

Greater Atlanta Toy Dog Association, Inc.

Policies and Procedures

Membership Application

1. The Greater Atlanta Toy Dog Association, Inc., herein referred to in this document as GATDA, is dedicated to the protection and preservation of all purebred Toy Breeds. All members and member applicants pledge to uphold the GATDA Constitution and By Laws, Code of Ethics and the Policy and Procedure Guidelines.

2. All members and applicants must be in good standing with the American Kennel Club.

3. A members must not have delinquent debts of any kind to GATDA. Non-payment of dues is considered a delinquent debt. Any debts that are delinquent must be paid within a 30 day period with written notice to the member or the member will forfeit all privileges of GATDA membership immediately. If membership is forfeited, re-application can be made after 90 days with the same considerations as any new member applicant.

4. Applicants who apply after May 1 and are subsequently approved shall have their membership extended through the following fiscal year.

5. Applicants must submit their dues at the time the application is submitted for membership.

6. For individual and Family membership, applicant must attend one of two meetings that the applicant is "read" to the membership. Likewise, the applicant's name will be published in GATDA's next monthly newsletter as a new member applicant. This will allow the members who were not in attendance at the meeting where the applicant was "read," the opportunity to notify the Membership Chairperson or a Board Member of any information prejudicial to the acceptance of said member applicant. In order to protect and uphold GATDA's Constitution and By Laws, it is every members duty to report any information that would be considered undesirable on any new member applicant.

7. Associate Member application should be according to Constitution and By Laws. No attendance is required for a reading in order to be an associate member.

8. After applicant's name is published in the GATDA newsletter, the membership present at the next meeting will take a secret ballot for approval or denial of applicant's membership.

9. Two members from separate households must sign to sponsor new member applicants. Sponsors must know the applicant for a period of not less than 6 months and by sponsorship, members are attesting that the applicant is of ethical and moral character and their care for dogs is consistent with GATDA code of ethics.

10. Junior members will be accepted for ages through 17 years of age. Junior members will be encouraged to participate in GATDA activities and functions. Junior members will not have voting rights nor be required to pay dues.

Membership Meeting Attendance

1. Although attendance is recommended and desired, it is assumed that the member will contribute to GATDA with active participation and involvement.
2. It is further stated that any Officer or Board Member that fails to attend more than one of three (3) consecutive monthly meetings will resign from his position within fourteen days of the third meeting missed.
3. Attendance of all Board Members will be reported in the minutes printed in GATDA's monthly newsletter.
4. If the Board, within the above stated fourteen days, does not receive his/her resignation, the Board shall automatically replace the Officer or Board Member with a member in good standing.
5. Exceptions to the above process include a long term illness of member or immediate family member. Other exceptions are determined by the Board of Directors.
6. If the office of Vice-President is vacated, the Board of Directors as a whole will fill the vacancy for the duration of the term of the office.

Misconduct

1. Any member whose conduct is considered disruptive during a GATDA meeting or function can be asked to leave by two or more Board members present. Refusal to leave will result in Charges of Misconduct and the possibility of expulsion of said member.

All disagreements, disputes and differences of opinions shall be voiced diplomatically. Disrespect of one member to another will not be tolerated at any GATDA function, gathering nor at any American Kennel Club event.

2. Charges of sustained misconduct can lead to suspension or expulsion of any member unable to control themselves in any such manner as outlined by the Constitution and By Laws.
3. Good Sportsmanship is to be practiced by all members at all times, both inside and outside of the ring.
4. If a member is suspended from the American Kennel Club, he/she will automatically be expelled from GATDA.

Expectations and Qualifications for Officers and Board of Directors

The Officers and Board of Directors shall:

1. be guided by the GATDA Constitution and By Laws and by the current printing of Robert's Rules of Order.
2. seek to clearly understand the job description and responsibilities of their office and have a thorough knowledge of any rules or guidelines associated with the office.
3. participate in GATDA's committees as chairman or as a committee member.
4. be able to adjust private life in order to meet the responsibility of the office.
5. answer correspondence and meet GATDA responsibilities promptly.
6. encourage other members to participate in the work of GATDA.

President:

The President shall:

1. shall preside at all general meetings of GATDA.
2. shall preside at all of the Board of Directors meetings of GATDA.
3. act as the leader of GATDA.
4. act as mediator of all business concerning GATDA.
5. cast a vote to break a tie vote.
6. to offer his/her perspective on all topics of concern for GATDA.
7. preside over all business based on GATDA's Constitution and By Laws as well as current Robert's Rules of Order.
8. secure meeting locations for general meetings, board meetings and committee meetings.
9. provide for the newsletter a calendar of GATDA meetings and events which may include a message for the newsletter.
10. Serve as an honorary member of each committee.

The President shall not:

1. have a vote on GATDA motions.
2. vote in elections.
3. Serve as a chairman of any committee.

Vice President:

The Vice President shall:

1. be available to exercise the powers of the President in his/her absence.
2. preside over all business based on GATDA's Constitution and By Laws as well as Robert's Rules of Order.
3. assist the President in conducting any and all business.
4. fill any and all vacancies in the club organization until the vacancy can be filled by a qualified member.

The Vice President shall not:

1. vote on motions or elections, when presiding in the absence of the President.

Corresponding Secretary:

The Corresponding Secretary shall:

1. be responsible for all GATDA written correspondence. This includes, but is not exclusive of:
 - a. appointment for the Nominating Committee.
 - b. notification to the membership of nomination of Officers and Board of Directors for annual election.
 - c. all GATDA business requiring correspondence with the membership and any or all outside contacts.
 - d. written notification of any new members of their election to membership.
 - e. notify members of meetings, meeting locations
 - f. notify Board members by email or postage mail of changes of meeting location or emergency meetings.
 - g. keep an updated list of all current members with their addresses and telephone numbers.
2. Supply new members with roster of GATDA members, copy of Constitution and By Laws, Code of Ethics, Policies and Procedures and send a welcome letter to each new applicant after his/her membership has been approved. Supply new members with a list of Officers, Board of Directors and Committee Chairpersons with addresses and phone numbers.
3. All correspondence shall be done in a timely manner.

Recording Secretary:

The Recording Secretary shall:

1. Be responsible for the taking of all minutes at the monthly General Membership meeting as well as the Board meeting.
2. Mail copies of all general meeting minutes to the editor of the newsletter within 10 days of each meeting so that the minutes can be published for the membership at large through the GATDA newsletter.
3. Mail copies of all Board meeting minutes to the editor of the newsletter within 10 days of the Board approval of the minutes so that the minutes can be published for the membership at large through the GATDA newsletter.
4. Keep all minutes in a safe and accessible state. Likewise, all minutes of all GATDA meetings should be organized to current date for as long

as the term of this office. After the term is completed, the records should be turned over to the club Historian.

5. Shall notify the President of any unfinished GATDA business that requires action at the next monthly meeting.

Treasurer:

The Treasurer shall:

1. collect and receive all monies due or belonging to the GATDA.
2. bring all materials connected with this office to each meeting, i.e. checkbook, recent back statement, receipts of expenses not previously reported.
3. make the above available for the inspection by any members.
4. send an annual dues notice to each member no later than September 1st. Likewise, notify membership of the deadline of November 1st with a 30 day extension period being no later than November 30th as per the By Laws.
5. prepare a monthly fiscal statement to be reviewed by the membership at the monthly meetings. The format should be according to Appendix A. Likewise, the monthly statement should be given to the Editor by the Newsletter deadline to be published to the membership at large.
6. prepare an itemized fiscal "year end report" with the format according to Appendix B. Copies of the report should be provided to the membership at the October annual meeting. This same report should be provided to the Editor of the Newsletter so that it can be published to the membership at large in the October newsletter.
7. when a new treasurer may be elected, the current treasurer shall bring to the October meeting a cahiers check of all GATDA funds as well as all materials and records to turn over to the new Treasurer pending the election. This check should be less monies for outstanding checks and services fees.
8. have a list of members that are current with paid dues available at the October General membership meeting.

COMMITTEES:

Note: The Expectation and Qualifications for Officers and Board of Directors appears before the job description of same.

The Committee Chair Person shall:

1. be guided by the GATDA Constitution and By Laws and by the current printing of Robert's Rules of Order.
2. seek to clearly understand the responsibilities of their committee and have a thorough knowledge of any rules or guidelines associated with the committee.
3. answer correspondence and meet GATDA responsibilities promptly.
4. encourage other members to participate in committee work.

HISTORIAN COMMITTEE:

1. To keep the official Association records and Albums current and updated.
2. Have records easily available for display and/or members inspect when called for.
3. Keep any other records or artifacts that may have historical values for the Association or any of the Toy Breeds.
4. Solicit contributions of historical value for the records or albums.

EDUCATION AND HEALTH COMMITTEE:

1. To develop education programs for GATDA.
2. To provide information, for the members, the dog fancy and the general public, relative to the purpose and goals of GATDA and the Toy Breeds.
3. To submit to the newsletter and the membership, educational articles on all the Toy Breeds.
4. To generally promote educational projects, including community service activities and programs.

COALITION COMMITTEE:

1. To attend the Georgia Coalition meetings as representatives of GATDA.
2. To advise membership of the Legislative issues and progress as related to Canine legislation.

FUND RAISING COMMITTEE:

1. To develop an annual plan for raising funds that will supplement the Treasury of GATDA (contingent on Board approval).
2. To handle the raffles at the monthly General meetings.
3. To organize and conduct the silent auction at GATDA shows.
4. To provide, at the silent auction, a cash box and change independent from all other GATDA cash boxes at the show.
5. To handle the distribution of GATDA pins.

BREED REFERRAL:

1. To advise and refer inquiries of person's seeking a responsible breeder of a Toy breed to a member who has the knowledge to screen the caller as to their ability to become a responsible owner of a Toy breed.
2. To compile a list of members who occasionally have puppies or older dogs that will accept calls and schedule interviews from prospective homes for these Toy breed dogs.
3. To never give the phone number or previously demonstrated the desire to be on the breeder referral list.
4. To be fair with the names of members on the list as to give the name of every member breeder of the particular breed that an inquiry is made on.

MEMBERSHIP RECRUITING COMMITTEE:

1. To develop an annual plan for recruiting new members for GATDA.

2. To process all applications for membership into GATDA.
3. To communicate to member candidates the process of readings that must take place at General Meetings.
4. To publish member candidates in the newsletter for the membership at large to be notified of the application.
5. After the new member is voted in, provide the Corresponding Secretary with all pertinent data so that the new member information can be sent.

Note: The rest of the old description is now under the Corresponding Secretary duties.

NEWSLETTER COMMITTEE:

1. The editor shall be responsible for the mechanics of printing, obtaining articles, and in general the task of putting the newsletter out to the membership.
2. The newsletter shall be sent in a timely fashion as outlined in the By Laws, currently mailed to each member 14 days prior to the next meeting, so that each member shall receive notice of GATDA meeting and other activities.
3. The editor shall send three copies of the newsletter to the Historian for permanent record.
4. The complete newsletter shall not be distributed to any person nor in any manner other than to GATDA's members in good standing. Exceptions to this should be approved by the Board.
5. A complementary copy (without minutes and business reports) can be sent to persons requesting information on GATDA.

SUNSHINE COMMITTEE:

1. To recognized members birthdays, anniversaries and special events.
2. To inform the membership of any illness of members.
3. To inform the membership of any death in the immediate family of members.
4. To generate correspondence, on the behalf of GATDA, of regrets and/or best wishes to members, as well as other members of the fancy.
5. Notify the Officers and Board of the above events.
6. To offer assistance to any member on behalf of the Association of the need for care, feeding or temporary shelter of any animal in need of such member.
7. Will get monthly information to Newsletter editor by deadline.

OPERATIONS COMMITTEE:

1. To function as oversight for By Laws, Constitution, Policy and Procedures and Ethical Code.
2. To make recommendation of oversight issues to the Board.
3. To formulate suggested changes that are needed for By Laws, Constitution, Policy and Procedures and Ethical Code and take these suggestions to the Board.

FINANCE COMMITTEE:

1. To procure an Auditor or form a Committee of two, at the approval of the Board, to audit the Treasurer's records annually.
2. To oversee the process and completion of the annual audit.
3. The finance report is given by the chairperson to the Board and

membership at large at the annual meeting.

4. At the will of the Board, work in an advisory capacity for the Board of GATDA and individual projects.

AWARDS COMMITTEE:

1. Awards may be given as per the decision of this committee to any member who has contributed to GATDA in an outstanding manner during the course of the year.
2. There may be more than one award selected by this committee for more than one particular area of service.
3. These awards can be a donation to any responsible canine organization, i.e. Veterinary school.
4. This committee will suggest the amount, type of award at any GATDA function.
5. The Board will have final authority on the dollar amount disbursed for any awards.

NOMINATING COMMITTEE:

1. There shall be five members of the nominating committee one of which shall be a Board member. The committee shall be comprised of three active committee members and two alternate members.
2. The Nominating Committee should consult Article IV section A of GATDA's By laws for definition of the Committee duties, deadlines, etc.
3. The Nominating Committee members and/or two alternates shall meet prior to August 15 for selection of nominees for annual elections.
4. Alternates may participate in discussion but do not have a vote on final selections unless they are serving for an absent committee member.
5. The discussion about persons being considered as nominees must be kept in confidence.
6. Report the slate of Officers and Board members to the GATDA Newsletter Editor and Corresponding Secretary immediately for publication. The slate of officers will be published in the August newsletter.

GUEST SPEAKER COMMITTEE:

1. To arrange for Guest speakers at GATDA General membership meetings.
2. To send to the Newsletter editor all biographical information of the speaker for publication in the Newsletter.
3. To handle the introduction of the speaker at the meeting.
4. To serve as host to the Guest Speaker during their time at the GATDA meeting.

AKC LIAISON:

1. To serve as the liaison for GATDA with AKC with regards to any issues that may occur.
2. All communication needs to be reported to the President and thereby to the Board.
3. This position can be filled by the President or any member of GATDA and will serve at the will of the Board.

Note: This cluster of committees will be headed by two Chairmen that will function as Co-Chairmen for GATDA shows. Likewise, these Chairmen will have distinctive duties as indicated below.

Co-Chairman A:

1. Show Decorating
2. Match Committee
3. Obedience Trial Committee
4. Hospitality Committee
5. Trophy Committee
6. Promotion Committee

Co-Chairman B:

1. Judges Committee
2. Prestige Delegate
3. Show Correspondence
4. Show Documentation
5. Show Stewards

DESCRIPTION OF COMMITTEES FOR CO-CHAIRMAN A:

Match Committee:

1. Comprised of the Match Chairman and the Match Secretary.
2. To coordinate all aspects of obedience and conformation matches that are required by AKC.
3. Based on the recommendation of the general membership, secure judges, stewards and trophies.
4. Make all arrangements for the judges and stewards as needed.

Obedience Committee:

1. To function as Obedience Show Chairman for the trial that takes place at GATDA's Show.
2. To complete all of the requirements of Obedience Show Chairman.
3. To appoint Stewards and all ring personnel for the Obedience Trial.

Hospitality Committee:

1. Develop a lunch menu for the Show.
2. To develop a menu for any service for the exhibitors.
3. To buy and prepare for the beverage service for ringside and the workers at the Show.
4. To clean up hospitality products after the event.

Trophy Committee:

1. Develop a plan for the values of the ribbons and trophies.

Present this plan to the General Membership.

2. To solicit sponsorships for trophies.
3. To keep accurate records of the sponsorships and present monthly reports to the General Membership.
4. To bring to GATDA General meeting several choices for trophies and purchase the trophies for the Show.
5. Proof the trophy section of the Show Catalog.

Public Relations Committee:

1. To handle GATDA's promotion of the Shows that may appear in the Events Magazine and other journals.
2. To manage the solicitation for advertisement that will appear in the catalog.
3. To proof the Show Catalog, especially with regards to GATDA advertisements.

DESCRIPTION OF COMMITTEES FOR CO-CHAIRMAN B:

Judges Committee:

1. Will be chaired by Show Chairman B and will be composed of four other members of GATDA.
2. To ascertain from Prestige Specialty and the Cluster the judges being considered, used and/or available for judging the GATDA Show.
3. To present the membership at a General meeting with the slate of possible judges so that they can vote for their preference.
4. To finalize a slate of judges for the show of one to three years in advance.
5. To issue contracts to the judges.
6. To send to AKC the slate of judges.