

American Saluki Association Guidelines



Revised and Updated May, 2020

AMERICAN SALUKI ASSOCIATION GUIDELINES

Revised and Updated May, 2020

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***Denotes a Combined Guideline**

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INTRODUCTION

On behalf of the Guidelines committee, I am pleased to present to our membership a completely revised and updated set of Guidelines from which to run the American Saluki Association. This has been a year-long effort led by Jennifer Fox, Guidelines Committee Chair. Special thanks to Susan Schroder, Mary Ann Lillemo, Karen Chen, CynDee Hahn, Linda Griffin, Pat Gillis, Tracy Larkin Cox, Tina Turley Kocab and Susan Jackson for their proofing, corrections and contributions to their respective sections.

We have completely digitized our guidance and brought our Association procedures into line with other nonprofit organizations. Corrections and updates will be much easier in the future.

Please note that we have four new sections (Companion Events, Marketing, Facebook and Website) as well as several combined guidelines. Our goal was to make using the Guidelines “one stop shopping” so that all of the tasks needed for a chair could be found in one place. For example, we moved the guidance for the Brahma II cup up next to the Lure Course Master Guideline. Another example would be the combination and location of the Celebration Weekend Guidelines in sequence. Thus, guidance for various events and committees is no longer scattered throughout the document.

We hope that this user friendly, easy to access edition will inspire our members to volunteer. Our Association needs and wants people to help out. ASA has a great heritage and we want to continue on with the traditions that were established over fifty years ago.

Think about volunteering. You’ll meet new people and contribute to a truly worthwhile organization which is dedicated to the fulfillment and perpetuation of the Saluki breed.

Thank you for volunteering,

Nancy Leising, President
May 2020

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 broader 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.

AMERICAN SALUKI ASSOCIATION

BY LAWS

Article I: Membership

Section 1 There shall be four 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.
- c. *Gratis Membership for Judges.* Gratis membership consists of a complementary subscription to the ASA Newsletter, which can be given to Celebration Judges, in appreciation for their judging. The subscription and membership would be for one year only, with no voting privileges.
- d. *Gratis Volunteer Membership* for key volunteer positions: Gratis membership is again a complementary subscription to the ASA Newsletter, which would be granted to certain ASA volunteers in key volunteer positions. This membership would be based on the volunteers ability to pay and financial need, and would be by exception and NOT automatic, and would have no voting privileges. This membership must be approved by BOARD VOTE and not unilaterally granted.

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 Membership Chair 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 \$62.50 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 \$10.00 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 \$80.00 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 check, money order or via PayPal through the ASA website. Application Forms will also be available on the ASA website. 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. 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 90 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 or sent electronically notice of the annual meeting shall be mailed by the Secretary to each member at least 14 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 or sent electronically 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 or electronically 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:
- 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.
 - Three directors shall be elected at large.
 - 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 Companion Events Chairman, the Lure Course Master and Hunt Master, 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.
- 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.
 - 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.
 - 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.
 - The Treasurer shall collect and receive all monies due or belonging to the Association. The Treasurer shall deposit the same in a bank satisfactory to the Board, in the name of the Association. The books shall at all times be open to inspection by 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. The Treasurer 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 phone or email.

- 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 Standing committee chairmanships shall be as follows:

Audit Committee	Companion Events Committee
Editor, Newsletter	Editor, Caravanserai
Historian	Hunt Master
Lure Coursing Master	Statistician Trophy Committee

- 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 *Hunt Master* 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. The Hunt Master shall report the names of the coursing hounds qualifying for the Challenge Coursing Awards to the Statistician by June 1 of each year and shall work with the Treasurer in managing the finances of the hunts which the Association sponsors.
- d. It shall be the duty of the *Lure Course Master* 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 trials sponsored by ASA. The Lure Course Master 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. The Statistician shall submit to the Newsletter Editor for each edition a list of the New Champions and Companion Events title winners as well as a list of the Top Ten Salukis in the nation in the conformation.
- f. The *Companion Events Chair* is responsible for building up a body of information on obedience, rally, agility and other competitions and, for working with various Show Chairmen and Regional Vice Presidents in offering trophies at selected Trials and events and for encouraging interest and competence in all the recognized companion events.
- g. A *Trophy Chairman* shall be appointed who will see that trophies are contributed for selected shows, will see that perpetual trophies are properly updated and maintained. -
- h. The *Historian* shall keep historical records including digital 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 *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.

Section 1000
American Saluki Association
Board of Directors

SECTION 1001: PRESIDENT

The President shall preside over the Association in accordance with the ASA By-Laws Article III, Sections 1 & 2a.

Necessary Skills: Understanding of Microsoft Word and Excel, which are used for club record keeping including membership information and the Treasurer's 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. (See Robert's Rules of Order for general presidential duties).
- Appoint (at the beginning of each term) standing Committee Chairpersons.
- Appoint (as necessary throughout the term) *Ad Hoc* Committee Chairpersons for special, short term committees.
- Receive copies of all communication (may be via e-mail) between and among Officers, Board Members, Committee Chairs and Committee Members.
- Approve all mailings.
- Monitor and approve all postings on ASA Facebook Page and any other social media outlets, as required.
- 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 approved changes.
- Select mutually with the Newsletter Editor, cover artwork theme of quarterly Newsletter.
- Write a column for each quarterly Newsletter.
- Insure that TSE Chairs or Regional Vice Presidents receive ASA Medallions prior to their TSE.
- In coordination with the Treasurer and Secretary, review the Annual Financial Report and the Secretary's agenda prior to the annual meeting.
- In coordination with the All-Breed club host, select a judge for the Annual Celebration.
- Selectee must be in good standing with the American Kennel Club
- The judge will not have judged Salukis for two years in the following states: CA, OR, WA, AZ, CO, NM, UT, OK and TX.
- Preside over the Annual Board Meeting and Annual General Meeting held in conjunction with the Celebration Weekend.
- Secure a Master of Ceremonies for the Celebration dinner/event.
- At the Annual Celebration Dinner/event present the Perpetual Trophy certificates to the winners.
- Present the ASA Celebration Perpetual Event Trophies at the annual Celebration show.
- Appoint an Auditor to review the financial status of the ASA books at the end of each term. Ideally, this person should be 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 chair. The chair will recruit two additional members and one alternate from different geographical regions of the Association. The entire committee will be in place by February 15th of an election year.
- Nominating Committee members must be members in good standing, represent the Pacific, Central and Eastern ASA regions, with one member a current board member. An alternate Nominating Committee member will also be selected in accordance with Section 2016 of these Guidelines. The chairperson should be well-known and respected within the organization to insure objectivity and fairness.

NOTE: The Treasurer shall reimburse the President for travel associated with the Annual meeting the amount not to exceed \$500.00 (five hundred dollars). The President shall present to the Treasurer receipts for travel or lodging to cover the amount requested for reimbursement. It should be noted that this is a maximum amount to be reimbursed, once a fiscal year.

SECTION 1002: SECRETARY

The Secretary shall perform Association work in accordance with the ASA By-Laws Article II, Section 2c.

NECESSARY SKILLS:

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

GENERAL: It shall be the responsibility of the Secretary to:

- Bear the duties normally associated to this office, in addition to those specified in the ASA *Constitution* and *By-Laws*. (See *Robert's Rules of Order* for general secretarial duties).
- 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.
- President asks Secretary to notify all board members that all annual officer and committee reports are due with a deadline prior to the annual meeting.
- Ensure the Annual Celebration Judge receives the following: a letter in February/March requesting on behalf of ASA that he/she provide a brief biography and picture for the catalog, provide a critique of that day's judging for publication in the Newsletter, a one year Complimentary Membership for the next fiscal year. (If judge is an ASA member, a letter *no dues notification*, should be sent – work with Treasurer on this.)
- Oversee ***"Request for (Perpetual) Trophy Donation"*** paperwork (see 2018A and 2018B) required before members can request to donate a new Perpetual Trophy or Special Event Trophy.

MEMBERSHIP

- Maintain a Master Spreadsheet/Directory of all paid members and provide updated versions to Board and Newsletter, Publications, Membership, Statistician, Hunt Master and Lure Course Master.
- Ensure Gratis memberships are in place for the following:

GRATIS JUDGE MEMBERSHIP for Celebration judges: Gratis membership consists of a complementary subscription to the ASA Newsletter, which can be given to Celebration Judges, in appreciation for their judging. The subscription and membership would be for one year only, with no voting privileges.

GRATIS VOLUNTEER MEMBERSHIP for key volunteer positions: Gratis membership is again a complementary subscription to the ASA Newsletter, which would be granted to certain ASA volunteers in key volunteer positions. This membership would be based on the volunteers ability to pay and financial need, and would be by exception and NOT automatic, and would have no voting privileges. This membership must be approved by BOARD VOTE and not unilaterally granted

- Receive from the Treasurer a weekly copy of all PayPal dues payments to be included in the Master Spreadsheet/Directory
- Coordinate with the Treasurer to ensure ***"Dues are due"*** notices (#3010) are mailed on or before May 15th annually.
Note: *"Dues are due"* notice *must be mailed independently* of any other document.

- Receive and process new member applications, send checks to Treasurer and include new members in quarterly Newsletter report.
- Notify new members of their election by sending “Welcome New Member” letter and new member packet.
- Maintain a separate Master Spreadsheet for all paid members in the “**paid**”, “**first class**” and “**foreign**” mailings format to be sent to the Newsletter Editor for quarterly Newsletter mailings.
- Ensure that complimentary memberships are in place for the American Kennel Club Library, ASA Historian and annual Celebration Judge.

MEETINGS

- Prepare and submit annual report of the Secretary to the President by June 15th of each year for inclusion in the Annual Meeting package.
- Notify members of meetings through Newsletter, website and social media means.
- 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.

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. In the interest of time, email is the preferred method of communicating voting.
- At the end of each fiscal year, provide the Historian with a record of all votes taken by the Board to be included in the ASA history for that year.

ELECTIONS

- Oversee all elections.
- Oversee Inspectors of Election Committee (*see Guideline 2009*).
- Oversee Contested Election (*see Guideline 2009*).
- Notify Officers and Board Members of their election to office, through the President

Attachment 1

EXAMPLE Welcome Letter



Date

Dear

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 join the ASA and 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. We will try to locate the right resource to answer your questions – that's what ASA is all about!

Sincerely,

ASA Secretary

SECTION 1003: TREASURER

The Treasurer shall carry out the financial business of the Association in accordance with ASA By- Laws Article III, Section 2d.

NECESSARY SKILLS

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

RESPONSIBILITIES

It shall be the responsibility of the Treasurer to bear the duties normally associated to this office, in addition to those specified in the Constitution and By-Laws. (See Robert's Rules of Order for general Treasurer Duties).

GENERAL

- 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 by July 15th of the following fiscal year and will be available to all members attending the Annual Meeting. The report will be published in the quarterly Newsletter in the quarter immediately following the annual meeting.
- Maintain an ongoing dialogue with the President regarding the financial status of the Association.
- Work closely with the Audit Committee chairperson when the President has called for an audit of the ASA financial records.
- Provide to the President and Secretary with a Quarterly Financial Report not later than the 15th of the month following the end of each quarter. The report will be cumulative from the beginning of the Fiscal Year and will include all expenditures and income for that quarter.
- Prepare, maintain and provide a list of "*Members Not in Good Standing*" to the President, Secretary, Newsletter Editor, Publications Chairperson, Hunt Master, Lure Course Master, 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 (#2006).
- Work closely with the Secretary on all Association financial matters such as "Dues are Due" and second dues reminder notifications.
- The Treasurer shall reimburse the President for travel associated with the Annual meeting the amount not to exceed \$500.00 (five hundred dollars). The President shall present to the Treasurer receipts for travel or lodging to cover the amount requested for reimbursement. It should be noted that this is a maximum amount to be reimbursed, once a fiscal year.

FUNDS MANAGEMENT

- Collect and receive all monies due or belonging to ASA and deposit in the Association's bank account. This includes Annual Dues Renewals and new Memberships.
- Provides original copies of new Membership applications to the Secretary via USPS and a scanned copy immediately upon receipt of new membership application.
- Provide on a weekly basis a listing of all dues payments made electronically to the Association so the Secretary may add those paid members to the Association Directory.
- Resolve any discrepancies in billing prior to the payment of Association obligations.
- All requests for Reimbursement from Association members must be accompanied by the appropriate documents before the Treasurer will issue payment and will be in accordance with the Reimbursement Policy below.
- 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. Paid via credit card electronically.
- Association Storage Unit Rental Fees – Lompoc and Redding which are paid annually.
- August 15th, Internal Revenue Service Tax Return information to CPA.
- Not later than 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. (Usually mid-May) 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.
- Advance payment for some high cost items will still be issued on a case-by-case basis and will require approval from the President and annotated by the Secretary. 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

- Maintain and execute the “*Not in Good Standing*” policy.
- Process:
- Notification by bank:
 1. Upon receiving notification of an insufficient funds check, the Treasurer will notify both the President and the Secretary.
 2. The Treasurer will send a letter to the person responsible, with copies to the President and Secretary.
 3. Wait 30 days.

If repaid within 30 days, the Treasurer will notify both the President and Secretary.

1. If not paid within the first 30 days, the Treasurer will notify both the President and the Secretary.
2. Treasurer sends a second letter to the person responsible explaining her/his potential “*Not in Good Standing*” status.
3. Wait 30 days.

If not paid within 60 days:

1. Treasurer notifies President and Secretary.
2. Treasurer sends the third notice to the person responsible, copying the President and Secretary.
3. Wait 30 days.

If not paid within 90 days:

1. Notify President, Secretary and Membership Chair.
2. Treasurer sends final letter advising person responsible she/he has been placed in the “*Not in Good Standing*” list. Copy sent to Secretary for documentation.
3. Copies sent to: President, Secretary, Regional Vice President, Newsletter Editor, Publications Chair, Lure Course Master, Hunt Master, Marketing & Statistician.
4. Remove person from membership in the Association,

If repaid outside the fiscal year:

1. Former “*Not in Good Standing*” standing member has the privilege of membership renewal.
2. Treasurer notifies President, Secretary, Regional Vice President, Newsletter Editor, Publications Chair, Lure Course Master, Hunt Master, Marketing and Statistician that the person has paid their debt and is removed from the “*Not in Good Standing*” standing status, copying person responsible.

SECTION 1004: REGIONAL VICE PRESIDENT

Each Regional Vice President shall carry out their Association duties in accordance with the ASA by- Laws Article III, Sections 2b and 2e.

It shall be the responsibility of each Regional Vice President to:

- Work in tandem with the Regional Vice President of the same region on such events as meetings, Trophy Supported Entry submissions, regional specialty shows, fun matches etc. **See Guideline 1004A.**
- 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 Lure Course Master (*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 using Guideline 1004A.
- Submit to the ASA Newsletter Editor reports of any regional events such as TSE's, lure trials, fun matches, etc.
- Encourage participants and regional members to showcase their dogs in the ASA 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.
- With regard to contested regional elections, time is of the essence. It is imperative that the President and/or Secretary be notified immediately, is 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

SECTION 1004 A: TROPHY SUPPORTED ENTRY

Trophy Supported Entries shall fall under the oversight of the Regional Vice President.

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 which includes Hound Group 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 be presented to the Officers and Board for approval vote. (Attachment 1)
- Upon completion of the vote, 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.

TROPHIES

- ASA provides trophies for the "High 5". Any trophies beyond the "high five" must be solicited from Saluki fanciers.
- **NOTE:** "High 5" classes include: Best of Breed, Best of Opposite Sex, Winners Dog, Winners Bitch and High Scoring Saluki in Obedience (Qualifying score and competition require)
- **NOTE:** ASA 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

PNW	NC	ANE
PSW	SC	ASE

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

Regional Vice President Signature: _____

Date Submitted _____

Name of Kennel Club: _____

Date: _____

Location: _____

Name of ASA Show Point of Contact: _____

Name of Show Chairperson: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

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

SECTION 1005: REGIONAL BOARD MEMBER

Each Regional Board Member shall carry out their Association duties in accordance with ASA By- Laws Article III, Section 3.

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

- Work in tandem with the Regional Vice President of the same region on such events as meetings, Trophy Supported Entry submissions, regional specialty shows, fun matches etc.
- 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.

SECTION 1006: BOARD MEMBER AT LARGE

Each Board Member at Large shall carry out their Association duties in accordance with ASA By- Laws Article III, Section 3.

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.

SECTION 1007: IMMEDIATE PAST PRESIDENT

The Immediate Past President shall carry out their Association duties in accordance with ASA By- Laws Article III, Sections 1c and 2e.

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.

SECTION 1008: IMMEDIATE PAST SECRETARY

The Immediate Past Secretary shall carry out their Association duties in accordance with ASA By- Laws Article III, Sections 1c and 4.

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.

SECTION 1009: ASA REGIONAL BREAKDOWNS:

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

SECTION 1010: FINANCIAL CALENDAR

MONTH	DATE	DESCRIPTION	REPONSIBILITY	OCCURRENCE
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. Hunt master notifies Statistician of qualifying salukis for the six Perpetual Coursing Awards. 	<ul style="list-style-type: none"> Statistician Hunt Master 	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. Deadline for reimbursement requests to Treasurer	<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 dues 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"> Corporate Agent Treasurer 	Annual

Section 2000
American Saluki Association
Committees

SECTION 2001: AUDIT COMMITTEE

The Audit Committee shall be conducted in accordance with the Association By Laws Article V, Section 2j

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 be a former ASA Treasurer who has no affiliations with the current or immediate-past administration.
- Provide a final report to the Board for review and/or discussion.

SECTION 2002: CARAVANSERAI EDITOR

It shall be the responsibility of the Caravanserai Editor to organize, compile and print the periodic American Saluki Association *Caravanserai*, a compendium of Saluki achievement for a specified five year period. The Caravanserai will be published in compliance with the Association By Laws, Article V, Section 2b.

DUTIES:

Compile and publish the ASA *Caravanserai* ideally every five years.

Produce an end product that portrays the historical activity of the American Saluki Association over a five year period as well as 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. The staff should include as a minimum: a pedigree verification volunteer, a marketing team to solicit advertiser as well as subscribers to the publication, and several volunteers to assist the Editor with the lay out, proof reading and text preparation of the various sections.

Provide the President and the Board with a Master Plan to complete the book. The plan should include major milestones with projected dates of completion.

As the project gets started and progresses, frequent communication with the President is critical as each major milestone is completed and the next is begun.

Develop a budget to include estimated publicity costs, membership mailings, software upgrades, publisher costs, consultant fees if required, distribution and mailing costs, drayage and storage fees and any other anticipated costs.

Provide periodic updates on the progress of the Caravanserai to the Newsletter, ASA website and Facebook Group, with permission of the President.

PUBLICITY

Mail an informational letter or flyer to all ASA members promoting the publication and soliciting advertising. Include the cost of the various pages, kennel pages etc.

Obtain a listing of all registered saluki owners from the American Kennel Club, if possible (May be a cost item)

Submit information/advertisement to the Newsletter Editor for inclusion in forthcoming Newsletters.

Provide information/advertisement to the ASA website and to the ASA Facebook Group.

Advertise in appropriate Saluki publications, if possible.

Provide fliers or handouts detailing the deadlines and information about the *Caravanserai* for every ASA TSE and major Hound show events

Have information available at the Annual Meeting.

SOFTWARE, DESIGN AND FORMAT

Software

Software must be the most current edition of *In Design* software, which is also the software used to publish the quarterly ASA Newsletter.

Cover Must:

State “**American Saluki Association Caravanserai**”.

Include the **ASA logo**.

If artwork is to be used, only older, obscure artwork of Saluki(s) (paintings, drawings, etc.) may be considered. There shall be no covers that have recognizable individual dog living or deceased. If artwork is not chosen, the cover may be plain.

Have final approval from the President.

Content:

Contributors are responsible for the accuracy of the content of their section or page.

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:

Custom Page – Not Formatted

- Ad can be black and white, or color.
- One photo per page with additional photos at an extra cost.
- Registered names of all dogs in ad, even if only call names.
- Advertiser to provide text and any special colors or fonts. (Text with word limit).
- Pages can be submitted "camera ready."

Individual Page – Formatted

- Saluki's registered name and call name.
- Title and achievements (must be recognized by xx/xx/xx).
- 3 generation pedigree.
- One photo of saluki (no humans or other dogs).
- Owner, kennel name, address, telephone and email address (Co-owners names only.)
- Breeder's name.
- Date of birth, date deceased if applicable.
- Paragraph about dog, if desired. (With word limit).
- Pages can be submitted "camera ready."

Kennel Page – Formatted

- One kennel page per kennel with two or more individual pages, following.
- Candid photo or kennel logo.
- Kennel name, address, telephone and e-mail address.

Memorial Half Page – Formatted in Black & White

- Salukis deceased between xx/xx/xx and xx/xx/xx.
- Dog's name.
- Date of birth and death
- Sire and dam.
- Breeder name.
- Kennel name, if applicable
- Owner name and contact information.
- Paragraph of comments by the owner, if desired (indicate wording limit)
- Photo of the dog without humans and other dogs

Special Content

ASA Celebration winners:

- Best of Breed, Best of Opposite Sex, Best of Winners, Winner's Dog, and Winner's Bitch
 - Photo of judge.
 - Photo of winning dogs not necessarily cropped to the dog.
 - Dog's name.
 - Sire and dam.
 - Breeders and owners.

ASA Celebration winners:

- Siva and Freya Cups
 - Photo of winning dog
 - Dog's name.
 - Sire and dam.
 - Breeders and owners.

ASA Perpetual Trophy Winners:

Based on year of presentation.

Photo of the trophy

Photo of the winner

Dog's name only

Special Content – Back of Book

Titles and Acronyms

Index of Featured Salukis

Index of Advertisers and Owners

Disclaimer

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 the Publications Chair.

Finalize the financials (budget versus actual) and coordinate with the Treasurer.

Prepare Completion of Project Report, coordinate with the Treasurer and submit to President for presentation to the Board.

Provide to the Newsletter Editor, the Completion of Project report, upon approval of Board.

TWO YEAR TIME TABLE (Milestone Bolded)

Year One:

Select and Accept Editor

Solicit Staff of Volunteers: a pedigree verification volunteer, a marketing team to solicit advertiser as well as subscribers to the publication, and several volunteers to assist the Editor with the lay out of the various sections.

Research costs for postage, printing, binding, typesetting, layout, packaging, distribution, etc. by category

Finalize Cost of Each Type of Page Offered.

Establish A Budget

Postage

Consider postage costs for two membership mailings and other organizations.

One first class mailing to return tear sheets to advertisers.

Distribution costs (usually book rate) for finished products. Include foreign mailing costs.

Printing

Flyer for membership mailing.

300 – 500 page book on 80# paper with half tone on each page.

Minimum 100# cover stock with extra artwork and lamination.

Layout and typesetting charges

Binding

Reinforced mailing bags or other packaging (specialized cartons)

Large envelopes for return of photos and artwork.

Any miscellaneous expenses.

Establish payment options for advertisers, including distribution costs. Coordinate with ASA Treasurer.

Develop flyer for Membership Mailing, Newsletter Editor, Web Posting, FB Group with payment options.

Establish submission deadlines for Advertisers and Contributors.

Send flyer to other saluki groups, clubs, and individuals to ensure widest dissemination to the breed.

Design and format publication layout.

Attend Annual Meeting to provide flyer and informational briefing to membership. Answer any questions.

Send Status Report to President for dissemination to Board Members.

Year Two:

If necessary, send second mailing, new flyer for Newsletter, Website and Facebook Group page, include payment options. **Reemphasize deadlines for submissions.**

Establish file for each advertiser/contributor.

Validate each page submitted for pedigree, appropriate photos and word limit and method of payment.

Send Status Report to President for dissemination to Board Members.

Final review spelling, sequence of pages, photo clarity.

Send completed files to typesetter.

Complete final layouts.

Select and review all details with printer to include paper and cover stock.

Review half-tones, especially light and dark dogs from good photos.

Send Status Report to President for dissemination to Board Members.

Inform Bindery/Printer of expected delivery date.

Organize original artwork and photography for return, including tear sheets.

Solicit delivery options of final product (i.e. pickup at Annual meeting or shipping)

Prepare for distribution at Annual Meeting.

Have extra copies available for sale at Annual Meeting.

Prepare advertising for other saluki publications and organizations, informing them of availability and cost of finished *Caravanserai*.

Arrange for shipment of extra copies to Publications Committee Chair.

Prepare Final Financial Report in coordination with Treasurer and include in final report to President.

Include Report for submission to Newsletter Editor.

SECTION 2003: CELEBRATION WEEKEND

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

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. If Saluki entry does not warrant sole use of ring, request Salukis go in last.
- Determine and request hospitality space, number of tables, chairs, tents with canopies for weekend activities.
- Request parking space(s) in closest proximity to ring to assist with hospitality and 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 Meeting.
- President will compile all reports for printing for the annual meeting and submission to the Newsletter Editor
- This meeting is open to the general membership and attendance should be highly encouraged.
- 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 CHAIR

- 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 schedule of the weekend activities, hospitality, annual meeting, available accommodations and price of the Annual Awards dinner.
- Obtain mailing labels (for entire membership) in early June from Secretary
- Prepare advertisement for Spring Newsletter announcing weekend activities.

TROPHY LIST AND DESCRIPTION TO HOST KENNEL CLUB

- Please refer to Guideline 2005 for additional requirements.
- Send to host kennel club Show Superintendent by February 15th, using ASA wording:

***“The American Saluki Association, through the kindness and generosity
of its members, is pleased to offer the following trophies:”***

CATALOG

- Send catalog ad copy to Host Kennel Club chairperson by July 1st, using ASA wording above and negotiate for a “no charge” ad.

MORNING HOSPITALITY

- Plan menu & decorations, including paper goods.
- Ensure there is an electrical hook up.
- Obtain a volunteer to pick up food & beverage items from grocery and coffee shops.
- Keep all receipts to be submitted to Treasurer for cost tracking & reimbursement.

MISCELLANEOUS

- Tablecloths for all ASA tables; signs/banners with ASA logo; Celebration Fund donation jar; tape recorder for judge’s critique and two 90 minute tapes.
- Insurance certificates from ASA Treasurer for show site and dinner location. The Treasurer should insure that this is done prior to the beginning of the weekend.
- Obtain a volunteer to take candid photos (people, trophies, events) for Newsletter.
- Ensure area is poop scooped and free of trash around Saluki ring and parking areas upon leaving.
- Thank you card for host Kennel Club should be signed by the ASA President
- Ask for help . . . volunteers . . . delegate!!

SECTION 2003 A: CELEBRATION SILENT AUCTION

The Celebration Silent Auction Chair will organize and facilitate the ASA Silent Auction the proceeds of which are to be split by the Treasurer in accordance with Guidelines Section 1003.

PREPARATION

- Solicit, collect and store items throughout the year to be sold at the ASA Silent Auction.
- Coordinate date, time and place to conduct the silent auction during the Celebration Weekend with the President and Celebration Weekend Chair.
- Publicize the auction in the Newsletter, on the ASA Website and on the ASA Facebook page. 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 include:
 - 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)
 - **NOTE:** Large or expensive items may warrant a verbal auction
 - Silent auction: use tear-apart tickets
 - Verbal auction: most expensive item should be second or third – not first
 - Allow and anticipate on-site donations
 - Appeal to the general membership via Newsletter, website, social media & membership mailings and maintain a list of donations including donor and purchaser, if possible.

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

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
- If treasurer is present to the Celebration Weekend, that person should collect and count the funds with the Auction Chair
- Count money collected and ensure it matches the calculated total (*adjust for any pre-auction money in aprons*)
- 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 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
 - Net profit is accounted for by the Treasurer split equally between the ASA Treasury and a rescue organization

SECTION 2003B: CELEBRATION TROPHY CHAIR

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

PRIOR TO EVENT

- Contract selected trophy artist, in writing, the following:
 - complete list of all trophies needed
 - insured shipping arrangements (if needed)
 - finalize price
 - information included in contract should include all of the above with artist signature
 - delivery date needed

- 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.
- ASA medallions will be awarded to the following: Best of Breed, Best of Opposite Sex, Winners Dog, Winners Bitch, and Highest Scoring Saluki in Obedience Trial.

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.
NOTE: 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.

SECTION 2004: CORPORATE AGENT

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.

- 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.

SECTION 2005: DESERT & FUN MATCHES

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

DESERT MATCH:

CHAIR: 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 Treasurer
- 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 for President and Treasurer review:
 - 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.
 - anticipate breaking even or a small profit Publicize using multiple media outlets to include ASA Newsletter, ASA website and ASA Facebook page.
 - 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 duplicate the entry form used by the American Kennel Club in addition to the following statement: ***“The Qashmar and El Tiffaz trophies will only be awarded if the winners are ASA Members.”***

FUN MATCH:

PRESIDENT RESPONSIBILITIES

- Approve or deny event.
- Final approval of flyer.

REGIONAL VICE PRESIDENT RESPONSIBILITIES

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

FUN MATCH: CHAIRPERSON RESPONSIBILITIES

- Secure a location, preferably one without a fee. If a fee is charged, determine amount and inform Board
- Solicit monetary or gift donations for trophies.
- Order non-dated ribbons.
- 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 & rubber bands
 - Judges book
 - Ribbons (from the President)
 - Trophies (should be labeled)
 - Refreshments for the judge.
 - Water and ice available for dogs.& Exhibitors
 - 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.

SECTION 2006: GUIDELINES

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

Guidelines Chair Responsibilities:

- 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 and for a vote by the Board.
- Proposed revisions can only be implemented by the President upon Board approval, as polled by the Secretary.
- Maintain and update, as necessary.

SECTION 2007: HISTORIAN

The Historian shall keep the history and significant events of the Association in accordance with the Association By Laws Article V, Section 2h.

Duties:

1. Make additions to and keep current the ASA digital files (currently on digital storage drive)
(Pictorial History file was stated in 1974. It is currently on digital storage beginning 1964 to present).
2. The history shall include documentation of the ASA Trophy Supported show at the Annual ASA Celebration Weekend. The history will include photos of the Saluki winners of each major class: Best of Breed, Best of Opposite Sex, Select Dog, Select Bitch, Best of Winners, Winners Dog, Winners Bitch.
3. Each page should be formatted using a digital template already in place to convert photos into pages.
4. Each page will be added to the ASA Historical Pictorial slide presentation.
5. Keep a digital file of all annual ASA Perpetual Trophy winners.
6. Make arrangements for the digital historical presentation to be viewed at the ASA Dinner and the Annual Celebration Weekend Show.

SECTION 2008: HUNT MASTER

The Hunt Master committee shall be conducted in accordance with the Association By Laws Article V, Section 2c

It shall be the responsibility of the Hunt Master to:

- Oversee (or assign appropriate delegates) all hunts.
- Assign judges and hunt masters to all hunts.
- Have thorough knowledge of *"Hunt Cup Regulations and Run-Off Rules"* (#2008A).
- Select appropriate ASA representatives (*must be an ASA member*) to the National Open Field Coursing Association (NOFCA) and submit to President for approval.
- Assign delegates and/or proxies for NOFCA meetings
- Order ribbons to arrive by the end of October each year
- Set hunt dates with NOFCA - traditionally they are:
 - Three (3) regular breed cup hunts
 - Christmas Cup
 - Ishtan Cup
 - Mia Cup
- Two (2) non-regular Puppy hunts (when circumstances permit) with a minimum entry of three puppies for 6-12 months
 - Rama Cup
 - Scramble Cup
- Two cup supported hunts held by Southwest Coursing Club (SWCC) in New Mexico
 - Fatimah Hunt Cup
 - Suki Hunt Cup
 - Provide Cup Ribbon
 - List of eligible Salukis (ASA members) to win cup
 - Special Event Trophy form to SWCC hunt secretary prior to hunt
- One (1) regular Mixed Breed Hunt according to NOFCA breed club requirements
- One (1) Non-regular Veteran Hunt for dogs seven (7) years and older, with a minimum of five dogs participating
 - Archives Hunt Plaque
- 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"* (Section 2018A) 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 ASA Spring Newsletter
- Report all results and send appropriate fees to NOFCA within 10 days of event
- Submit the names of the salukis qualifying for the six Perpetual Coursing Awards to the Statistician by May 15th of each year.

SECTION 2008A: HUNT CUP REQUIREMENTS AND RUN OFF RULES

ELIGIBILITY REQUIREMENTS TO RECEIVE A SPECIAL EVENT (HUNT CUP) TROPHY

- Ensure ASA membership applications are available at the site prior to roll call
- Ascertain if the winner is an ASA member in good standing prior to roll call and before the draw of the day on an AFSA trial or NOFCA hunt
- 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/trophy/trophy ribbon will be presented to the ***highest scoring ASA member-owned Saluki.***
- 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 multiple fields:

- ASA member-owned Salukis tied for first place will compete in a run-off.
- The highest placing ASA member owned Saluki from each field will compete in a run-off.
- No run-off is permitted if there is only one first place Salukis that is ASA member-owned.
- If there is no opportunity to schedule a run off that season, the award will be shared by Salukis who are ASA member-owned.

SECTION 2009: INSPECTOR OF THE ELECTION

The Inspector of the Election shall conduct the affairs of the committee in accordance with the ASA By Laws Article IV, Section 3, paragraph 1.

CONTESTED ELECTION: A contested election is one in which the Secretary or President or any Officer has received notification that a nominee presented by the Nominating Committee is contested. To formally contest the election of said nominee, a letter must be submitted in accordance with the By Laws Article IV, Section 4, Paragraph b.

INSPECTOR OF THE ELECTION

The President shall appoint an INSPECTOR OF THE ELECTION in accordance with Article III, Section 2, Paragraph a. The inspector(s) may not be a nominee for any office.

Participate with the Secretary in tabulating and validating all ballots.

RESPONSIBILITIES OF THE SECRETARY

Notify the President immediately upon becoming aware of a contested 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.

Prepare for printer the candidate's statement, Article IV, Section 4 a-c of the ASA Constitution and By Laws and ballot(s).

Have on hand the most current membership record.

Prepare appropriate mailing labels, 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 and list of all members in alphabetical order (and regional lists of members, if appropriate).

Receive all ballots of contested position. Keep ballots in alphabetical order to ensure dues payment and then divide into Regions using appropriate regional list, if regions are applicable.

With the Inspector(s) of the Election tabulate and validate the ballots.

Notify all persons elected in the most expedient manner, starting with the President.

Save all election materials until such time it is evident there is no further protest and destroy after it is concluded that the election is not contested and there is no more discussion.

RESPONSIBILITIES OF ALL OFFICERS AND BOARD MEMBERS

All Officers and Board Members bear the responsibility to immediately inform the President and 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.

SECTION 2010: LURE COURSE MASTER & BRAHMA II CUP

The Lure Course Master shall conduct the committee in accordance with the ASA By Laws, Article V, Section 2d.

ASA Lure Course Master Duties:

GENERAL

- 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.
- Recommend the ASFA Convention Delegates, with concurrence of ASA President.
- Provide Annual ASFA winner statistics and standings to the ASA Statistician and submit standings to the ASA Newsletter editor for inclusion in the Coursing edition of the quarterly ASA Newsletter.
- Coordinate with Regional Vice Presidents to plan and facilitate ASA sponsored ASFA lure coursing trials, maintaining uniformity throughout all ASA regions.
- Ensure ASA membership applications are available at the site prior to roll call (The LCM will be provided with both the current membership and Not in Good Standing lists.)
- 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 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
- Determine, as best as possible, that the lure coursing trial and/or test is financially feasible.

RECORDS AND SUPPLIES

- Provide 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 names of winners of the perpetual ASFA lure coursing trophies to the ASA.
- Board and to the Newsletter Editor for publication in the ASA Newsletter.
- Provide ribbons and/or rosettes to the Field Trial Secretary in a timely manner.

OVERSEE ROTATIONAL GUIDELINES AND SOLICIT PROPOSALS FOR THE BRAHMA II CUP

- Only one Brahma II Cup Trial per year for the entire country.
- Rotate sequentially throughout the regions in the following manner: Pacific/Central/Atlantic/ etc.
- Proposals are due by December 31st of the calendar year 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.

ASA REGIONAL LURE COURSING TROPHIES

- The ASA Regional Lure Coursing Trophy is a perpetual trophy offered in each of the six ASA Regions. The trophies were commissioned by donations from the various ASA regions and created by Saluki breeder, conformation and lure coursing judge, and noted sculptor Garry Newton.
- The ASA Regional Lure Coursing Trophy is a perpetual trophy offered to the winner of a special run-off between the highest scoring or Best of Breed (BOB) ASA member-owned Salukis over a two day ASFA lure coursing trial event.
- The trophies can be awarded annually, and must be awarded on the second day of a two day ASFA field trial event sponsored by any ASFA club.
- Ensure the *“Contract for Accepting an ASA Special Event Trophy”* (#3007) is completed for each Regional Lure Coursing Trophy awarded.

TROPHY ELIGIBILITY REQUIREMENTS

- To be eligible to win an ASA Regional lure coursing trophy (or compete in any ASA lure coursing cup run-off), the owner (or at least one of the owners, if co-owned) of the qualifying Saluki **must be a member in good standing of the ASA** before roll call is called and before the draw on the **first day** of the trials.
- Under no circumstances can a Saluki who is owned by a non-ASA member compete in a trophy run-off.
- Eligible Salukis must be entered and run two qualifying courses each day of the two day ASFA event.
- Salukis entered in the Singles stake are not eligible
- Only Salukis entered in the Open, Field Champion or Veteran stakes qualify to compete for the award.

TROPHY RUN-OFF RULES

- This perpetual trophy is awarded to the winner of a special run-off between the highest scoring or BOB Salukis in the eligible stakes over a two day lure coursing ASFA trial event, as follows.
- The BOB Saluki on the first day will run off against the BOB Saluki on the second day NOTE both Salukis must be registered as of roll call on the FIRST day to qualify.
- If the same Saluki so registered is the BOB Saluki on both days, that Saluki is declared the winner and no run-off will be necessary.
- If the BOB Saluki on one day is not owned by an ASA member but the BOB Saluki on the other day is owned by an ASA member, or if no BOB winner is owned by an ASA member, the highest scoring ASA owned Saluki from the eligible stakes (or flight if stakes are divided) each day is eligible to run for the trophy.
- If there is no time for a run-off at the end of the second day, the BOB or highest scoring ASA member owned Salukis from each day will share the award.

BRAHMA II LURE COURSING CUP (Previously listed as Guidelines Section 3004)

The ASA Brahma II Lure Coursing Cup is the oldest lure coursing trophy offered by the ASA. The Cup is a sterling silver elliptical bowl with silver ornamentation and rests on a wooden base with plates for the names of each winner. First presented in 1973 by the Hounds of Srinagar, the Cup honors Am Can Ch. Srinagar Brahma of Urray, FCh, bred by Richard and Barbara Webster (Urray) of British Columbia, Canada. Not only was Brahma II accomplished on the lure, but his brother, Bedouin, was the first recipient of this coveted award. The earliest Brahma II Cup trials were always run at Santa Barbara, California. Currently, the ASA Brahma II Cup is a rotating trial held annually in one of the six regions of the ASA. The Brahma II Cup is an annual award.

BRAHMA II CUP AWARD ELIGIBILITY REQUIREMENTS

To be eligible to win the Brahma II Cup (or compete in any ASA lure coursing cup run-off) at least one owner of the qualifying saluki must be a member in good standing of the American Saluki Association before roll call is called and before the draw of the day of the trial. Under no circumstances can a saluki that is owned by a non-ASA member compete in a cup run-off.

- Salukis entered in the Singles Stake are not eligible.
- Only salukis entered in the Open, Field Champion or Veteran stakes qualify to compete for this trophy.

BRAHMA II CUP RUN-OFF RULES

- In the event there is only one eligible stake, the first place saluki in that stake wins the cup.
- If the first place saluki in that stake is owned by a non-ASA member, the award is presented to the highest scoring ASA member owned saluki in that stake.
- In the event there are two or more eligible stakes, if the BOB winner is ASA member owned, that saluki wins the Cup.
- If the BOB winner is NOT owned by an ASA member, that dog does not win the Cup. A special run-off of the top scoring ASA member owned salukis from each eligible stake will determine the Cup winner. Highest scoring saluki in this special run-off wins the Cup.
- If there is no time for a special Cup run-off, the award will be shared by the highest scoring ASA member owned salukis from the eligible stakes.

SECTION 2011: MEMBERSHIP

It shall be the responsibility of the Membership Chair to document annual membership renewals. The Membership chair is also responsible for contacting new Saluki owners and fanciers to offer them membership opportunities.

MEMBERSHIP CHAIR DUTIES

Obtain a current list of all Association members including name, address, phone and e-mail address from the ASA Secretary.

Prepare and mail the “*Dues are Due*” notification (**Attachment 1**) to all current members before May 15th annually with a second mailing by August 15th to those who have not yet renewed, an example of which can be found in **Attachment 2**. A possible third mailing may be sent via e-mail to members who have provided their e-mail addresses.

For new members, receive and process new membership applications.

Ensure Gratis Memberships are in place for the AKC Library, the Annual Celebration Judge and any Gratis Volunteer Memberships approved by the board. Ensure that these memberships are included in the **ASA Master Directory** for that fiscal year. The Master Directory is maintained by the Secretary.

NOTE: the ASA Board voted and approved the following on September 7, 2018:

GRATIS JUDGE MEMBERSHIP for Celebration judges: Gratis membership consists of a complementary subscription to the ASA Newsletter, which can be given to Celebration Judges, in appreciation for their judging. The subscription and membership would be for one year only, with no voting privileges.

GRATIS VOLUNTEER MEMBERSHIP for key volunteer positions: Gratis membership is again a complementary subscription to the ASA Newsletter, which would be granted to certain ASA volunteers in key volunteer positions. This membership would be based on the volunteers ability to pay and financial need, and would be by exception and NOT automatic, and would have no voting privileges. This membership must be approved by BOARD VOTE and not unilaterally granted.



DUES ARE DUE BY JUNE 30, 2020

Date _____

Dear _____

In accordance with the ASA By-laws, please accept this letter as formal notice that membership dues are due and payable by June 30th for the 2020-2021 fiscal year (July 1, 2020 through June 30, 2021).

US	\$62.50 per year, single membership
Canada	\$70.00 per year, single membership
	\$10.00 per year, additional family member over the age of 18, for voting privileges
	\$25.00 per year additional for domestic first class postage
Foreign	\$80.00 per year, including foreign postage
Late Fee	\$10.00 beginning Oct 1, 2020

Please send your check or money order in US dollars, payable to American Saluki Association, to:

Patricia Gillis, ASA Treasurer, 5316 W. 105th Street N, Sperry, OK 74073

PayPal is available for foreign and domestic on the website: www.Americansalukiassociation.com

Your contribution to the ASA trophy fund would also be welcome and appreciated. Through your generosity, ASA is able to offer trophies at the annual Celebration and many Regional trophy supported entries each year. You may include your trophy donation in your dues check.

If you use PayPal please email verification of all the information requested below to: gillissaluki@gmail.com.

There will be a small handling fee for processing PayPal.

Please verify that your contact information below is correct and make any necessary changes to the right of each line.

This portion of your dues notice must be returned with your payment.

Name: _____
 Address: _____
 City: _____
 State and Postal Code: _____
 Country: _____
 Email: _____
 Email2: _____
 Telephone: _____

US and Canada: Membership \$ _____ Add'l Vote \$ _____ First Class \$ _____ Trophy Fund \$ _____
 Foreign: Membership \$ _____ Trophy Fund \$ _____ **Total amount of check or money order enclosed: \$ _____**

Thank you in advance for your prompt attention to this matter,

Name of Membership Chair _____
 Membership Chairman _____

Dedicated to the fulfillment of the many-faceted potentials of the Saluk

ATTACHMENT 2
EXAMPLE Dues are Past Due



DUES ARE PAST DUE

Date:

Hello!

In accordance with the ASA By-laws, please accept this letter as a reminder notice that membership dues were due and payable by June 30, 2020 for the 2020 - 2021 fiscal year (July 1, 2020 through June 30, 2021).

US \$62.50 per year, single membership
\$10.00 per year for each additional family member over 18 years of age.

\$25.00 per year additional for domestic first class postage.

Canada 70.00 per year single membership
\$10.00 per year for each additional family member over 18 years of age.

Foreign \$80.00 per year, including foreign postage

PayPal Both foreign and domestic members may pay their dues via PayPal by going to our website:

www.americansalukiassociation.com

NOTE: If paying by PayPal, please notify the Treasurer via email if you have any changes in your current address or contact information. There will be a handling charge for using PayPal.

Checks or money orders

Please send your check or money order in US dollars, payable to American Saluki Association to:

Patricia Gillis, ASA Treasurer

5316 W. 105th St. N, Sperry, OK 74073

gillissaluki@gmail.com

Late Fee: \$10.00 beginning October 1 each year

Your contribution to the ASA trophy fund will also be most welcome and appreciated. Through your generosity, the ASA is able to offer trophies at our annual ASA Celebration and at ASA Regional trophy supported entries shows each year. You may include your trophy donation with your dues check.

You should be receiving your newsletter shortly. This is the last issue of the 2020- 2021 year. The first issue of the new club year always begins with the Fall issue, which is our largest issue. The Fall ASA Newsletter features not only the ASA Celebration but the annual Perpetual Trophy winners, Saluki Club of America National show and many other Saluki specialties. It's not to be missed!!

Please provide your contact information below or note "no change" and remit your check to Patricia Gillis, Treasurer, whose address is above.

Name:

Address:

City, State, Country:

Telephone:

E-Mail:

Thanks so much for your loyalty over these last years – we would hate to lose you now!

ATTACHMENT 3
EXAMPLE Membership Application

DUES

Dues for **US** are \$62.50, **Canada** \$70.00 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 \$10.00 per year for each additional family member, age 18 or older. Options: \$25.00 per year for 1st Class Mail.

Dues for one **foreign** membership are \$80.00 per year including foreign postage (July 1 to June 30). Foreign members will receive the ASA Newsletter but will not have the right to vote. The ASA Newsletter is published quarterly. Members will receive their issues in the following sequence: Fall, Winter, Spring and Summer.

All payments must be in US funds and made payable to the American Saluki Association. US – check or money order or PayPal.

Send your completed application and payment to:

Patricia Gillis, ASA Treasurer
5316 W. 105th St. N, Sperry, OK 74073 email: Gillissalukis@gmail.com

NEXT PAGE FOR APPLICATION



THE AMERICAN SALUKI ASSOCIATION APPLICATION FOR MEMBERSHIP



DUES

- Dues for US are \$62.50, Canada \$70.00 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 \$10.00 per year for each additional family member, age 18 or older. Options: \$25.00 per year for 1st Class Postage.
- Dues for one foreign membership are \$80.00 per year including foreign postage (July 1 to June 30). Foreign members will receive the **ASA NEWSLETTER** but will not have the right to vote.

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
- PayPal

**Send your completed application and
payment to:**

Patricia Gillis, ASA Treasurer

5316 W. 105th St. N, Sperry, OK 74073 Email: Gillissalukis@gmail.com

NAME _____
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.

Please use the back of this form, or attach a separate piece of paper, to describe how you became interested in Salukis and their attraction for you.

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 in the **ASA NEWSLETTER**.

Signature _____
Date _____

Signature _____
Date _____

SECTION 2012: NEWSLETTER EDITOR

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 in compliance with the Association By Laws, Article V, Section 2a.

The purpose of the American Saluki Association Newsletter is to provide the readership with relevant, newsworthy articles about the Saluki breed to include health, nutrition, genetics, competition as well as ASA and saluki regional club events. The Newsletter will also serve as a venue for members to showcase their achievements in the sport of pure bred salukis.

DUTIES:

- 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 the deadline schedule for each issue as suggested below:

Issue	Deadline	Printing
Fall	August 15	October
Winter	November 15	January
Spring	February 15	April
Summer	May 15	July

- In coordination with the Marketing Director, solicit advertising, articles and informal photos from Hunt Master, Lure Course Master, Regional Vice Presidents, TSE Chairs, Celebration Chair, and others covering ASA events around the US and Canada.
- The editor is not responsible for claims made in any paid advertisement and has authority to and should question information concerned material which may contain inaccuracies or be controversial.
- Return all photos to contributor who sent them with a note of thanks, in a timely manner. Digital photos may be returned via electronic means.
- Submit Newsletter to President for final approval before going to print.

FINANCIAL RESPONSIBILITY

- Under no circumstances will the ASA extend credit to anyone person or institution.
- The dollar amount expended on any single issue is dependent on current budget.
- Articles for any given issue should be covered by regular ad revenue (for example: 15 regular ads = 30 article pages).
- Revenue from membership dues should be used to cover mailing, contents, cover and club info.

MAILINGS

- Domestic issues will be mailed Bulk unless the member has paid for 1st Class postage.
- Foreign issues will be mailed at US Postal Priority Mail.

CONTENT

Every issue must include the following:

- President's Message
- Secretary's Report to include new members, changes of address or contact information
- Officer's names and contact information (ASA Email address)
- The American Kennel Club Saluki standard
- Calendar of Upcoming Events
- Sources of Saluki Information (Really, every issue?)
- Committee Chairpersons
- The statement, *"All items submitted for publication become property of the American Saluki Association, which has sole right of use."*
- Membership requirements
- Notification Procedures for Awards – in the Trophy Award section of each Fall Newsletter.
- Information on conformation shows, obedience, coursing, junior showmanship, companionship events and trials.

The Fall Newsletter, Awards Section must include:

- Membership requirements for Annual awards
- The statement that any member who believes she/he or their Saluki was available for an award may apply to the 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.
- The 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

- The established ASA logo *must* be on the cover.
- The cover art work will be determined mutually between Newsletter Editor and President.
- Same color scheme should be used for all four issues of the ASA fiscal year and the 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.

ADVERTISING

New Champion Ads

- Open to ASA members or non-members
- A standard format will be used and includes the following:
 - No logos
 - Same font
 - Six lines of copy (limited to pertinent information about the championship)
 - No breeding or littermate information
 - Three generation Pedigree
 - Birth date and Breeder
 - Owner (s) name, (address, phone and/or email optional)
 - The photo will be as large as possible and cropped to the dog ONLY
- New Champion ads will be 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

- The New Titles listing immediately precedes the New Champion Section and must be included in each Newsletter
- New Titles include AKC conformation, obedience, rally, agility, lure coursing, ASFA lure coursing, NOFCA open field and all other companion event titles.

Regular Ads

- Are open to all ASA Members in Good Standing with current dues paid.
- The editor is not responsible for claims made in any paid advertisement and has authority to and should question information concerned material which may contain inaccuracies or be controversial.
- The editor can place different ads can be throughout the publication, as appropriate and with the theme of the various issues.
- No direct comparison of advertisers Saluki with another's Saluki will be allowed'
- The term "coursing" when 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
- Letters to the Editor are not authorized or permitted 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
- The Marketing director will work with the Newsletter Editor and staff to solicit advertising from events
- It is the Editor's right to determine if a photo accompanying an article is appropriate or not.
- No "win" photos may be used in an event report.
- 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

- Will be rigidly edited to prevent promotion of individual kennels or Salukis
- Can include upcoming events
- Foreign Reports, if submitted, currently appears in the Spring Newsletter.

SECTION 2013: NOMINATING

The Nominating Committee shall conduct its affairs in accordance with the Association By Laws Article IV, Section 4 and 4a.

The Nominating Committee Chair duties:

- Request, via the Secretary the most current membership list.
- Qualifications for each vacant officer position are described in Section 1000 of these Guidelines.
- Make every effort to canvas members, especially Regional Vice Presidents, for suggestions of appropriate nominees.
- Solicit nominee suggestions from committee members and the alternate, each representing a general geographical area of the ASA
- 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 electronically.
- If at all possible, compile a well-rounded and compatible slate of nominees (i.e. 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 to serve.)
- Insure that each nominee is in fact a volunteer to serve in that position.
- Before finalizing the slate for presentation to the board, the Chair will insure, once again, that each nominee is in fact a volunteer to serve in that position.
- Insure that the Secretary shall notify the general membership by the April 15th deadline, the recommended slate of Officers and Board Members to fill vacant positions. An example of Recommendation Letter is shown below. The Recommendation Letter may be transmitted and submitted electronically in the attached format.

To: Name of President, ASA
Name of Secretary, ASA

Date

1. 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)	

2. 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.

Signed,

XXXXXXXX
Membership Committee Chair

SECTION 2014: COMPANION EVENTS

The Companion Events committee shall be conducted in accordance with the Association By Laws, Article V, Section 2f.

The Companion Events committee is concerned with all events other than conformation and coursing (either open field or lure). The scope of this committee will cover such events as agility, obedience, rally, Canine Good Citizen, barn hunt and the like.

- The committee's mission is to educate the members about these different events and, hopefully, generate interest in participating.
- The committee should submit photos and articles to the ASA Newsletter. The Spring newsletter issue will feature all companion events.
- The chair is required to submit a cumulative report, detailing companion events held and participated in for the ASA Fiscal year, ending June 30. The annual report will be read at the ASA annual meeting and published as part of the Association's Annual report in the Fall ASA Newsletter.
- The chair is also required to submit and execute an annual budget.
- Any Regional Vice President who wishes to hold a companion event of any kind, should coordinate and work with the Companion Events chair to insure that ASA and AKC rules, if applicable, are complied with.
- The chair may have a co-chair to share responsibilities.

SECTION 2015: TROPHY CHAIR

The Trophy committee shall be conducted in accordance with the Association By Laws Article V, Section 2g.

DUTIES:

- 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

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

SPECIAL EVENT TROPHIES

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)

SECTION 2015 A: SPECIAL EVENT TROPHY

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 Hunt Cup | ○ Archives Hunt Plaque Scramble Hunt |
| ○ Fatimah Hunt Cup | Cup |
| ○ Ishtan Hunt Cup | ○ Rama Hunt Cup |
| ○ Suki Hunt Cup | ○ Brahma II Cup |
| ○ Mia Hunt Cup | ○ Qashmar (<i>Desert Match - BIM</i>) |
| | ○ El Tiffaz (<i>Desert Match – Best Costume</i>) |

- 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:
 - specifies this provision in the “Request for Trophy Donation” letter,
 - provides a list of past winners to be engraved and
 - 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.

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.
- 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.

SECTION 2015 B: CONTRACT FOR ACCEPTING A SPECIAL EVENTS TROPHY

American Saluki Association

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>Sands of Time</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>	

SECTION 2015 C: PERPETUAL TROPHIES

PERPETUAL TROPHY DEFINITION: Perpetual Trophies are awarded for cumulative reasons over a specified period of time and shall be awarded and displayed at the Annual ASA Celebration.

- A Perpetual Trophy shall be considered a gift to the American Saluki Association. Once approved and accepted, the perpetual trophy housing, maintenance and upkeep shall remain with the donor.
- Donor responsibilities:
 - Transport the trophy to and from the ASA Celebration
 - Maintain custodial responsibility for the trophy to include refurbishment and engraving of annual recipients
 - Provide a durable and safe container for the transportation and storage of the trophy
 - Make final decision on the disposition of the trophy upon retirement
- ASA responsibilities:
 - Award the trophy at the annual Celebration
 - Reimburse the donor for the cost of engraving plates
 - Maintain the historical record of winners of the trophy
 - Reimburse the donor for periodic maintenance costs

PERPETUAL TROPHY RETIREMENT

- Should retirement of the trophy be recommended, for any reason, the ASA Board will approve the retirement
- Final disposition of the trophy will be the responsibility of the donor
- 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
- The Secretary shall notify the trophy donor of acceptance or retirement of their trophy within ten days of the Board's decision.
 - The Secretary shall maintain a record on the disposition of all retired trophies.

PERPETUAL TROPHY AWARD CRITERIA

- 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.
- 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)	2020
ASA Membership Requirements	2019-2020; 2020-2021 & 2020-2021
Award Presented	July 2020

OFFICIAL SOURCES OF DATA

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

DEFINITIONS

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

- Listed below are the current Perpetual Trophies, Open Field Coursing Perpetual Cups and their requirements:

PERPETUAL TROPHIES	REQUIREMENTS (Based on Calendar Year 1 January – 31 December)
William Eltiste Memorial Breeders Shield	Awarded to the kennel producing the most Salukis to complete their AKC Conformation Championship
Breed Challenge Trophy	Awarded to the Saluki defeating the largest number of dogs in the Breed and Group competition
Dog of the Year	Awarded to the top show saluki that has also placed 1 st or 2 nd in either an Open Field or Lure Coursing event.
Hounds of Rojin Handler's Trophy	Is awarded to the member showing his/her own, or co-owned dog, who has compiled the most Best of Breed wins for the past year. This person is not to be a professional handler or a licensed assistant, nor is he allowed to have submitted an application to be such. If a person has shown more than one dog to BOB wins during the year, then these will be totaled to determine the award. Scoring one point for each BOB win with any dog owned or co-owned by the handler, plus one point for each group placement by the same person, plus one point for each Best in Show by the same person.
ASA Junior Handler Award	Is awarded to the Junior Handler defeating the greatest number of Junior Handlers – first, second, third, fourth place and Best Junior Showman are counted and total defeated for each placement.
Stud Dog Trophy	Is awarded to the dog siring the most AKC champions.
Brood Bitch Trophy	Is awarded to the bitch siring the most AKC champions.
Rancho Gabriel Novice Obedience Award	Is presented 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 is required.
Abram Open Trophy	Is presented to the Saluki with the highest average score in the Open A or 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 is required.
Chamois – Top Obedience Award	Is 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 Lure Coursing Trophy	Is presented 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.
Gazelle Lure Coursing Trophy	is awarded to the saluki bitch who accumulates the highest total points during the year in ASFA field trials.
Krisna Cup	Presented to the dog 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.
Taruna Cup	Presented to the bitch 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.

OPEN FIELD PERPETUAL CUPS	REQUIREMENTS (based on April 1 thru March 31 – open field coursing year)
Coursing Shield	Retired April 2020
The Hoppit	Retired April 2020
Adana Memorial Perpetual Cup	Retired April 2020
Cirrus Cup	Retired April 2020
Shahin Trophy	Retired April 2020
Shadrack Coursing Continuum	Retired April 2020

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.
 - Any other pertinent information.
 - Description of the trophy **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 vote.
 - The trophy shall be large enough to include enough room for 40-50 name plates.

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

SECTION 2016: PUBLICATIONS

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

- 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).

SECTION 2017: STATISTICIAN

The Statistician Committee shall be conducted in accordance with the Association By Laws Article V, Section 2e.

Statistician Duties:

The statistician is responsible for recording pertinent information concerning the annual awards requirements. The statistician shall determine the final winners.

QUALIFICATIONS FOR AWARDS:

Award Competition (calendar year or coursing year)	2020
ASA Membership Requirements	2018-2019
	2019-2020
	2020-2021
Award Presented	July 2020

OFFICIAL SOURCES OF DATA

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

DEFINITIONS

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

- 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.
- 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.
- By the end of April following the end of the competition year, notify the top five contenders for each Perpetual Trophy, of their eligibility for an award. This notification will be based on their listed achievement, and pending payment of membership dues by July 1 to the Treasurer...
- Notification shall be by certified mail with return receipt. Note: The cost of the mailings of certified notifications shall be reimbursed by the ASA.
- Verify with the Treasurer that contenders have paid membership dues by July 1.
- Notify President (who ensures that Award Certificates are prepared) and Treasurer of winners.
- Notify each winner of their award that announcement of their award will be made at the Annual Celebration Dinner.

SECTION 2018: MARKETING

Marketing Director (Committee) is responsible for soliciting advertisements for the quarterly American Saluki Association Newsletter which showcase saluki and their owners' achievements in all facets of competition (Conformation, Open Field and Lure Coursing, Agility, Obedience, Rally and other AKC companion events.)

The Director of Marketing is a volunteer, unpaid position within the American Saluki Association. The Director of Marketing works directly with the Newsletter editor as well as other positions within the ASA organization to insure that members are afforded the opportunity to showcase their dogs and wins in the quarterly ASA Newsletter.

Duties:

- Contact and establish a rapport with ASA Regional Vice Presidents to inform them of your position and its purpose.
- Solicit Regional VP assistance in learning of potential advertisers or new members as well as upcoming Shows and Events in their region.
- Research eligible saluki conformation winners and offer the owners the opportunity to advertise their winning dogs in the ASA Newsletter.
- With the help of the Newsletter Editor, research primarily Saluki Specialty Show winners.
- Contact Show Chairs to obtain marked catalog of winners.
- Research the various Superintendent websites to determine winners from Trophy Supported Entry shows.
- Work with Lure Coursing Hunt Master and Open Field Coursing Hunt Master to obtain Field Winners for potential showcasing of winners in ASA NL. Information on winners can also be obtained from the ASA Statistician.
- Coordinate with Statistician to obtain Rally, Obedience and Versatility winners (Annual stats) and Top Twenty Salukis.
- Revise Invitation Letter, as applicable for each winner/show/event and for the applicable NL edition.
- Coordinate advertising responses with the Newsletter Editor, Secretary and the Treasurer to insure that new members are added to the Membership roster and directory and to insure that dues are paid.
- Maintain a record of the number of ads generated from marketing letter and provide this record to the Newsletter Editor, and Treasurer to cross reference and calculate the income for the club.

SECTION 2019: WEB MASTER

Qualifications: General knowledge of website design and maintenance; a working knowledge of the Association with its various standing and ad hoc committees.

Duties:

1. Maintenance & Updating of the basic ASA website
2. Responsible for the timely updating of all information presented on the ASA Website to include:
 - a. Home Page
 - i. Upcoming events of interest
 - ii. Dues
 - iii. Newsletter Deadlines
 - iv. Charitable Contributions
 - b. Events
 - i. Conformation
 1. Trophy Supported Entries
 2. B Match
 3. Upcoming Events of Saluki Interest including Specialty & Regional Shows
 - ii. Coursing
 1. Open Field
 2. Lure Coursing
 - iii. Rally, Obedience, Other Events
 - c. Membership
 - i. Annual Renewal
 - ii. Foreign Membership
 - iii. New Member Application
 - iv. Payment Options
 - d. Newsletter
 - i. Ad Pricing
 - ii. Article Submission
 - iii. Payment Options
 - e. Publications
 - i. Past Newsletters
 - ii. Caravanseraï
 - iii. Payment Options
 - f. The ASA Organization
 - i. Officers
 - ii. History
 - iii. Annual Awards
 - iv. The Saluki in History
 - v. Saluki Clubs
 - g. The Annual Celebration
 - i. Dates
 - ii. Premium List
 - iii. Annual Meeting
 - iv. Awards Dinner
 - v. Trophy Donations
 - vi. Silent & Live Auction/Raffle
 - vii. Judging Program
 - viii. Results
 - h. Photos
 - i. All photos used on the ASA website will contain a "credit" for the Photographer and will be used with the permission of the individual submitting the photo.

- ii. Photos of Junior Handlers must contain the wording "Courtesy of" from the parents/guardian of the Junior Handler. For Example, Photo by XXX With Permission of Parent of XXX Junior Handler.

3. Design or Redesign of the ASA Website

a. The design of the website or "redesign" may be contracted out. The price to be paid shall be determined by the recommendation of the ASA Treasurer in concert with the current Webmaster and approved by the Executive Board (President, Secretary & Treasurer). The "Redesign" shall be detailed in a contract with the designing company/ individual and as approved by the Executive Board. The contract will be signed and maintained by the Treasurer IAW Section 1003, on behalf of the Association.

SECTION 2020: Facebook – ASA Discussion Group

The ASA Facebook site is a group page to be used to convey information regarding the activities and newsworthy events of the American Saluki Association. The President shall appoint the administrator for the ASA Facebook site.

Facebook Administrator Duties:

- To oversee and administer the ASA Facebook Group site.
- Post and control all activity on ASA site; including member recognition, photos, upcoming events, announcements regarding Trophy Supported Entries and notices about Association.
- The administrator will also determine and post other organization news and information such as national, regional saluki specialty club information or announcements.
- The administrator will manage the ASA discussion group. Any negative or harmful comments regarding the Saluki fancy will be removed and "unfriended" and not readmitted.
- Approve all members. The ASA Facebook Group is open to anyone. There is no requirement that members also be a member of the American Saluki Association.



Thank you for Volunteering