of the fiscal year.
 - b. *By lapsing.* A membership will be considered as lapsed and automatically terminated if such member's dues remain unpaid 45 days after the first day of the fiscal year. The Treasurer may, however, reinstate such member during the current year upon payment of all delinquent dues. Memberships terminated by lapsing are not terminated in good standing and in no case should a person be entitled to vote at any Association meeting if her or his dues are due and unpaid as of the date of the meeting.
 - c. *By expulsion.* A membership may be terminated by expulsion as provided in Article VI of these By-Laws. Memberships terminated by expulsion are not terminated in good standing.

Article II Meetings

- Section 1 The annual meeting of the Association shall be held at such time, date and place as set by the Board of Directors. Written notice of the annual meeting shall be mailed by the Secretary to each member at least fourteen days prior to the date of the meeting. The quorum for the annual meeting shall be 25 members in good standing. At such annual meeting, presentation of the annual challenge trophies shall be made.
- Section 2 Annual meetings of the Board of Directors shall be held at such times and places as determined by a majority of the Board. The quorum for the Board meetings shall be a majority of the members of the Board of Directors then in office. Written notice of all meetings of the Board of Directors shall be mailed by the Secretary to each Director at least ten days prior to the date of such meeting.
- Section 3 The Board of Directors may conduct its business by mail through the Secretary.

Article III Directors and Officers

- Section 1 General management of the Association's affairs shall be entrusted to the Board of Directors. The Board of Directors shall consist of the President, six regional Vice Presidents, a Secretary, a Treasurer and eleven other persons, all of whom shall be in good standing, who are residents of the United States or Canada. Board members who are elected by vote shall serve until their successors are elected. The eleven directors who are not officers shall be selected as follows:
- a. At least one director shall be from and be elected by the membership of each of the six major regions. The Vice President of each major region shall also be elected by the membership of each region.
 - b. Three directors shall be elected at large.
 - c. The Immediate Past President and Immediate Past Secretary shall be directors and shall serve until replaced by the succeeding President's and Secretary's retirements. Ex officio members of the Board shall be the Editor of the Newsletter, the Editor of the Caravanserai, the Obedience Chairman, the Lurecoursemaster and Huntmaster, all of whom shall be appointed by the President with the approval of the Board. Such ex officio members of the Board shall not have voting privileges, but shall be recognized in discussions of Board members.
- Section 2 The Association's officers, consisting of the President, six Vice Presidents, Secretary and Treasurer, shall serve in their respective capacities both with regard to the Association and its meetings and the Board and its meetings.
- a. The President shall preside at all meetings of the Association 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 the Constitution and By-Laws. The President shall be elected for a term of two years and shall be eligible for re-election not more than once without an intervening term out of office.
 - b. Each regional Vice President shall preside over meetings in his region. He shall call at least one general meeting each year for his region.

He shall be elected for a term of two years and shall be eligible for re-election not more than once without an intervening term out of office. The incumbency of the regional Vice President shall continue for the remainder of the term for which he was elected, notwithstanding relocation of such Vice President's residence to a different region.
 - c. The Secretary shall keep records of all meetings of the Association and of the Board and shall submit minutes of all Board meetings to all members of the Board within 10 days and keep a record of all votes taken by mail and of all matters of which a record shall be ordered by the Association. He shall have charge of the correspondence, notify members of meetings, notify new members of their election to membership, notify officers and directors of their election to office, keep a roll of all members of the Association with their addresses and carry out such other duties as are prescribed in this Constitution and By-Laws. He shall be elected for a term of two years and shall be eligible for re-election not more than once without an intervening term out of office.
 - d. The Treasurer shall collect and receive all monies due or belonging to the Association. He shall deposit the same in a bank satisfactory to the Board, in the name of the Association. His books shall at all times be open to inspection of the Board and he shall report to them at every meeting the condition of the Association's finances and every item of receipt or payment not before reported. At the Annual meeting he shall render an account of all monies received and expended during the previous fiscal year. He shall be elected for a term of two years with the privilege of re-election.
 - e. The order of succession of Vice Presidents to the Presidency, which order shall govern in the event of a vacancy in the office of the President, shall be determined by a vote of the Board of Directors. As interim President while the vote is being taken, the most recent Past President able and willing to serve should preside.
- Section 3 Regional members and members at large of the Board of Directors shall be elected for a term of two years and shall be eligible for re-election not more than once without an intervening term out of office.
- Section 4 Any vacancy occurring on the Board or among the officers during the year shall be filled for the unexpired term of office by a majority vote of all the then members of the Board.

ARTICLE IV The Association Year, Voting, Nominations, Elections

- Section 1 The Association's fiscal year shall begin on the first day of July and end on the thirtieth day of June of each year. The Association's official year shall begin immediately at the conclusion of the annual Board meeting and shall continue through the next annual Board meeting. Elected officers and directors shall take office at the annual meeting following the Board meeting. Each retiring officer shall turn over to his successor in office all properties and records relating to that office within thirty days after his election.

- Section 2 Election of all officers and directors and amendments to the Constitution and By-Laws shall be decided by written ballots cast by mail, except that the Secretary shall cast a unanimous vote for all uncontested offices and no ballot shall be required. Voting by proxy shall not be permitted. The Board of Directors may decide to submit other specific questions for decision by written ballots to be cast by mail.
- Section 3 Election of all officers and directors shall be conducted by mail ballot. To be valid, ballots must be received by the Secretary before July 5 of the year of the election. Ballots shall be counted by July 10 by the Secretary and two other members in good standing. Inspectors of election may not be persons running for office. If the Secretary is running for re-election the President shall appoint another Board member to discharge the duties of the Secretary with respect to the election. Immediately after the vote is tabulated, the Secretary shall then inform officers and directors of their election in the most expedient manner.
- Election shall require a majority of the vote cast. If no candidate for an office receives a majority as a result of the mail ballot, a runoff shall be held between the two candidates with the largest number of votes. Said runoff shall be held by secret ballot at the annual meeting, and the person receiving the largest number of votes shall be declared elected. If either person elected to the office declines such office or is unable to serve, the office shall be filled in the same manner as it would be filled in the event of a vacancy in the office.
- Section 4 A nominating committee shall be appointed by the President before February 15 of each election year. The committee shall consist of three members and one alternate, all of whom must be members in good standing and no more than one of whom shall be a member of the current Board of Directors. The President shall designate one member of the committee as its chairman. The nominating committee may conduct its business by mail.
- a. The nominating committee shall nominate from among the eligible members of the Association at least one candidate for each open position on the Board of Directors and at least one candidate for each office to be filled in said election and shall procure the acceptance of each nominee so chosen. The committee shall then submit proposed nominees to the Secretary who shall mail the list to each member of the Association on or before April 15 so that additional nominations may be made by members if they so desire.
 - b. Additional nominations of eligible members shall be made by written petition addressed to the Secretary and received at the Secretary's regular address on or before May 1. Such petitions must be signed by five members and accompanied by the written acceptance of each additional nominee signifying such nominee's willingness to be a candidate. No person may be a candidate for more than one position and the additional nominations which are provided for herein may be made only from among those members who have not accepted a nomination by the nominating committee.
 - c. On or before May 15 the Secretary shall mail to each member in good standing a ballot, listing all of the nominees for each position in alphabetical order, together with a blank envelope and a return envelope, addressed to the Secretary, marked "Ballot" and bearing the name of the member to whom it was sent. So that the ballots may remain secret, each voter, after marking his ballot, shall seal it in the blank envelope addressed to the Secretary with the voter's return address on it. The inspectors of election shall check the returns against the list of members in good standing for the ensuing year prior to opening the outer envelopes and removing the blank envelopes and shall certify the eligibility of the voters as well as the results of the voting, which shall be officially announced at the Annual Meeting.

ARTICLE V Committees

- Section 1 Each year the Board shall appoint standing committees to advance the work of the Association in such matters as dog shows, obedience trials, coursing meets, lure trials, trophies, annual prizes, membership and other fields. Such committees shall always be subject to the final authority of the Board. Special committees may also be appointed by the Board to aid in any particular project.
- Section 2 Regular committee chairmanships shall be as follows:
- Editor of the Newsletter
 - Editor of the Caravanserai
 - Huntmaster
 - Lurecoursemaster
 - Obedience Chairman
 - Statistician
 - Trophy Chairman
 - Historian
 - Research Chairman
 - Audit Committee Chairman
- a. It shall be the duty of the *Newsletter Editor* to compile and print a periodic Newsletter that will be sent to the members in good standing.
 - b. It shall be the duty of the *Caravanserai Editor* to compile and print special issues of different facets of interest to the Saluki fancier. The need for these issues shall be determined by the Board.
 - c. It shall be the duty of the *Huntmaster* to select representatives to the National Open Field Coursing Association, to plan and carry out all hunts sponsored by the American Saluki Association and to keep records of hounds owned by members of the American Saluki Association which have participated in official coursing meets. He shall report the names of the coursing hounds qualifying for the Challenge Coursing Awards to the Statistician by June 1 of each year. He shall work with the Treasurer in managing the finances of the hunts which the Association sponsors.

- d. It shall be the duty of the *Lurecoursemaster* to act as representative to the American Sighthound Field Association and to work with regional ASA members to plan and carry out ASFA lure course meets sponsored by ASA. He shall keep records of all ASA sponsored lure course meets.
- e. It shall be the duty of the *Statistician* to record pertinent information concerning annual awards requirements and to determine the final winners. He shall submit to the Newsletter Editor for each edition a list of the New Champions and Obedience title winners as well as a list of the Top Ten Salukis in the nation in the show ring.
- f. The *Obedience Chair* is responsible for building up a body of information on obedience, for working with various Show Chairmen in offering trophies at selected Obedience Trials and for encouraging interest and competence in obedience work.
- g. A *Trophy Chairman* shall be appointed who will see that trophies are contributed for selected shows, will see that perpetual trophies are properly awarded and returned the following year and will make sure all such trophies are in good repair.
- h. The *Historian* shall keep historical records including scrapbooks involving the history of the Saluki and winning dogs at "supported entry" shows each year and examples of ASA publications throughout the year.
- i. The *Research Chairman* of the Association will plan and correlate research efforts of the members, review pertinent books and reports on canine research for the Newsletters and report significant findings.
- j. The Audit Chairman shall conduct or have conducted an annual examination of all financial records of the Treasurer and shall make a report of such examination to the Board of Directors.

Section 3 Any committee appointment may be terminated by a majority vote of the full membership of the Board upon written notice to the appointee. The Board may appoint successors to those persons whose service has been terminated.

ARTICLE VI Discipline

Section 1 Any member who is suspended from privileges of the American Kennel Club automatically shall be suspended from the privileges of this Association for a like period.

Section 2 Any member may prefer charges against another member for alleged misconduct prejudicial to the best interest of the Association or the breed. Written charges with specifications must be filed in duplicate with the Secretary, together with a deposit of \$10.00 which shall be forfeited if such charges are not sustained. A committee comprised of the President and Past Presidents shall examine such charges and shall reject any charge found by them to be frivolous. Any charge not found to be frivolous shall be referred by the President to the Board or in the discretion of the Board to a committee thereof. Subject to approval by the majority of the Board, the President shall fix a date, time and place for a hearing thereof by such Board or committee. Said hearing shall not be less than three nor more than six weeks after the same is referred for hearing. The Secretary shall promptly notify the Board of Directors of the action of the President and shall send one copy of the charges to the charged member by Registered Mail together with a notice of the hearing and an assurance that the charged member may personally appear in his own defense, be represented by counsel and bring witnesses if he wishes.

Section 3 The Board or a committee thereof shall hear all charges, consider all evidence and testimony presented by the charging member and by the charged member and by a vote of the majority of the Board or committee may find the charged member guilty or not guilty of the charges. If found guilty the charged member may by a majority vote of the Board or committee thereof be suspended from all privileges of the Association for not more than six months from the date of the hearing, or until the next annual meeting if that will occur after six months. If such punishment is deemed insufficient the Board or committee may also recommend to the membership that the charged member be expelled. In such case the suspension shall not restrict the charged member's right to appear at the ensuing Association meeting which considers the recommendation of expulsion. Immediately after the Board or committee has reached a decision, its findings shall be put in written form and filed with the Secretary who shall in turn notify each of the parties of the decision and penalty, if any.

Section 4 Expulsion of a member from the Association may be accomplished only at the annual meeting of the Association, following a hearing and upon the recommendation of the Board or committee as provided in Section 3 of this Article. The charged member shall have the privilege of appearing in his own behalf but no evidence shall be taken at this meeting. The President shall read the charges and the findings and recommendations and shall invite the charged member, if present, to speak in his own behalf or through counsel, or both. The meeting shall then vote by secret ballot on the proposed expulsion. A two-thirds vote of those present and voting at the annual meeting at which a quorum is present shall be necessary for expulsion. If expulsion is not voted the suspension will stand.

ARTICLE VII Amendments

- Section 1 Amendments to the Constitution and By-Laws may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by 20 percent of the membership in good standing. Amendments proposed by such petition shall be promptly considered by the Board of Directors and must be submitted to the members with recommendations of the Board by the Secretary for a vote within three months of the date when the petition was received by the Secretary.
- Section 2 The Constitution and By-Laws may be amended at any time provided a copy of the proposed amendment has been mailed by the Secretary to each member accompanied by a ballot on which he may indicate his choice for or against the action to be taken. The notice shall specify a date not less than 30 days after the date of mailing by which date the ballots must be returned to the Secretary to be counted. The favorable vote of two-thirds of the members in good standing whose ballots are returned within the time limit shall be required to effect any such amendment.

ARTICLE VIII Dissolution

- Section 1 The Association may be dissolved at any time by the written consent of not less than two-thirds of the members. In the event of the dissolution of the Association, whether voluntary or involuntary or by operation of the law, none of the property of the Association nor any proceeds thereof nor any assets of the Association shall be distributed to any members of the Association but after payment of the debts of the Association, its property and assets shall be given to a charitable organization for the benefit of dogs selected by the Board of Directors.



THE AMERICAN SALUKI ASSOCIATION

Dedicated to the fulfillment of the many faceted potentials of the Saluki

APPLICATION FOR MEMBERSHIP

(Please print or type)

DUES

Dues for US and Canada are \$35.00 per year (July 1 to June 30) for one membership. Regular members will receive the *ASA Newsletter* and have the right to vote. Additional voting privileges are \$5.00 per year for each additional family member, age 18 or older. Options: \$15.00 per year for *ASA Newsletter* via 1st Class Mail.

Dues for one foreign membership are \$35.00 per year (July 1 to June 30). Regular members will receive the *ASA Newsletter* but will not have the right to vote. Options: \$25.00 per year for *ASA Newsletter* via Air Mail.

The *ASA Newsletter* is published quarterly.

Members will receive their issues in the following sequence: Fall, Winter, Spring and Summer.

PAYMENT

All payments must be in US funds and made payable to the American Saluki Association.

US – check or money order

Canada – Canadian postal money order

Foreign – bank draft only.

Send your completed application and payment to:

Linda M Bade, ASA Secretary

3415 Iroquois Street, Detroit, MI 48214

NAME OF APPLICANT(S) _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

COUNTRY _____ TELEPHONE _____ E-MAIL _____

OCCUPATION OR MAJOR FIELD OF INTEREST _____

Do you own Salukis? _____

How many? _____

Kennel Name _____

Have you bred Salukis? _____

Areas of interest, check all that apply:

Conformation _____

Obedience _____

Agility _____

Lure Coursing _____

Open Field Coursing _____

Judging _____

Other dog club(s) _____

Offices you have held _____

Have you ever been suspended from:

AKC privileges? _____

CKC privileges? _____

If yes, please explain on the back of this form. Include dates of suspension and re-instatement.

Using the back of this form, or under separate cover, please share how you became interested in Salukis.

Please give names and a brief history of your dogs. List your major interests in Salukis, and add any further personal information you would like to share with our members. Your comments may be published in the New Member column of the *ASA NEWSLETTER*.

Signature _____

Date _____

Signature _____

Date _____

<i>ASA GUIDELINES</i>	
3000	MISCELLANEOUS
3004	Brahma II Cup
Revised	2/07
Page	1 of 1

BRAHMA II LURE COURSING CUP

Eligibility requirements to receive award:

- ensure ASA membership applications are available at the site prior to roll call (LCM will be provided with current membership and Not in Good Standing lists)
- in the event there only one field, the first place Saluki in that run wins
- if that Saluki's owner is a non-ASA member prior to roll call, the award will be presented to the *highest scoring ASA member-owned Saluki*
- ascertain the winner is an ASA member in good standing prior to roll call before the draw on the day of the ASFA trial
- under no circumstances can a Saluki who is owned by an non-ASA member compete in a cup run-off
- ensure award winner signs an "ASA Contract for Accepting a Special Event Trophy" (#3007) form on the day of award presentation before taking possession of the award.

Oversee rotational guidelines:

- only one Brahma II LC Cup Trial per year for the entire country
- rotate sequentially throughout the regions in the following manner: Pacific/Central/Atlantic/Pacific and so on
- proposals are due by December 31st of the calendar year two years before the trial
- actively solicit proposals from the appropriate region by the deadline

Proposals:

- *in the event no proposals are received by the deadline of December 31 from the priority area*, an announcement must be made at the Annual Meeting and proposals will be accepted from any region until August 1 (it is the responsibility of the LCM to ensure there is at least one proposal by August 1)
- *in the event more than one proposal is received*, the LCM will decide (either by priority deadline or the one year deadline) based upon which region has gone the longest without being the host region
- *if the event is held outside of the assigned area, this will not affect the rotational schedule for the subsequent years*

Run-off rules:

- *in the event there is only one field:*
 - the first place Saluki in that run wins
 - if that Saluki is owned by a non-ASA member prior to roll call, the award is presented to the highest-scoring ASA member-owned Saluki
 - ASA member-owned Salukis tied for first place will compete in a run-off
 - no run-off is permitted if there is only one first place Saluki is ASA member-owned
 - if there is no time for a run-off, the award will be shared by ASA member-owned Salukis
- *in the event there are two fields:*
 - the first place ASA member-owned Salukis from each field meet for a run-off
 - no run-off is permitted if only one of the first place Salukis from each field is ASA member-owned
 - if there are ties for first place in any fields, all first place ASA member-owned Salukis compete for a run-off
 - if there is no time for a run-off, the award will be shared by Salukis who are ASA member-owned

The purpose of hosting a fun match is to offer Saluki-fanciers the opportunity to socialize and practice puppies and/or young adults.

Although not intended to generate revenue, the event should not reflect a loss. Revenue received from entries should cover all expenses except ribbons.

<i>ASA Guidelines</i>	
3000	MISCELLANEOUS
3005	Fun Matches
Revised	2/07
Page	1 of 1

PRESIDENT RESPONSIBILITIES

- Approve or deny event.
- Final approval of flyer.
- Order non-dated ribbons.

REGIONAL VICE PRESIDENT RESPONSIBILITIES

- Obtains approval from President to hold a fun match.
- Requests regional membership mailing labels from Secretary.
- Upon receiving event report from match chairperson, submits to Newsletter Editor.
- Upon receiving expense report from match chairperson, submits to Treasurer.

FUN MATCH CHAIRPERSON RESPONSIBILITIES

- Secure a location, preferably one without a fee. If a fee is charged, find out the amount.
- Solicit monetary or gift donations for trophies.
- Secure a judge with a commitment in writing.
- Supply information to the Newsletter Editor for publication (date, location, judge, etc.)
- Create flyer with an entry form and obtain President's approval for distribution.
- Mail flyer four to six weeks prior to the match to regional membership OR send information via e-mail to those members who have supplied their internet addresses and U.S. mail the remainder.
- Obtain and/or secure the following items:
 - Judges gift
 - Armbands and rubber bands
 - Judges book
 - Ribbons (from the President)
 - Trophies (should be labeled)
 - Refreshments for the judge.
 - Water and ice available for the dogs.
 - Placement markers
 - Restroom or portable toilet
- Obtain volunteers to:
 - Assist with set-up
 - Take informal photographs for the Newsletter
 - Collect entries
 - Ring steward
 - Clean up and tear down
- Submit to Regional Vice President a report including:
 - Class winners and placements (with saluki name and owner name)
 - Informal photographs
 - Short write-up of the event
 - Thank you to match chairperson and volunteers
- Finalize financial obligations by submitting receipts for expenses (postage, judge's gift, copies, etc.) to Regional Vice President, who will submit to Treasurer for reimbursement.

<i>ASA Guidelines</i>	
3000	MISCELLANEOUS
3006	Trophy Supported Entry
Revised	2/07
Page	1 of 3

One of the most beneficial activities that ASA offers (United States and Canada only) is the Regional Trophy Supported Entry (TSE) at licensed all-breed kennel club shows. Most kennel clubs are eager for Saluki support and are willing to work with ASA and its demands for the finest background for the presentation of our Salukis as well as suitable facilities to enjoy good company. At least one TSE annually per region is encouraged.

SELECTION PROCESS

- Regional Vice President solicits input from their regional members to determine possible kennel clubs for a TSE location.
- Decisions and arrangements regarding a TSE must be planned and approved all in good time – a year preferred, six months at minimum. Most kennel clubs work on a two or three year lead, particularly if a judge selection is involved.
- No two consecutive TSE's may be held with the same kennel club.
- There are no restrictions as to how many TSE's may be held annually within a region; however, it is considered to be an "event" and holding more than one annually could potentially take away from the "event" status.
- Once the TSE location is determined, the Regional Vice President shall submit a TSE Proposal Request to the President to poll the Officers and Board for approval.
- Upon completion of the poll, the Secretary informs the President and Regional Vice President of the outcome.
- Upon approval, Vice President and TSE Chairperson work together to develop a plan of action for the event. Communication to the President and Secretary throughout the process (via Regional VP and/or TSE Chair), is imperative.
- Consider hosting additional activities such as a lure trial, fun match, hospitality or regional meeting.

ORGANIZING AND PLANNING THE EVENT

- **Regional Vice President Responsibilities**
 - May delegate TSE responsibilities to the TSE Chairperson; however, the **Regional Vice President is responsible** for the ASA trophies, monetary exchanges, commitments and final approval involving a TSE in her/his region.
 - Obtain bronze medallions from the President.
 - Deliver bronze medallions to the show ring and obedience ring (or host kennel club trophy chair).
 - Retrieve bronze medallions that have not been awarded and return to the President.
- **TSE Chairperson Responsibilities**
 - Supply information to the Newsletter Editor for publication (include host kennel club, date, location, judge, superintendent, TSE chairperson and any other pertinent information that is available at the time).
 - Request mailing labels from the Secretary for notification and solicitation purposes.
 - Provide description of the trophies for the premium list to the host kennel club using ASA's specific verbiage.
 - Provide President, Secretary and Historian with a copy of the premium list.
 - Send a copy of marked catalog pages, event report and informal photos to the Newsletter Editor.
 - Encourage winners to advertise in the ASA Newsletter that will feature the TSE. As ASA Newsletter advertising is available to ASA members only, this is a good opportunity to offer membership to non-members.

<i>ASA Guidelines</i>	
3000	MISCELLANEOUS
3006	Trophy Supported Entry
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TROPHIES

- ASA provides trophies for the “High 5”. Any trophies beyond the “high five” must be solicited from Saluki fanciers. “High 5” classes include:
 - Best of Breed
 - Best of Opposite Sex
 - Winners Dog
 - Winners Bitch
 - High Scoring Saluki in Obedience (qualifying score and competition required)
- ASA Bronze Medallions may be offered only once per year, per region.
- As ASA is neither a member nor a licensed club of the American Kennel Club or Canadian Kennel Club, it is limited to offering trophies only and not as a club which considers the classes its specialty show. When submitting the trophy list to the Superintendent, it should read specifically as follows:

“The American Saluki Association, through the kindness and generosity of its members and friends, offers . . .”

FINANCIAL

- Rebates from the participating kennel clubs (if any) may be applied to activities relating to the event *but not to excess trophies*.
- Unused rebate income must be forwarded to the Treasurer who will in turn deposit it into the ASA General Trophy Fund which supports TSE’s.
- Any and all monetary donations collected for the event will be forwarded to the ASA Treasurer.
- ASA Treasurer will, in turn, reimburse the TSE Chairperson for hospitality and other activities beyond trophies.
- Excess trophy expenses will not be reimbursed by the Treasury and must come from the region.

American Saluki Association
Trophy-Supported Entry Proposal

I recommend to the Board of Directors for approval, the following trophy supported entry:

<i>Circle appropriate region.</i>		
PNW	NC	ANE
PSW	SC	ASE

Regional VP Signature: _____

Date Submitted: _____

Name of Kennel Club: _____

Date: _____

Location: _____

Name of Show Chairperson: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

E-mail Address: _____

Judge Choice?	YES	NO	Preferred Judging Time?	YES	NO
Rosettes?	YES	NO	Large or special ring?	YES	NO
Obedience?	YES	NO	Hospitality Area?	YES	NO
Rebate on Entries?	YES	NO	Fenced Coursing Area?	YES	NO
Reserved Parking?	YES	NO	Overnight parking available?	YES	NO
Free Catalog Page?	YES	NO	Rebate from Saluki advertisers?	YES	NO

List name(s) of ASA member(s) who can serve as a contact/liaison and her/his affiliation with the proposed host club.

Please list all contiguous shows (all breed, specialty, etc.), dates and locations for the proposed TSE.

Please list additional attractions, events or local facilities (other than listed above) that would make this an attractive location and/or date for a TSE.

Please list local facilities that would be available for use by ASA for a dinner, fun match, coursing, etc, if needed.

Please list any additional pertinent information regarding the proposed event.

American Saluki Association
 Contract for Accepting an ASA Special Event Trophy

I, _____, a member in good standing of the American Saluki Association, accept the (*check appropriate award*):

<i>Archives Hunt Plaque</i>
<i>Brahma II Lure Trial Cup</i>
<i>Christmas Hunt Cup</i>
<i>El Tiffaz Trophy</i>
<i>Fatimeh Hunt Cup</i>
<i>Ishtan Hunt Cup</i>
<i>Mia Hunt Cup</i>
<i>Qashmar Trophy</i>
<i>Rama Hunt Cup</i>
<i>Scramble Hunt Cup</i>
<i>Suki Hunt Cup</i>

<i>ASA Regional Coursing Trophy</i>	
	<i>Atlantic Northeast</i>
	<i>Atlantic Southeast</i>
	<i>North Central</i>
	<i>South Central</i>
	<i>Pacific Northwest</i>
	<i>Pacific Southwest</i>

I agree and understand the following terms and conditions upon taking possession of this trophy:

- to be responsible for its care and safe-keeping
- return it to the ASA representative listed below in sufficient time to be presented at its next competition
- that ASA may take action against me, up to and including ASA membership privileges, if I fail to return it in a timely manner and in good repair
- I have received a copy of this agreement

TROPHY RECIPIENT

<i>Name</i>	
<i>Address</i>	
<i>City, State, Zip</i>	
<i>Telephone</i>	
<i>E-mail address</i>	
<i>Signature</i>	
<i>Date</i>	
<i>Date trophy to be returned</i>	

ASA REPRESENTATIVE AWARDING TROPHY

<i>Name</i>	
<i>ASA Position</i>	
<i>Address</i>	
<i>City, State, Zip</i>	
<i>Telephone</i>	
<i>E-mail address</i>	
<i>Signature</i>	
<i>Date</i>	

ASA REPRESENTATIVE TROPHY RECEIVING RETURNING TROPHY

<i>Name</i>	
<i>ASA Position</i>	
<i>Address</i>	
<i>City, State, Zip</i>	
<i>E-mail address</i>	
<i>Telephone</i>	
<i>Date trophy returned</i>	

<i>ASA GUIDELINES</i>	
3000	MISCELLANEOUS
3008	Hunt Cup Requirements and Run-Off Rules
Revised	2/07
Page	1 of 1

Eligibility Requirements to Receive a Special Event Trophy

- Ensure ASA membership applications are available at the site prior to roll call (LCM will be provided with current membership and NIG lists).
- In the event there only one field, the first place Saluki in that run wins.
- If that Saluki's owner is a non-ASA member prior to roll call, the award will be presented to the *highest scoring ASA member-owned Saluki*.
- Ascertain the winner is an ASA member in good standing prior to roll call before the draw on the day of the ASFA trial.
- Under no circumstances can a Saluki who is owned by a non-ASA member compete in a cup run-off.
- Ensure award winner signs an "ASA Contract for Accepting a Special Event Trophy" (#3007) on the day of award presentation before taking possession of the award.

Run-off Rules

- *In the event there is only one field:*
 - the first place Saluki in that run wins
 - if that Saluki is owned by a non-ASA member prior to roll call, the award is presented to the highest-scoring ASA member-owned Saluki
 - ASA member-owned Salukis tied for first place will compete in a run-off
 - no run-off is permitted if there is only one first place Saluki is ASA member-owned
 - if there is no time for a run-off, the award will be shared by ASA member-owned Salukis
- *In the event there are two fields:*
 - the first place ASA member-owned Salukis from each field meet for a run-off
 - no run-off is permitted if only one of the first place Salukis from each field is ASA member-owned
 - if there are ties for first place in any fields, all first place ASA member-owned Salukis compete for a run-off
 - if there is no time for a run-off, the award will be shared by Salukis who are ASA member-owned

AMERICAN SALUKI ASSOCIATION
INFORMATION FOR NEW MEMBERS

ASA CONSTITUTION AND BY-LAWS

ELIGIBILITY TO RECEIVE ASA TROPHIES

- An ASA member during the ASA CALENDAR YEAR **before** competing for an award **AND**
- An ASA member during the ASA CALENDAR YEAR **while** competing for an award **AND**
- Be a renewed member for the ASA CALENDAR YEAR **following** presentation of the award.

Example of Membership Requirement to Receive Trophies

Award Competition (calendar year or coursing year)	1990
ASA Membership Requirements	1989-1990 1990-1991 1991-1992
Award Presented	July 1991

Official Sources of Data

American Kennel Club Gazette Awards	AKC-related awards
American Sighthound Field Association (FAN)	ASFA-related awards
National Open Field Coursing Association Records	NOFCA-related awards

Definitions

Calendar Year	January 1 thru December 31
ASA Calendar Year	July 1 thru June 30 th
Open Field Coursing Year	April 1 thru March 31
Lure Coursing Year	January 1 thru December 31

SOURCES OF SALUKI INFORMATION

<p><i>AKC Gazette and Events Calendar</i> www.akc.org PO Box 1956 Marion, OH 4333066</p>	<p><i>American Kennel Club Awards</i> www.akc.org PO Box 1961 Marion, OH 43306</p>
<p><i>Field Advisory News</i> American Sighthound Association Vicky Clarke, Editor PO Box 51389 Sparks, NV 89435-1389.</p>	<p><i>The Saluki</i> The Saluki/Gazelle Hound Club www.saluki.co.uk Anne Redway 169 Ballards Walk Basildon, Essex SS15 5JU, UK</p>
<p><i>National Open Field Coursing Association News</i> www.nofca.org Fiona Bennett, Editor PO Box 415 Copperopolis, CA 95228-0415</p>	<p><i>Saluki Club of Canada Newsletter</i> www.salukicanada.com Mary Szabo, Secretary 620 Helen Street Thunder Bay, ON P7A 4T2</p>
<p><i>The Classic Saluki</i> www.classicsaluki.com Vicky Clarke, Editor PO Box 51389 Sparks, NV 89435-1389.</p>	<p><i>Saluki International</i> Dean Croft Brook Lane, Upper Dean Huntington Combs pe28 Ong England www.iazirat@btinternet.com</p>
<p><i>Saluki Club of America (Parent Club)</i> www.salukiclub.org Lois-Ann Snyder, Secretary 1203 North Coolidge Road Oconomowoc, WI 53066</p>	<p><i>American Saluki Association Publications</i> Virginia Grandrup, Publications Chair 1621 Teakwood Drive Modesto, CA 95359 www.mieka@sbcglobal.net</p>
<p><i>Society for the Perpetuation of the Desert Bred Saluki</i> Denise Como, Secretary 741 Lakehurst Avenue Jackson, NJ 08527 www.desertbred.org</p>	<p><i>STOLA - Saluki Tree of Life Alliance</i> www.stola.org 3701 Sacramento Street #345 San Francisco, CA 94118-1705</p>
<p><i>Dogs in Canada</i> www.ckc.ca The Canadian Kennel Club Apex Publishing 89 Skyway Avenue, Suite 200 Etobicoke, ONM9W 6RR4</p>	<p><i>Saluki Club of Greater San Francisco KIOSK</i> Nancy Leising, Editor 5176 Suisun Valley Road Fairfield, CA 94534</p>

EXAMPLE OF "DUES ARE DUE" NOTICE

- Must be mailed on or before May 15th annually.
- Printed on highly visible, postcard size card stock.
- Must be mailed independently of any other document.

SIDE ONE

SIDE TWO

<p style="text-align: center;">DUES ARE DUE for the 2006-07 Fiscal Year of July 1, 2006 to June 30, 2007</p> <p>Rates are as follows:</p> <p style="text-align: center;">US and CANADA \$45 single membership; \$5 per year per family member (18 & over) for additional voting privileges; \$15 per year for domestic First Class postage</p> <p style="text-align: center;">FOREIGN \$45 per year single membership; \$25 per year additional for Air Mail postage</p> <p>Please send check or money order in US funds to:</p> <p>Current ASA Secretary Address City, State, Zip Code</p> <p><i>Your contribution to the ASA Trophy Fund would be welcome and appreciated at this time. Through the generosity of its members, ASA is able to offer trophies at the Annual Celebration and many regional trophy-supported entries. You may include your donation in your dues check or send it separately at any time to the ASA Secretary.</i> THANK YOU!</p>	<p>Current ASA Secretary Address City, State, Zip Code</p> <p style="text-align: center;">ASA MEMBERSHIP RENEWAL NOTICE</p> <p style="text-align: center;">** DATED MATERIAL **</p>
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3011
Response to Membership
Inquiry Letter

American Saluki Association

Date

Name
Address
City, State, Zip

Dear ():

Thank you for expressing interest in the American Saluki Association. Enclosed you will find a membership application with the hopes that you will decide to join our organization. We have approximately 500 members on six continents, hold many activities throughout the United States and publish several excellent publications.

The ASA Newsletter is a full-fledged publication - despite its name! - and is sent out quarterly to all of our members. It contains informative articles, upcoming events and pages of Saluki ads/photos. The ASA calendar year runs from July 1st to June 30th, entitling you to four issues in the following sequence: *Fall, Winter, Spring, Summer*. You are welcome to join at any time as the Publications Chair will send you the back issues (providing they are still available) to which you are entitled.

Additionally, ASA holds open field coursing trials, lure coursing trials and offers many trophies – both for coursing and conformation enthusiasts. Perhaps the best benefit we offer is a way to meet people with the mutual interest of the Saluki!

We look forward to hearing from you soon.

Sincerely,

ASA Secretary
Address
City, State, Zip

Dedicated to the fulfillment of the many-faceted potentials of the Saluki.



3012
Welcome New Member
Letter

American Saluki Association

Date

Name
Address
City, State, Zip

Dear ():

Welcome to the American Saluki Association!

ASA started as a club in 1964. We take particular pride in our role as a source of communication between and among Saluki-fanciers the world over. As we have members on six continents, we see our function as communication through publishing Newsletters and Caravanserais to inform and entertain the Saluki-fancier no matter what their particular reason for having Salukis. These publications have earned recognition not only from the Saluki community but have been singled out for honors by the Dog Writers Association of America.

ASA's motto states: "Dedicated to the fulfillment of the many-faceted potentials of the Saluki". Our quarterly Newsletter contains articles and information regarding conformation, obedience, Junior Showmanship, open field and lure coursing, agility, health topics, behavioral issues and much more.

Each July at our Annual Meeting and Annual Celebration, ASA honors the endeavors of Saluki owners (who are ASA members) with Perpetual and Special Event Trophies.

We encourage you to share your Saluki experiences by submitting an article to our Newsletter Editor for consideration and perhaps even placing an advertisement.

If you have any questions, please do not hesitate to write, call or e-mail. Wee will try to locate the right resource to answer your questions – that's what ASA is all about!

Again – WELCOME!

Sincerely,

ASA Secretary
Address
City, State, Zip

Enclosed: New Member Packet

Dedicated to the fulfillment of the many-faceted potentials of the Saluki.

“NOT IN GOOD STANDING” Protocol

<p>Upon receiving an insufficient fund check:</p> <ul style="list-style-type: none"> ➤ Treasurer notifies President and Secretary. ➤ Treasurer sends letter to the person responsible, copying the President and Secretary. ➤ Wait 30 days. 	
<p>If repaid within 30 Days:</p> <ul style="list-style-type: none"> ➤ Treasurer notifies President and Secretary. 	<p>If not paid within 30 days following first letter:</p> <ul style="list-style-type: none"> ➤ Treasurer notifies President and Secretary. ➤ Secretary sends a second letter to the person responsible explaining her/his potential “Not in Good Standing” status. ➤ Wait 30 days.
<p>If repaid during the fiscal year:</p> <ul style="list-style-type: none"> ➤ Member reinstated for the remainder of that fiscal year. ➤ Notify President, Secretary, Newsletter Editor, Lurecoursemaster, Huntmaster, Statistician, Regional Vice President. 	<p>If not paid within 60 days:</p> <ul style="list-style-type: none"> ➤ Treasurer notifies President and Secretary. ➤ Secretary sends the third notice to the person responsible, copying the President and Treasurer. ➤ Wait 30 days.
<p>If repaid outside of the fiscal year:</p> <ul style="list-style-type: none"> ➤ Former “Not in Good Standing” standing member has the privilege of membership renewal. ➤ Secretary notifies President, Treasurer, Regional Vice President, Information Specialist, Newsletter Editor, Publications Chair, Lurecoursemaster, Huntmaster and Statistician that the person has paid their debt and is removed from the “Not in Good Standing” standing status, copying person responsible. 	<p>If not paid within 90 days:</p> <ul style="list-style-type: none"> ➤ Notify President and Secretary. ➤ Secretary sends final letter advising person responsible she/he has been placed in the “Not in Good Standing” list. ➤ Copies sent to: President, Treasurer, Regional Vice President, Information Specialist, Newsletter Editor, Publications Chair, Lurecoursemaster, Huntmaster and Statistician.