

Newfoundland Club of America

Policies and Procedures

2006

Volume I

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ADMINISTRATIVE COMMITTEE (abolished 11/14/92)

Duties and Responsibilities

Responsible for relieving the Recording Secretary of routine tasks. The chief responsibility is to order Club stationary as needed from local printer and distribute it via U.S. Mail to NCA Board members and committee chairs as requested.

Other assistance might be given in getting out mass mailings to the membership.

History

V16.2 04/25/85: Administrative Committee established.

V24.1 11/14/92: Administrative Committee abolished.

ADVERTISING, Ad Hoc

V35.2 11/21/03: Committee created to study the effectiveness of NCA advertising.

AMERICAN DOG OWNERS ASSOCIATION (ADOA) DELEGATE

(incorporated into American Kennel Club Legislative Liaison 11/23/97) (formerly incorporated into the General Education Committee 5/93-11/97)

Duties and Responsibilities

The duties and responsibilities of the ADOA delegate are to:

- Inform the ADOA of the name and address of the new Delegate by requesting the appropriate ADOA form. This form must be signed by the NCA Recording Secretary, attesting to the official appointment of the new Delegate by the NCA Board.
- Inform the ADOA of the name and address of the individual to whom the ADOA annual dues notice will be sent. This individual is currently the NCA Treasurer, but can be changed to the ADOA Delegate if desired.
- Prepare an annual formal report in December on ADOA activities and submit to the NCA Committee Liaison for inclusion in the Spring issue of *Newf Tide* annual committee report.
- Participate in the annual mail election of ADOA Board members.
- When requested, present ADOA issues, policy changes, etc., to the NCA Board.
- If approved by the NCA Board, nominate the NCA as a candidate for the ADOA Board of Directors. Nominations are solicited by the ADOA in November and close on February 1. Election is held in April.
- If elected, the NCA must agree to send their delegate to the next ADOA annual meeting. Term is one year.
- Submit to the NCA Board (Recording Secretary) requests for additional donation(s) to the ADOA special funds (education, defense).
- Prepare reports for publication in *Newf Tide* on various ADOA accomplishments or critical issues affecting NCA members.

History

V3.2 03/12/72: The NCA joined the American Dog Owners Association.

V6.2 : Regular ADOA column to begin in *Newf Tide*.

V24.3 05/02/93: General Education Committee to assume ADOA responsibilities.

AMERICAN KENNEL CLUB

History

V15.3 08/31/84 (Mail Meeting): Request AKC to change the color designation for the Landseer on the AKC registration from "black and white" to "white and black."

V22.4 11/10/91: Corresponding Secretary to direct the AKC that, in accordance with our Standard, Brown should be listed on registration forms for Newfoundlands, instead of Bronze, as a color option; and, that a space be added under color for "Other."

V23.1 12/16/91 to 01/08/92 (Mail Meeting): The Newfoundland pictured in the AKC's *The Complete Dog Book* will be changed.

V23.1 02/26/92 to 03/18/92 (Mail Meeting): Selected new photograph for the AKC's *The Complete Dog Book*.

V23.2 04/30/92: AKC rule change, approved in December 1991 which became effective in March 1992, allowing the competition of neutered and spayed veterans in the regular classes at independent specialty shows and at all-breed events that do not offer competition beyond Best of Breed. She also noted the additional rule change which allows all-breed clubs the option of a 12-18 month class.

V23.2 05/03/92: Concerning the AKC 900 Number Breeder Referral program, in addition to providing the AKC with the NCA Breeders List, contacts could be made with Regional clubs to provide listings for those states not covered by the Breeders list. The Board clarified its position regarding its willingness to participate in the AKC 900 Number Breeder Referral program, but reiterated its position that participation should be limited to providing a copy of the NCA Breeders List to anyone requesting a referral for Newfoundlands.

V23.2 05/03/92: Due to a request received from the AKC for the NCA to update the colors now listed as "alternate" on the AKC registration slip, discussion ensued on what colors, and how many, should be included. In accordance with the Board's decision at the fall face-to-face meeting, the color "Bronze" will be changed to "Brown" in the standard colors to bring this into agreement with the Standard.

V24.2 02/17/93 (Mail Meeting): The NCA withdraws from the AKC 900 Breeder Referral System. The system will not accept our NCA Breeder/Stud Dog List and will only refer the public to a representative with a phone number as opposed to an address, which the NCA desires. It is the feeling of the NCA that AKC should adapt this system to the preference of the parent club(s). In this view, NCA will have its (magazine) advertising reworded to include a line that a free copy of the NCA Breeder/Stud Dog List can be obtained by writing the General Education Committee Chair. The ad will continue to offer a complete education packet for \$5.00.

V24.4 07/93: NCA will continue to participate in the AKC's 900 Breeder Referral Program as it is currently operating with the Corresponding Secretary receiving referrals. The Corresponding Secretary will respond to these referrals with a copy of the NCA Breeder/Stud Dog List and cover letter indicating where general and membership information is available. The general education packet, for which a \$5 fee is charged, will continue to be handled, collected, etc. through the General Education Committee exclusively.

V24.4 08/93 (Mail Meeting): Ch. Shipshape's Sybil UDT ROM selected as representative for *AKC Gazette's "Most Influential Brood Bitches"* special issue.

V28.2 02/21/97 (Mail Meeting) [Reconfirmed V28.4 08/04/97 (Mail Meeting)]: Board voted to notify AKC (and Show Superintendents) of its preference for divided open classes to be listed as "Open, Black" and "Open, Other Than Black".

V28.3 03/25/97 (Mail Meeting)

First Vice President leading NCA's response to AKC Archival of Records Project.

V28.4 06/25/97 (Mail Meeting)

Board elected to advise AKC of desire to preserve the breed's history by sorting through NCA records for eventual migration of historical records into the AKC's records.

V29.1 11/23/97

NCA to advise AKC of decision to be included in DNA collection study.

V29.2 02/24/98 (Teleconference)

\$500 increase in First Vice President's budget approved (next fiscal year) for participating in AKC Archival of Records Project.

V29.3 04/09/98 - ECTL

First Vice President assigned to pursue AKC registration of European Continental Type Landseer (ECTL) dogs as Newfoundlands; considered separate breed in Europe but apparently have been imported and registered as Landseer Newfoundlands by the AKC.

V29.4 06/16/98 (Teleconference) - ECTL

Plan of action approved by Board that a letter be sent to the AKC requesting that they place an immediate moratorium on any pending or future ECTL registrations while the NCA further investigates the matter. Letter also to be sent to the Canadian Kennel Club regarding the matter.

V30.1 08/25/98 (Teleconference) - ECTL

Newfoundland Club of America submits letter to NCA supporting its plan of action on ECTL; also requested that Canadian Kennel Club (CKC) institute a moratorium on the registration of ECTL's.

V30.1 10/31/98 - ECTL

Board concludes (after extensive research) that ECTL is NOT a Newfoundland and is not entitled to be registered by AKC as a Newfoundland. AKC to be advised of position and to revoke registrations on four dogs imported as ECTLs and registered by AKC as Newfoundlands. Article to be prepared by First Vice President for *Newf Tide* on research conducted and plan of action taken.

V30.3 05/04/99 (Teleconference) - ECTL

Letter from the Canadian Kennel Club (CKC) forwarded by the Newfoundland Dog Club of Canada indicating that to the best of their knowledge they are not aware of registering ETC Landseers as Newfoundlands.

Board approved sending a second letter (see V30.1 10/31/98 - ECTL) to the AKC on ECTL registration since no response to first letter had been received.

V30.4 06/22/99 (Teleconference) - ECTL

First VP reported that the ECTL issue with the AKC was scheduled to be addressed at the July AKC Board Meeting. Due to the concern that the AKC Directors may not be close enough to the subject to make an informed decision, the Board moved to attempt to have the item removed from the agenda in order to allow the NCA direct contact with AKC Board Directors for educational purposes.

- V31.1 10/05/99 (Teleconference) – ECTL: Letter received from AKC reflecting the AKC's Board's decision to rescind the five (5) AKC registrations of ECTL's. Issue considered resolved.
- V31.3 5/2/00 - ECTL: Letter signed by each Board member and faxed to James Crowley, AKC Secretary reaffirming Board's position on ECTL.
- V31.3 5/2/00 - Archive: Selected items sent to AKC Archival Program for posterity.
- V31.3 5/4/00 - ECTL (Annual Meeting): Membership votes to uphold support for AKC decision to rescind registration for four imported ECTL.
- V32.1 11/3/00 - Archive: Use of NCA archive materials: anyone may request to see the materials, access should be universal. Nothing is to be removed from AKC protection without the express written permission of the NCA Board.
- V33.1 10/3/01: Board approves \$1000 donation to AKC/CAR Pet Disaster Relief for use to benefit Search and Rescue dogs and relief to pets of disaster victims of the September 11 disaster.
- V33.2 2/7/02: Letter written to AKC regarding AKC's relationship with commercial breeders and dog auctions. Letter sent to all parent clubs and *Newf Tide* for publication.
- V35.3 4/19/04: Noted: After May 1, 2004, premium lists for all AKC events must include a specified notice regarding veterinarians' recommendations to assure that dogs entered are free of parasites, any communicable diseases, and have appropriate vaccinations.
- V35.4 6/30/04: The AKC Stud Book will no longer be published in hard copy format; instead the information for each breed will be electronically forwarded to a designated club member. This will be a complimentary service from the AKC. The [AKC] Board determined that the file can be distributed to club members for private use only. It is not to be sold, published, or used for commercial purposes. It was the consensus of the NCA Board that Mary L. Price should continue to receive it and will distribute the electronic file.
- V35.4 8/11/04
Direct Mary W. Price and Robin Seaman to write a letter to AKC and other appropriate AKC personnel expressing the NCA's concerns regarding the online breeder classified ads. Board members should send their ideas and comments to Mary W. Price and Robin Seaman.
- 6/29 & 7/6/05: The NCA will send a hard copy of the NCA membership roster to the AKC in response to the AKC's request for electronic membership files.

AMERICAN KENNEL CLUB BREEDER REFERRAL

History

V36.1 10/31/04

Adopt the concept and start implementation of an 800-number and refer it to the AKC Breeder Referral Committee and the Rescue Prevention Committee.

AMERICAN KENNEL CLUB DELEGATE

Duties and Responsibilities

NCA's AKC Delegate, who is elected for a two-year term, is expected to represent the Newfoundland Club of America at the quarterly meetings of the Delegates of the American Kennel Club. Currently, all of these meetings are held in New York City.

The Delegate is charged with the responsibility of advising the NCA Board of Directors of proposed amendments to the Rules Applying to Registration and Dog Shows, of elections and appointments to the AKC Board of Directors, of actions and decisions taken by the AKC Board of Directors, and of other matters pertaining to the world of purebred dogs. When the AKC agenda calls for a delegate vote on policy changes, the Delegate seeks voting instruction from the NCA Board of Directors.

The Delegate is expected to report to the NCA Board of Directors after each quarterly meeting of Delegates. In addition, copies of the official minutes of the meetings are forwarded to each NCA Board member.

History

V15.2 05/24/84: Expense money allotted for each delegates' meeting attended.

V15.4 01/10/85 (Mail Meeting): The delegate is to inform the Board of the topics to be discussed prior to AKC meetings and solicit comments from the Board on these topics. The delegate is also to submit a summary of AKC meetings minutes to Board members.

V31.1 10/30/99: Delegate directed to contact the AKC regarding producing a new breed video for the Newfoundland. Existing video produced prior to present standard (approved 1990).

V33.1 11/30/01: Directed AKC delegate to support proposed amendment to move responsibility for determining amount of stipend for AKC Board from the AKC Board to the Delegates.

V35.2 2/19/04: NCA to pay the transportation costs of delegates to the AKC Parent Club Conference.

V35.2 2/19/04: NCA board directed the delegate to vote against passage of the proposed amendment that would permit, under limited conditions, a change in the name of a registered dog whelped in the United States.

V35.3 4/19/04: AKC delegate instructed to vote in favor of the amendment to Rules Applying to Dog Shows that would, under certain circumstances, permit points to be awarded to Reserve Winners at one National Specialty each year.

AMERICAN KENNEL CLUB LEGISLATIVE LIAISON

History

V29.1 11/23/97: Position of AKC Legislative Liaison established by Board. Job description to be prepared. AKC Legislative Liaison to assume responsibilities of former NCA delegate to the ADOA presently performed by the General Education Committee.

V29.3 04/07/98: Board approved the job description for the position as follows:

Duties and Responsibilities

The Legislative Liaison Committee is the link between the NCA and the American Kennel Club (AKC) for issues involving local, state and national legislation, which have the potential to impact our breed and our enjoyment of our breed in any way. The primary responsibility of the Chairman is to receive from the AKC and disseminate to the membership information regarding: (1) pending dog-related legislation; and (2) ways to influence the legislative process in our respective communities.

Regional Clubs shall be kept informed of relevant pending legislation so that the local membership: (1) is aware of pending legislation; and (2) may become involved in the legislative process where appropriate. The Chairman shall alert the Board to legislative issues, which may warrant action by the NCA and shall assist the Board in this regard. The Committee shall also disseminate information to the NCA membership at large from members involved with dog-related legislation.

To accomplish this mission, the Chairman shall appoint committee members to assist in the dissemination of information and shall write an informational article quarterly for *Newf Tide*. The Chairman shall also serve as the liaison between the NCA and the American Dog Owners Association and shall report quarterly to the membership regarding issues arising through this organization.

An annual report is to be submitted to the Second Vice President in January for *Newf Tide* publication. An annual budget for the Committee shall be submitted to the Treasurer when requested.

6/29 & 7/6/05: AKC Legislative Liaison should send items for the Board through the 2nd Vice President. Items that concern a specific geographic area should be sent to the Regional Club Liaison for distribution.

AMERICAN KENNEL CLUB NEWFOUNDLAND VIDEO

History

V9.4 10/05/78: AKC Newfoundland video completed and available from AKC. NCA will fund a copy of the video to be sent to the Historian, at least three (3) video tapes to the Audio Visual Committee and five (5) tapes to the Education Committee for loan to judges at no cost. An additional three (3) tapes may be ordered if necessary.

V14.1 11/11/82 (Mail Meeting): AKC plans for producing breed slide show in a major effort to assure better education and evaluation of judges.

V19.4 11/12/88: AKC video of Newfoundland completed. Available from AKC for \$35. The NCA will fund a copy of the video to be sent to the Historian, at least three (3) video tapes to be sent to the Audio-Visual Committee, five (5) video tapes to the Education Committee for loan to judges at no cost. An additional three (3) tapes may be ordered, if necessary.

AMERICAN KENNEL CLUB PARENT CLUB HEALTH CONFERENCE

6/29 & 7/6/05: Attendees to the AKC Parent Club Health Conference are responsible for distributing the information presented at the conference to the Health & Longevity, Research Advisory, and Health Challenge committees, and the Health Liaison and the members of the Board, and to prepare an article for *Newf Tide*.

AMERICAN KENNEL CLUB PUBLIC EDUCATION COORDINATOR (incorporated into General Education Committee 11/09/91)

Duties and Responsibilities

Work as a liaison between the NCA and the AKC "to implement education programs at the club and community level." The General Education Committee Chair will be the AKC Public Education Coordinator.

History

V22.4 11/09/91: Public Education Coordinator appointed at request of AKC. Given the considerable overlap of this position with the General Education Committee Chair, the person holding that position will also be the AKC Public Education Coordinator.

ANNUAL OF TITLISTS

History

V22.4 11/10/91: The *Annual of Titlists* will be paid on a separate basis, based on a base number of pages, with a per page cost for pages over that number.

V24.1 11/14/92: In an effort to enhance the quality of the document and to save money, the 1992 *Annual of Titlists* will be combined with the 1993 *Annual of Titlists* for publication in 1994.

V29.4 06/16/98: Board approved Annual of Titlist policy for *Newf Tide* as follows:

The *Annual of Titlists* is published by the Newfoundland Club of America, Inc. (NCA) to celebrate the accomplishments of the breed. Since participation by NCA members in the Annual is voluntary, the Annual should not be considered all inclusive, but should be considered paid advertising and is a valuable reference for all Newfoundland owners. The time period covered by each Annual will be determined by the NCA Board of Directors.

To be eligible for the Annual, a Newfoundland must have earned either a title awarded by the American Kennel Club or the Newfoundland Club of America. Foreign and Canadian titles do not constitute eligibility. A dog earning an AKC and/or an NCA title may submit a foreign or Canadian title, which will be included in the publication. NCA, having no means to verify such titles, relies on the accuracy of the information as provided by the owner or breeder.

The NCA database is used to verify all AKC and NCA titles. (This information is received by the NCA Database Coordinator directly from AKC and the NCA Working Dog Committee.) The NCA strives to publish only correct, verified information, but cannot and does not guarantee its accuracy. The NCA cannot be held responsible for information published that may be misspelled, excluded or otherwise incorrect. Pedigrees from the NCA database have been constructed from the AKC Stud Book, AKC Registration Certificates and from pedigrees as submitted by the owners.

To be included, the owner or breeder of the titled Newfoundland must complete a data form. For publication of a photograph and pedigree, a fee (established by the NCA Board of Directors) is required with submission of photograph and pedigree information within the required time period and in the proper format. There is no fee to have the name/title listed (no photograph or pedigree), but the data form must be completed and submitted as required. Submission of a three generation pedigree is also required for all eligible foreign-born dogs.

The following is an explanation of the publication format. The first line is the dog's

registered name followed by the call name. Line two is the owners as indicated when the data form was submitted. Other owners may have put earlier titles on the same dog. Line three is the breeder of the dog. Line four is presented as follows: (1) whelping date; (2) sex; (3) color; (4) registration number; (5) OFA hip certification number, if applicable; (6) elbow certification number, if applicable preceded by EL; and (7) knee certification number, if applicable preceded by PA.

Within the pedigree, OFA hip numbers are listed in brackets after the dog's name. The coat color of all dogs is black unless otherwise noted. When listing other colors, the following abbreviations are used: Wh-white; Bk-black; Br-brown; and Gr-gray. Colors are listed as they appear in the AKC Stud Book Registry. (Chest is abbreviated "ch" and markings "mk".) For dogs not in the registry, the coat color was provided by owners or breeders. Dogs generally regarded as Landseers are designated Wh/Bk.

Pedigrees and information on titled dogs may include certain health clearance data. Health clearance designations acceptable for publication are indicated on the application of the Annual. Space limitations in the Annual may prohibit the printing of all health clearance certification designations. For the current health background contact the owner or breeder of the dog. The Genetic Disease Control in Animals (GDCA) PO Box 222, Davis, CA 95617 (530-756-6773) may be contacted for dogs registered there. (Dogs registered with the GDCA are noted with a+.)

The NCA is not responsible for any errors contained in the publication.

Note: Annual of Titlists introductory statement and disclaimer printed in *Newf Tide* Policy Committee.

V31.4 6/20/00: *Annual of Titlists* include statement, "Participation in this publication is voluntary and presents and opportunity for owners to share their Newfoundland(s) accomplishments."

V33.1 12/1/01: *Annual of Titlists*: Maintain three generation pedigree.

V33.3 4/23/02: Cardiology clearance is reported for only clearance by a Board Certified Cardiologist and cystinuria reporting of testing is listed as clear, carrier unaffected or affected. If more space is needed for the printing of the Annual this year or next year a smaller font should be used.

ARBITRATION COMMITTEE (formerly Grievance Committee)

History

V6.3: Grievance Committee established to develop guidelines for handling membership grievances and complaints.

V6.3 06/27/75: President to be an Ex-officio member of Grievance Committee.

V10.2 05/25/79: An individual should state what he/she wants from the Committee or the NCA. Any communication should be accompanied by relative documentary material, and it should be factual.

The Board favored proposal to the recommended procedure for dealing with grievances. Upon receipt of a grievance, it is acknowledged, circulated to committee members, and the party about whom the grievance is made. That party will be given thirty (30) days to respond. After that, the Committee will make a decision on how to proceed.

V19.2 04/29/88: The following procedures were approved:

1. An NCA member who is respondent in a grievance is obligated to satisfy the complainant in accordance with the recommendation of the Grievance Committee within a reasonable period of time, as determined by the committee, of the issuance of the recommendation.
2. Any such person who disagrees with the recommendation may file an appeal to the Board via the Grievance Chair, within one (1) month of the date of receipt by the parties of the recommendation. The appeal will be heard at the next face-to-face Board meeting.
3. Should the recommendation be sustained by the Board or should no appeal be filed, the Board shall, on recommendation of the Grievance Committee, impose at its discretion one (1) or more of the following sanctions on non-complying members:
 - The member:
 - Shall not chair or serve on any NCA committee.
 - Shall not have the privileges of listing on the Breeders' and Stud Dog List.
 - Shall not be listed on the NCA List of Approved Judges.
 - Shall not be approved to judge Water Tests, Draft Tests or other NCA events.
 - Shall have his/her refusal to comply noted in the next issue of the Club publication.

V21.4 11/10/90 : Step #3 of the Grievance Procedure adopted on May 1, 1988 rescinded.
V21.4 11/10/90: Grievance Committee renamed Arbitration Committee and job description is to be revised accordingly.

Duties and Responsibilities (Chairman)

The Arbitration Committee Chair position requires a wide familiarity with prevailing standards or ethics for transactions in Newfoundland dogs. Position involves extensive, often very lengthy correspondence on delicate, intricate matters. As emotional involvement of parties to complaints is often very high, and as the Arbitration Committee often represents NCA to unhappy members, caution, tact and integrity are essential.

The Arbitration Committee Chair:

- Receives complaints against NCA members from NCA members and non-NCA members concerning Newfoundland dog transactions such as puppy sales, co-ownership agreements, etc.
- Screens complaints as to appropriateness.
- Mediates, disputes, or assigns a Committee member to do so, with the aim of resolution at the most informal level possible.
- When necessary, invites all parties to submit evidence and arguments concerning disputes and renders a decision. Exerts moral suasion as appropriate toward carrying out of the decision.
- Educates NCA members and non-members as to the importance of clearly written contracts.
- Consults with NCA President and other officers as necessary. Advises NCA Board as to policy.
- Advises all parties of NCA policy regarding resolution of disputes. Advises parties of committee's recommendations if they cannot, with help, resolve

their dispute. Advise parties of their right to come before the Board if they do not accept the committee's recommendations. Recommend appropriate sanctions by Board if recommendations are ignored.

History

- V21.4 11/10/90: Grievance Committee renamed Arbitration Committee and job description is to be revised accordingly. [See additional history and procedures under (former) Grievance Committee.]
- V28.2 12/23/96 (Mail Meeting): NCA Disciplinary Hearing Procedures approved by the Board. (See related section -- Disciplinary Hearing Procedures in Volume II of the NCA Policies and Procedures.)
- V32.1 11/3/00: Policy created to deal with disposition of past grievance materials and the maintenance of a list of grievances and their dispositions. The list to include names of complainants and defendants, pertinent dates, brief description of complain and disposition.. The materials will be kept for seven (7) years and a list will be maintained by the President. (add to President job description).
- V32.3 4/2/01: Develop policy to clarify difference between arbitration process and grievance process and the grievance procedure for its consideration.
- 11/4/05: Any email that comes to any Board member with a complaint against an NCA member, be emailed directly to the Arbitration Committee and the other Board members will not be notified.
- 1/6/06: Amend a previous motion that was approved at the November 4-6, 2005 meeting by changing "member" to "breeder". That previously approved motion read, "Mary Lou Roberts moved and Sandee Lovett seconded that, in the future, any email that comes to any Board member with a complaint against an NCA member, be forwarded directly to the Arbitration Committee and the other Board members will not be notified."

ARCHIVE COMMITTEE, AD HOC (abolished)

History

- V24.4 08/93 (Mail Meeting): Ad hoc committee established with the objective of investigating the feasibility and practicality of effectively and economically archiving records of the NCA and Newfoundland breed.
- V27.1 11/02/95: Recommendation that NCA needs to determine what needs to be archived, what to retain for a limited period of time and what to purge. Board to initiate developing a list of possible archive items and follow with procedures/protocol. Committees report accepted - committee disbanded.
- V28.4 06/25/97 (Mail Meeting): Board elected to advise AKC of desire to preserve the breed's history. Schedule to be established to sort through existing NCA records for eventual archival into AKC records.

AUDIO VISUAL COMMITTEE (abolished 04/09/98)

Duties and Responsibilities

The Chair of the Audio Visual Committee maintains a Club inventory of video cassettes of Newfoundland specialty shows, working dog events, the AKC Video and other events of interest to Newfoundland fanciers. The Chair will make videos or make copies of others' tapes of historical or significant events/activities. The Chair will make the Club-

owned videos available for use (rental) by interested groups or individuals by publishing in *Newf Tide* an inventory of available videos. One should keep an accurate record of requests, of mailing schedules, and returns.

History

V9.4 10/05/78: Audio Visual Committee established.

V10.2 05/25/79 (Mail Meeting): Programs will be available from the Audio Visual Committee on a rental basis.

V13.2 04/23/82: Audio Visual Committee movie rental fees will be \$15 per movie for members and \$30 per movie for non-members.

V14.1 11/11/82 (Mail Meeting): AKC plans to produce breed slide show in an effort to assure better education and evaluation of judges.

V17.2 04/03/86: Committee decided to substitute a video for a slide show. Tapes will be made on both coasts.

V19.4 11/12/88: AKC video of Newfoundland completed. Available from AKC for \$35. NCA will fund a copy of the video to be sent to the Historian, at least three (3) copies to the Audio Visual Committee, and the Education Committee will have five (5) tapes for loan to judges at no cost. An additional three (3) tapes may be ordered, if necessary.

V26.3 04/25/95: Video produced by and for the use by the Judges Education Committee entitled "The History of the Newfoundland" to also be available to the membership through the Audio Visual Committee.

V29. 04/09/98: Committee abolished due to lack of membership interest. Duty of obtaining a copy of the (annual) National Specialty video to be included in Historian's job description.

AWARDS COMMITTEE

Duties and Responsibilities

The Chair of the Awards Committee is the official record keeper of Newfoundland achievements in order to make annual awards to the top winning and top producing Newfoundlands. The committee maintains the records to determine the Register of Merit dogs and bitches, maintaining a computer file on all sires and dams that have produced titled get.

Working with a committee, check new titlists and breed and obedience wins in official *AKC Gazette* records to determine winners in the following categories: Register of Merit (ROM), Top Winning Dog and Bitch, Top Obedience performer, and Top Producing Dog and Bitch. Prepare certificates for the annual presentation. Be responsible for presenting the awards or find an alternate to make the presentations at the annual meeting. Notify the owners of the top winners and give them instructions for the requested *Newf Tide* articles. Also responsible for coordination of the counts for the Top 20 for National Specialties.

In addition, this Committee solicits *Newf Tide* and receives nominations for Dog Hero of the Year, the NCA Good Sportsmanship Award and the Oldest Living Newfoundland Award. Nominees are submitted to the NCA Board of Directors. The Award's Chair has awards engraved and presents them at the Annual Meeting.

The committee is responsible for making known our policy of donating trophies to foreign Newfoundland Dog Clubs for Best of Breed at their annual Specialty Show.

Requests are mailed to an official of the Specialty Club in time for presentations. (The Chair has generally delegated this responsibility.) The annual report should include name of clubs receiving these NCA plates.

Procedures for determining the top producing sires and dams, the top winning dog and bitch and the top obedience Newfoundland are as follows:

Top Producing Sire and Dam

The procedures for determining the top producing sire and dam include the following:

- All counting is done from a calendar year of *AKC Gazette*, i.e., January through December, inclusive.
- Keep count of the total number of AKC Bench Champion offspring attributed to every Newfoundland dam and sire.
- The stud dog with the highest number of Champion offspring published in a calendar year of *AKC Gazettes* is the winner of the Top Producing Sire award for the year.
- The brood bitch with the highest number of Champion offspring published in a calendar year of *AKC Gazettes* is the winner of the Top Producing Dam award for the year.

Top Winning Dog and Bitch

The procedures for determining the top winning dog and bitch include the following:

- All counting is done from a calendar year of *AKC Awards*, i.e., January through December, inclusive.
- Correction pages relating to these issues should be taken into consideration.
- Points are counted for every AKC licensed show at which Newfoundlands compete (all-breed and specialties).
- The Best of Breed gets points equal to the total number of Newfoundlands in competition at that show, minus one.
- The Best of Opposite Sex gets points equal to the number of Newfoundlands in that sex in competition at that show, minus one.

Selects at the National Specialty get points as follows:

- Total number of Newfoundlands in competition in a sex minus one (1) divided by the total number of selects in that sex. (Selects can only receive a maximum of 50% of the points that the Newfoundland of its own sex receives who wins BOB or BOS.)

Awards of Merit at Regional Specialties get points as follows:

- Total number of Newfoundlands in competition in a sex minus one (1) divided by the total number of Awards of Merit in that sex. (Award of Merit winners can only receive a maximum of 50% of the points that the Newfoundland of its own sex who wins BOB or BOS.)

Top Obedience Dog/Bitch

The procedures for determining the top obedience dog/bitch include the following:

- All counting is done from a calendar year of *AKC Gazettes*, i.e., January through December, inclusive.
- Correction pages relating to these issues should be taken into consideration.
- Scores are tabulated for every AKC licensed obedience trial at which a Newfoundland competes (all-breed and specialties).
- For each Newfoundland, consider all qualifying scores from any obedience

- class or any combination of obedience classes.
- Take the average of a Newfoundlands top three scores (in any one class or any combination of classes). The Newfoundland with the highest average is the winner for the year.

History

- V6.3: Newfoundland Club of America Achievement Award, Heroic Achievement and Outstanding Contributor criteria printed in *Newf Tide*.
- V12.2 02/08/81: Congratulatory notes to owners of dogs winning BIS and Group 1st and/or earning Championships.
- V16.4 11/09/85: The Awards Committee will compile statistics for Top Producing Dog and Bitch, Top Obedience Dog and Top Winning Dog and Bitch. Top Winning Dog, Bitch and Obedience Dog to be awarded to NCA members only.
- V17.2 02/08/81: Awards Committee will compile awards statistics without individuals having to make an application for an award.
- V17.2 04/03/86: Committee to order plates to a maximum of \$500 for foreign awards.
- V17.2 04/03/86: Top Winning Dog and Bitch decided by the number of Newfoundlands defeated by BOB and BOS wins.
- V17.2 04/03/86: All NCA awards to be given to dog or bitch earning it regardless of NCA membership of its owner.
- V17.2 04/03/86: Bitches required a minimum of 2 Champion get to qualify for Top Brood Bitch Award.
- V18.2 07/87 and 08/87 (Mail Meeting) : Congratulatory letters to all group placing Newfoundlands rather than just group winners.
- V20.2 05/26/89 : NCA award databases are not available in toto to anyone unless approved by the NCA Board. Limited information may be requested by individuals at appropriate costs. Policy instigated to preserve the privacy of NCA members and prevent commercial use of information.
- V20.2 05/26/89: Revised point system for Top Winning Dog and Bitch to include points awarded to Selects based on a formula of total entry of a given sex divided by the number of Selects in that sex.
- V24.4 08/93 (Mail Meeting): Award of Merit recipients (at Regional Specialties) will be included in the mathematical equation for "Top Winning" awards.
- V27.3 04/23/96: Proposal originally passed via Mail Meeting (10/4/95) to publish the top ten (10) dogs and top ten (10) bitches annually in *Newf Tide* was rescinded.
- V34.1 9/12/02: Board endorses request of Old English Sheepdog Club of America to support their request to AKC that group totals be included in *Awards*.
- V34.1 11/1/02: NCA Awards Committee counters be reimbursed for up to the full amount of a subscription to the AKC Awards for the current year upon the request of the chair.
- Ties for Top Obedience Dogs to be handled in the same way as they are in the other areas, eg Top Show Dog.
- V36.1 10/30/04: Awards presented at NCA events should be either NCA awards, AKC awards or awards donated for NCA or AKC accomplishments. Furthermore, that regional clubs or individuals that wish to offer and provide new or special awards need to develop criteria for said award and that it meets NCA approval.
- V365.1 11/30/04: Clarify the motion passed at the October 29-31, 2004 face-to-face meeting that originally read, "awards presented at NCA events should be either NCA awards, AKC awards, or awards donated for NCA or AKC accomplishments." This motion should have read, "awards presented at the National Specialty annual banquet and the NCA's annual membership meeting

should be either NCA awards, AKC awards, or awards donated for NCA or AKC accomplishments.”

NCA (former Gaines) Good Sportsmanship Award

History

- V14.3 05/27/83: Nominations for the Gaines Good Sportsmanship Award must be received by December 31st of each year.
- V20.2 05/26/89: Once a person is nominated for the Gaines Award, their name will remain in consideration for two (2) more years if they do not receive the award after nomination.
- V20.4 11/04/89: Sitting Board members are not eligible for the Gaines Award.
- V30.1 08/25/98 (Teleconference): Ken-L-Ration discontinues this award. Board elected to replace it with a NCA Good Sportsmanship Award.
- V34.1 11/1/02: Change in deadline for submission of NCA Good Sportsmanship, Heroic Newfoundland and AKC Lifetime Achievement Awards to October 1, place request for nominees in 2nd quarter *Newf Tide*.

Isabel Kurth Award

History

- V27.1 11/02/95: Presented to NCA members who have provided dedicated service and contribution (over an extended period of time) to the NCA. Board of Directors selects recipients as appropriate - no set frequency.
- V26.3 04/25/95: Awards Chairperson to send annual reminder to the Board that Isabel Kurth Award is available. Nominees by the Board will be considered for two (2) years (see 4/23/96).
- V27.3 04/23/96: Awards Chairperson to send annual reminder to the Board in September for consideration (only) at November Face-to-face Meeting. No consideration to be given in Mail Meetings. Approval of the nominee will require two-thirds of the members in attendance at the meeting (see V28.1).
- V30.4 06/30/99 (Teleconference): Board moved that approval of any nominee for the Isabel Kurth Award requires two-thirds favorable vote of the Board of Directors. Consideration for this award only to be done at Face-to-Face Board meetings due to secret balloting process.

NCA Heroic Newfoundland Award

History

- V10.4 09/27/79: Newfoundland performing some heroic deed will be eligible for the NCA Heroic Newfoundland Award.
- V14.3 05/27/83: Nominations for the NCA Heroic Newfoundland Award must be received by December 31st of each year.
- V14.3 05/27/83: Awards Chair will forward information on Heroic Newfoundland to Ken-L-Ration for consideration of their dog hero award.
- V15.2 02/18/84: Approved purchase of 12 plaques and die for Heroic Newfoundland. Die is property of NCA.
- V17.2 04/03/86: Heroic dog award to be considered by Board only in face-to-face meetings.
- V18.2 05/22/87: A Board Member will be appointed at each Annual Board Meeting to interview (by telephone) owners of Heroic Newfoundland nominees to ascertain

their worthiness of this award and report findings and conclusions to Board prior to the vote.

V20.2 05/26/89: Heroic dog award may be decided by a mail meeting.

V34.1 11/1/02: Change in deadline for submission of NCA Good Sportsmanship, Heroic Newf and AKC Lifetime Achievement Awards to October 1, place request for nominees in 2nd quarter *Newf Tide*.

Oldest Living Newfoundland Award

History

V24.4 08/93 (Mail Meeting): Annual recognition of the Oldest Living Newfoundland will be included as an official NCA Award.

Best In Show at Westminster Award

History

V36.2 2/22/05: Direct the Awards Committee to establish an award for the winner of Best in Show at the 2004 Westminster show and for subsequent Newfoundlands that may win Best in Show at that show.

BOARD OF DIRECTORS MEETINGS

History

V6.3 06/27/75 President to call as many mail meetings as necessary so that there will be a total of six (6) Board meetings a year, meaning that there should be at least four (4) mail meetings, one (1) Annual and one (1) Specialty Meeting. This must be done until the By-Laws are amended.

V8.1 02/13/77 In order to limit phone expense, unless an answer must be received before ten (10) days, all correspondence should be through the mail. All phone calls should be recorded in a phone log for future reference as to the nature and reason of the calls.

V12.3 Annual meeting to take place at National Specialty as per new By-Laws.

V14.4 10/04/83 (Mail Meeting) Two (2) face-to-face Board meetings per year will be held. One (1) will be at the time of the Club's annual meeting; the preferred season for the second meeting is fall.

V15.4 10/04/83 (Mail Meeting) Vote tally for each Board candidate will not be published; results may be obtained from the Recording Secretary.

V16.2 04/25/84 Agenda items for mail meeting should be presented as motions that require yes or no votes.

V16.4 09/30/85 to 10/22/85 (Mail Meeting) Approval of second face-to-face Board meeting for 1985 to be held in November. NCA to pay for 50% of transportation costs of members flying in and balance to be split among all members attending. Food and lodging will be split by attendees.

V16.4 11/09/85 Board to hold second annual face-to-face meeting if deemed necessary. Transportation and lodging to this meeting to be paid by NCA in the most feasible and economical way.

V17.2 04/03/86 Individual votes of Board members will not be published.

V18.2 05/22/87 Names of dissenting Board members to be printed with explanation (if

- desired by dissenter) in minutes.
- V18.2 05/22/87 Motion carried that "since all members of the Board are elected by the membership at large, said members are entitled to vote on any issue that comes before the Board".
- V18.4 11/07/87 Board will consider holding fall face-to-face Board meeting at various locations in cooperation with Regional Clubs who wish to act as hosts. Travel expenses based on Board geographical makeup would be a prime factor in selecting a venue.
- V21.3 07/90 - 08/90 (Mail Meeting) Board meetings will not be tape recorded.
- V21.4 11/10/90 Movers and seconders of motions at Board and Annual Meetings will be named in the meeting minutes.
- V29.3 04/08/98 All official documents of the NCA to be identified as such to prevent confusion.
- V31.1 10/30/99 All letters of complaint or recommendation received by a Board member are to be sent to the Recording Secretary and, if appropriate, to the respective committee chair, within one week of receipt.
- V31.3 5/2/00 E-mail: Any e-mail that is to be considered Official Business should be labeled as such. Any e-mail considered confidential should be so labeled. No e-mail should be forwarded on unless the original person sending the e-mail has given their written permission.
- V31.1 11/3/00 Board of Directors minutes will reflect only the voting record. No dissenting rationales be recorded in the minutes. Voting record on every motion be listed by name of those voting in the affirmative, negative, abstaining and absent.
New Standing Committee created: Board appointed Steering Committee to review NCA long term goals and develop objective ways to measure progress in reaching them.
- V32.3 4/5/01 General Membership recommends to the BOD that minutes of the Board of Directors meetings provide a summary of both sides of its discussions on all motions.
General Membership recommends to the Board of Directors that use of Executive Session at Board of Directors meetings be restricted to voting on applicants lists for membership, making committee appointments, formal grievances, contract negotiation and litigation.
- V33.1 10/3/01 Hire a professional secretary for Board of Directors face-to-face meeting, fall 2001.
- V33.1 11/30/01 Board accepts recommendation of General Membership. Minutes of meetings to contain a summary of the discussion prior to the vote on any motion, excluding names.
- V33.1 11/30/01 Final approval of all minutes done only at a face-to-face meeting or a teleconference call.
- V33.1 11/30/01 E-mail: When sending an e-mail as an NCA official letter or document, it must be marked "NCA Official" in the subject line. The sender of the email should send it to the Recording Secretary for distribution to the entire Board. If the Recording Secretary does not get confirmation within 48 hours of the distribution, the Recording Secretary will call anyone not responding. All responses are to be sent back to the Recording Secretary per instructions. If email

is not marked in this manner, it is deemed as personal or FYI. Please be aware of any personal attachments on emails and use discretion.

V33.1 11/30/01 The Board of Directors will hold monthly teleconferences to increase communication.

V33.3 4/23/02 Minutes to include rationale for motion, the motion, pro and con discussion without names, vote with names and when not unanimous a roll call for each member to state the reason for his or her vote.

Approved request by Board member to call in on speaker phone to participate.

By-laws preclude voting.

Board of Director minutes be placed on the NCA website as soon as they are approved.

Agenda as distributed to the Board, be placed on the website.

V33.4 6/6/02 Add information area on website for posting of open NCA Board items and positing of actions taken by the Board.

V33.3 4/25/02 (Annual Meeting) Candidates for election in 2002 in addition to 300 word biographical sketch answer the following questions:

1. What are the two most important issues NCA faces and how would you solve them?
2. What is your position on purchasing dogs at auction.

V33.3 4/25/02 (Annual Meeting) Motion passed by membership all dollars in the res have the Bulletin Board report each motion in its entirety and how the Board voted, with the disclaimer that this is an unofficial report.

cue funds be spent solely on rescue activity and no monies shall be spent for the purchase of Newfoundland dogs from auctions, brokers, individual retailers or wholesale sellers until such time as the membership at large is polled.

V33.4 6/6/02 Direct Rescue Prevention Committee to develop ballot/poll to fulfill vote of membership.

Committee chairs be invited to participate in teleconference calls when their committee is under discussion.

V34.1 8/27/02 Investigate feasibility of using internet or phone lines to allow members to listen to teleconference Board meetings

Committee members, in addition to chair, be allowed to listen and participate in teleconference calls when their committee is under discussion.

V34.1 11/2/02 Suspend current policy and tape next two teleconferences (except Executive Session), transcribe it and send to Board members.

Board agenda items include a brief description of the topic, the rationale for the proposed discussion and, if possible, the motion to be made.

Adopted *Roberts Rules of Order*, latest edition, as part of standing rules for all NCA Board meetings and the NCA Annual Meeting.

Board adopted a Special Rule of Order for NCA Annual Meetings that require prior written notification to the NCA membership of motions that were to be considered as directives binding on the Board to be included for discussion by the membership and to be included on the published agenda. Other motions not

distributed prior to the meeting will fall under New Business at the Annual Meeting and will be considered only as recommendations to the Board.

V34.3 3/4/03 Trial period for taping and transcribing Board meetings extended through the face-to-face and the Annual Membership meeting and then re-evaluate the policy.

V34.4 5/27/03 Minutes of the NCA Board will be tape recorded and transcribed but not distributed to persons other than Board members without specific approval of the Board. The original tapes will be held until the minutes are approved. Executive session will not be tape recorded. Board members may request the tape or copy of the transcript.

Candidates for election may respond, in 300 words or less, to the following question: What do you think are the two biggest problems facing the NCA and/or facing the Newfoundland breed and how would you solve them?

V35.1 9/10/03 Board members will share rooms to the extent possible in order to save money at Board Fall face-to-face meetings.

Items to be submitted to the entire Board, either as an informational item or with an agenda item, should be sent to the Recording Secretary for distribution, preferably in an electronic format. Two exceptions to this policy are items that are very time sensitive and would not reach the Board in the normal agenda packet and would normally be acted upon at the next Board meeting, or items that, because of their bulk or weight, would be more economically distributed by mailing to the individual members.

Recording Secretary to report to the Board the results of the Nominating Committee's slate for the election to the Board by its next meeting following August 1st.

V35.2 11/21/03 *Procedures for email meetings:*

Set a date for items due in for the agenda, agenda items then due 14 days later.

If a motion comes in without a second, then the recording secretary shall automatically second it.

Seven days later the Recording Secretary will send out the agenda items consisting of motions and discussion items. A response is due back to the Recording Secretary in seven days.

If a motion is not approved unanimously on the first round, then there will be discussion followed by a second round. Each member must respond to each motion and discussion item.

Five days later the results will be sent out to the Board members who must return their vote in five days.

Specific procedures:

A non-unanimous motion may be sent back to the Board for further discussion and possible voting or may be tabled by the President to be discussed at the next teleconference. Responses have to be emailed back. There will not be executive sessions except for new membership applications.

The Recording Secretary will send out the minutes using the emailed responses that were received.

Policy on Approval of NCA Board Minutes:

1. It is acknowledged that the members would be far better served if Board minutes were approved by email rather than waste time at a teleconference.
2. After the Recording Secretary writes the minutes, he will send them by email to Board members. The email will contain a MS Word file in rtf format and an Adobe PDF file. The email will bear the subject line NCA_Official Initial draft of minutes of ____
3. All Board members will carefully review them and make any changes deemed necessary. Board members have seven (7) days to respond with any suggested changes to the email. The preferred method shall be using MS Word with the track changes feature turned on and making the corrections on that document. If that is not possible, a separate email with suggested changes may be sent.
4. After all of the changes are received back, the Secretary will make modifications to the minutes taking into consideration the suggestions of the Board members.
5. The Recording Secretary will then email out the corrected minutes and all Board members have seven (7) days to respond with any further suggested changes or comments on the changes. The email will bear the subject line NCA_Official second draft of minutes of _____. If a Board member disagrees with any of the changes, the Board member is to email the entire Board with the concerns.
6. At that point in time, a final draft of the minutes will be prepared and sent to the Board members who will vote on approving them or not approving them. The email will bear the subject line NCA_Official FINAL draft of minutes of ____ for Board approval.
7. If the approval is less than unanimous, then the secretary will inform all Board members who may make comments to be recorded with their vote.
8. Final approval of all minutes will be at a teleconference or at a face-to-face meeting.

Policy on Board Members not responding of official emails:

1. The NCA has a policy that Board members are to respond to emails marked official.
2. Unfortunately, a few Board members consistently do not respond even though they have received the emails and it takes two or three follow ups to finally get a response.
3. Such conduct is not acting in a responsible way and consumes considerable amounts of time chasing down the errant Board member.
4. The best deterrent is to let the membership know which Board members are not filling their obligation.
5. Therefore, if a Board member does not respond within the required time limits to an official communication, his lack of response shall be noted in

the minutes together with his statement as to why he did not respond.

At each National face-to-face meeting one NCA Board member will be appointed to research the lowest cost location and meeting sites for the NCA Board for its fall face-to-face meeting.

V35.4 6/30/04 Anything stated in rationale [of votes] must have been stated in discussion.

V35.4 8/11/04: Any email matters for consideration at a teleconference must be received at least 48 hours before the start of the teleconference, barring emergencies.

V35.4 8/19/04: Board approved the concept of a set schedule of meeting dates.

V35.4 8/19/04: Email meetings are not allowed according to State of Connecticut statutes.

V35.4 8/23/04: NCA Board meeting agendas, including rationales, not be posted on the NCA website until 48 hours after receipt of said agenda by all the Board members.

V36.1 10/29/04: Approve the following as outlined in the President's Report. 1) That a Board member would be allowed to speak to each motion twice, unless the Board decided a particular motion warrants more discussion. 2) In an effort to provide the membership with more informative minutes and to assist the Recording Secretary in organizing discussion points that, whenever possible when speaking to a motion, Board members will state if they are speaking in favor of or against a motion. 3) That the minutes from this meeting will not include the individual Board member's voting rationale. 4) That if these suggestions are adopted, that the Board would, after this meeting, review their efficiency and make recommendations for future meetings.

V36.1 10/30/04: have the NCA use the least expensive teleconference provider available to reduce high teleconference costs, assuming acceptable quality.

V36.1 10/31/04: Have the Bulletin Board report each motion in its entirety and how the Board voted, with the disclaimer that this is an unofficial report.

V36.1 10/31/04: The Bulletin Board will be posted after each meeting session, whether it is recessed or adjourned.

V36.1 10/31/04: A motion or a rationale must not use language that reflects on a member's conduct or character or is discourteous or unnecessarily harsh. (From RONR (10th ed.), p 333, I. 5-8)

V36.1 10/31/04: When the Board directs any Board member to perform an action, the same standard of communication that applies to committees will apply to all Board members. They will report back when the action has been completed or give reasons why the requested action was not performed.

V36.2 1/27/05: Adopt as policy the following procedures which were followed at the October 2004 face-to-face meeting. These procedures are: 1) That a Board member would be allowed to speak to each motion twice, unless the Board decided a particular motion warrants more discussion. 2) In an effort to provide the membership with more informative minutes and to assist the Recording Secretary in organizing discussion points, that whenever possible when speaking to a motion Board members will state if they are speaking in favor of or against a motion. 3) That the minutes from this meeting will not include the individual Board member's voting rationale.

4/25-26/05: Two different Boards have considered the situation where a Board member could not attend a face-to-face meeting and each time the absent member was allowed to participate by telecommunications but they were not allowed to vote. An interpretation from the parliamentarian that had been hired for the Annual Membership meeting was that remote members are allowed to vote and recommended that a standing rule of order be enacted for this meeting. The parliamentarian stated that it would take a 2/3 majority vote to pass a special ruled of order to prevent a Board member from voting, because as per Connecticut statutes, as member participating via telecommunications is considered to be present and therefore can vote. This would establish a precedent from the previous way of doing business. Policy on this issue should be set but should not be decided on personal issues. The membership can make the decision as they are able to vote out Board members who do not attend face-to-face meetings on a regular basis.

4/25-26/05: The Board encourages and approves the free communication of members to one another and for members of the Board to communicate with the membership. The Board will encourage such communications and not discourage such communications.

4/25-26/05: The email meeting policy previously in effect is revoked.

7/25/05: Require in all dealings and communications with the attorney hired by the Board that all requests to the attorney be in writing and all such reports, letters, or communications from and to the attorney be sent to the entire NCA Board within five business days. Further that any telephone conferences be summarized and reported to the Board within five business days. This directive will include both committee and Board members.

8/29/05: Board discussions should try to adhere to the following guidelines in Roberts Rules of Order listed under “Decorum in Debate” (pp 379-381):

- Confining remarks to the merits of the pending question.
- Refraining from attacking a member’s motives.
- Addressing all remarks through the Chair.
- Avoiding the use of members’ names.
- Refraining from speaking adversely on a prior action not pending.
- Refraining from speaking against one’s own motion. (This does not mean one cannot vote against it.)

10/6/05: At the beginning of the minutes, include a listing of the topics contained so that members have a brief synopsis of what was accomplished, and have that summary linked on the web site minutes so members can just click on that heading and go directly to that portion of the minutes.

BREED STANDARD

Standard for the NEWFOUNDLAND

APPROVED MAY 8, 1990
EFFECTIVE JUNE 28, 1990

General Appearance

The Newfoundland is a sweet-dispositioned dog that acts neither dull nor ill-tempered. He is a devoted companion. A multipurpose dog at home on land and in water, the Newfoundland is capable of draft work and possesses natural lifesaving abilities.

The Newfoundland is a large, heavily coated, well balanced dog that is deep bodied, heavily boned, muscular, and strong. A good specimen of the breed has dignity and proud head carriage.

The following description is that of the ideal Newfoundland. Any deviation from this ideal is to be penalized to the extent of the deviation. Structural and movement faults common to all working dogs are as undesirable in the Newfoundland as in any other breed, even though they are not specifically mentioned herein.

Size, Proportion, Substance

Average height for adult dogs is 28 inches; for adult bitches, 26 inches. Approximate weight of adult dogs ranges from 130 to 150 pounds. The dog's appearance is more massive throughout than the bitch's. Large size is desirable, but never at the expense of balance, structure, and correct gait. The Newfoundland is slightly longer than tall when measured from the point of shoulder to point of buttocks and from withers to ground. He is a dog of considerable substance which is determined by spring of rib, strong muscle, and heavy bone.

Head

The head is massive, with a broad skull, slightly arched crown, and strongly developed occipital bone. Cheeks are well developed. Eyes are dark brown (Browns and Gray may have lighter eyes and should be penalized only to the extent that color affects expression). They are relatively small, deep-set, and spaced wide apart. Eyelids fit closely with no inversion. Ears are relatively small and triangular with rounded tips. They are set on the skull level with, or slightly above, the brow and lie close to the head. When the ear is brought forward, it reaches to the inner corner of the eye on the same side. Expression is soft and reflects the characteristics of the breed: benevolence, intelligence, and dignity.

Forehead and face are smooth and free of wrinkles. Slope of the stop is moderate, but because of the well developed brow, it may appear abrupt in profile. The muzzle is clean-cut, broad throughout its length, and deep. Depth and length are approximately equal, the length from tip of nose to stop being less than that from stop to occiput. The top of the muzzle is rounded, and the bridge, in profile, is straight or only slightly arched. Teeth meet in a scissors or level bite. Dropped lower incisors, in an otherwise normal bite, are not indicative of a skeletal malocclusion and should be considered only a minor deviation.

Neck, Topline, Body

The neck is strong and well set on the shoulders and is long enough for proud head carriage. The back is strong, broad, and muscular and is level from just behind the withers to the croup. The chest is full and deep with the brisket reaching at least down to the elbows. Ribs are well sprung, with the anterior third of the rib cage tapered to allow elbow clearance. The flank is deep. The croup is broad and slopes slightly. Tail set follows the natural line of the croup. The tail is broad at the base and strong. It has no kinks, and the distal bone reaches to the hock. When the dog is standing relaxed, its tail hangs straight or with a slight curve at the end. When the dog is in motion or excited, the tail is carried out, but it does not curl over the back.

Forequarters

Shoulders are muscular and well laid back. Elbows lie directly below the highest point of the withers. Forelegs are muscular, heavily boned, straight, and parallel to each other, and the elbows point directly to the rear. The distance from elbow to ground equals

about half the dog's height. Pasterns are strong and slightly sloping. Feet are proportionate to the body in size, webbed, and cat foot in type. Dewclaws may be removed.

Hindquarters

The rear assembly is powerful, muscular, and heavily boned. Viewed from the rear, the legs are straight and parallel. Viewed from the side, the thighs are broad and fairly long. Stifles and hocks are well bent, and the line from hock to ground is perpendicular. Hocks are well let down. Hind feet are similar to the front feet. Dewclaws should be removed.

Coat

The adult Newfoundland has a flat, water-resistant, double coat that tends to fall back into place when rubbed against the nap. The outer coat is coarse, moderately long, and full, either straight or with a wave. The undercoat is soft and dense, although it is often less dense during the summer months or in warmer climates. Hair on the face and muzzle is short and fine. The backs of the legs are feathered all the way down. The tail is covered with long dense hair.

Color

Color is secondary to type, structure and soundness.

Recognized Newfoundland colors are black, brown, gray, and white and black.

Solid Colors - Blacks, Browns, and Grays may appear as solid colors or solid colors with white at any, some, or all, of the following locations: chin, chest, toes and tip of tail. Any amount of white found at these locations is typical and is not penalized. Also typical are a tinge of bronze on a black or gray coat and lighter furnishing on a brown or gray coat.

Landseer - White base coat with black markings. Typically, the head is solid black, or black with site on the muzzle, with or without a blaze. There is a separate black saddle and black on the rump extending onto a white tail.

Markings, on either Solid Colors or Landseers, might deviate considerably from those described and should be penalized only to the extent of the deviation. Clear white or white with minimal ticking is preferred.

Beauty of markings should be considered only when comparing dogs of otherwise comparable quality and never at the expense of type, structure and soundness.

Disqualifications - Any colors or combinations of colors not specifically described are disqualified.

Gait

The Newfoundland in motion has good reach, strong drive, and gives the impression of effortless power. His gait is smooth and rhythmic, covering the maximum amount of ground with the minimum number of steps. Forelegs and hind legs travel straight forward. As the dog's speed increases, the legs tend toward single tracking. When moving, a slight roll of the skin is characteristic of the breed. Essential to good movement is the balance of correct front and rear assemblies.

Temperament

Sweetness of temperament is the hallmark of the Newfoundland; this is the most important single characteristic of the breed.

Disqualifications

Any colors or combinations of colors not specifically described are disqualified.

APPROVED MAY 8, 1990
EFFECTIVE JUNE 28, 1990

History

V7.1 Committee appointed by the Board to revise the Newfoundland Standard.

V8.3 06/17/77: Final draft of Standard submitted to Board for approval and printed in *Newf Tide*.

V9.3: Proposed Standard Revision approved by majority vote of Board.

V10.2: Revised Standard approved by AKC and printed in *Newf Tide*.

V15.2: Revised Standard to be referred to as the Standard.

V18.4 11/07/87: Responsibilities of Standard Committee turned over to Education Committee. Refer to Education Committee for policy changes after 1987.

V19.4 11/13/88: Proposed revisions to Standard approved by Board. Reformatted and revised standard will be submitted to AKC for preliminary review and then to the membership for approval.

V20.4 11/04/89: Newly edited version of Standard accepted by Board and will be submitted to membership for approval. Voting will require a 2/3 majority to exclude gray or brown.

V20.4 11/04/89: Revised Standard approved by membership, gray and brown approved as accepted colors.

V27.1 11/3/95: Agreed to allow the *Illustrated Guide* to be translated into German, but required that the existing artwork be used and that the resulting translation be reviewed by the NCA before distribution. The Board would also consider translations, if requested, into other languages under the same guidelines.

V32.1 11/3/00: Permission granted the Newfoundland Club of Australia to use the NCA's *Illustrated Guide* as a judge's education tool. Translations to other languages of the *Illustrated Guide* or the Breed Standard will not be approved by NCA.

V34.2 12/12/02: Newfoundland Club of Canada granted permission to use parts of the NCA *Illustrated Guide* in their *Illustrated Guide* as long as credit is given to the NCA.

BREEDERS EDUCATION COMMITTEE

History

V36.1 10/30/04

Establish an Ad Hoc Breeders Committee to examine ongoing education through Breeder Education Forums, outreach programs for non-NCA breeders and a development program for novice breeders. By consensus, the Board gave the committee \$250.00 in start-up funds and an initial report will be due by the April 2005 face-to-face meeting.

6/29-7/6/05: Ad hoc Breeders Education Committee changed to a standing committee.

1/6/06: Approve the Breeder Education Committee's Breeder Mentor requirements as follows:

- A NCA Member for a minimum of five years

- Owned and exhibited Newfoundlands for a minimum of ten (10) years
- Bred a minimum of four AKC Champions
- Attended National or Regional Specialties within the past five years
- Able to discuss obedience and working events
- Able to discuss the various health issues and health tests used for pre-breeding screening purposes

Candidates should possess an in-depth understanding of the Standard as demonstrated by at least two of the following:

- Has demonstrated skill as an AKC approved or provisional judge or has judged sweepstakes at a specialty
- Has produced Register of Merit Newfoundlands
- Has owned, trained and handled Versatile Newfoundlands
- Must have the ability to discuss the breed without promoting their own kennel and/or bloodline and without being disrespectful to other kennels and/or bloodlines.

1/6/06: Invite each of the Judges Education Committee's Breed Mentors to also serve as Breeder Education Committee's Breed Mentors and to request the Judges Education Committee's Breed Mentors to let the Breeders Education Committee know if he/she will accept the invitation.

BREEDERS LIST COMMITTEE

Duties and Responsibilities

The Breeders List Chair prepares a form (to be approved by the Board) to be completed by those wanting to be on the Breeder and Stud Dog listing for the year. Verify the information submitted for meeting qualification requirements. Make up a master list by state to be printed and mailed out with the annual membership list mailing. (The membership Chair has been having the list printed.) Order additional lists to be made available by request from the Corresponding Secretary. Periodically, the Committee Members, *along with the Breeder Education Committee*, will review the NCA sample contracts for bill of sale.

Place advertisements for the Breeders List in the periodicals approved by the NCA Board.

Make available for purchase sample contracts for bill of sale, puppy deposits, stud service contract, alteration agreements and co-ownership agreements to encourage written contracts. Put notices in *Newf Tide* announcing the availability of the samples.

Forward all monies collected to the NCA Treasurer in a timely fashion. In January, write an annual report for *Newf Tide* publication and submit to the 2nd Vice President and submit a projected budget to the Treasurer.

History

V7.1 02/09/76: The Board approved a letter of requirements to be sent to all Breeders List applicants.

- V8.1 02/13/77: Board left to the discretion of the Committee as to whether to include breeders in 1977 Breeder's List who refused to respond to questionnaire.
- V8.3 06/17/77: Breeders List requirements include:
- Listing fee (subject to change). This money to be used for public education fund to send out *The Newf and You*, the Newf Standard, Code of Ethics plus other educational material.
 - Must be a NCA member for three years.
 - Must have had 2 litters bred or stud dog sired within the three year requirement as NCA member.
 - Statement on List why Breeders and Stud Dog owners are on, no NCA guarantees.
 - Must have bred a litter or stud dog produced in the past three years. Breeder or Stud dog owner can petition the BSDL Committee if this condition can not be met for an extended time.
 - Must sign to abide the NCA Code of Ethics.
 - Must sign that they will be willing to have kennels inspected in case of complaints.
- V10.1 02/11/79: Board approved placing classified ads in *AKC Gazette*, *National Dog*, *OffLead*, a leading vet journal and *Dog World*. Ads will be financed by fees collected from Breeder's List.
- V11.2 02/10/80: Continue listing in veterinary journals.
- V11.2 02/10/80: New guidelines and application to be developed. Applicant's signature will be required on application.
- V11.2 04/03/80: Coded ad to be placed in *Front and Finish* for one (1) year. Ad paid for with funds received from Breeder's List fees.
- V11.3 06/17/80: Coded ad to be placed in *National Dog*.
- V11.3 06/17/80: No longer advertise in *New York Times* prior to Westminster Kennel Club show.
- V12.1: Coded ads placed in *AKC Gazette*, *Dog World*, *OffLead*, *Kennel Review* and *Front and Finish*.
- V12.1: Sample contracts available free to people on Breeder's List, with a charge to other NCA members.
- V15.2 05/24/84: Ad in *Front and Finish* discontinued.
- V15.2 05/24/84: Abolished practice of Corresponding Secretary giving out information on litters available on Breeder's List.
- V15.2 05/24/84: Chair responsible for printing and sending Breeder's List to Corresponding Secretary.
- V15.2 05/24/84: Chair to draft criteria to appear on Breeder's List Application and on the list itself regarding accepted standards and procedures to be followed upon receipt of written complaints.
- V16.4 11/09/85: Disclaimer at the head of the Breeder's List deleted and the following put in its place: "Persons on this list have agreed to abide by the NCA Constitution and By-Laws and the NCA Ethics Guide. The NCA urges every prospective buyer of Newfoundlands to inform himself/herself thoroughly before purchasing a dog. Any written complaints should be addressed to the Grievance Committee Chair."
- V16.4 11/09/85: Breeder's List applicants must agree to abide by the Ethics Guide and to cooperate in the investigation of any written complaint against them.
- V18.4 11/08/87: Disclaimer omitted from latest edition of Breeder's List. An insertion containing the disclaimer will be included with the Breeder's List until a new edition is printed.
- Revised disclaimer: "I (we) agree to conform to the Constitution and By-Laws as

adopted by the Newfoundland Club of America. In addition, I (we) agree to abide by the NCA Ethics Guide and to cooperate in the investigation of any written complaints lodged against me (us). My/our signature below attests to the truthfulness of the information provided herein and authorizes the Newfoundland Club of America to verify said information with the American Kennel Club, if necessary.”

V18.4 11/08/87: Ads placed in *Dog Fancy* and *Dogs U.S.A.*

V20.3 08/89 (Mail Meeting): Additional language to Breeder's List application approved by Board. Application will now require information in compliance with the AKC regulations regarding record keeping.

V20.4 11/04/89: New Breeders List format approved.

V24.3 05/02/93: Board approved that information supplied by applicants to be on the NCA Breeder/Stud Dog List must be supported by copies of official AKC documentation, that new applicant's membership longevity must be verified by the Membership Chair, and that a Breeder's List Committee be established and limited to three (3) members (including the Chair).

The Board suggested that the AKC forms referred to must use actual AKC form names and that an article in *Newf Tide* should explain the new requirements.

V24.4 08/93: All information provided by applicants must be supported by copies of official AKC/CKC documentation. Example of official AKC/CKC documentation are: AKC Dog Registration Application/CKC Application for Registration of an Individual Dog Born in Canada, AKC Registration Certificate/CKC Pure Bred Dog Certificate of Registration and the AKC Kennel Prefix Registration acceptance letter/CKC Registration of Kennel Name Certificate.

This means that a breeder will need to send a copy of either AKC/CKC dog registration document referenced above for one of the puppies that was produced from the litter(s) that you have listed on the application. This means that a stud dog owner will need to get from the owner of the bitch that his/her stud has bred, a copy of the either AKC/CKC dog registration document referenced above for one of the puppies that was produced from the litter(s) that you have listed on the application. It is not customary for stud dog owners to require any AKC/CKC documentation from the owner of the bitch to be bred. However, in this day and age of limited registration, it would be prudent to do so. Check the bitch's registration to be sure that she is not on limited registration before your stud dog breeds her.

This means that anyone stating that their kennel prefix is registered with the AKC will need to provide a copy of the AKC letter of acceptance for registration. Canadians with CKC registered kennel names must send a copy of their Registration of Kennel Name Certificate.

No designations of or references to the abilities of the dogs shall be made in the kennel name listed.

Any Breeders list application not completed in full including copies of AKC/CKC document shall be returned immediately. Any Breeders List application received with designation of or references to the abilities of their dogs in the kennel name shall be returned immediately.

V25.4 07/94 (Mail Meeting): As an additional qualification for eligibility on the NCA Breeder/Stud Dog List:

- Applicant must have owned at least one titled (ADC, CKC, or NCA) Newfoundland. Documentation must be provided to substantiate.

New Breeder/Stud Dog list policies:

- A listing must be for new address only.
- Junior members may not be listed on the Breeders List.
- Wording has been changed from "stud dog" to "stud service".
- The back page of the Breeders List will contain information of value to the prospective Newfoundland purchaser -- extrapolated from *The Newf and You*

V25.4 08/94 (Mail Meeting): All applicants to the Breeders List will meet the following qualifications for eligibility:

- NCA members for five (5) consecutive years.
- Attests to always using and submits their sales agreement/stud service contract.
- Has no unresolved NCA grievances filed against.

V26.1 11/04/94: The revised policy will read:

“III. REAPPLICATION AFTER SUSPENSION OR DENIAL

All applicants to the Breeders List who have been suspended or denied will meet the following qualifications:

- a) A waiting period no less than three (3) years commencing from the ending date of formal suspension must have passed.
- b) Resubmit application with a reapplication fee of \$150.
- c) Must meet all current requirements for initial application.
- d) The NCA Board of Directors shall review all reapplications.”
(Rationale: to communicate the rights of the Board of Directors to the membership.)

V26.4 08/14/95 (Mail Meeting): Effective 1996, the requirement (#6) that breeders must submit a sample contract as part of meeting the qualifications to be on the NCA Breeders List is rescinded (reinforced at 11/02/95 meeting).

V27.3 04/23/96: Timing of distribution of Breeders List (via *Newf Tide*) is discretionary (normally first or second quarter issues).

V28.4 06/25/97 (Mail Meeting): Breeders List to include a list of Regional Clubs with a contact name, address and phone number.

V29.1 11/23/97: Position statement regarding health testing approved for inclusion on the Breeders List as follows:

“The Newfoundland Club of America recommends specific types of health testing for all Newfoundlands who are breeding prospects. All breeders are encouraged to share the results of their health testing program with any prospective puppy buyer or with owners of bitches or stud dogs used in their breeding program. Testing includes, but is not limited to, Hip Dysplasia (OFA, OCV, PennHip, GDC); Elbow Dysplasia (OFA, OVC, GDC); various eye disorders (CERF); heart function (Board Certified Cardiologist, OFA); Thyroid Function (Michigan, OFA); and Von Willebrand’s Disease (vWD) (New York, other Accredited Lab); Patella (OFA, GDC). Documentation should be available of clearance, test results or open registry participation for the sire and dam of the puppies. Neither participation in a registry, nor certification of results is an NCA requirement for inclusion on this Stud Dog and Breeders List, however, all prospective buyers are encouraged to utilize this information in their inquiries.

The NCA endorses the use of the open registry provided by the Institute for Genetic Disease Control in Animals: PO Box 222, Davis, CA 95617. Telephone/Fax: (916) 756-6773, and this open registry should be considered as an inquiry information source referenced above.”

V29.2 02/24/98 (Teleconference): Board decided that use of AKC educational material for prospective dog buyers may be a preferred approach to follow versus the NCA establishing its own list of questions for prospective buyers. Board to review material.

V32.1 11/3/00 :Breeders must attest to using non-breeding spay/neuter contracts and/or limited registration for puppies placed, where appropriate, to appear on Breeders List.

V32.3 4/2/01: Breeders list application include following statement: “The NCA expects breeders of Newfoundlands to make a lifelong commitment to all Newfoundlands they produce. By signing the NCA Breeders List Application, I attest that if notified I will accept responsibility, physical and/or financial, for any Newfoundland bred by me that is surrendered to a rescue service.”

V33.1 11/30/01: Ad Hoc committee formed to review the criteria and purpose of the Breeders List, the concept of publishing the list and a Breeder Education Committee. Include problems on the number of healthy Newfoundlands available from reputable breeders. Committee should work with Health and Longevity Committee.

V.35.2 11/21/03: Board adopted Ad Hoc Breeders List Committee’s purpose statement that this list should not be a tool for breeders but as an educational tool for puppy buyers. Board approved following qualifications for eligibility:

1. **MUST** have been a member in good standing of the Newfoundland Club of America, Inc. for **five consecutive years**
2. **MUST** be willing to serve as an educational resource for prospective Newfoundland owners
3. The NCA expects its members to make a life-long commitment to all Newfoundlands and to cooperate in the rescue of any Newfoundlands they produce
4. **MUST** have no grievances which the Arbitration Committee has found to have a basis in fact and were unresolved at the closing date for the list. NCA members and non-members may file grievances
5. **MUST** always use a written **AGREEMENT/CONTRACT in all Newfoundland transactions**
6. **MUST** have bred two litters while a member of the NCA
7. **MUST** currently or have previously bred a titles (AKC, CKC, NCA) Newfoundland (A copy of the certificate of title must be attached hereto if not previously submitted)
8. The NCA recommends that all persons on the **Breeders’ List** be a member of their NCA regional club. If the person does not live in the US, then he or she should be a member of their national or regional club in the country in which they live. Specific **Breeders’ List** names and information as published on the NCA website will be exact duplicate of the printed **Breeder’ List**.

The Ad Hoc Breeders List Committee was disbanded.

Breeders’ List fee increased from \$45.00 to \$50.00

V35.3 5/27/04: Include the “Adorable” flyer in the Breeders List packet. This flyer is also to be included in the \$5.00 packet.

Include the *Newf Tide* subscription form in the Breeders List packet and in all mailings.

V35.3 7/8/04: Approved adding new members to the Breeders List Committee to help with verification of the Breeders List applications, i.e., membership information, proof of breeding a titled dog and verifying that no charges have been filed with the Arbitration Committee.

V36.2 1/5/05: It was the consensus of the Board that the wording used on the **Breeders List** application form would be, “The NCA expects its members to make a life-long commitment to every Newfoundland they produce and to cooperate in the rescue of any Newfoundlands they produce.”

V36.2 1/5/05: A breeder who is continually listed on the **Breeders List** does not have to resubmit documentation about the litters bred and dogs titled. A breeder whose listing

lapses must fill out the entire application and provide the requested documentation in order to be listed again.

V36.2 1/5/05: Changing the Breeders List application fee \$35.00 for a renewal applications and \$50.00 for new applications to be approved.

7/6/05: Breeders List records will be kept for a minimum of three years' worth of documentation.

11/4/05: Breeders List Committee is to contact breeders on the Breeders List with a friendly reminder to the breeders to make a more concerted effort to answer inquiries in an effort to fulfill their educational requirements. Breeders are to be asked for suggestions in this area. The Breeders List Committee should also include in this reminder a description of the AKC Breeder Referral Committee's work. Furthermore, breeders should be reminded of their important role in the educational process.

11/4/05: Breeders on the Breeders List can notify the AKC Breeder Referral Committee of puppies when litters are expected and/or puppies or older dogs are available.

11/4/05: Accept the proposed duties and responsibilities of the Breeders List Committee as amended to include: "..... Periodically, the Committee Members, *along with the Breeder Education Committee*, will review the NCA sample contracts for bill of sale....."

1/19/06: The Board briefly reviewed the ***Breeders List*** application form and agreed to remove the signature at the end of the introductory paragraphs.

BREEDERS LIST POLICY COMMITTEE, AD HOC (abolished 05/02/93)

Duties and Responsibilities

Formulate policy for inclusion on the Breeders List.

History

V22.1 02/22/91: Ad hoc Breeders List Committee established.

V22.4 11/09/91: The following is the policy for suspension from or denial to the Breeders List:

- Falsification of information on the Stud Dog/Breeders List application.
- Use of aliases on the Stud Dog/Breeders List application or membership application.
- Suspension from the NCA or AKC within the previous three (3) years, commencing from the end date of the suspension, for cause related to ethical issues (i.e., not meant to include minor grounds violations).
- The NCA Board will review and finally accept or reject all proposed list suspensions.
- The listing fee will not be pro-rated or refunded.

V24.3 05/02/93: Breeders List ad hoc Committee abolished.

BY-LAWS

(Included in Volume II of the NCA Policies and Procedures)

CHIEF INFORMATION OFFICER (CIO) COMMITTEE, AD HOC

V36.1 10/30/04

Form an ad hoc committee to investigate the formation and, if appropriate, write a job description for a new NCA position, NCA Chief Information Officer, to coordinate information gathering, storage, dissemination and protection of the NCA's electronic and information assets.

COMMITTEE ASSIGNMENTS

V34.3 4/21/03: Committee assignments were traditionally made by the new Board on Sunday mornings after the National Specialty was over or after the Annual Meeting.

From 1997 committee assignments have been done by the outgoing Board.

Board decided it would take a straw vote in executive session and the new Board would, in good faith, take that vote into consideration during their meeting Thursday after the Annual Membership meeting.

COMMITTEE GUIDELINES AND POLICIES

(Included in Volume II of the NCA Policies and Procedures)

(Guidelines updated 2/98)

History

V8.1 02/13/77: In order to limit phone expense, unless an answer must be received before ten (10) days, all correspondence should be through the mail. All phone calls should be recorded in a phone log for future reference as to the nature and reason of the calls.

V11.2 04/03/80: Annual committee reports will be printed in *Newf Tide*.

V13.1 11/05/81: Cost of duplicating and collating materials for Board review to be borne by committees submitting documents.

V14.3 05/27/83: Committee expenditures beyond adopted budgets must be approved by Board before being allocated.

V14.3 05/27/83: Committee Chairs to submit year-end financial reports to Recording Secretary with annual reports.

V15.2 05/24/84: Procedure approved requiring each Committee Chair to approve invoices for expenditures for his/her committee before forwarding bills to Treasurer for payment.

V18.4 11/07/87: Standardized job descriptions for Officers and Committee Chairs are to be compiled.

V19.4 11/12/88: Ad hoc committee will update job descriptions of Officers and Committee Chairs.

V21.4 11/10/90: Reimbursement for committee expenses will be contingent upon the Chair submitting a budget.

V22.4 11/09/91: Because the committee structure, which exists to facilitate membership participation and involvement may not be well understood by everyone, an article

will be written and published annually in *Newf Tide* dealing with the committee structure of the NCA so that the membership might be enabled to participate in the process as fully as each wishes.

V26.1 09/94 (Mail Meeting): NCA Committee Guidelines and Policies I. Membership 3. is amended to read:

3. "For exclusive (limited membership) committees, it is the responsibility of the Board to appoint committee members. The Board may vote to accept recommendations from exclusive committees for people to fill vacancies thereon or may appoint anyone else who meets Board-approved criteria for membership on those committees."

"The Board directs chair(persons) of NCA Exclusive/Board Appointed committees to revise their (committee) job descriptions to incorporate this revised wording."

V28.4 08/04/97 (Teleconference): Recording Secretary to review committee guidelines for (any) necessary modifications. Committees to be reminded that the Board must approve any changes to policy or official publications. (Approved modifications subsequently included in guidelines in Volume II of the NCA Policies and Procedures.)

V35.2 11/21/03: Committee teleconferences must first receive express permission of the President.

V35.2 2/19/04: All committee applications should be directed to the second vice president.

5/25/05: Rescind the policy that no committee may hold a conference call without express permission of the President.

5/25/05: All committee proposals/input will be addressed by the Board and responded to—even if not fully resolved—within 60 days of their submission by the committee.

7/25/05: Forward to the Board, via the 2nd Vice President, copies of all contracts binding the NCA and create a current and historical file of these contracts to be held by the President and the Treasurer.

COMMITTEE LIAISON

Duties and Responsibilities

The duties of the Committee Liaison are performed by the Second Vice President of the NCA. The Liaison notifies Committee Chair of appointment and replacement. At this time the new Chair should receive a copy of the job description and NCA policies regarding committee functioning. The Liaison keeps in touch with Committee Chairs and stands ready to assist in any way with the functions of the various committees. The Liaison sends out a call for Agenda items one (1) month prior to the Fall Board Meeting.

In late November or early December, the Liaison sends a letter to all Chairs requesting:

- That annual reports ready for typesetting and publication in *Newf Tide* be sent to the Recording Secretary by January 10 (if *Newf Tide* will not be in the members' hands before the National, the Liaison will have printed copies of the annual reports ready for distribution at the annual meeting).
- That a report be sent to the Treasurer updating the current budget and projecting budget needs for the next fiscal year through January.
- That Agenda items for the Spring Board Meeting be sent to the Recording Secretary.

- The Letter should also inquire as to whether the Chair wishes to continue his/her duties. If not, does he/she have any suggestions for a replacement and any suggestions for improvements in committee structure/function.
- The Committee Liaison regularly reports to the Board on committee matters and proposes committee supported motions and informs Committee Chairs of relevant board actions through marked minutes as supplied by the Recording Secretary.

History

V16.2 04/28/85: Second Vice President to be Committee Liaison.

COMPANION DOG COMMITTEE

Duties and Responsibilities

To educate, entertain and involve those NCA members who are not active in breeding, conformation, obedience or working activities. To share ideas and examples of what you can do with your Newfoundland. To enlighten and educate by sharing experiences and events that are open to anyone and do not require formal training. To celebrate the natural talents of the Newfoundland. One page in NewTide per issue to share information. Spotlight NewTales that are indicative of our breed. A place to exchange information from the frivolous to the educational.

History

V25.2 02/94 (Mail Meeting)

Motion approved to support the concept of a Companion Dog Committee (CDC) by providing a copy of the Board's comments and request a draft of a formal proposal for Board review to include committee structure, size, responsibilities and any other pertinent data.

V28.1 11/3/96

Board to revisit level of interest in having this committee due to inactivity. New Chair appointed.

V28.4 06/25/97 (Mail Meeting)

Board approved establishing the CDC as a standing committee.

CONSTITUTION

(Included in Volume II of the NCA Policies and Procedures)

History

V.2.2 05/02/71

It was moved, seconded and voted that at the next Annual Meeting, seven (7) directors be nominated for Board position, with one (1) director elected for a one (1) year term and one (1) director for a two (2) year term, so that elections will fall in line in 1973, in accordance with the revised By-Laws.

V7.1 06/01/75

Committee established to study and propose revisions to the Constitution and By-Laws.

V7.3 06/18/76

Board approved draft of Code of Ethics dated June 18, 1976 printed.

V11.2 04/03/80

The Club will have a Code of Ethics as a separate document but included in the same binder as the Constitution and By-Laws, with reference to the Code of Ethics in the Constitutions and By-Laws and parallels reference to the By-Laws in the Code of Ethics.

V11.2 04/02/80

Revised Constitution and By-Laws and Code of Ethics approved by Board and to be presented to the general membership.

V12.2 04/16/81

All references to Code of Ethics removed from Constitution and By-Laws except for Article I, Section 2 - "To encourage all members to be familiar with the Newfoundland Club of America Ethics Code".

V13.4

Revised NCA By-Laws (with AKC comments) approved by general membership.

V15.4 01/10/85 (Mail Meeting)

Ethics Guide approved by Board.

V19.4 11/12/88

Section 2G added to Ethics Guide regarding AKC Limited Registration Policy to state: "It will be considered unethical to charge anything above actual costs as a condition of registration change regardless of registry body".

V19.4 11/12/88

Ad hoc committee of five (5) members created to review Constitution and By-Laws.

V22.4 11/09/91

The Board approved the addition of a blank space wherein the name of any NCA member could be written as the appointed proxy for any other NCA member.

V22.4 11/10/91

Preferring the establishment of a specific number required rather than a percentage of the total membership, the number of signatures required for nomination by petition is increased to thirty-five (35).

V22.4 11/10/91

Regarding election to membership, the following wording was approved: "Applications received by the Membership Chair shall be sent directly to the *Newf Tide* Editor to be published in the next issue. A time of forty-five (45) days following the mailing of the issue should be allowed for any member to write in protest of the application. If there are letters written to protest the membership, the Corresponding Secretary shall send the content of the letter to the applicant for reply. The reply should be addressed to the Corresponding Secretary within a thirty (30) day period. Then the Corresponding Secretary shall send copies of the letter written in protest and any accompanying defense to the Board for vote whether to allow the applicant to become a member. The vote of the Board should occur in a timely fashion. If a majority of the full Board votes in favor of the applicant, the applicant will receive full membership and all rights thereof. If the full Board does not vote a majority of positive votes, then the Board shall direct the Corresponding Secretary to draft a letter informing the applicant of the decision. This applicant may reapply one (1) year from the date of the receipt of the letter of denial. If during the first forty-five

(45) day period, there are no letters of protest, the application will be automatically approved at the end of that forty-five (45) day period, and the Membership Chair shall notify the new member in a reasonable and timely method.”

V23.2 04/30/92

A change in procedure necessitated the submission of the proposed revisions to the NCA Constitution and By-Laws first to the AKC for their comment prior to balloting the membership. To date the membership has twice been solicited for its input regarding the proposed revisions.

V23.2 05/03/92

To discuss the changes to the Constitution and By-Laws in future mail meetings and to submit this document to the AKC for review before balloting the membership. The motion passed unanimously.

V24.1 11/15/92

Committee reformulated with the mission of submitting a draft of Constitution and By-Laws to the AKC for review and comments. After AKC input and committee actions, the Constitution and By-Laws will again be submitted for membership vote.

V25.3 05/17/94

Constitution and By-Laws as amended by the Board were accepted for submission to the AKC for approval and subsequent vote by the NCA Membership.

V27.1 11/01/95

Three (3) open issues with the AKC discussed. Agreed to meet with AKC on the matter to hopefully resolve issues and subsequent voting by the membership in July 1996.

V27.3 04/23/96

AKC issues addressed. Amendments to Constitution and By-Laws to be distributed to membership for an approval vote. The transaction to change the Club's operating year from a calendar year basis to a fiscal year basis will require an interim dues payment (6 months) for the January - June 30, 1997 period. The 1997 membership list will be for an 18 month period January 1997 - June 1998.

V28.2 12/23/96 (Mail Meeting)

Effective date of membership and AKC approved revised NCA Constitution and By-Laws established by the Board as February 1, 1997.

V36.2 2/22/05: Amend the Non-stock Certificate of Incorporation to reflect the will of the membership as per the By-Laws approved in 1997, to be in compliance with the AKC, and to correct the technical errors made at that time that there will be no proxy voting. The attorney shall be instructed to draw up the amended certificate and the appropriate officers are authorized to sign and file it.

CONSTITUTION AND BY-LAWS REVISION COMMITTEE, AD HOC

V35.2 2/19/04: Agreed to appoint a Constitution and Bylaws ad hoc committee.

V35.4 7/8/04: The general charge of the Committee is to review the Certificate of Incorporation

from the State of Connecticut and all applicable laws, review the provisions in the NCA Constitution and By-Laws, request membership input and recommend changes to update the By-Laws and functioning of the Newfoundland Club of America, and to recommend any changes they feel would be beneficial to the NCA.

While maintaining the integrity of the document, the Committee should consider the requirements of the State of Connecticut statutes governing non-stock corporations and whether the state of incorporation should be changed. It should also consider the precepts of Robert's Rules of Order and comply with the AKC's requirements for approval.

The Committee should draft a document that is clear and concise with little or no room for diverse interpretations. To complete this important task, the Committee shall use its combined talents, as well as any other necessary resources. It shall also make any recommendations, as may be required, to better carry out the objectives, which are outlined in our Constitution. The Committee shall maintain a file of all correspondence, including topic and person who submitted, and make that file available to Board upon request. The Committee shall make a summary of correspondence and their progress quarterly to the Board.

Some specific areas that the NCA Board feels needs attention include, but are not limited to, the following:

- Article I, Section 1 Membership Eligibility (honorary and senior membership)
- Article I, Section 3 Election to Membership (the entire process of election to regular membership)
- Article II, Section 3 Annual meeting (quorum issues, proxies)
- Article IV, Section 3 Elections (review entire process)

The Committee and the Board will follow the instructions as prescribed in Article VII Amendments.

V36.1 10/30/04: reaffirm the charge given to the Constitution and By-Laws Revision Committee (CBLC) by the Board and to clarify the charge by adding the ***Ethics Guide***.

11/4/06: Allow the Ad Hoc Constitution and By-Laws Review Committee to remain at its current level of seven members.

COPYRIGHTED MATERIAL (see LOGO also)

History

V18.2 05/22/87

No private individual or group is allowed to use any official NCA insignia, drawing, logo or drawing without NCA permission.

V18.4 11/07/87

Regional Clubs may not reproduce any NCA illustrated materials except to promote Regional or National Specialties and water or draft tests.

V25.2 11/06/93

Application will be made to register NCA logo as a trademark.

V26.1 11/04/94

\$150 (or appropriate fee up to \$150) authorized to trademark the NCA logo.

CORRESPONDING SECRETARY

Duties and Responsibilities

The Corresponding Secretary shall have charge of answering all inquiries directed to the Club and such other correspondence as may be delegated to him/her.

The majority of letters received are requests for either the Breeders List or information on joining NCA. These can be answered by form letter. Other letters require a personal answer such as directing the letter writer to another Officer or Committee Chair. A number of letters are written in response to telephone inquiries.

The Secretary is sometimes required to write letters in the name of the Club to other clubs and the AKC.

The Corresponding Secretary's job is a constant throughout the year, and the Chair cannot let correspondence get backlogged.

History

V2.2 05/02/71

Expenses for Recording and Corresponding secretaries left to the discretion of Treasurer and respective Secretaries.

V14.1 11/11/82 (Mail Meeting)

All membership applications to be distributed by either the Membership Chair or the Corresponding Secretary.

V20.4 11/04/89

Corresponding Secretary's name and telephone number will be eliminated from NCA advertising and be replaced by Newfoundland Club of America and a post office box number.

V24.4 07/93 (Mail Meeting)

The Corresponding Secretary will respond to the 900 Breeder referrals with a copy of the NCA Breeder/Stud Dog List and cover letter indicating where general and membership information is available. The "general education" packet will continue to be handled through the General Education Committee exclusively.

V33.1 11/30/01

Regarding unauthorized use of membership directory, Corresponding Secretary to contact vendor by letter to determine if aware of fee of \$250 and unauthorized use of directory.

DATABASE COORDINATOR

Duties and Responsibilities

It is the responsibility of the NCA Database Coordinator to accumulate and store all of the pedigree and other related data for titled Newfoundlands and other historically significant Newfoundlands in a computerized database.

The information for the *Annual of Titlists* is funneled through the Database Coordinator who enters it into the computer for storage, checks it for accuracy using the AKC Stud Register and monthly listings of newly titled Newfoundlands, both supplied by the AKC, and finally forwards it to the *Newf Tide* editor for publication. All information from the

AKC Stud Register pertaining to Newfoundlands and from the AKC lists of newly titled Newfoundlands is kept in the database in a format which minimizes duplicate entry of data.

The Database Coordinator is the official contact person between the OFA and NCA. The coordinator receives material quarterly from OFA, including lists of newly certified Newfoundlands and articles on orthopedic studies of canines. A copy of this material should be sent quarterly to the *Newf Tide* editor. Publication will be on a yearly basis in a separate inclusion to *Newf Tide*.

The Database Coordinator keeps accurate records of all OFA certified Newfoundlands, including sufficient information to produce pedigrees of all AKC registered, OFA certified Newfoundlands. All registries, currently Hip, Elbow, Patella, Cardiac and Thyroid are included.

The Coordinator keeps accurate records of all receipts and monies and forwards them along with expense records to the Treasurer in a timely manner.

History

V20.2 05/26/89

Database Coordinator position established.

V20.2 05/26/89

Hip Dysplasia Committee abolished, and the responsibilities are to be taken over by Database Committee. Database Committee will receive information on hip dysplasia from OFA and will have it published in *Newf Tide*.

V20.2 05/26/89

Historian Committee split into two (2) separate committees; Database Committee which will handle computerized data records and Historian Committee which will gather, transport and display Club's historical materials.

V21.4 11/10/90

Committee Policy Guideline #7 is amended to include "current records including magnetic media." It will now read as follows: "When committee leadership is changed, the outgoing Chair will forward all records including magnetic media plus recommendations to the new Chair within 30 days."

V25.3 05/17/94

the NCA will charge per non-official data request a \$20 access fee, in addition to what the Database Chair charges for his/her time.

V29.3 04/07/98

Ad Hoc Database Committee established to investigate currently available database information and to report on future solutions for maintaining NCA data.

V31.1 10/29/99

Ad Hoc Database Committee submitted a detailed Database Maintenance Project. It was the consensus of the committee that the project is too large and time consuming to expect an NCA volunteer to be able to complete in a reasonable timeframe, and that the NCA needs to hire a contract programmer to design the program. The committee should be able to submit a proposed budget in the near future.

V32.1 11/3/00

Allocate funds to purchase AKC Newfoundland statistics on an annual basis.

Allocate necessary funds not to exceed \$5000 to purchase software to bring database up to date.

V33.1 11/30/01

Program incompatibility has not allowed the printing of the ROM book for the 4th Quarter NewfTide. Attempt to print in early 2002.

V33.1 12/1/01

Ad Hoc committee established to evaluate the feasibility of holding a Health Class at the National Specialty and/or Regional Specialties. Committee to work with Health and Longevity and Database Committee.

V33.2 1/10/02

Approve \$180 to acquire the NCA breed statistics electronically from AKC.

V33.3 4/23/02

NCA's new database to generate VN's, ROM's, *Annual of Titlists*, health clearances, and be available for membership use.

DISCIPLINARY HEARING PROCEDURES

(Included in Volume II of the NCA Policies and Procedures)

V28.2 12/23/96 (Mail Meeting)

Board approved the Disciplinary Hearing Procedures for pending (3/97) and future hearings.

10/6/05: Review the policies governing the procedures for handling grievances (see Policy Manual, Volume II, "Hearing Procedures: Disciplinary") with the intent of making explicit the policies that apply to the jurisdictional phase of the proceedings.

DISTINGUISHED MEMBER RESTORATION COMMITTEE, AD HOC

History

V27.3 04/23/96

Ad hoc committee established to oversee a project to raise funds from Newfoundland Clubs around the world in order to make an offer to the curator of a museum in England for restoring the famous painting (He is Saved) by Sir Edwin Landseer. The painting was damaged by a flood in the 1930's and has not been exhibited since. It is hoped, if restored, the painting could be exhibited in the U.S. Estimated restoration cost ranges between \$14,000 (or less) to \$17,000. Board to consider a pledge amount.

V28.3 03/25/97

Board directed that solicitation of donations would be appropriate after a firm proposal is received from Tate Museum and the Committee Fundraising Plan which requires Board approval.

V29.1 11/23/97

Board conditionally approves Committee's recommendations pending the receipt of documentation from: the Tate Museum confirming the loan terms, the Dog Museum accepting the loaned painting and providing insurance coverage, a fundraising plan and an administrative cost budget.

V29.2 01/13/98 (Teleconference)

\$100 Administrative Budget established for the project. Board sets a NCA donation commitment of \$1,000 for the project. Balance of required funds to be raised from private donations and fundraising efforts. To ensure a vested position by the Tate

Museum and control NCA liability, President to send a letter to the Tate Museum confirming project is contingent upon sufficient fundraising within a reasonable timeframe.

V29.3 04/07/98

Board approved initial subsidization of \$814 to purchase note cards for a fundraising project for the restoration project. If for some reason the project is not initiated, all funds generated by sale of the note cards would go to NCA general account.

V31.2 12/26/99

Tate Museum completed restoration project.

V32.1 11/3/00

Tate Museum requires high level of security for Landseer painting. Dog Museum unable to provide. Funds for restoration released to Tate Museum. Continue to seek appropriate museum for painting. Restoration funds released to the Tate.

V33.1 11/30/01

Two museums interested in exhibiting painting, Philadelphia Museum and Yale Center for British Art. Insurance, transportation and security estimated at \$10,000.

V33.1 12/1/01

Tate Museum of London accepted proposal from Philadelphia Museum for exhibition.

V33.4 6/6/02

Approve grant of \$4,000 to subsidize shipping and other costs associated with bringing painting to Philadelphia Museum for a period of three years.

V36.1 10/30/04

All net proceeds from the sale of these prints will go first to the Distinguished Member Restoration Committee. Once the amount of money is raised to satisfy the remaining obligation to the Tate Museum, any additional funds will be donated 50/50 to the Newfoundland Health Challenge and NCA Newfoundland Rescue.

DOCUMENT TECHNICAL CORRECTIONS COMMITTEE, Ad Hoc

History

V35.3 4/19/04

Abolish the Ad Hoc Document Technical Corrections Committee

DOG CLUB MUSEUM

History

V26.1 11/06/94

NCA will join the Dog Club Museum at the participating level of \$100 per year.

DONATIONS

History

V13.3 07/30/82 (Mail Meeting)

Members adopted resolution permitting Board to allocate up to \$300 year to worthy causes benefiting dogs.

V18.4 11/07/87

Annual donations to worthy causes benefiting dogs increased to \$500 year.

V25.2 11/06/93

\$350 to be donated to the Morris Animal Foundation.

V26.4 06/10/95 (Mail Meeting)

\$400 to be donated to the Morris Animal Foundation.

EFFECTIVE ADVERTISING COMMITTEE

6/29 & 7/6/05: Effective Advertising Committee listed as an open committee.

ELECTIONS

History

V23.1 12/16/91 to 01/08/92 (Mail Meeting)

The Board approved the practice of having NCA volunteers count the ballots for the 1992 Board election.

V25.2 11/5/93

Request for increase of \$125 (\$25 for PO Box, \$100 for secretarial services) to election costs approved.

V35.4 7/28/05

Accepted the ballot collection procedures as modified for a trial period of one year. Proposal #1 was a recommended procedure for handling the retrieval of the ballots from the post office in order to ensure that no one has access to a list of who has/has not voted prior to the counting of the ballots. Because this procedure is not specified in our by-laws, this procedure would be implemented at the option of the Recording Secretary.

The procedure is as follows: The ballots will continue to be addressed to the Recording Secretary and received at a post office box. This box will be large enough to hold a significant portion of the anticipated number of returned ballots. The Board will appoint four people to act as monitors of the retrieval of the ballots from the post office box. The Recording Secretary will only go to the post office to retrieve ballots in the company of at least one and preferably two of the monitors. Together, they will remove the ballots from the post office box and place them in a sealed envelope or container with the monitors and the Recording Secretary writing their names and the date on the envelope/container. All of the envelopes and/or containers will remain sealed until the day that the ballots are counted, and they will be opened only in the presence of the Recording Secretary and the official ballot counters.

Proposal #2 was to provide standardized forms that candidates can use for both collecting signatures when running by petition and for the required acceptance letter. It will not be required that candidates use these exact forms; however, use of the forms will ensure that they are acceptable and correct. The forms will be made available to members both from the Recording Secretary and on the NCA web site.

Proposal #3 was to request that candidates running this year answer the same questions that were posed to candidates last year. The following statement should be placed in the notice: “The Board of Directors at the July 28, 2004 teleconference, requested that all candidates provide a 300-word or less personal profile and answer the following question in 500 words or less: ‘What do you think are the two biggest problems facing the NCA and/or facing the Newfoundland breed, and how would you solve them?’”

There was discussion about the sealed envelopes or containers and the fact that they cannot be opened easily. In years past, there have been questions about petition forms and acceptance letter wording and by standardizing these forms some concerns would be eliminated. There were questions as to whether the monitors should also be the ballot counters. A previous letter received from Mike Liosis, AKC Club Relations, indicated that election monitors should also be the ballot counters. The appointment of the monitors/counters can be done at a later meeting.

It was the consensus of the Board to have the same people as the monitors and ballot counters. It was the consensus of the Board that these procedures were for a trial period of one year.

Patti McDowell moved and Jacqueline Brellochs seconded to accept the ballot collection procedure as modified by the consensus of the Board for a trial period of one year.

V35.4 8/11/04

Accept the proposed sample election forms and post them on the NCA web site and they will also be available from the Recording Secretary.

V36.1 10/4/04

1. Original copies of petitions and acceptance letters must be received by the Recording Secretary no later than November 1st. Petitions and acceptance letters faxed to the Recording Secretary are not acceptable.
2. It is the responsibility of the candidate to ensure that he/she submits an appropriate number of names on the petition to allow for exclusion of duplicate signatures and/or signatures of non-NCA members. The Recording Secretary will not open any petition envelopes until after November 1st and will, therefore, not notify any prospective candidates running by petition of invalid or duplicate names or failure to file an acceptance letter until after the deadline is passed.
3. Candidates may use any professional or academic titles in their biographies, if they wish. However, the name that appears on the ballot itself will be the candidate's name as the candidate has presented it in the biography, minus titles.
4. If the biography and/or statement submitted by a candidate are over the allowed word count, the Recording Secretary will immediately notify that candidate by phone or email, make sure the communication was received by the candidate, and allow the candidate 72 hours to modify the statement to remove the appropriate number of words. If the candidate does not remedy the situation in that period of time, the Recording Secretary

will truncate the appropriate number of words at the end of the statement.

5. A ballot received from any NCA member who has died after the vote was cast and prior to the deadline for submitting ballots (February 1) will be counted.

6. Any ballots received that do not use the official documents (ballot, inside envelope, outside envelope) in the manner specified in the By-Laws and the election package mailing (official ballot in the official inside envelope in the official outside envelope with label) will not be counted.

The above statement will be placed prominently in the election materials along with the following notice: "Please examine your election materials carefully upon receipt. If you are missing any of the correct materials (one ballot for each voting member, an inside envelope, and an outside envelope pre-addressed to the NCA Recording Secretary with your name label affixed), please contact the Recording Secretary immediately at [address] or by phone [phone number] or email [email address] to get the appropriate materials. DO NOT use these envelopes for any purpose other than to submit your final vote."

V36.2 1/27/05: Approve the proposed ballot counting procedure as follows.

1. The sealed containers holding the ballots will have been verified by the ballot counters to be intact, unopened and with the seals intact.
2. The ballot envelopes will be recorded on the membership list provided by the Membership Chair. This list will be considered to be a public record and made available for inspection and or copying by any member upon request to the Recording Secretary before, at and after the Annual Membership Meeting. The list of all people who voted in the NCA election shall be available for inspection and copying by any member upon reasonable notice. The list shall be brought to the annual meeting and will be available to all members at the annual meeting and for several days before.
3. The outer envelopes will be opened and the unmarked envelopes containing the ballots removed. The outer envelopes will be retained and made available at the annual meeting.
4. The ballots are to be inspected for the voter's intent. As long as the intent is obvious to the ballot counters, the vote will be counted. A mismark is defined as any mark on the ballot other than a "check" or "x" in the box next to the candidate's name. If a ballot has a mismark it will not be totally discarded but the individual votes will be analyzed. Individual votes for candidates will be counted if, taking into account any patterns on the entire ballot, it is clear what the voter intended, the vote will be counted. If it is not clear or is questionable, then the individual vote will not be counted. Any vote which is not clear in intent will be set aside and all ballot counters will sign it stating they agree or disagree the intent is not clear. The majority will decide if the vote is to be counted. The ballots will be available to all members at the annual meeting and for several days before may be examined by anyone.
5. Said list, envelopes and ballots may be destroyed after the Annual

Membership Meeting upon approval of the Board.

6. At the conclusion of the ballot counting, the ballot counters will sign a statement certifying:

- A. That the sealed containers were intact, unopened and with the seals in place.
- B. That the ballot counters attest, that, to the best of their knowledge the results of the election are fair and in accordance with policy set by the NCA Board.

7/25/05: When the Recording Secretary is or may be a candidate in the next election, the Board will designate another Board member who is not running for re-election that year to receive the candidates' statements and to prepare the election pamphlet.

7/25/05: The dates of the terms that a candidate has served on the Board will be listed beside each candidate's name in the election packet.

ETHICS GUIDE

(Included in Volume II of the NCA Policies and Procedures)

FINANCE COMMITTEE

Duties and Responsibilities

The Finance Committee is comprised of four (4) to five (5) members including the chair. One (1) member of the committee may be the Club Treasurer, but the Treasurer will not be permitted to chair the Committee. The Committee Chair and members will be appointed by the NCA Board. Committee members selected by the Chair must be NCA members, but need not be Board members. The Committee will recommend new members to the Board.

Recognizing the need for strict fiscal policy and controls, the NCA Board has appointed the Finance Committee.

The basic responsibilities of the Committee are as follows:

- To review the finances of the Club on a periodic basis, but at least annually to ensure the Board and Club membership that the finances of the Club are secure and being handled in a prudent manner and to report its findings to the NCA Board.
- To assist and advise the Treasurer on any and all monetary matters including but not limited to:
 - Vendor/contract negotiations, terms and conditions
 - Pre-signing contract review and ongoing review of charges against contracts.
 - Tax matters
 - Procedural accounting matters
 - Investments
 - Revenue generating opportunities
 - Savings opportunities

- Budget tracking and policy
- Expense reasonableness
- To assist and advise the Board in the creation of an annual budget and assist the Treasurer quarterly in the creation of revised estimates based on actual experience during the previous quarter.
- To recommend changes in accounting practices as needed.
- To provide sound business judgment and advise to the Treasurer, the Board and any NCA Committee member needing assistance.
- To act on special financial or monetary projects as directed by the Board.

The Committee should be staffed by seasoned, respected and objective individuals. They should each have a strong business background having dealt with budgets and other fiscal matters in a business environment. They need not have a long standing NCA involvement. At least one (1) member with a strong accounting.

History

V7.3 06/19/76

“Long term” Financial Committee appointed. Committee to submit report to President on cost cutting measures.

V24.1 11/14/92

Ad hoc Financial Planning Committee abolished and standing Finance Committee approved.

V24.1 11/14/92

Eliminate use of external auditing service and replace with internal financial review under the direction of the newly established Finance Committee.

V27.1 11/05/95

Board approved (for 1996) allocating \$10,000 in resources (increase from \$7,500) to the Club’s cash reserve. Amount to be reviewed annually.

Board approved allocating \$3,000 from 1996 budget to NCA Endowment Fund.

V28.1 11/01/96

NCA checks of \$1,000 (and over) will require two (2) signatures (President, Treasurer and Corresponding Secretary are signatories). Only one (1) signature required to transfer funds between accounts.

V29.4 06/16/98 (Teleconference)

Board approves committee recommendation to discontinue \$50 application fee charged to regional clubs hosting NCA Regional Specialties.

V31.1 (10/29/99)

The Finance Committee recommends that the NCA not establish an endowment fund at this time, due to the fact that the cost of maintaining an endowment fund is prohibitive unless the fund is substantial.

V31.2 3/2/00

Finance Committee retain a tax attorney, giving him power of attorney, experienced with not-for-profit dog clubs and Charitable Trusts.

V31.3 5/2/00

Recommendations of tax attorney:

- 1) NCA previous year’s tax return did not need to be amended.
- 2) Request extension 1999 NCA tax return.
- 3) No tax returns for previous years of Charitable Trust are due.
- 4) NCA change status from 501©7 to 501©4.
- 5) Charitable Trust be governed by laws of Virginia rather than Connecticut.

6) Amend trust to include other exempt purposes.

V32.4 5/23/01

NCA and Charitable Trust seamless transfer of funds of up to \$100,000 from M&I of Wisconsin to M&I Bank of Nevada to obtain additional FDIC insurance.

Finance Committee and Treasurer monitor interest rates of current CDs to assure rate is at least 105% of the yield on US Treasury bills. Begin a relationship with other higher interest banks to invest future NCA funds. Explore moving one or more Cds to another bank including Anchor, Capital One and MBNA Banks.

V32.4 6/19/01

Finance Committee to write article for NewfTide providing answers to members questions regarding NCA's financial policies and procedures.

V.35.2 11/21/03

Two members added to the Finance Committee

11/4/05: Expand the ongoing responsibilities of the Finance Committee to include pre-signing contract review and ongoing review of charges against contracts.

FINANCIAL PLANNING COMMITTEE, AD HOC (abolished 11/14/92)

Purpose: To analyze the current NCA's financial status and present appropriate recommendations to the NCA Board regarding present and future NCA financial operations/activities.

Specific tasks to include:

- Review available (approximately ten (10) years) annual NCA financial reports/data and provide a summary of observations concerning general expenditure patterns with respect to annual operating income and expenses (by September 15, 1992).
- Review the current NCA budgeting process and present recommendations (if appropriate) for improving same (by November 1, 1992).
- Review existing financial reporting procedures to the Board and membership at large and present recommendations (if appropriate) to enhance current communication practices regarding same (by November 1, 1992).
- Based on the review of normal NCA operating expenditure patterns, present recommendations (if appropriate) regarding operations and highlight areas where consideration could be given by the Board to reduce operating costs (by November 1, 1992).
- Assess what impact the revenue increasing measures approved at the May 3, 1992 NCA Board Meeting (attached) may have on future NCA operating balance (deficiencies or excesses) and also, the impact (if any) on the individual NCA member (by November 1, 1992).
- Present other recommendations (if appropriate) to the Board regarding the overall NCA financial activities/practices.

History

V23.3 06/92 (Mail Meeting)

Establishment of ad hoc Financial Planning Committee.

V24.1 11/14/92

Ad hoc Financial Planning Committee abolished and standing Finance Committee approved.

FIRST VICE PRESIDENT

Duties and Responsibilities

The First Vice President shall have the power and exercise the duties of the President in case of the President's death, absence or incapacity.

History

V19.2 04/29/88

First Vice President no longer Regional Clubs Liaison.

V19.2 04/29/88

First Vice President appointed Specialty Show Coordinator.

V23.3 05/01/92

The First Vice President will no longer be Specialty Show Coordinator.

GENERAL EDUCATION COMMITTEE

Duties and Responsibilities

General Education Committee Chair serves as the AKC Public Education Coordinator for the NCA, working as a liaison between the NCA and AKC to implement education programs at the Club and community level.

General Education Committee representatives will disseminate to the NCA members and to existing/prospective Regional clubs educational information received from the AKC.

Committee will also prepare and disseminate packets of materials to any interested party inquiring about Newfoundlands.

The packet* will include items such as the following:

- Cover Letter
- Breeders List
- *The Newfoundland and You* booklet
- List of Regional Clubs of the Newfoundland Club of America
- List of reading materials available from Newf Novelties

*NOTE: Upon specific request a flyer describing how to apply to the NCA for membership and/or subscribe to *Newf Tide* will be included.

The NCA General Education Chair will serve as coordinator and place advertisements for the Newfoundland breed in publications such as the following:

- *Dog Fancy*
- *Dogs USA*
- *Dog World*
- *AKC Gazette*

The Education Committee will develop articles for publication in *Newf Tide*.

As requested, the Education Committee will help Specialty Host Clubs develop educational programs for members as well as educational programs for Regional Clubs to present to the general public.

The Education Committee will develop packets of educational materials for distribution to prospective Regional Clubs. This packet will contain general information and educational materials to assist the prospective club in the advancement of the Newfoundland breed (i.e.; NCA Committees/services, list of Regional Clubs, Newf Novelties information, various Regional Clubs materials, etc.).

The General Education Committee's ADOA Principal Accountabilities include:

- Inform the ADOA of the name and address of the new Delegate by requesting the appropriate ADOA form. This form must be signed by the NCA Recording Secretary, attesting to the official appointment of the new Delegate by the NCA Board.
- Inform the ADOA of the name and address of the individual to whom the ADOA annual dues notice will be sent. This individual is currently the NCA Treasurer, but can be changed to the ADOA Delegate if desired.
- Prepare an annual formal report in December on ADOA activities and submit to the NCA Committee Liaison for inclusion in the Spring issue of *Newf Tide* annual committee report.
- Participate in the annual mail election of ADOA board members.
- When requested, present ADOA issues, policy changes, etc. to the NCA Board.
- If approved by the NCA Board, nominate the NCA as a candidate for the ADOA Board of Directors. Nominations are solicited by the ADOA in November and close on February 1. Election is held in April.
- If elected, the NCA must agree to send their delegate to the next ADOA annual meeting. Term is one (1) year.
- Submit to the NCA Board (Recording Secretary) requests for additional donation(s) to the ADOA special funds (education, defense).
- Prepare reports for publication in *Newf Tide* on various ADOA accomplishments or critical issues affecting NCA members.

History

V15.4 01/10/85 (Mail Meeting)

Education Committee formed.

V18.4 11/07/87

Responsibilities of Standard Committee turned over to Education Committee.

V21.2 02/90 (Mail Meeting)

The Board approved splitting the present Education Committee into two (2) committees to include Judges' Education Committee and General Education Committee.

V22.4 11/09/91

The Chair of this Committee is to acquire and distribute to the Regional Clubs various educational materials to aid the Regional Clubs in promoting the dissemination of educational material, most of which are supplied free of charge by various dog food companies, the AKC and the AVMA.

The Chair will also distribute to existing and prospective Regional Clubs a packet containing one (1) copy of *The Newf and You*; a copy of the NCA By-Laws along with information on how to apply for NCA membership; a list of NCA committees and services they offer; a list of Regional Clubs; a Newf Novelties catalog; and other Regional Clubs' programs, from which further copies can be distributed to their membership.

V22.4 11/09/91

AKC requested the appointment of a Public Education Coordinator to work as a liaison between the NCA and the AKC "to implement education programs at the Club and community level." Given the considerable overlap of this position with the General Education Committee Chair, the person holding that position will also be the AKC Public Education Coordinator.

V23.2 05/03/92

Due to the vastly increased number of requests for information on the Newfoundland received to date, \$5 will be charged for the General Education Committee packet.

V24.3 05/02/93

General Education Committee to assume ADOA responsibilities.

V25.2 11/07/93

The current General Education pamphlet will not be used any longer due to an advertisement on the inside front cover that was not approved by the Board. An appropriate version of the pamphlet will be created.

V26.1 11/04/94

A modified General Education Newfoundland brochure was reviewed and accepted.

V25.3 05/22/94

Any future printing of *The Newf and You* requires prior approval from the Board concerning content and budget.

V26.3 04/25/95

General Education Committee Chairperson to serve as NCA representative to ADOA.

V27.3 04/23/96

Regional Clubs can obtain up to 75 *Newf and You* (educational) packets annually at no cost provided they sell them for no less than \$1.00 per packet. Additional packets may be purchased by the Regional Club at the NCA's cost (including postage). All revenue generated by sales of these packets would be retained by the Regional Club (V28.1 11/01/96).

NCA members (breeders) may purchase educational packets from the NCA at cost (including shipping and handling) for distribution to puppy buyers.

Educational articles published in *Newf Tide* will include a statement that reprints are available from the General Education Committee for use by NCA members and Regional Clubs and not for commercial purposes.

Consensus of the Board that the NCA would like to participate in the AKC's program to include breed information with new registrations.

V28.3 03/30/97

Board approved final revisions to *Newf and You* pamphlet. Committee to have new supply printed. (Subsequently further modified and approved at 11/23/97 Board Meeting

- V29.1.)

V29.1 11/23/97

Responsibilities of (former) ADOA delegate, presently handled by the General Education Committee, assigned to AKC Legislative Liaison position.

V29.2 01/13/98 (Teleconference)

Board approved text of "Introducing the Newfoundland" brochure (abstracted from the approved text of *The Newf Tide and You*).

V29.2 03/24/98 (Teleconference)

Board approved revisions in pamphlet "Congratulations on Your New Newfoundland".

V31.1 10/30/99

GEC budget increased to provide for two-inch (2") display ads in Dog World and Dog Fancy and expand the ads to include the NCA's website address.

V31.1 10/31/99

Committee instructed to send each Regional Club a letter (with a single copy of each available GEC pamphlet) and advise them how to acquire them.

Board approves GEC recommendation to approve the text (breed profile) for a book authored by Michele Lowell published by Henry Holt & Co.

V32.1 8/9/00 (Mail Meeting)

Board approves recommendation for MB-F website.

V32.1 9/26/00

Board approves *Congratulations on your Newfoundland*.

V32.4 5/23/01

Participate in "Meet the Breeds" at AKC/Eukanuba American Dog Show Classic in Orlando, FL.

V33.1 12/1/01

Board approved one page flyer "Looking for a Puppy - Look Past Pretty Picture" and four page brochure "Adorable, Huh?" designed to reach and educate potential Newf owners. Board approved printing of 2000 of each. \$1170 added to General Education budget.

V33.2 2/7/02

Approve Great Lakes Newfoundland Club use of "cute puppy" ad for Detroit Kennel Club show and financed by GLNC.

V34.1 11/2/01

Internet, General Ed and Rescue Prevention Committee work to develop page for prospective puppy buyers looking for a Newfoundland who enter website from a puppy source link. Page to contain information to determine reputable breeder, questions to ask breeder, health concerns and what to look for in a puppy.

V35.3 4/19/04

To promote consistency in our educational efforts, all relevant communications to state that it is necessary to test all breeding stock for hips, elbows, heart and cystinuria clearances. The NCA also strongly recommends testing, where indicated, thyroid, eyes, and patellas.

V35.3 5/27/04

GenEd should confer with the Finance Committee regarding their request for additional funding for Internet advertising. GenEd should consider developing "friendlier ads" and perhaps removing the logo and the reference to the \$5.00 packet of breed information. The NCA website should be listed on the ads. GenEd is to confer with Helen Munday, Effective Advertising Committee Chair, and John Rodley, Internet Committee Chair and then come back to the Board with its request by June 15th.

V36.1 10/30/04

The NCA, for educational purposes, take a position that non-refundable deposits for

unborn puppies are not considered to be part of a responsible breeder's program and that this information be forwarded to the General Education Committee for development as part of the educational effort.

V36.1 11/30/04

Website links in ads should point to individual pages on the NCA website so that we can keep track of how much traffic is generated from these ads.

V36.2 1/5/04

Do away with the \$1.00 fee for the GEC packets and regional clubs may request copies from the GEC at no charge.

11/4/05: The General Education Committee should prepare three articles dealing with puppy behaviors at two months, three months and four months and to submit these articles to the Board for review for posting on the website and for use by breeders in their puppy packets.

11/4/06: Send the Rescue Prevention Committee's proposal for an 800-number to the General Education Committee to implement the proposal with help and support from the Rescue Prevention Committee. This proposal reads: The Rescue Prevention Committee proposes to the Board that a small operational committee be appointed for the purpose of implementing and running the 800-number breed information/referral program. The Rescue Prevention Committee will work with that committee in finalizing the details of the program, e.g. preparing scripts, recruiting volunteers, planning for regional club involvement and finalizing the actual phone system to be employed. The actual operation of the program would be the charge of the new committee.

GENETIC DISORDER COMMITTEE, AD HOC (abolished)

History

V28.1 11/02/96

Based on a submission to *Newf Tide* which concerned publishing information on cystinuria and an affected dog's pedigree, the Board directed an informal group to draft a policy on dissemination of information on individual dogs identified as affected and/or carriers of various genetic disorders.

V28.2 12/23/96 (Mail Meeting)

Ad hoc committee formed to draft policy referenced in 11/02/96 meeting.

V28.4 06/25/97 (Mail Meeting)

Ad Hoc Committee report accepted by the Board and Committee dissolved. Policy to be enacted to incorporate the resolutions contained in the final report with appropriate wording in *Newf Tide* and Breeders List notifications. (See resolutions in these sections of Policy and Procedures.)

GRIEVANCE COMMITTEE

Renamed Arbitration Committee

See Arbitration Committee

HEALTH AND LONGEVITY COMMITTEE

Duties and Responsibilities

The goal of this committee is to promote health and longevity in the Newfoundland dog. This involves the collection of data from Newfoundland owners concerning health and longevity. A prevalence study should reveal significant health problems and help the Board of Directors select appropriate research projects for funding donations.

The committee will collect and maintain a library of printed material on health issues. Submission of articles on canine health to *Newf Tide* is a committee responsibility.

The committee should make reports on their data gathered available to the owners of Newfoundlands and the Board of Directors for use for the benefit of the breed.

An end of the year report should be submitted to the Second Vice President for *Newf Tide* publication in January. Also in January, a projected annual budget should be sent to the NCA Treasurer.

History

V12.1 02/08/81

Health and Longevity Committee established.

V18.4 11/07/87

New health and longevity proposal presented; Phase I accepted by Board and Phase II tabled for further consideration.

V24.4 08/93 (Mail Meeting)

OFA's research information reports along with a list of newly certified Newfoundlands shall be sent to the Chair of the Health and Longevity Committee to include synopses of important developments in Health and Longevity's *Newf Tide* column.

V25.3 05/17/94

Health and Longevity information book sale price of \$20 approved.

V26.3 04/25/95

Board granted approval to the Newfoundland Club of Great Britain to reproduce and distribute the NCA's Health Notebook.

V26.3 04/27/95 (Annual Meeting)

Board directed by membership to consider participating in funding a Genetic Marker study (see Newf Endowment for history of study).

V28.2 12/23/96 (Mail Meeting)

Ad hoc committee established on genetic disorder to develop policy on disseminating information on individual dogs identified as affected and/or carriers of various genetic disorders. (See cross reference to Committee.)

V28.3 03/25/97

Profits from all sales of Health and Longevity notebooks to be allocated to Newfoundland Health Challenge.

V28.4 06/25/97 (Mail Meeting)

Board referred a member's question regarding establishing an NCA policy on cloning.

V29.1 11/22/97

NCA to participate in AKC's DNA collection study program.

V30.2 03/02/99 (Teleconference)

Board approved NCA participation in a Purdue University study to identify a genetic marker for Subaortic Stenosis (SAS). Health & Longevity Committee to facilitate the auscultation and collection of blood samples from Newfoundlands at 1999 National Specialty. Study objective is to collect samples from 200 dogs.

V30.3 03/24/99

Committee instructed by Board to conduct a Newfoundland Health Survey.

V31.1 10/31/99

NCA to participate in (AKC) Canine Health Information Center (CHIC) whose mission is to provide a source of health information for owners, breeders, and scientists that will aid in breeding healthier dogs. Four (4) diseases selected were: Cystinercia, Congenital Heart Defects, Hip Dysplasia and Elbow Dysplasia using semi-open registration. (Protocol for NCA participation to be written (11/29/99).

AKC/DNA Collection Study Program to be conducted at 2000 National Specialty. Board to advise committee to make every effort to include dogs of diverse lineage and use dogs from the Stud Dog, Brood Bitch, and Maturity classes.

V31.3 5/2/00

Establish position of Health Liaison to facilitate communication between Newfoundland Health Challenge, Research Advisory Committee and Health and Longevity Committee.

Pre-survey at 2000 National Specialty regarding format, type and depth for upcoming health survey.

V33.1 11/30/01

Ad Hoc committee formed to review the criteria and purpose of the Breeders List, the concept of publishing the list and a Breeder Education Committee.

Include in items to consider by Breeders List/Education Committee the impact of fertility problems on the number of healthy Newfoundlands available from reputable breeders. Committee should work with Health and Longevity Committee.

V33.1 11/30/01

AKC will now include all breeds in CHIC database. Newfoundland data from OFA database to include hips, elbows, cardiac and cystinuria data. OFA now registering cystinuria testing. All four tests must be done, abnormal results may be included, to be entered into the database. Board recommend cost of OFA input of cardiac and cystinuria and/or cost for registry be paid by NCA. NCA will negotiate for reduced fee. Article to be written for NewfTide to explain CHIC database and policy.

Approved \$700 for copying and distribution of final chapter of Health Notebook.

Approve \$800 for second mailing of Health Questionnaire to increase response rate and improve statistical findings.

V33.1 12/1/01

Ad Hoc committee established to evaluate the feasibility of holding a Health Class at the National Specialty and/or Regional Specialties. Committee would work closely with Health and Longevity and Database Committee.

Ad Hoc Committee established to evaluate feasibility of having a Health ROM or other Health Award.

Work with Breeders List/Breeder Education Committee to evaluate impact of fertility problems on the number of health Newfoundlands available from reputable breeders.

V34.4 7/30/02

Use already approved funds to conduct study to determine or verify the cause of death, specific cancer type and/or any other missing information for dogs reported in the 2001 Health Survey.

V34.1 11/2/02

Board encourages host National Specialty clubs to hold AKC DNA clinics at National Specialties at a reduced fee offered by AKC.

V34.1 11/3/02

Board approved following health initiatives:

1. Board officially goes on record to strongly recommend a set of health clearances for all Newfoundland breeders to perform on breeding Newfoundlands including cardiology clearance by Board Certified cardiologist, hips, elbows, cystinuria and eyes.
2. All Newfoundland breeders are strongly encouraged to perform the five health screening tests on breeding Newfoundlands. Information regarding NCA's position should be widely disseminated, eg. AKC Gazette article, contact non-member breeders with entry in stud book, *Newf Tide* article and article for Regional Club newsletters.
3. Encourage screening clinics at Nationals and Regionals, eg. Cardiology and DNA testing.
4. Concepts of other health initiatives approved buy referred to relevant committee with H&L taking lead – breeders checklist, breeder list, subsidizing for using open data base. Stud book referred to *Newf Tide*.

V35.3 4/19/04

Put a cap on the number of committee members at the current level of 36.

V35.4 7/8/04: Approve funding up to \$2000 for a health clinic at the 2005 National with the direction to H&L and the Health Challenge that summary data, at the minimum, be made available, if possible. H&L is to investigate the feasibility of the OFA registration rebates as part of how it will spend the amount.

V35.4 7/8/04: Eliminate the requirement of gathering specific information from an amendment to a motion passed at the April 19-21, 2004 face-to-face meeting stating, "If there is to be a rebate or reduced price to the individual NCA members then they must consent to having the data on their Newfs made available."

V35.4 7/8 04: Pass the Health and Longevity proposal as amended.

11/4/05: Arrange with OFA for NCA members to have the opportunity to submit their cardiology, thyroid, patella and cystinuria test results, along with completed OFA application forms, for batching and submission to OFA at the half-price rate individuals may obtain with quantity submissions.

11/5/05: Assign the motion concerning quantity submissions of cardiology, thyroid, patella and cystinuria test results to OFA to the Health and Longevity Committee to appoint a person to coordinate this.

1/6/06: Accept OVC and PennHip results along with OFA test results for the OFA discount program and to state that utilizing the open registry would be necessary for the discounts.

1/6/06: Health & Longevity Committee will solicit NCA volunteers to mail/receive the paperwork for OFA discounts. The NCA will place the appropriate OFA forms on their web site with a link to the OFA, and ask Regional Clubs to do the same. Newfoundland owners will be notified of the program via the NCA and regional club websites, *Newf Tide* and regional club newsletters.

HEALTH CLASS COMMITTEE - AD HOC (Abolished)

V33.1 12/1/01

Established to evaluate the feasibility of holding a Health Class at the National Specialty

and/or Regional Specialties. Committee will work with Health and Longevity Committee, National Specialty Committee and Database Committee.
4/25-26/05: Committee discharged.

HEALTH ROM COMMITTEE - AD HOC (Abolished)

V33.1 12/1/01

Established to evaluate the feasibility of having a Health ROM or other Health Award. Committee will work close with Database Committee and Health and Longevity Committee.

4/25-26/05: Committee discharged.

HIP DYSPLASIA COMMITTEE (incorporated into Database Committee 05/26/89)

History

V19.4 11/12/88

NCA to take over publication of *OFA Booklet* formerly published by GLNC under its standing Hip Dysplasia Committee.

V20.2 05/26/89

Committee abolished and responsibilities taken over by Database Committee.

HISTORIAN

Duties and Responsibilities

The NCA Historian is responsible for accumulating and storing data related to the history of the Newfoundland breed and the Newfoundland Club of America. This includes *Newf Tide* issues, catalogs of Newfoundland specialties, newspaper and magazine articles about the Newfoundland or NCA, and other information of interest to the NCA. This historical information shall be cataloged in a manner which allows easy access to requested data.

The NCA Historian will also maintain the NCA inventory of video cassettes relating to the Newfoundland and will arrange the purchase of each year's National tapes to add to this collection as well as other pertinent tapes.

The Historian sends quarterly articles of interest to *Newf Tide* for publication which may come from the historical collection or may be based on data collection.

The Historian prepares displays for National specialties and makes arrangements to transport this to the Specialty and back to storage. The Historian will supervise the displays or delegate this responsibility to another responsible NCA member.

The Historian keeps accurate records of all receipts and monies and forwards them along with expense records to the Treasurer in a timely manner.

An annual report is to be submitted to the Second Vice President in January for *Newf*

Tide publication. The Historian submits an estimated annual budget to the Treasurer in January of each year.

History

V14.3 05/29/83 (Mail Meeting)

Club Historian will make available a number of albums at each National Specialty show even if he/she is not present.

V14.3 05/29/83 (Mail Meeting)

Except for the Newfoundland memorabilia gathered by the Historian for his/her personal collection, the historical data and items collected by the Historian since his/her appointment shall be considered NCA property. Additionally, all NCA financed copies of materials in the personal collection of the Club Historian shall be considered NCA property.

V20.2 05/26/89

Historian Committee split into two (2) separate committees; Database Committee which will handle computerized data records and Historian Committee which will gather, transport and display Club's historical materials.

V22.2 03/28/91

Within thirty (30) days of any NCA-sanctioned event, a marked catalog must be sent to the NCA Historian.

V22.2 03/28/91

The host club for each National Specialty will provide the Historian with 8" X 10" photos of the BOB, BOS, WD, WB and HIT winners.

V22.4 11/09/91

The Historian will dispose of all membership applications over four (4) years old.

V22.4 11/09/91

The Historian is encouraged to write articles for *Newf Tide* on historically significant kennels.

V22.4 11/09/91

Given that the number of copies of *Newf Tide* printed is fixed by contract, a minimum of 75 copies of each *Newf Tide* issue will be sent to the Membership Chair for distribution to new members if an overrun exists. All remaining copies beyond the minimum of two (2) for the Historian's file, are to be sent to the Historian. The Membership Chair will forward to the Historian all excess copies in a timely fashion.

V22.4 11/09/91

Retiring NCA Presidents will forward all material over two (2) years old to the Historian.

V28.1 11/03/96

Historian responsible for determining availability of back issues of *Newf Tide* for use by Regional Clubs hosting National Specialties as ring favors, table favors and/or auction items.

V30.1 11/01/98

Responsibility to acquire videotape for each National Specialty added to job description (transferred from abolished Audio Visual Committee).

V31.3 5/2/00

Selected items sent to AKC Archival Program for posterity.

Back issues of *NewfTide* be used by Regional Clubs after future National Specialty host clubs have opportunity to use back issues. Shipments made at expense of NCA.

ILLUSTRATED GUIDE

History

V16.2 04/28/85

Illustrated Guide to be distributed to all NCA members (one (1) per household), present judges and applying judges. New members will receive them with their application packet. Non-members or members wishing additional copies will be charged a fee.

V18.4 11/07/87

The *Illustrated Guide* will be sent to all those printed in the *AKC Gazette* who are applying to judge Newfoundlands.

V19.2 04/29/88

Additional materials to be sent to prospective judges: Tips for Judges Sheet, Breeder's List, *Illustrated Guide*, and access to our tapes under a rental program, if such a program is approved.

V19.2 04/29/88

Packet of information to be sent to individuals and all breed clubs requesting Newfoundland information.

V19.4 11/12/88

Foreign Newfoundland clubs given permission to translate text of *Illustrated Guide*. Permission is provisional upon certification that the translation is correct and that it be used only as an insert in the *Illustrated Guide* itself.

V22.4 11/10/91

The final report of the ad hoc Committee for the *Illustrated Guide* is considered the printed guide.

V23.1 12/16/91 to 01/08/92 (Mail Meeting)

The Chair of the ad hoc Committee for the *Illustrated Guide* submitted drawings of the Ideal Dog and Ideal Bitch approved by the *Illustrated Guide* committee for Board approval. The illustrations were approved by the Board.

V23.1 01/30/92 to 02/24/92 (Mail Meeting)

The Board approved a change in policy to allow for free distribution of the *Illustrated Guide* to individuals making presentations to organized judges' study groups and to Regional Clubs holding judges' seminars or judges' study groups at Regional Specialties, so cost would not be a factor in preventing anyone interested from learning about the Newfoundland.

V27.1 11/03/95

Translation of *Illustrated Guide* to be allowed for foreign general education purposes. Existing artwork must be used and the translated narrative be reviewed by the NCA before it is distribution. (International Liaison Committee to facilitate these requests/translations.)

V30.3 03/24/99

Board approves allowing the Howell Book Company to use a drawing from the *Illustrated Guide* providing the NCA can approve the accompanying text.

Board approves JEC's suggested changes to the *Illustrated Guide* in advance of

reprinting.

V30.3 03/26/99 (Annual Meeting)

Floor motion by membership directing the Board to provide written detailed notification of all proposed JEC changes to the Guide and allow the membership to provide written comments on same to the Corresponding Secretary.

V31.1 10/30/99

Board approves proposed changes submitted by the JEC to the *Illustrated Guide* (see 03/24/99 and 03/26/99).

V32.1 11/3/00

Permission given to Newfoundland Club of Australia to use *Illustrated Guide* as a judges education tool.

Translations of the *Illustrated Guide* or of the Breed Standard will not be approved by NCA.

V32.4 6/19/01

Board directs Judges Education Committee to write article to be published in AKC Judges Newsletter to review the intent of the present wording of the *Illustrated Guide* regarding grooming.

V33.1 12/1/01

Board approves article on grooming for publication in AKC Judges Newsletter.

INSURANCE

History

V10.1 02/11/79

Purchase whatever additional insurance is necessary to cover a maximum of twelve (12) Water Tests per year.

V15.2 05/24/84

Increase of Club's liability to \$500,000 favored by membership.

V19.4 11/12/88

New insurance policy obtained that doubles the coverage and covers all NCA events (carrier - Sportsmans Insurance Plan). Transportation rider to be purchased to cover use of private or hired vehicles in transporting judges, guests, etc. from airports to Specialty Show sites.

V21.4 11/10/90

The NCA requires its Regional Clubs to secure insurance when hosting NCA-sponsored events.

V25.2 11/06/93

Further investigation of Directors and Officers liability coverage will take place.

V26.1 11/04/94

A General Liability insurance policy will be obtained for the NCA.

V30.1 11/01/98

Board approved participating in a Directors and Officers liability insurance program offered through the AKC.

INTERNATIONAL LIAISON

Duties and Responsibilities

The International Liaison is to:

- Provide a contact point for international Newfoundland clubs
- Develop and maintain a roster of foreign clubs and a contact person for each club
- Receive, research and respond to inquiries
- Solicit and publish in *Newf Tide* Reports on international activities
- Maintain an inventory of NCA plates to be given at foreign National Specialties and our Regional Specialties
- Respond to foreign club requests to NCA for Best of Breed awards

History

V21.2 04/20/90

Foreign Liaison position established. (Title subsequently changed to International Liaison)

V27.1 01/03/95

International Liaison to facilitate any requests for translation of *Illustrated Guide* (see *Illustrated Guide* for details).

V29.1 11/22/97

International Liaison to make international appeal for NHC funds. (See details under NHC.)

INTERNET COMMITTEE

History

V26.4 06/10/95 (Mail Meeting)

Ad Hoc Committee established to investigate ways in which the NCA may best utilize the computer Internet and E-mail linkages in educating fanciers about the Newfoundland and the NCA's resources.

V27.1 11/02/95

Committee expanded from three (3) to five (5) members.

V27.3 04/28/96

Website to be established by the NCA for official NCA documents.

V29.3 04/07/98

Board approved Committee to apply for domain name of "Newfdogclub.org" for NCA website.

Status of Committee changed from ad-hoc to a standing NCA committee.

V29.3 04/09/98

Board decided that website should contain membership information including the recommended steps of contacting and joining a Regional Club and subscribing to *Newf Tide*.

V33.1 11/30/01

A detailed job description for the Internet Committee needs to be written. The Internet Committee should be working closely with the General Education Committee. The Committee should be made a Board appointed committee.

Internet Committee should remove sponsors from the search engine as soon as possible. Board approved expenditure of \$765 for downloading of NewfTides on CD-ROMs for the website.

V33.3 4/23/02

Board of Director minutes be placed on the NCA website as soon as they are approved.
Agenda as distributed to the Board, be placed on the website.

NCA Policy and Procedures Manual Vol. I and Vol. II be placed on the NCA website.

V33.4 6/6/02

Add information area on website for posting of open NCA Board items and positing of actions taken by Board.

Regional Clubs may post its premium list for working events on the NCA website.

Investigate ways to move NCA's website listings up higher on the search engine.

Post committee vacancies on the NCA website with information on how to apply.

V34.1 8/27/02

Investigate feasibility of using internet or phone lines to allow members to listen to teleconference Board meetings

Committee members, in addition to chair, be allowed to listen and participate in teleconference calls when their committee is under discussion.

V34.1 11/2/02

Internet, General Ed and Rescue Prevention Committee work to develop page for prospective puppy buyers looking for a Newfoundland who enter website from a puppy source link. Page to contain information to determine reputable breeder, questions to ask breeder, health concerns and what to look for in a puppy.

Post on NCA website AKC letter to parent clubs to designate individuals to act as media resources along with their dogs.

V34.3 4/21/03

NCA website to permit anyone, who wishes, to link to the NCA website.

V35.1 9/10/03

Webmaster directed to establish the health links as recommended by Tracy Warncke and Chris LaMuraglia.

V35.3 4/19/04

Have the Internet Committee review its job description, committee structure and its name and suggest changes if they feel appropriate.

11/4/05: Approved the privacy statement as proposed by the Internet Committee which states: "In order to protect the privacy of those members listed on the NCA website, the default listing of any individual will be email addresses only. Those members who wish to have additional contact information listed will need to request an expanded posting in writing to the Internet Committee (email is acceptable)."

11/4/05: Approved the wording concerning website links as proposed by the Internet Committee which states: "Links to non-NCA websites do not imply endorsement of any particular product, service, organization, company, information provider, or content."

11/4/05: Direct the Internet Committee to use the photo from the *AKC Complete Dog Book* on the NCA website entry page and that additional photographs on the entry page on the NCA website must be approved by the Board.

1/6/06: Keep "newfdogclub.org" as the main URL for the NCA website.

1/6/06: use on the NCA website the following 2 URLs for advertising: "ncadogs.org" and "ncanewfs.org".

1/6/06: adopt the following URLs for the NCA website: "ncacharities.org" for the NCA Charitable Trust, "ncarescue.org" for the NCA Rescue page and "newfpuppy.org" for the puppy buyers page.

JUDGES EDUCATION COMMITTEE

Duties and Responsibilities (modified 10/31/98)

Duties and responsibilities of the Judges Education Committee (JEC) include to:

- Prepare and send packets of educational material to individuals listed in the *AKC Gazette* who are applying to judge Newfoundlands.
- Develop and provide materials and assist Regional Clubs in holding judges' study groups with their Regional Specialties.
- Make the necessary arrangements for Judges' Breed Study Group at National Specialties and act as hosts and tutors for those attending.
- Provide names of Breed Mentors to judges' education associations for breed presentations at meetings and seminars and to act as mentors for individual judges planning to apply for Newfoundlands as an additional breed.
- To make available on loan, the AKC Newfoundland videotape, to judges and prospective judges and to send it on loan to judges doing the National Specialty.
- Reply to questions and requests generated by a list in the *AKC Gazette* of all parent club Judges' Education Coordinators by AKC. Also reply to questions and requests from other sources.

The Judges Education Committee shall be comprised of twelve (12) members including the Chair. Committee members shall meet all the criteria considered for selection as a Breed Mentor. Potential JEC members are recommended by the JEC from the Breed Mentor list to the NCA Board for approval and appointment to the Committee (see criteria below).

Committee members are required to work within NCA Committee Guidelines and participate on a regular basis in mail meetings and educational breed seminars. When present at Specialties, where a breed study group is conducted, members shall contribute to all Committee activities. A JEC member must have the ability to lead a large seminar on the breed before judges without promoting their own kennel or bloodline.

Criteria for NCA Breed Mentors and Judges Education Committee Members

To be considered for listing by the Judges Education Committee on the **NCA Breed Mentor List**, a person must meet the following basic criteria:

- A. Owned and exhibited Newfoundlands for a minimum of ten (10) years
- B. Bred four (4) Champions as a sole breeder, not co-breeder, unless the co-breeder resides at the same premises
- C. Attended Specialties
- D. Be an NCA Member

Additional criteria considered by the JEC for becoming a Breed Mentor include:

1. For purposes of educating prospective Newfoundland judges, candidates should possess an in-depth understanding of the Standard as demonstrated by all or some of the following:
 - a. Has shown skills as an approved, provisional or sweepstakes judge at Specialties
 - b. Has consistently bred and shown dogs of excellent quality
 - c. Has owned or produced ROM dogs
 - d. Has demonstrated an ability to recognize type while informally observing and discussing individual dogs or groups of dogs
2. Candidate should have objectivity which includes the ability to recognize that while there is only one correct type, there may be many acceptable styles.
3. Candidate should possess good communication skills.
4. Willingness to travel to make presentations at judges' study groups.

General

All AKC approved Newfoundland judges for whom Newfoundlands are their primary breed will be on the list of Breed Mentors if they desire to participate. United States residency is not a necessary requirement to being a Breed Mentor.

JEC Members shall meet all the Basic Criteria (A, B, C, D) and Additional Criteria (1, 2, 3, 4) as delineated above.

History

V15.4 01/10/85 (Mail Meeting)

Education Committee established.

V16.2 04/28/85

Illustrated Guide to be distributed to present judges and applying judges.

V18.4 11/07/87

The *Illustrated Guide* will be sent to all those printed in the *AKC Gazette* who are applying to judge Newfoundlands.

V21.2 02/90 (Mail Meeting)

Education Committee divided into two (2) committees to include the General Education Committee and the Judges' Education Committee.

V21.2 02/90 (Mail Meeting)

The Board approved the revised "Tips for Judging Newfoundlands".

V22.1 02/22/91 (Mail Meeting)

Extra night's lodging and one (1) meal approved for committee members attending National Specialty (one time appeal).

V24.1 11/14/92

Committee recommendations concerning Committee size and membership qualifications accepted.

V24.1 11/14/92

Board approved recommendation encouraging Regional Clubs to hold Judges Education Seminars in conjunction with Regional Specialties, as official NCA events under the jurisdiction of the Judges Education Committee.

V25.3 05/22/94

Accepted clarification insert to the “*Illustrated Guide*” contained in the Judges Education packets regarding the disqualification criteria for gray and white and brown and white; (i.e.; “Any Newfoundland whose coat color is brown and white, or gray and white, is to be disqualified if white is, without question, the predominant color.”)

V26.1 11/04/94

Judges Education Committee instructed to proceed with the AKC Imaging Program on the Newfoundland breed which can be used for general educational purposes on the Standard.

V26.3 04/25/95

A video prepared on the “History of the Newfoundland” was approved for use by the Judges Education Committee and Audio Visual Committee.

V28.1 11/01/96

JEC directed to develop more definite criteria for being included on the Breed Mentor List.

V28.3 03/30/97

Board approved JEC recommendation that (budgeted) JEC funds can be utilized by members making presentations at breed seminars for covering mileage, meals, and accommodations.

V30.1 10/31/98

Board approves amended wording for the job description for committee which includes criteria for being a committee member and an NCA Breed Mentor.

V31.1 10/30/99

Board directed the JEC: (1) to produce a new breed video in conjunction with the AKC; (2) to professionally produce a seminar video and make it available for use by the regional clubs; (3) to write an article or series of articles for *Newf Tide* which would better inform the membership of who they are and what they do; (4) to update the slide show (the Board does not need to approve each individual slide).

Board approved all currently used JEC seminar materials and required that all future materials, revisions, or changes in policy receive advanced Board approval.

Board moved that AKC video of a JEC seminar be retired.

Board encouraged the attendance of NCA members and breed fanciers at JEC seminars on a space available basis as non-registered observers.

Regional Club Liaison directed to contact regional clubs and encourage them to sponsor NCA JEC Newfoundland seminars.

Consensus of Board that JEC formulate a plan to increase the number of dogs and strive for diversification when selecting said dogs.

NCA AKC Delegate directed to contact AKC regarding producing a new breed video as present video was produced before existing (1990) Newfoundland Standards was approved.

Board to add two (2) to four (4) new members to the JEC.

V31.3 5/2/00

Continue to use positive approach when discussing all dogs and increase efforts to recruit more Newfoundlands to be used in seminar presentations.

V32.1 11/3/00

Permission given to Newfoundland Club of Australia to use *Illustrated Guide* as a judges

education tool.

Translations of the *Illustrated Guide* or the Breed Standard will not be approved by NCA.
V32.3 4/2/01

Send copy of approved Specialty Show Judges List for 2002 AKC/Eukanuba American Dog Show Classic.

V32.4 6/19/01

Board directs Judges Education Committee to write article to be published in AKC Judges Newsletter to review the intent of the present wording of the *Illustrated Guide* regarding grooming.

V33.1 12/1/01

Board approves article on grooming for publication in AKC Judges Newsletter.

Board disapproved concept of “thumbnail sketch”

V33.3 4/23/02

JEC to develop concept of a visual sketch to use for breed seminar presentation.

V34.1 11/2/02

Board will consider not just JEC membership recommendations for committee appointments, but any other NCA member who meets the established criteria.

V34.3 4/21/03

JEC voting on breed mentors to be done by two-thirds of the JEC present at their annual meeting.

Breed Mentor criteria revised:

- A. Owned and exhibited Newfoundlands for a minimum of twelve (12) years.
- B. Bred five (5) champions as a sole breeder.
- C. Attend specialties
- D. Be an NCA Member

Recommended that prospective breed mentors attend two breed seminars so they have some interaction with the JEC.

Those who wish to become breed mentors should make an application to the JEC to document their qualifications. If not accepted, person can then bring their application and qualifications to the Board.

JUDGES LIST

History

V8.3 06/17/77

Omit procedure of Board approval of National Specialty judging assignments if the host club selects individuals from the NCA Approved Judges List. If a host club wishes to use a judge(s) not on the NCA Approved Judges List, the Board must approve of that individual(s).

V14.1 11/11/82 (Mail Meeting)

Committee appointed to compile a list of obedience judges who may be engaged by the host club of a National Specialty show without the prior approval of the Board.

V14.3 05/29/83 (Mail Meeting)

List of obedience judges who may be hired to judge obedience trials at National Specialties without Board approval will be compiled.

V14.3 05/29/83 (Mail Meeting)

National Specialty host clubs that do not intend to use judges from the Judges List are required to submit for Board approval three (3) choices for each judging assignment.

V25.3 05/22/94

The Approved Judges List will be made in the following manner: Starting with a list of all AKC and foreign judges approved for the Newfoundland breed, candidates for the Approved Judges List will be solicited from the Membership via *Newf Tide*. A vote will then take place by written ballot either received via mail or submitted from eligible NCA members attending the Annual Meeting. The results will be tabulated for an approved Judges List to be valid for two (2) years. All National Specialty judges must come from this Approved Judges List.

V27.1 11/02/95

The approved Judge's List will consist of all judges who receive at least 15 percent (or more) of the total votes (i.e., ballots) cast by the membership and all approved Newfoundland Breeder judges.

V30.2 02/02/99 (Teleconference)

Any list of approved NCA Specialty Show Judges shall remain in effect until a new list is created. (To be added to NCA Specialty Show Guide)

V31.1 10/31/99

Board accepts National Specialty Committee recommendation and makes the cut-off for judges to make the approved list of those receiving at least 15 percent or more of votes received (see 11/02/95 policy).

Board re-affirms existing National Specialty judges selection process.

V32.3 4/2/01

Send copy of approved Specialty Show Judges List for 2002 AKC/Eukanuba American Dog Show Classic.

V34.1 11/3/02

Committee should develop policy change, foreign judges for National Specialties should be NCA members

JUNIOR COMMITTEE

History

V24.3 05/02/93

Junior Awards Chair and Junior Liaison Committee combined to form Junior Committee.

Junior Awards Chair (incorporated into Junior Committee 05/02/93)

Duties and Responsibilities

The Chair is responsible for Club record keeping on all junior achievements in junior showmanship (as recorded in the *AKC Gazette*) and junior achievements, as submitted, for wins in the breed ring and obedience rings.

Prominent announcements of award categories and procedures for applying for awards should be published through the year in the *Newf Tide*. All NCA junior members should be sent award application forms including the system for determining winners.

The Chair must determine the winners in the three (3) categories and present the medallions at the annual meeting. The Chair should write an article for *Newf Tide* including the records of the winners and should include photos of the individual and their dogs.

History

V3.2

Junior awards policy for showmanship, breed and obedience printed in *Newf Tide*.

V14.3 05/27/83

Purchase a 25 year supply of medallions in three (3) different designs for junior member awards.

V15.2 05/24/84

Use of Club logo with proper wording on Junior medallions approved.

V15.3 08/31/84 (Mail Meeting)

Point scale for Junior Showmanship Awards changed so that Novice and Open are the same.

V16.2 04/25/85

Junior Membership Committee split into two (2) areas of responsibility: Junior Awards and Junior Liaison.

V22.2 03/28/91

Accepted proposal to adopt the Canine Chronicle system of ranking Junior Handlers wherein each Junior is awarded one (1) point for each handler defeated. The Junior selected Best Junior Handler is awarded points equal to the total number of Juniors minus one (1) competing at the show.

V24.3 05/02/93

Junior Awards Chair and Junior Liaison Committee combined to form Junior Committee. 11/4/05: Approve a stipend of \$400.00 to any NCA Junior member in good standing that qualifies to compete at the Westminster Kennel Club show in Junior Handling and meets the following criteria: eight of the ten qualifying wins needed to qualify must be with a Newfoundland and the dog shown at Westminster must be a Newfoundland.

Junior Liaison (incorporated into Junior Committee 05/02/93)

Duties and Responsibilities

The Junior Liaison is generally a junior member or past junior participant who can give advise to other juniors and their parents. He/she may offer help in a number of ways. The Junior Liaison can make himself/herself available to demonstrate or offer critiques at specialties or matches. He/she can try to answer all inquires by juniors who want to participate in the sport. In *Newf Tide* articles he/she can advise of any rule changes proposed by the AKC and any literature available for junior handlers. He/she can write articles spotlighting outstanding juniors, such as those who qualify for Westminster competition. He/she can also write or have professional handlers or junior showmanship judges write articles stressing what is expected in junior competition.

A report of the year's activities should be submitted to the Second Vice President in January, as well as an estimated annual budget to the Treasurer.

History

V16.2 04/25/85

Junior Membership Committee split into two (2) areas of responsibility: Junior Awards and Junior Liaison.

V21.2 04/20/90

Following motions relating to the Junior Program were duly moved and seconded:

- To encourage Regional Clubs to have Junior Liaisons to correspond with the NCA Junior Liaison.

- To give special recognition to a Junior who qualifies for Westminster or for the World Series of Junior Showmanship through publicity in *Newf Tide*.
- To Form an ad hoc committee to study Junior scholarships.

V24.3 05/02/93

Junior Awards and Junior Liaison Committees combined as a Junior Committee.

V33.1 11/30/01

NCA has not awarded a Junior Scholarship for the last two years. The Juniors Awards process needs to be clarified and documented.

V34.1 11/3/02

Board voted to increase Junior Scholarship awards from \$500 to \$1000 effective immediately.

JUNIOR MEMBERSHIP

History

V15.3 08/31/84 (Mail Meeting)

Juniors to have regular column in *Newf Tide*.

V15.4 01/10/85 (Mail Meeting)

Junior Member advertising limited to dogs which are registered in their own names.

V21.2 04/20/90

NCA to give special recognition to a Junior who qualifies for Westminster of the World Series of Junior Showmanship through publicity in *Newf Tide*.

JUNIOR SCHOLARSHIP (Ad Hoc Committee abolished)

The following is the Policy for Junior NCA Scholarships:

- Applicants must be juniors or seniors in high school.
- Applicants must document plans to attend a higher education facility under at least a six (6) month formal program. The award will be announced at the National Specialty each year, but the actual cash award will be held until the winner actually attends the higher education facility of his/her choice.
- Applicants must evidence interest and participation in showing Newfoundland dogs by ANY of the following:
 - Competing in at least five (5) Junior Showmanship competitions with Newfoundlands within the last two (2) years.
 - Competing in at least five (5) AKC dog shows in the past two (2) years showing either their own Newfoundland dogs or Newfoundland dogs owned by others in either breed or obedience competition.
 - Competing with Newfoundlands in a combination of Junior Showmanship and dog show breed or obedience competition to add up to five (5) events.
- Applicants must apply on an official application form which may be obtained from the Junior Awards Chair. Applicants must document participation in a

manner which can be confirmed with AKC records.

- Applicants should include information on additional NCA and Newfoundland activities. This information will be used as a tie-breaker and is not a requirement to qualify for the award. Additional Newfoundland activities could include water test work, draft test work, training or grooming of Newfoundlands, Regional Club involvement, or community involvement with Newfoundlands. Information on which the applicant enjoys working with his/her Newfoundland would be appropriate.
- Applicants must attach a short essay describing their future plans and why they feel they would be the best candidate for this scholarship.
- NCA will award one (1) scholarship in the amount of \$500 in each year in which the Junior Awards Committee feels there is a qualified and deserving applicant. The awards committee is encouraged to award the scholarship to a different person each year. However, exceptional cases may receive the award in both their junior and senior years.
- The Junior Awards Chair will make recommendations to the NCA Board from among the qualified applicants. Final approval for presentation of the award rests with the NCA Board.

History

V21.2 04/20/90

Formation of an ad hoc committee to study NCA sponsored Junior scholarships.

V21.2 04/20/90

Regional Clubs encouraged to have Junior Liaison to correspond with NCA Junior Liaison.

V21.4 11/10/90

V22.411/09/91

Seeking to broaden the current requirements for the Junior NCA scholarship to encompass working dog activities, Section 3 of the current Junior Scholarship Application is to be replaced with the following: “3) Applicants must exhibit interest by participating within the last two (2) years with Newfoundland dogs in at least five (5) events in any combination (including five (5) in one (1) type of event) of the following:

- AKC Junior Showmanship
- AKC Dog Show
- AKC Obedience Trial
- NCA Water Test
- NCA Draft Test”

V28.3 03/25/97

Board directed that an NCA charitable trust be established -- will provide tax deductibility for donations to NHC, Rescue Fund and Junior Scholarship Fund. (See Treasurer for details.)

JUST CAUSE AD HOC COMMITTEE, Report

The “Just Cause” Ad Hoc Committee’s assignment was to look into the absence of an NCA Board member at NCA Board meetings and whether the absences should be reported as excused or not. The committee was to explore “just cause” as a reason for

non-attendance. Our discussions, recommendations and conclusions are listed below.

1. Definitions: “just cause”. We first looked to define “just” which means “fair, righteous, accurate, exactly, only”; and “cause” which means “reason, purpose, something to which a later event is attributed”.
2. Reasons: After looking at the definition we feel it would be impossible to define or list all acceptable reasons for a person to be absent from a board meeting/meetings. Family, work, travel, illness, personal, etc., could all be listed as acceptable reasons for not attending a meeting, but choosing not to participate would not be excusable. One could not decline to participate because one did not “feel like it”. Therefore, “just cause” means what it says. The Board member needs to have to have an exact and accurate reason for not attending a specific meeting. If that reason is present, the “just cause” definition has been met.
3. Recommendations: If a Board member knows ahead of time that he or she cannot attend a specific meeting, then he or she should inform the recording secretary prior to the meeting of the reason for his absence. When advance notice is not possible or practical then the recording secretary should be informed reasonably soon after the meeting as to the reason for the absence. A Board member should not be expected to attend a meeting that he did not know was to occur or did not receive prior notice.
4. Absences by NCA Board members at regularly scheduled meetings are not common and each situation will have to be judged on its own merits taking into consideration the above guidelines.
5. A Board member that does not attend a meeting should just be listed as Absent without a reason being given in the minutes.

The committee’s charge having been completed, it was dissolved.

LEGAL ADVISOR

Duties and Responsibilities

Be available to advise officers, the Board of Directors and Committee Chairs of legal matters that may arise through the year (including the advice of the necessity of getting outside counsel.) Be available to check the wording of questionable policies for Club liability.

The Legal Adviser is welcome (and encouraged) to attend face-to-face Board meetings where he/she may be considered the Club Parliamentarian.

History

V20.3 08/89 (Mail Meeting)

Legal Advisor appointed. Legal Committee abolished.

V21.3 07/90 - 08/90 (Mail Meeting)

The Board voted that it needs a lawyer present at meetings, or on call, on an occasional basis the lawyer present, or on call, will serve on an NCA Panel of Attorneys made up of NCA members on an expenses-reimbursed basis.

The Presiding Officer is empowered to seek legal assistance by any means, without prior Board approval, when in his/her judgment the NCA faces a crisis situation.

V31.2 3/2/00

Finance Committee retain a tax attorney, giving him power of attorney, experienced with not-for-profit dog clubs and Charitable Trusts.

LEGAL COMMITTEE (incorporated into Legal Advisor position 08/89)

History

V16.2 04/28/85

Legal Committee established.

V20.3 08/89 (Mail Meeting)

Legal Committee abolished. Legal Advisor appointed.

LEGAL DOCUMENTS

History

V22.4 11/10/91

All Club legal documents shall be retained in the possession of the Recording Secretary.

LOGO (see COPYRIGHTED MATERIAL also)

History

V25.2 11/06/93

Application will be made to register NCA logo as a trademark.

V26.1 11/04/94

\$150 (or appropriate fee up to \$150) authorized to trademark the NCA logo.

V26.1 11/04/94

New-Pen-Del Newfoundland Club given permission to market NCA logo items as a fund raising project for the 1996 National Specialty.

MAIL MEETINGS

History

V6.3 06/27/75

President to call as many mail meetings as necessary so that there will be a total of six (6) Board meetings a year, meaning that there should be at least four (4) mail meetings, one (1) Annual and one (1) Specialty Meeting. This must be done until the By-Laws are amended.

V16.2 04/25/85

Agenda items for mail meeting should be presented as motions that require yes or no votes.

V22.4 11/10/91

In an effort to allow Board members the benefit of seeing each others' comments before voting on items presented through a mail meeting while still dealing with issues in a timely fashion, the following mail meeting schedule is established:

- All mail meetings will commence on the fifteenth (15th) of each month (except for those months when the Board meets face-to-face), with all materials received by the Recording Secretary as of that date. Each meeting will include time for a round of discussion, with any comments received

within the mandated ten (10) day period, circulated prior to voting.

V23.2 05/03/92

Proposal to establish standing rules for mail meetings due to a need to establish standard operating procedure for mail meetings which are now occurring on a continuous basis accepted. These rules will be distributed to all Committee Chairs to facilitate communication with the Board.

V24.3 05/02/93

Standing Rules for mail meetings of the NCA Board of Directors.

All mail meetings will be initiated by the Recording Secretary, no later than the fifteenth (15th) of each month, except those months in which face-to-face meetings have just been or will be held (i.e., nine (9) mail meeting maximum per year). Extraordinary events can occasion an additional meeting, but these must be true emergencies.

V25.3 04/07/94 (Mail Meeting) - Approved Standing Rules

1. All mail meetings will be initiated by the Recording Secretary upon the direction of the President.
2. Material for inclusion in the next mail meeting, including membership applicant lists, must be received by the end of the month preceding the next mail meeting. Anything received after that date may be held for the next mail meeting. To allow for publication in *Newf Tide*, a membership applicant list must be received for circulation to the Board no later than the mail meeting to be held in the month preceding the closing date of *Newf Tide*.
3. All Board member responses to a mail meeting must be received by the Recording Secretary by the closing date as indicated in the mail meeting documents, in order to be acknowledged as present at the meeting and voting. A self-addressed stamped postcard may be included with the response to a mail meeting by any Board member wanting notification that his/her response has been received.
4. Any comments, which a Board Member desires to be circulated to the Board must be legible, preferably typed and submitted to the Recording Secretary with their mail meeting response. The Recording Secretary will distribute this material to the Board at the time of the next mail meeting or face-to-face, whichever is first.
5. Only voting sheets or summary thereof which contain pertinent written comments will be circulated to the Board. Any Board Member wishing to circulate other documents or proposals should provide fifteen (15) complete copies to the Recording Secretary, in accordance with established deadlines.
6. In accordance with Article II, Section 6 of the By-Laws, issues before the Board which are considered settled on the first exchange of letters by unanimous vote, will be considered completed. Issues which require multiple rounds of discussion may be postponed for consideration until the next face-to-face meeting at the discretion of the Recording Secretary or President. All issues will receive adequate discussion, prior to vote, if necessary. (See amendment V26.3 04/25/95)
7. Board members are encouraged to make every effort to elicit information directly from the appropriate committee chairs or other reputable sources on their own as required to respond to agenda items.
8. Those Committee Chairs or other individuals who must provide information or

services to the Recording Secretary must allow sufficient time for mailings which are to be done by the Recording Secretary. Sufficient time is a minimum of two (2) weeks for material to be in the hands of the Recording Secretary prior to any deadline for the mailing of that material to the Board or the membership, whether the deadline is stipulated by the By-Laws or other reasons. If the Recording Secretary is required to make a mailing not within the prescribed time frame, the Recording Secretary reserves the right to include an explanation for the late mailing.

9. These standing rules are subject to change given full discussion of the Board and a majority vote, although each Recording Secretary should have the option to adapt a personal timetable for the conduct of meetings, vis a vis the 1st vs. the 15th. Demands for alteration of the procedures set forth here must be made as a motion and put before the Board with appropriate time for comment and vote.

V26.3 04/25/95

Standing Rules of the Board (#6) amended to state "First round voting with no dissenting votes shall be considered approved and no second round voting will be required."

V28.3 03/30/97

Board agreed that new mail meeting items will be presented for discussion prior to first round voting to allow sufficient discussion unless the issue is time sensitive.

V35.2 2/19/04

E-Mail meeting procedures: If a motion comes in without a second, then the Recording Secretary shall automatically second it.

MEMBERSHIP

Annual Meeting

History

V20.4 11/04/89

The Annual Membership Meeting will be held during the National Specialty on Thursday after dinner.

There will be a printed agenda for the Annual Meeting. Members who want to speak on a topic should send their name and the topic to the Recording Secretary in advance of the meeting. Those who do so will have priority to speak on that topic. Others will have an opportunity to speak during the general discussion on the topic.

An official parliamentarian and an alternate will be appointed in advance of the meeting and introduced at the meeting.

Microphones will be located on both sides of the meeting hall to be used by all speakers from the floor. In doing so, a speaker will state his/her name prior to speaking so that any motions can be accurately recorded in the minutes.

Board members shall be present at the Annual Membership Meeting to respond to member concerns.

V31.2 1/18/00

Annual meeting notice include: "Please list below the topic you wish to present to the membership at the Annual Meeting. A short (50 word) summary of your topic should be

submitted for inclusion in the prepared agenda, if you are going to make a motion, please write it out exactly as you will present it ...sign, detach and mail this form to Recording Secretary....Agenda items should be received by April 24, 2000 if they are to appear on the prepared agenda.

V34.1 11/2/02

Adopted *Roberts Rules of Order*, latest edition, as part of standing rules for all NCA Board meetings and the NCA Annual Meeting.

Board adopted a Special Rule of Order for NCA Annual Meetings that require prior written notification to the NCA membership of motions that were to be considered as directives binding on the Board to be included for discussion by the membership and to be included on the published agenda. Other motions not distributed prior to the meeting will fall under New Business at the Annual Meeting and will be considered only as recommendations to the Board.

8/29/05: Suspend policy for 2006 to move the Annual Membership Meeting to Tuesday night.

10/6/05: To reduce the time spent at the Annual Membership Meeting, each officer, AKC Delegate, and committee person will be required to write out a summary of what they would normally say, have it reproduced and distributed at the annual meeting, and then limit each of the above persons to two minutes of speaking time and then as much time as required for answering any questions from the membership.

Applicants

History

V6.3 06/27/75

Names of applicants, pertinent information and name of sponsor to be published in *Newf Tide*. Comments will be solicited from members for thirty (30) days from receipt of publication and are to be sent to the Membership Chair. If no comments or only favorable comments are received, the Board will then take action at the next meeting. Unfavorable comments will receive further study.

V11.2 04/03/80

Membership Chair to send a copy of breed standard with each request for a membership application.

V11.2 04/03/80

Approved recommendations regarding the procedure for processing applications for NCA membership.

V11.2 04/03/80

Those whose memberships have lapsed for a period of two (2) years must reapply as new members.

V12.2 04/16/81

Until approval of new By-Laws, the policy of withholding final acceptance of applicants pending the publishing of their names in *Newf Tide* will desist.

V13.2 04/23/82

New membership applications require two (2) NCA member signatures as sponsors.

V14.1 11/11/82 (Mail Meeting)

All membership applications to be distributed by either the Membership Chair or the

Corresponding Secretary.

V14.3 05/83 (Mail Meeting)

First class mail approved for corresponding with new members.

V15.2 02/18/84 (Mail Meeting)

Status change memberships (single to double and vice versa) shall require a new type of membership application. Membership of surviving spouse is precluded.

V17.2 04/03/86

Revised application material approved.

V18.4 11/07/87

Change of membership status shall appear in *Newf Tide* either as an insert or a part of the publication.

V19.2 04/29/88

One-time initiation fee to be charged per application fee to subsidize the initial expense of processing applications and mailing many complimentary educational materials with the new application.

V19.4 11/12/88

Application renewal slips will be kept for two (2) years.

V19.4 11/12/88

Eliminate statement on application asking whether the applicant is a professional handler.

V19.4 11/12/88

Changes of address and status shall be printed in *Newf Tide* as received by the Membership Chair.

V32.1 11/3/00

A list of applicants whose applications for membership have been denied be maintained by the Recording Secretary. Membership and Arbitration chairs shall have access to the list.

V33.1 11/30/01

When membership chair learns of a NCA member/applicant has been suspended from a International Club, the information should be brought to the Boards attention by the Membership Chair.

Procedure for Challenged Applications

When the Membership Chairperson receives a letter to challenge a new applicant's membership, the letter will be forwarded to the Recording Secretary who will send a copy to the Board and send a letter to the applicant and sponsors stating that the application has been challenged and is being held for review. The Recording Secretary shall also send a letter to the complainant asking for more specific information regarding the complaint as well as ask permission to send the letter of complaint to the applicant and sponsors. The applicant and complainant have 30 days to respond to the Recording Secretary who will supply all information received to the Board for its action. The Membership Chair will be advised of the Board's decision.

V33.3 4/23/02

Board approves use of email to send membership applications when so requested, including By-Laws, Constitution and Ethics Code.

Approved proposed revised membership application for which includes use of charge cards.

Approved distribution of change of address information as separate flyer in *Newf Tide* as provided by Membership Chair.

V34.1 11/2/02

Revised Procedure for Challenged Applications

When the Membership Chair receives a letter to challenge a new applicant's membership, the letter will be forwarded to the Recording Secretary who will do the following: Send a copy of the letter to the Board and send a letter to the applicant and sponsors stating that the application has been challenged and is being held for review.

The Recording Secretary shall also send a letter to the complainant asking for more specific information regarding the complaint and to request permission to send the letter of complaint and supporting documentation to the applicant and the sponsors. If permission is not received then a summary of the complaint should be sent by the Recording Secretary to the applicant, sponsors and to the complainant.

The applicant and the complainant will have thirty days to respond to the Recording Secretary who will provide all information received to the Board for its action. The Board has the right to obtain more information before making a decision. The Membership Chair will be advised of the Board's decision.

If an applicant has been turned down for membership in the past and reapplies, the Board may on its motion, request additional information from both the applicant and the prior complainant (if any) concerning the objections previously made and what steps have been taken to address the prior complaints.

V35.2 11/21/03

Changes in Application and Sponsorship Forms:

Proposed application accepted with modifications: to ask members to certify answers on application as true and correct, to modify the question about dog sales to relate to puppy sales, to find out if they have attended regional club functions, and how they originally found out about the NCA, and that there be an optional "open book test" covering the Constitution and Bylaws, the breed Standard and Code of Ethics.

Membership chair to provide copies of all application forms when sending the Board the list of new member applicants.

Proposed Sponsorship form accepted with modifications: Board strongly recommends that the sponsors have known the applicants for at least three years prior to signing the application and that the two sponsors should not be husband and wife.

The effective date of the new procedure to be May 1, 2004.

V35.2 2/19/04

On the new applications sent out after April 1, 2004, the membership chair will use the new membership applications showing the new dues structure. He should wait until April 1 before sending out any forms even if he received applications in the meantime. All membership applications received after July 1st must pay the new dues structure.

V35.3 4/19/04

The decision of an applicant not to submit the optional test with their application cannot be used as a reason for turning down the applicant.

Abolish the Open Book test for applicants.

V36.1 10/30/04

The Board voted the dues renewal form shall be proofread by the Board every year before it is mailed as per NCA Committee Guidelines which require Board consideration for any changes in content of any NCA publication.

11/4/05: if a Board member in any stage of a membership application prior to publication raises a problem with an application, the applicant and their sponsors shall be informed of the problem, the problem raised, and an opportunity to respond to the allegation unless there are highly unusual verifiable circumstances that would show that physical

retaliation is likely.

Dues

History

V15.4 01/10/85 (Mail Meeting)

A reinstatement fee to be charged for any member whose dues are received after January 31 prior to but within the two (2) year period of present policy.

V18.4 11/07/87

Dues reminder to be included with ballot material and printed in the Winter issue of *Newf Tide*.

A final reminder of delinquent dues to be sent by Membership Chair after March 1.

V29.3 04/09/98

Dues renewal notice to be sent by first class mail (previously included in *Newf Tide* mailing).

V35.2 2/19/04

Membership renewal form to be modified as follows:

1. *Newf Tide* and *Annual of Titlists* subscription ONLY \$55
2. Single membership with *Newf Tide* and *Annual of Titlists* \$75
3. Double membership with *Newf Tide* and *Annual of Titlists* \$80

Lines 3 and 4 of the membership application would say single senior membership plus *Newf Tide* and the *Annual of Titlists* \$50. Senior Double Membership plus *Newf Tide* and the *Annual of Titlists* \$55.

Membership fee for juniors with *Newf Tide* raised to \$30.

Postage costs stipend for the next fiscal year 2004-2004 for Canada raised from \$25 to \$22 and the Mexican members' postage levy raised from \$15 to \$30 which will cover actual mailing costs.

Postage cost to Italy raised to \$39 and the Slovak Republic raised to \$42 to cover actual mailing costs.

Honorary Memberships

History

V12.2 04/18/81

Board members appointed to develop criteria for selection of Honorary NCA members.

V20.2 05/26/89

There will be a moratorium on considering honorary memberships until the Constitution and By-Laws address criteria of same.

Miscellaneous

History

V19.2 04/29/88

It is a violation of NCA procedures to use aliases (a name intended to disguise a true identity) in dealing with people. Such action will be considered a breach of ethics and will be considered grounds for expulsion of an existing member and as reason for not approving a new applicant in accordance with procedures outlined in the By-Laws.

V20.2 05/26/89

If any NCA member is contacted by a person representing himself/herself as an NCA member regarding any dog transaction(s), said member may verify the validity of such membership by checking the NCA membership list or the Membership Chair since the list is constantly updated.

V20.2 05/26/89

Address labels of NCA mailing list will be available to Regional Clubs and committees at cost for official NCA business. Other NCA members may obtain list at triple the cost.

V25.3 05/19/94

The use of the NCA Membership list for commercial purposes will be at a flat cost of \$250.

V30.4 06/30/99 (Teleconference)

Board moved that approval of any nominee for Honorary Membership requires two-thirds favorable vote of the Board of Directors. Consideration for this recognition only to be done at Face-to-Face Board meetings due to secret balloting process.

V35.3 4/19/04

Allow Dr. Vickie Wilke, Iowa State University, use of the NCA membership directory for follow-up information from those participating in the study of cruciate ruptures in Newfoundlands.

V.36.3 4/19/04

Decision not to have advertising in the Membership Directory.

V35.3 4/19/04

Comply with the Northern California Newfoundland Club's request to be provided with a soft copy of the members' email addresses only, with the limitation that they not be given the members' email who indicated on their membership renewal form that they did not want to receive advertising.

V36.1 10/30/04

Discontinue the policy of making membership mailing labels or the electronic files available to members on demand, except for approved commercial uses.

MEMBERSHIP CHAIR

Duties and Responsibilities

NCA's Membership Chair is responsible for the processing of all membership applications. Applications requested by prospective members are sent with the following enclosures: a letter describing the benefits of membership, the application processing procedure and the current fees; a copy of the breed Standard; and the Club's Constitution and By-Laws.

Applications received are acknowledged with a first class letter and a complimentary copy of *NewfTide*.

Information on each applicant is recorded on index cards and retained in the master file of members. Lists of applicants, their addresses, and sponsors' names are forwarded periodically to the Recording Secretary. A duplicate list is sent to the Treasurer, along with the fees remitted by applicants.

Following initial Board approval and four (4) weeks after the publication in *Newf Tide* of the applicants' names, applicants are advised by the Membership Chair of their election to membership status. New members are sent the current roster and breeders list, a Club decal and the *Illustrated Guide*.

In May of each year, the Membership Chair on behalf of the Treasurer, sends the renewal notices to all members. The Membership Chair is responsible for receiving and recording all dues and for forwarding these monies to the Treasurer. A final reminder of delinquent dues, including the \$5.00 late fee, will be sent after August 1.

In addition, the Membership Chair prepares and distributes an annual roster of members. Changes of names and/or addresses of Club members are forwarded regularly to officers and Committee Chairs needing continual updates for rosters. The Membership Chair maintains a current computerized index of all members and provides, upon request, mailing labels for use by the Recording Secretary and for the editors of *Newf Tide*.

History

V6.3 06/27/75

Names of applicants, pertinent information and name of sponsor to be published in *Newf Tide*. Comments will be solicited from members for thirty (30) days from receipt of publication and are to be sent to the Membership Chair. If no comments or only favorable comments are received, the Board will then take action at the next meeting. Unfavorable comments will receive further study.

V12.2 02/21/81 (Mail Meeting)

Expenditures approved to create computerized address tape for the Membership Chair.

V14.1 11/11/82 (Mail Meeting)

All membership applications to be distributed by either the Membership Chair or the Corresponding Secretary.

V22.4 11/09/91

Given that the number of copies of *Newf Tide* printed is fixed by contract, a minimum of 75 copies of each *Newf Tide* issue will be sent to the Membership Chair for distribution to new members if an overrun exists. All remaining copies beyond the minimum of two (2) for the Historian's file, are to be sent to the Historian. The Membership Chair will forward to the Historian all excess copies in a timely fashion.

V32.3 4/5/01

General Membership recommended to the Board of Directors that NewfTide include corrections to the roster in each NewfTide whether errors are typographical or due to change in address, phone or e-mail.

V33.1 11/30/01

Regarding notification of change in roster, no software currently available to economically provide changes in addresses and phone numbers of the membership for printing in NewTide.

Use of the NCA membership list for commercial purposes without the permission of the Board is not allowed. Disclaimer on NCA Membership Directory should be clarified. Change to "This membership list is the property of the NCA, Inc.....Commercial use without prior written approval by the Board of Directors of the NCA is strictly prohibited. Interested persons seeking commercial use approval should contact the membership chairman."

Membership chair assemble list of applicants for submission to Recording Secretary and proofread applicants list before printing in NewfTide. The recording Secretary will notify Membership Chair of upcoming meetings.

Revised membership application form approved.

Suspension of an NCA member/applicant by an International Club should be brought to the attention of the Board when the Membership Chair learns of it.

V33.3 4/23/02

Approved distribution of change of address information as separate flyer in *Newf Tide* provided by Membership Chair.

V35.2 11/21/03

For remainder of FY 2003/2004, update to the Membership Directory change of address form will be printed for one time in the second quarter issue of *Newf Tide*.

Feasibility of advertising in Membership Directory to be investigated by ad hoc committee and reported back to the Board by the April 2004 face-to-face meeting.

4-25-26/05: The Board needs to be sure the working is "senior discount," not "senior membership," as there is not "senior membership" listed in the Constitution and By-Laws.

MEMBERSHIP PARTICIPATION COMMITTEE, AD HOC (abolished)

Duties and Responsibilities

The Membership Participation Committee was established to study methods of broadening and increasing membership participation in NCA affairs.

Final Report

The Membership Participation Committee decided on two (2) vehicles that could be utilized to stimulate membership participation. First, a questionnaire addressed to the entire NCA membership via *Newf Tide* was designed to ascertain just what level of interest did exist for service to NCA through committee participation. Secondly, the Committee formally surveyed each existing NCA Committee to determine their current profiles and their need for increased volunteerism, if any.

The feedback from both the questionnaire and survey was positive. Indeed, it clearly exposed which committees are saturated with volunteers and which are truly in need.

The Committee recommendation to the Board is that both the questionnaire and survey be sent anew each year. The results would best be kept by one (1) person and in a constant position, such as the Office of Second Vice President. Once established and declared, this practice will enable both the Committee Chairs in need of volunteers and the NCA member desirous of contributing streamlined access to one source who can then help facilitate a happy match.

History

V22.2 03/28/91

Ad hoc Membership Participation Committee established to study methods of broadening and increasing membership participation in NCA affairs.

V24.1 11/14/92

The Committee submitted a final report, and it was unanimously accepted as information by the Board. The recommendation for distributing an annual questionnaire was tabled with the suggestion that this be done on a periodic basis rather than annually. It was felt that this would make the information received more timely in the context of being able to use it fully for committee membership appointments. The Board also wanted to be able to utilize the information received with the initial questionnaire.

V34.3 4/21/03

Recommended the following:

1. When possible, committee members, including chairs, should give three months notice before leaving a committee, to provide time for NCA members to learn of the vacancy and to volunteer if interested.
2. For Board appointed assignments, the three months should be used to advertise the vacancy. All reasonable routes should be used for advertisement.
3. Specifically, all committee vacancies should be advertised on the NCA website.
4. The Board should reconsider the possibility of a “newsletter”-type publication to be distributed between *Newf Tides*, that can be produced relatively quickly and cheaply, and that could announce committee vacancies among other appropriate announcements.
5. Board members, recent ex-Board members and their immediate relatives and spouses should not be appointed to committees except in cases where critical expertise is otherwise not available.
6. No NCA member should be appointed to more than one committee (or two committees, we were not committed to the one committee but were committed to the two committee limit) except in cases where critical expertise is otherwise not available.
7. Committees should be urged to use volunteers when possible. Volunteers can perform committee jobs that do not require participation in committee meetings and regular work. Such jobs, for example, might include printing certificates, mailing printed items, and so forth.
8. Additional methods of advertising committee openings are needed, though we could not think of any that appeared feasible.

The Board accepted as policy bullets #1, #2, #3, #7 and #4 be sent to the *Newf Tide* Policy Committee for study and a report back to the Board.

The Ad Hoc Committee on Increasing Membership Participation in NCA Committees dissolved as it has completed its mission.

MEMBERSHIP ROSTER COMMITTEE, AD HOC (abolished)

History

V28.1 11/03/96

Ad hoc committee established to consider implications and make recommendations of format changes in the NCA membership list to include i.e., database limitations and costs of including additional NCA information, E-mail and fax numbers, etc.

V30.3 03/24/99

Ad hoc committee completed its assignment. Future roster revisions to be handled by the Membership Committee.

V34.3 3/4/03

Membership Directory updates published as an insert to *Newf Tide* include all additions, deletions, corrections and changes.

NATIONAL SPECIALTY SHOW COMMITTEE

Duties and Responsibilities

The National Specialty Show Committee is directed by the National Specialty Show Coordinator and its membership includes the National Specialty Uniform Trophy Chair, the National Specialty Budget and Finance Chair, the National Specialty NCA Properties Chair, the National Specialty Show Guide Chair and the National Specialty Working Dog Chair.

National Specialty Show Coordinator

Duties and Responsibilities

The National Specialty Show Coordinator is to advise and assist Regional Clubs that are hosting the NCA's National Specialty. The Specialty Show Coordinator serves as a liaison among NCA, AKC and prospective Regional Club hosts. Specific responsibilities include:

- Counsel and provide direction to Regional Clubs preparing their bids for hosting National Specialties, with particular consideration given to the potential show site (a video tape of the facility should accompany the bid).
- Submit Regional Club bids to NCA Board for approval.
- Complete all AKC paperwork.
- Appoint a Bench Show Committee and provide members with the AKC booklet dealing with misconduct.
- Proofread Specialty packet and premium list.
- Maintain and update (every three (3) years) NCA's approved Judge's List.
- Coordinate the activities of the Specialty Show Committee.

History

V10.4 09/27/79

Specialty Show Advisory Committee created to develop materials pertinent to independent specialties (1979 v.10 n.4).

V11.2 04/03/80

The NCA will bear the expense of printing in National Specialty Show catalogs the listings of former National Specialty Show winners (i.e., Best of Breed/Best of Opposite Sex, High Scoring Newfoundland in Trial, Top Junior Handler). These lists are to be updated annually by the Specialty Show Coordinator and supplied to the host club in time for catalog printing. (See updated policy V28.1 11/04/96 under History.)

V11.3 06/17/80

A National Specialty Show Committee established to establish operating policies for National Specialty Shows and to assist host clubs in executing these policies.

V18.2 05/23/87

Specialty Show Coordinator to instruct host clubs to form bench show committee and to publish intention to enforce "these rules" in *Newf Tide*.

V19.2 04/29/88

First Vice President to be Specialty Show Coordinator.

V23.2 04/30/92

Short form of guidelines for Specialty shows and supported entries updated and to be distributed to Regional Clubs.

V23.2 05/03/92

The NCA National Specialty Show Coordinator be named a permanent member of the National Specialty Show Committee.

V24.1 11/14/92

A National Specialty Show Coordinator and a closed committee of five (5) members with

the Regional Specialty Show Coordinator serving as an ex-officio member will be appointed. The five (5) members are: Budget & Finance Chair, NCA Properties Chair, Show Guide Chair, Uniform Trophy Chair, and Working Dog Chair. The overall purpose of the committee will be to provide advice and assistance to Regional Clubs hosting the NCA's National Specialty.

V33.2 3/7/02

Board directs Chair to review current policy on handicapped priority treatment and procedure for accepting room reservations from the General Membership.

V33.3 4/23/02

Approve Colonial NC to host 2006 National Specialty at Rocky Gap Resort, Rocky Gap, MD, March 27 to April 1, 2006

Approve Newfoundland Club of Northern Calif. To host 2005 National Specialty at the Hyatt Regency, Monterey, Calif. Show held one mile away at fairgrounds. Show dates April 26 – 30, 2005.

V34.1 11/2/01

Board encourages clubs hosting National Specialties to offer AKC DNA clinics at a reduced fee offered by AKC.

V34.1 11/3/02

Encourage screening clinics at Nationals and Regionals, eg. Cardiology and DNA testing. Committee should develop policy change, foreign judges for National Specialties should be NCA members.

V35.1 9/10/03

National Specialty Coordinator and the National Specialty Show Chair to work with the host club to place information in the packet and premium list to include Chapter II, section 9 of the AKC's Rules applying to dog shows.

V35.3 4/19/04

Abolish the position of Regional Specialty Show Coordinator and merge the position with the National Specialty Committee.

Change the name of the National Specialty Committee to the Specialty Show Coordinating Committee.

National Specialty Budget and Finance Chair

Counsel Regional Clubs on their show budget and provide direction and suggestions for fund raisers.

Arrange to have "seed money" sent to the host club once AKC approval has been secured.

Review the financial report from the National Specialty each year and present it to the Board for approval. Financial reports from prior National Specialties should be made available to Regional Clubs for use as a sample.

History

V25.2 11/06/93

The NCA will be responsible for the cost and initial mailing for each National Specialty under the guidance of the National Specialty show committee. This replaces the \$1,000 stipend that was previously provided to the Regional host club by the NCA.

V27.1 11/05/95

Board completed its review of report on National fundraising. Consensus was to

continue existing policy which does not mandate a return of (any) profits (or a portion thereof) to the NCA by the Regional Club hosting the National.

National Specialty NCA Properties Chair

Duties and Responsibilities

House all NCA Specialty Properties (tablecloth, Best of Breed, Best of Opposite and Best of Winners trophies and replicas, dye cuts, etc.).

Engrave Best of Breed and Best of Opposite Sex trophies each year.

Deliver NCA properties to the National Specialty each year. If mailed ahead of time, items should be insured.

V32.1 11/3/00

Board approved funds to renovate BOB trophy to accommodate additional nameplates. Funds appropriated for travel boxes and renovations of all perpetual memorial trophies.

National Specialty Show Guide Chair

Duties and Responsibilities

Work with committee to prepare a detailed Specialty Show Guide for distribution to all Regional Clubs. Chair should solicit comments each year from the host club for possible inclusion in the Guide.

Responsible for updating, printing and distributing the Specialty Show Guide.

History

V26.1 11/04/94

The National Specialty Show guide is to include the direction that only a marked catalog showing the corrections of the Superintendent be considered as the official copy of the results of that show.

V26.3 04/25/95

Approved the NCA Specialty Show Guide as submitted with minor editorial changes. Available upon request by Regional Clubs. Board initiated additional provisions includes:

- Back-to-back obedience trials can be held in conjunction with multi-day Nationals (AKC Policy).
- Section to include denoting awarding of Junior Showmanship trophies.
- Alternate to be included for sweepstakes division of monies for Veterans Classes (35 percent for Host Club expenses, 5 percent each class winner and remainder divided equally between Best Veteran Dog and Bitch in sweeps).
- Champions of Record at the time of the National may (at the option of the Host Club) compete in Sweepstakes.
- Awards of merit shall be offered at Regional Specialties (previously at option of Hosting Regional Club).

- Working Dog Class will be offered in conformation competition at all National Specialties. May be offered at Regional Specialties at the option of the Host Club.

V26.4 06/10/95 (Mail Meeting)

Inclusion of OFA and CERF members may (at the option of the Host Club) be requested and published in National and Regional Specialties show catalog (conforms to AKC requirement).

V32.1 1/3/00

Chairman should be or have been the show chair or co-chair of a NCA National Specialty or chairman of an all-breed show.

V33.2 2/7/02

Handicapped persons should receive preferential treatment for room reservations at National Specialties.

V33.4 6/6/02

Non-NCA recognized clubs will not be included in section of National Specialty catalog for Regional Clubs.

V34.1 11/3/02

Elements of proposed Show Guide approved regarding site selection requirements, i.e. number of rooms, number of stories, inside venue, and unified site, encourage clubs to host other events, hold welcome party and use diverse committee for judges selection from judges list as well as encourage use of Newfoundland breeders to judge sweeps. Specialty Committee directed to review elderly, handicapped RV parking, and room reservation system.

V33.2 3/7/02

Board directs Chair to review current policy on handicapped priority treatment and procedure for accepting room reservations from the General Membership.

V34.1 11/2/01

Board encourages clubs hosting National Specialties to offer AKC DNA clinics at a reduced fee offered by AKC.

V34.1 11/3/02

Encourage screening clinics at Nationals and Regionals, eg. Cardiology and DNA testing.

Committee should develop policy change, foreign judges for National Specialties should be NCA members

National Specialty Uniform Trophy Chair

Duties and Responsibilities

This committee is responsible for the Uniform Trophy's that will be used at all National Specialties and will act as a resource for the host club and the award companies. It advises the NCA Board of recommendations for the trophy's and the policies governing them.

The Chair of this committee is the NCA's liaison with Lenox China Co. and Macco Medallion Co. Additionally, the Chair will also prepare the trophy list for inclusion in the National Specialty premium list.

The Uniform Trophy Fund will be maintained by this committee and the trophy's (up to \$5,000 annually) will be paid from this fund. Income will be generated by:

- Sale of limited edition plate annually
- Solicit Newfoundland art work through *Newf Tide*
- Select art work by majority consensus
- Arrange for production of plate
- Sale of the plates
- Donations

Solicit trophy donations by including a pledge card with membership renewals annually.

Maintain and publish a list of donors for the National Specialty catalog *Newf Tide*.

Send an acknowledgment on behalf of the NCA to those contributing to this fund.

History

V18.4 11/07/87

Ad hoc National Specialty Uniform Trophy Committee established.

V19.4 11/12/88

In response to the wishes of the Regional Clubs, the NCA will establish uniform trophies for National Specialties.

V20.2 05/26/89

Uniform Trophy Committee given jurisdiction to propose a trophy package to the Board. The Board is to take into consideration the wishes of the General Membership, as expressed at the 1989 Annual Meeting, when deciding on a trophy package.

V20.4 11/04/89

Standing National Specialty Uniform Trophy Committee.

V21.2 04/20/90

The following motion passed unanimously:

- The NCA will pay up to \$5,000 annually for Uniform Trophies and this will include a seal on the back of the award, shipping and handling. If a host club selects trophies in excess of this amount, the balance will be the responsibility of the host club.
- The host club must make their selection for trophies no later than four (4) months prior to the Specialty date.
- An attachable seal on the back of the trophy will commemorate the event with appropriate wording.
- Uniform Trophies will be available for National Specialties only. They may not be purchased for Regional Specialties.
- Uniform Trophies will not be available for tracking or carting events.
- Identical awards may be purchased by the breeder or co-owner of a winning dog.
- China trophies that are broken may be replaced if the owner returns the broken item with the name of the dog, Specialty catalog and date the class and placement of the win plus payment to cover the current value of the item plus shipping.
- Individual members may donate Uniform trophies. These donations will be handled by the host club. It will be at the host club's discretion whether or not they will accept awards other than the Uniform Trophies.
- Uniform Trophies may be purchased as "special" awards to be given to the breeder or owner of winning dogs. These awards would be given out during the Awards Banquet.
- The host club may purchase the annual limited edition plate to offer as judges; gifts.
- The Uniform china will be Lenox china from the Jefferson collection will bear a single Newfoundland head in 24k gold.
- First in each class will be a salad plate.
- Second through fourth places will be a bread and butter plate.
- Selects will receive a dinner plate.
- Additional selections will be made from the Jefferson collection and will be at the host club's discretion.
- Uniform trophies will be used for all regular and non-regular classes.

V21.4 11/10/90

Approved the amended report as follows:

- The host club must pay the NCA the difference in the balance above \$5,000, if any, prior to the production of the awards.
- When medallions are used, they may be awarded for first through fourth place in the classes, or second through fourth place with a china salad plate offered for first. Medallions may be given in addition to the china for any other wins.
- Any trophies that are not awarded or claimed must be returned to the Uniform Trophy Committee Chair within thirty (30) days of the National Specialty. This is the responsibility of the host club.
- Orders for the awards must be received by the Uniform Trophy Committee ready to submit. It will not be retyped. The order must include appropriate copy for the back of the awards when submitted.
- Deadline for purchasing additional awards for winning dogs will be Sept. 1, following the National. Orders must include the name for the dog, the class and placement, plus the name of the breeder or co-owner wishing to purchase the award as well as payment to cover current value of the item and shipping.

V21.4 11/10/90

The artwork entitled Exhibit A in the report was accepted as the medallion artwork.

V22.4 11/09/91

To ensure that the special occasion of the uniform trophies would long be remembered, while keeping the copy simple enough to reduce the possibility of error, the Uniform Trophy Committee requested the addition of the following copy to the back of each trophy. "The Newfoundland Club of America Specialty and the year."

V25.2 11/07/93

Uniform Trophy Committee incorporated into the Uniform Trophy Subcommittee of the National Specialty Show Committee.

V25.2 11/07/93

Medallions will be used as uniform trophies for Regional Specialty Award of Merits, the use to be an optional decision of each Regional Club.

V26.3 04/25/95

Ad Hoc Committee established to investigate the procurement of replicas of the Robert Curry and Kitty Drury Memorial trophies and the funding of their production.

V26.4 08/14/95 (Mail Meeting)

Determined by Board that it is not necessary for Ad Hoc Committee (04/25/95) to procure replicas of these trophies (subsequently resolved). Committee directed to investigate the feasibility of the commissioning of the NCA's own art work and its replication, the costs and funding of same.

V27.1 11/03/95

Budget of Uniform Trophy Fund increased to \$7,000.

Number of limited edition plates (for sale at the National) increased to 250.

V31.1 10/31/99

Committee to review three (3) designs for Uniform Trophy china and present a recommendation at the 2000 National Specialty.

V31.3 5/2/00

No changes in design of the uniform trophy.

Develop standard list of trophies to be given at National Specialties.

Review sources of revenue to support rising cost of uniform trophies and develop recommendations for new sources.

V32.1 9/26/00

Limited edition plate for 2001 Specialty be increased to \$40 and 350 plates be ordered.

V32.3 4/2/01

Ad hoc Memorial Trophy Committee presented refurbished and new replicas for memorial trophies for BOB, BOS and BOW. Travel cases made for BOS and BOW. Plan to make travel case for BOB.

V33.1 11/30/01

Uniform trophy fund provide and pay for trophies in accordance with new approved trophy list.

Reimburse Great Lakes Newfoundland Club \$1,027.47 for over-run on 2001 Uniform Trophies.

Board approved production of 500 plates to be sold at \$40 for 2002 National.

Remaining decals from 2001 National Specialty plate be used to produce a second edition plate to be sold at \$45.

V33.1 12/1/01

Trophy chair help assure fair and consistent coverage of BOB, BOS and HIT winners at National Specialties. Chair to notify owners of BOB, BOS and HIT to request photos for front (BOB) and back (BOS) covers of NewfTide and another informal photo along with write up of no more than 275 words for interior of NewfTide. Mail to NewfTide editor by June 1 of each year.

V33.2 1/10/02

Board approved \$1350 for production of replicas for BOS & BOW awards. Committee to order 15 years worth of replicas and replace donated one, donated by Chair. Properties will have responsibility to store.

V33.2 2/7/02

Approved an additional \$1,125 for trophy reproduction due to error made in initial request.

#1 Limited Edition plate (2001 2nd edition) to fine arts auction at National Specialty with proceeds to the Uniform Trophy fund.

V34.3 4/21/03

The Jefferson pattern will close out at the next National Specialty. Any extra pieces of the Jefferson pattern will be auctioned at the Fine Arts auction and the original Jefferson sample with the head studies will be auctioned off with the proceeds going to the Uniform Trophy fund.

The Board approved the Hamilton pattern for future specialties.

V34.4 5/27/03

Remaining decals from 2003 National Specialty plate to go on 39 plates marked as second edition 2003 and sold for \$45.00

V35.2 11/21/03

Donations for the Lenox China have to be sent to the NCA; this is to be added to the National **Specialty Show Guide**.

V35.3 4/19/04

For this year [2004 National], the Uniform Trophy Chair will accept reservationjs for a limit of two Limited Edition plates for the host club shoe committee and the NCA Board members and newly elected Board members and AKC delegate.

National Specialty Working Dog Chair

Duties and Responsibilities

Provide assistance and direction to Regional Clubs conducting NCA working dog events at National Specialties.

Supply Regional Clubs with applications for specific NCA working events and submit to the Working Dog Committee for approval.

History

V29.2 02/24/98 (Teleconference)

Board approved holding an (AKC) NCA Agility Trial at the 1999 National Specialty. Working Dog Chair, Regional Specialty Show Coordinator, Obedience Chair, and Uniform Trophies Chair assigned to investigate the impact of allowing Agility Trials to be held at discretion of host Regional Club at any NCA Regional or National Specialty and report back to the Board.

NATIONAL SPECIALTY SHOWS

History

V3.2

Donations from NCA to Regional Clubs for National Specialties are not automatically made. Rather, the NCA Treasurer must receive a request from the “responsible person” in the Regional Club sponsoring the show.

V5.2 04/28/74

Each Regional Club hosting the National Specialty will be requested to send a show procedure and financial report to the NCA Show Coordinator, Treasurer, and President of the next host club. Additionally, all profits and losses from a National Specialty are to be returned to the NCA.

V8.3 05/27/77 (Mail Meeting)

Regional Clubs should have experience in hosting Regional Specialties before they host a National Specialty.

V8.3 06/17/77

Board approval of National Specialty judges can be omitted if judges are on the revised NCA Approved Judging List.

V9.2 02/13/78

Judges not appearing on the NCA Approved Judges List may be considered for judging assignments at National Specialties but host clubs must not make a commitment without Board sanctioning.

V9.2 02/13/78

NCA Treasurer to advise National Specialty host clubs of possible pitfalls and expenditures and to send suggested guidelines.

V9.2 02/13/78

No National Specialty shows can be held in June, July or August.

V10.4 09/28/79

National Specialties will only be held in March, April or May.

V10.4 09/28/79

One-third (1/3) of National Specialty show profits are to be returned to NCA and two-thirds (2/3) may be kept by the host club.

V11.2 04/03/80

The NCA will bear the expense of printing in National Specialty Show catalogs the listings of former National Specialty Show winners (i.e., Best of Breed/Best of Opposite Sex, High Scoring Newfoundland in Trial, Top Junior Handler). These lists are to be updated annually by the Specialty Show Coordinator and supplied to the host club in time

for catalog printing.

V11.2 04/03/80

Rosettes will be awarded at National Specialty Shows to recipients of the Select Dogs and Select Bitches.

V11.3 06/17/80 (Mail Meeting)

A photo of the Best of Breed winner from each year's National Specialty show is to be featured on the front cover of *Newf Tide*. A full-page picture of the Best of Opposite Sex winner is to be published in the same issue. In addition, the National Specialty show issue of *Newf Tide* is to include photographs of the Winners Dog, Winners Bitch, the Sweepstakes winner (when applicable), and all first place conformation class winners. The High Scoring Dog in Trial, all first place obedience class winners, and the winner of the carting competition are to be pictured. A group photograph of Water Test qualifiers is to be published also. The usual catalog information (i.e., sire, dam, date of birth, etc.) is to be printed with each photograph. Class placements, along with the catalog information, and the number of dogs entered in each class are to be noted.

V14.3 05/29/83

Regional Specialty shows can be held at any time if they are at least two (2) weeks before or after a National Specialty show and at least five hundred (500) miles distance from the site of the National Specialty show.

V14.3 05/29/83

Licensed show superintendents must be used for National Specialty shows unless otherwise approved by the Board.

V14.3 05/29/83

The National Specialty Show Guide will recommend show ring sizes.

V14.3 05/29/83

The National Specialty Show Guide will stipulate that no restrictions may be imposed on who may handle entries in sweepstakes competitions.

V15.4 01/10/85 (Mail Meeting)

Regional Clubs wishing to host a National Specialty must submit a formal proposal to the Board.

V15.4 01/10/85 (Mail Meeting)

Host club for National Specialty to be selected at Annual Meeting three (3) years in advance of that Specialty.

V16.2 04/25/85

No Regional Specialty may be held within fourteen (14) days before or after the inclusive dates of the National Specialty. No Regional Specialty within two hundred (200) miles of the National Specialty site may be held within twenty eight (28) days before or after the inclusive dates of the National Specialty.

V16.3 08/06/85 (Mail Meeting)

Educational program will be presented at each National Specialty. This program will be a cooperative venture between the host club and NCA and will be overseen by the NCA Education Committee.

V16.4 11/09/85

The host club of a National Specialty is discouraged from generating excessive profits from the event at the expense of the fanciers (i.e., adding unreasonable amounts to meals, rooms, etc.).

V28.1 11/04/96 (addendum)

Clubs should use fund raising events and activities to generate revenue to fund the extra costs of hosting a National Specialty.

V17.2 04/06/86

Board will not accept "high rise" buildings (more than three (3) stories which is elevator

dependent) as a site for a National Specialty.

V17.3 11/09/86

No National Specialty location will be approved that is more than one hundred (100) miles from a major airport.

V17.3 11/09/86

Show site must be specified in any National Specialty proposal to the Board.

V18.4 11/07/87

All Specialty Show Chairs (Regional and National) must be NCA members.

V18.4 11/07/87

Regional Clubs are responsible for any fines incurred if they advertise specialties or supported entries incorrectly and are subject to NCA reprimand.

V18.4 11/07/87

Any time a Regional Club asks an all-breed club to give up the Newfoundland classes at its show, that Regional Club should pay \$50 in advance for supported entry trophies at that all-breed's club next show.

V20.2 05/26/89

All National Specialties shall now be scheduled for four (4) days.

V20.2 05/26/89

Host club shall include Annual Meeting and Proxy notice with the National Specialty mailing whenever feasible. NCA will supply labels.

V20.2 05/26/89

Specialty Show Chair is to inform show giving clubs that consideration be given to reserving convenient rooms for the disabled at National Specialties. Those requesting rooms of this type need to provide timely notification to the host club.

V21.2 04/19/90

Entry fee for Veteran breed and obedience classes at National Specialties will be limited to the superintendent's processing fee and the AKC recording fee.

V28.1 11/03/96

Regional Clubs hosting National Specialties will be allowed to use available back issues of *Newf Tide* (as determined by the Historian) as ring favors, table favors and/or auction items. Shipping costs to Regional Club.

V28.1 11/04/96

- The NCA will reimburse the Host Regional Club for the expense of printing in the National Specialty Show Catalog for the required (logo or title page), the list of current NCA Officers/Directors, Official Breed Standard, listing of past winners (including selects), and any optional pages the Regional Club chooses to include from the following list: Registry of Merit Dogs and Bitches, Versatile Newfoundlands, Past Good Sportsman Award, Isabel Kurth Award recipients and honorary members. (Update of V11.2 04/30/80 policy under National Specialty Show Coordinator.)
- Policy established regarding holding additional obedience trials at National Specialties:
 1. Only one (1) trial during the week of the National will be designated as being sponsored by the NCA and offered Uniform Trophies.
 2. Additional trial (or trials) may be hosted by the host and/or other Regional Clubs. Trials will be considered Regional Specialty Trials. NCA to offer same plate offered for High in Trial at other Regional Specialties.

V28.2 02/21/97 (Mail Meeting)

Board voted to notify AKC (and Show Superintendents) of its preference for divided open classes to be listed as "Open, Black" and "Open, Other Than Black".

V29.1 11/22/97

Board directed that a statement be included in the Specialty Show Guide noting that the top twenty (20) event is NOT an official NCA event and that selection criteria are

established at the discretion of the host club.

V29.2 02/24/98 (Teleconference)

Board approved holding (AKC approved) NCA Agility Trial at the 1999 National Specialty (more details under Working Dog Chair).

V29.2 03/24/98 (Teleconference)

Board reaffirmed existing 1983 that there is no NCA restriction on anyone handling dogs in Sweepstakes competition. (Reaffirmation done due to one-time exemption allowed at 1998 National regarding (improper) registration in premium list which registered professional handlers.)

V30.2 02/02/99 (Teleconference)

Board directed that following be added to NCA Specialty Show Guide: Any list of approved NCA Specialty Show Judges shall remain in effect until a new list is created.

V30.2 03/02/99 (Teleconference)

Board approved conducting a Maturity Class at 2000 National Specialty. A Maturity Class is a non-regular class comprised of three dogs representing three generations. The entry need not be of one sex. All three dogs are judged.

V30.3 03/24/99

Approved Obedience Judges requirement from the National Specialty Show Guide deleted. Regional Clubs can now hire any AKC licensed Obedience Judge for Nationals.

V33.1 12/1/01

Ad Hoc committee established to evaluate the feasibility of holding a Health Class at the National Specialty and/or Regional Specialties. Work with Health and Longevity and Database Committees.

V34.1 11/2/01

Board encourages clubs hosting National Specialties to offer AKC DNA clinics at a reduced fee offered by AKC.

V33.2 2/7/02

#1 Limited Edition plate (2001 2nd edition) to fine arts auction at National Specialty with proceeds to the Uniform Trophy fund.

V34.1 11/2/02

Encourage screening clinics at Nationals and Regionals, eg. Cardiology and DNA testing. Committee should develop policy change, foreign judges for National Specialties should be NCA members

V34.3 4/21/03

Multiple Regional Specialties (two or more) may not take place 35 days prior to Best of Breed judging or 21 days after Best of Breed judging at a National Specialty.

V34.4 5/27/03

A VN class at the upcoming 2004 National Specialty approved.

NCA CHARITABLE TRUST COMMITTEE (Ad Hoc)

Duties and Responsibilities

Board appointed ad hoc committee to develop a proposal to set up a structure for the management of the NCA Charitable Trust.

History

V32.1 11/3/00

Committee appointed.

V33.1 12/2/01

Proposal developed to set up Charitable Trust Advisory Board (CTAB) comprised of 7 members (Board approved) including NCA Health Liaison, Rescue Chair, Finance Chair, NCA President or 1st Vice President, Treasurer and two at large members with staggered 2-3 year terms. Responsibilities: Managing trust assets; developing trust funds; investing funds, coordinating and approving health grants, approving major rescue disbursements and scholarships. Interface and work closely with established NCA Committees and operate under Policies and Procedures set forth by NCA Board. Board approved concept, move forward for possible final approval in April 2002.

V34.1 11/3/02

Final proposal presented to Board:

1. NCA is trustee, TAB works under direction of NCA Board.
2. NCA Board will relinquish day to day management.
3. All TAB members serve at the pleasure of the Board.
4. Chairman will be President, 1st Vice President or 2nd Vice President.
5. Nine members on TAB.
6. Rename as Charitable Trust Management Board (TMB).
7. Develop book of all amendments, policies and records with monthly statement to NCA Board.
8. Report to NCA membership with Annual Report to Membership.

Revised document be forwarded to attorney.

NCA CHARITABLE TRUST

History

V28.3 03/25/97

Board directed that an NCA Charitable Trust be established. Will provide tax deductibility for donations to NHC, Rescue Fund and Scholarship Fund. (Subsequently interrupted to include Distinguished Member Restoration Fund.)

V29.3 04/07/98

First round review of initial trust submission completed by the IRS. Board approved an amendment to the filed trust document to clarify some of the language as requested by Connecticut law and the IRS.

V29.3 04/08/98 (Annual Meeting of Trustees of the NCA Charitable Project)

Approved actions taken by the NCA Board on 4/7/98 to approve the first amendment to the filed IRC trust document.

Approved sending \$6,000 for the second year of the SAS Study (previously approved NCA participation) as requested by the (AKC) Canine Health Foundation.

V30.2 12/29/98 (Teleconference)

Trustee Board approved entering into an agreement with the MAUD Foundation, Inc., which provides for the care and prevention with respect to rescue dogs.

V30.3 03/23/99

Ad Hoc Committee established to conduct a feasibility study of an NCA Charitable Trust Endowment Fund. (Determined not feasible. See Finance Committee 10/29/99.)

V30.4 07/27/99 (Teleconference)

NCA Charitable Trust bank accounts to be designated as Charitable Trust.

V31.2 12/26/99

Approve grant "Mapping of a Gene of Canine Subaortic Stenosis", Oregon health Science Univ., \$2500 per year for three years.

V31.2 3/2/00

Finance Committee retain a tax attorney, giving him power of attorney, experienced with

not-for-profit dog clubs and Charitable Trusts.

V31.3 5/2/00

Recommendations of tax attorney:

- 1) NCA previous year's tax return did not need to be amended.
- 2) Request extension 1999 NCA tax return.
- 3) No tax returns for previous years for Charitable Trust are due.
- 4) NCA change status from 501©7 to 501©4.
- 5) Charitable Trust be governed by laws of Virginia rather than Connecticut.
- 6) Amend trust to include other exempt purposes.

Continue cystinuria screening clinics thru 2001 National Specialty and/or \$12,500. Extend \$25 rebate per dog retroactive to April 1, 1999 and include individuals having dogs tested not as part of a regional sponsored clinic.

V32.1 9/26/00

Approve grants; 'Development of a DNA based test for forelimb anomaly in Newfoundlands', Michigan State Univ, \$1250; "Anchoring the canine map through BAC mapping", Fred Hutchinson Cancer Research Center, \$2500 per year for three years; and "Development of PCR multiplexed canine marker panels for the purpose of genome screening and linkage analysis", Univ. of California, \$2500 per year for three years

V32.1 11/3/00

Amend Charitable Trust document, Article V, Section 4 and Article X substitute Commonwealth of Virginia.

Approve grant; "The molecular cytogenetics of canine lymphosarcoma: correlating chromosomal changes with clinical disease", \$1400 year one and \$1600 year two.

NCA Board appoint ad hoc committee to develop a proposal to create an advisory Board of Directors for the NCA Charitable Trust. Present at 2001 National Specialty.

V32.4 5/23/01

NCA and Charitable Trust seamless transfer of funds of up to \$100,000 from M&I of Wisconsin to M&I Bank of Nevada to obtain additional FDIC insurance.

Finance Committee and Treasurer monitor interest rates of current CDs to assure rate is at least 105% of the yield on US Treasury bills. Begin a relationship with other higher interest banks to invest future NCA funds. Explore moving one or more Cds to another bank including Anchor, Capital One and MBNA Banks.

Board accepts recommendation to extend cystinuria testing rebate program through April 30, 2002 under same requirement. Cap set at \$15,000 or a total of 600 individual tests. Program will be evaluated on an annual basis.

V32.4 6/19/01

Finance Committee to write article for NewfTide providing answers to members questions regarding NCA's financial policies and procedures.

V33.1 10/3/01 (Mail Meeting)

Approve AKC/CHF Grant#2267: "Linkage Analysis of Familial Subvalvular Aortic Stenosis in the Newfoundland Dog"; two year study at \$7,886.85 per year.

Approve AKC/CHF Grant#2250: "Diet Related Taurine Deficiency in Newfoundland Dogs and Associated Cardiac Insufficiency": two year study at \$6,575 per year.

Approve AKC/CHF Grant# 2054: "Heriditable and Sporadic Genetic Lesions in Canine Lymphoma and Osteosarcoma"; three year study at \$1,200 per year.

V33.1 11/30/01

AKC will now include all breeds in CHIC database. Newfoundland data from OFA database to include hips, elbows, cardiac and cystinuria data. OFA now registering cystinuria testing. All four tests must be done, abnormal results may be included, to be entered into the database. Board recommend cost of OFA input of cardiac and cystinuria and/or cost for registry be paid by NCA. NCA will negotiate for reduced fee. Article to be written for NewfTide to explain CHIC database and policy.

Tom Russell Foundation \$5000 donation to NCA Charitable Trust Funds to be used for scholarship and/or rescue.

V33.1 12/1/01

Grant#2250: "Diet Related Taurine Deficiency Associated with Cardiac Insufficiency...", increase funding from \$6,575 per year to \$13,150 per year for two years owing to lack of second funding source to complete study.

V33.1 12/2/01

Proposal developed to set up Charitable Trust Advisory Board (CTAB) comprised of 7 members (Board approved) including NCA Health Liaison, Rescue Chair, Finance Chair, NCA President or 1st Vice President, Treasurer and two at large members with staggered 2-3 year terms. Responsibilities: Managing trust assets; developing trust funds; investing funds, coordinating and approving health grants, approving major rescue disbursements and scholarships. Interface and work closely with established NCA Committees and operate under Policies and Procedures set forth by NCA Board. Board approved concept, move forward for possible final approval in April 2002.

IRS determination that Charitable Trust 501(c)3 still in effect.

V33.2 2/7/02

Received Tom Russell Charitable Foundation award of \$5000 to be used solely by rescue or scholarship fund. Second year of funding.

V33.2 3/7/02

IRS approved NCA's request to change from a 501c7 to a 501c4 organization retroactive to 1987.

Approve use of VISA and Mastercard as a method of payment for all transactions including dues renewal beginning 7/1/02.

V33.4 6/6/02

Approve grant of \$4,000 to subsidize shipping and other costs associated with bringing painting to Philadelphia Museum for a period of three years.

V33.3 4/23/02

Extend cystinuria testing rebate for final year to end in 2003.

Request use of Health Challenge dollars to fund the CHIC program.

Rescind motion to pay for registering OFA cystinuria and cardiology clearance in CHIC database with Health Challenge dollars.

V.35.2 11/21/03

Charitable Trust directed to use its interest income to pay for an annual report and move the list of donors out of *Newf Tide*.

V36.1 10/31/04

Accept the following: To further advance the goals and objectives of the Newfoundland Club of America, Inc., the Trustee hereby adopts the proposal approved by the

Newfoundland Club of America in April 2003, to direct the NCA Charitable Trust to appoint a nine member Trust Management Board (TMB). The management structure and specific duties of the TMB are as outlined and attached hereto and marked Exhibit 1. The TMB shall devote its full time and energies to the management of the Trust and shall directly answer to the NCA, Inc. sitting as the Trustee.

11/4/05: approve the Charitable Trust Management Board's organizational document as presented and that any NCA committee could approach the CTMB at any time for grants for appropriate projects.

NEWF NOVELTIES COMMITTEE, AD HOC

V35.4 7/15/04: Create an Ad Hoc Newf Novelties committee and advertise for a chairperson and committee members.

NEWF NOVELTIES LIAISON (position abolished)

Duties and Responsibilities

The Liaison is a member of the NCA Board of Directors. The Newf Novelties Liaison is the contact person for Newf Novelties, an independent vendor with a contract with the Newfoundland Club of America. If there are any questions or complaints regarding any aspect of the NCA's contract with Newf Novelties, the Liaison can offer his/her services. If the Board of Directors votes any policy that might affect Newf Novelties, the liaison would be responsible to notify them. If Newf Novelties is having difficulties in dealing with an NCA approved Regional Club, the Liaison will try and represent their request to the Club.

An annual report is to be submitted to the Second Vice President in January for *Newf Tide* publication. The Liaison submits an estimated annual budget to the Treasurer in January of each year.

History

V24.1 11/14/92

Board approved support of Newf Novelties as the sole, licensed provider and encourages host clubs of National Specialties to take necessary action to appropriately recognize New Novelties as the NCA's official provider.

NEWF TIDE EDITOR

Duties and Responsibilities (Revised 04/25/95 - V26.3)

The editor is responsible to the will of the Board of Directors. The Editor is encouraged to contribute to the policy making decisions of the *Newf Tide* Policy Committee and obliged to follow all policies approved by the Board of Directors.

The Editor will solicit material and make every effort to include the required committee reports and Specialty and working dog events; but more important is holding to

publishing deadlines, so that members receive four (4) issues on a regular quarterly schedule.

Any letters to the Editor or articles submitted for printing that are critical of any person or any NCA Board or committee policy will be held up until the person or persons criticized have a chance to submit a response or rebuttal to be published in the same issue of *Newf Tide*.

Timely accounting to the Treasurer is necessary, including biweekly submission of advertising and subscription monies. An annual report must be sent to the *Newf Tide* Policy Committee Chair in January.

History

2.1

Newf Tide Editor's Policies

To this end, we will publish these things in *Newf Tide* (items appear not in order of their relative importance, but as they come to mind):

- We will print a photo and three-generation pedigree of any dog who has made an outstanding contribution to Newfoundlands, such as U.D. and T.D. winners, winners of major water trials and freight hauling contests, dogs who achieve a group placement, dogs who perform feats of rescue, Specialty winners; plus outstanding “greats” of the past.
- We will print the results of each dog show and obedience trial. We ask that the Best of Breed winner at each dog show take responsibility for sending us the show results so that we can publish the information more quickly than if we were to wait to learn the results from the *AKC Gazette*.
- Complete results from each Specialty will be published. We ask that the Best of Breed winner send us a marked catalogue for which we will be happy to pay.
- An interview of prominent Newfoundland people will appear as space and replies to our questionnaires permit.
- We solicit your contributions for “how-to-do-it” articles on working with Newfoundlands, grooming, obedience, breeding, and the like.
- We hope to be able to print many letters to the editor. This is your opportunity to “sound off” on issues you feel are important to the board and to the Club.
- Gleanings from the *AKC Gazette* will include names of new champions and obedience winners.
- We will print the following information about new litters: name of sire and dam, the number of male and female puppies; and the name, address, and phone number of the breeder. Send us the information if you wish to be included.
- Remarks from officers of the NCA will appear as these busy people have

information and comments for us.

- We will print information about Regional Clubs and their activities when it is sent to us.
- We hope to include Newfoundland news from other countries.
- In order to avoid duplication of time, effort, and expense, we hope to include much of the necessary publicity for specialties and other events of National interest.

The NCA Board has suggested that for the present *Newf Tide* be published bi-monthly. It will appear in April (featuring winners of 1970 specialties), June (the 1971 National Specialty issue), August (the Midwestern Specialty), October (the West Coast Specialty), December, and February. Copy will be sent to the printer by the first of the month. We, therefore, ask that your contributions be in our hands by the 15th of the month preceding publication. We will, however, accept show results any time before the first of the month. All efforts will be made to have the newsletter in your hands by the tenth of the month. We ask your indulgence should we be a little late because, for reasons of economy, we will be assembling, folding, and addressing the paper ourselves, obviously a time-consuming job. Finally, we reserve the right to edit all material sent to us for publication. We welcome all contributions, comments, and suggestions. We must pull together to make *Newf Tide* an informative and worthwhile publication.

V11.3 06/17/80 (Mail Meeting)

Newf Tide Editors are to send clubs hosting Regional Specialty show events a list of needed show-related items for *Newf Tide* publication, plus a reminder of the publication deadline.

V21.4 11/10/90

The note at the end of the job description for the Editor of *Newf Tide* is deleted. (The deletion reads..."NOTE: Editors of *Newf Tide* are not reimbursed for their time, only actual costs of publication including employee's time."). The purpose of the deletion was to acknowledge that a publication of the quality of *Newf Tide* requires paid editorial time.

V26.1 11/06/94

New job description for *Newf Tide* Editor approved:

- The editor shall produce four (4) issues of *Newf Tide* each year, with an average of 72 pages per issue. The editor shall be responsible for receiving, organizing, and presenting the content of each issue of *Newf Tide* and preparing this material for printing within the prescribed deadlines. The editor shall report to the *Newf Tide* Policy Chairman. In performing these duties, the editor should have the creative ingenuity to reflect the soul with the technical, the artistic with the functional. The editor's responsibilities include all those applicable to the publication of a quality magazine.

Editor's Qualifications

The editor shall:

1. Be technically competent as a desktop publisher and familiar with computers.
2. Be well-versed in the accepted standards of layout design.
3. Be attuned to the aesthetics of type and sensitive to its appeal and function.
4. Be able to lay out photographs and produce graphics consistent with editorial/written content.

Editor's Specific Duties

1. Maintain a consistent style in form and substance within each issue and from issue to issue.
2. Be familiar with editorial policy as determined by the NCA Board of Directors and adhere to this policy. Recommend changes to the policy as necessary.
3. Direct the work assignments of the *Newf Tide* volunteers as defined by the *Newf Tide* Policy Committee.
4. In each issue inform the membership of procedures for submissions. Maintain communication with members interested in writing articles.
5. Maintain a file of items for publication as space permits. Suggested items include pictures, drawings, and feature articles.
6. Prepare and assemble each issue within three (3) weeks of copy close deadline. Coordinate with the printer to ensure mailing of each issue no later than six (6) weeks after copy close deadline.

Layout Responsibilities

1. Consult as required with *Newf Tide* Policy Committee Chairman to select reader-submitted articles for publication. Use *Newf Tide* policy to guide editorial decisions.
2. Organize submissions into the features for which they are intended.
3. Format the text and graphics for *Newf Tide* in an orderly fashion and with a consistent, readable style.
4. Submit disk and hard copy to printer in sufficient time to support printer's schedule. Check "blue line" and cover photos before final printing to ensure quality and consistency of final product.

Editorial Responsibilities

1. Type or scan all material and apply format. Format material received on disk.
2. Edit all content for punctuation, grammatical errors, and misspelled words.
3. Edit articles so that the space allowed is used wisely. Copyfit as necessary.
4. Coordinate revisions with author if more than spelling, punctuation, or grammatical changes are necessary. Questions concerning the content of any submission should be discussed with the author and *Newf Tide* Policy Committee Chairman.
5. Use a recognized "style" book and the *Newf Tide* style sheet for consistency.

Miscellaneous Responsibilities

1. When checks accompany material, keep a record of these checks (payable in U.S. dollars, drawn on U.S. banks only) and forward them to the treasurer on

a bi-weekly basis. When an incorrect amount is sent or if a necessary payment is omitted, the editor shall inform the sender and hold the material until payment is received.

2. Record photos received for publication and return them in a timely manner if postage or SASE is received. Send remaining photos to the NCA Historian.
3. Verify NCA membership when necessary.
4. Forward address changes to Membership Chairperson in a timely manner.

V26.3 02/20/95 (Mail Meeting)

Board recommendation that duplicate and separate copies of specific documents be maintained outside domain of *Newf Tide* Editor to avoid contractual misunderstandings over right of ownership.

***NEWF TIDE* POLICY COMMITTEE**

Duties and Responsibilities

The *Newf Tide* Policy Committee has a minimum of five (5) members including at least one (1), but not more than two (2), from the NCA Board of Directors.

The Board has recognized its responsibility to set publication policies for *Newf Tide*. This committee established since such policies must be expected to change with time and to sometimes be difficult to interpret.

The duties of the *Newf Tide* Policy Committee are:

- To monitor and modify *Newf Tide* publication policies and propose changes to the Board
- To assist the Editor(s) of *Newf Tide* in reaching publication decision when submitted materials of any kind do not clearly fall within publication guidelines
- To review *Newf Tide* budgetary changes as suggested by the Editor(s) or others, and to propose changes to the Board
- The Chair and committee members should continuously monitor and update the *Newf Tide* Policies and Guidelines document and advise the Board when the committee feels that additions or changes are in order

Newf Tide Policy - 1993
(reflects policy through 3/19/93 Board meeting)

Cover Selection

Any cover selection that deviates from the policy described below must be submitted to the Board of Directors for approval prior to publication:

First quarter issue

Open (see Open Cover selection criteria below).

Second quarter issue

Top Producing Sire and Dam on the front and back covers, based upon past year's performance. Each year the front cover will alternate between Sire and Dam. One half (1/2) interior page including photo and text will be allocated to each dog. In the event of a tie, the dogs will share the cover space.

Third quarter issue

The National Specialty Best of Breed winner will appear on the front cover, and the Best Opposite Sex winner will appear on the back cover.

Fourth quarter issue

The *Newf Tide* Photo Contest first place winner will appear on the front cover. The second place photo will appear on the back cover.

Concerning the selection of an Open Cover, the six (6) front cover preferences are listed here in order of priority. Once one (1) cover category has been used, move to the next cover category and so on down the list until all six (6) categories have been used, then return to number one again.

Unless otherwise specified as follows, a dog not previously appearing on the front cover of *Newf Tide* shall have preference for the front cover over a dog who has previously appeared on the front cover as a result of this Open cover selection policy:

- Multiple Specialty Best of Breed/Best Opposite Sex winners (any combination of three Regional/Nationals). The first two (2) dogs who achieved this honor will be placed on the front and back cover, respectively. A dog may not appear on a *Newf Tide* cover more than once in a 24-month period in this category.
- Obedience trial champions (OTCH). Restricted to dogs that have not previously appeared on an issue cover in this category.
- Top Register of Merit Dogs and Bitches. This category to be selected once every five (5) years (1986, 1991, 1996, 2001, etc.)
- Recipient of unique National awards: For example, Best in Show at Westminster Kennel Club or AKC National Invitational Championship shows; 200 score at a licensed Obedience Trial.
- Photos of Working Newfoundlands (sledding, carting, back-packing, obedience, weight-pulling, Agility, tracking, etc.). Photo(s) to be selected by the Editor.
- Record-setting Newfoundland: For example, most Best in Shows, most High in Trials, etc.

Interior Pages

A separate section in *Newf Tide* for foreign wins. Materials submitted for the section will be charged \$35.00 in US funds (1987).

For all interior pages of *Newf Tide* devoted to conformation and obedience wins, the Committee encourages the inclusion of more pedigree information even though this may result in somewhat smaller pictures (1987).

One half (1/2) page interior coverage is to be given to each Newfoundland depicted on the cover of that issue (unless a full article is devoted to that dog or topic). This space may include an informal picture, perhaps with the owner, a three- or four-generation pedigree, and text (1987).

About ten (10) pages should be devoted to each National Specialty. Select animals, Winners Dog, and Winners Bitch should have larger photos than other winners (1987). National Specialty High in Trial winner will have a one-quarter (1/4) page photo with accompanying article (1988).

A maximum of three (3) pages will be devoted to each Regional Specialty: one half (1/2) page Best of Breed and Best Opposite Sex pictures/pedigrees, one quarter (1/4) page Winners Dog and Winners Bitch, one ninth (1/9) page Reserve Winners and class winners with text, and including a marked catalog. This three-page limit becomes a problem if all pictures, marked catalog, and a decent article are sent in for the obvious reason of space limitations. We, therefore, would agree to allow the Editor to increase the length of the article on occasion (1987).

Other achievements (unless these are cover animals): One half (1/2) page including photo and text (1987): Versatility Newfoundlands (estimate 12 per year)
Top winning dog and bitch
Register of Merit award winners (estimate 6 per year)

When the Editor receives an article that is questionable in nature, i.e., that it might be construed as an advertisement, it should be sent to the *Newf Tide* Policy Committee for a publication decision. If it is not used, the article, photo, and a reason why it is not used should be returned to the sender (1987).

When the Editor receives an advertisement that contains questionable assertions, it should be sent to the Committee for a publication decision. If a negative decision is reached, the sender of the ad will be afforded the same courtesy as described above (paragraph 7) (1987).

Quarterly reports of committees and material that the Board wishes to have published in *Newf Tide* are required items for publication (1987).

Action photos of Newfoundlands doing something nifty are of great interest to most of our members and should be used wherever possible, providing they are not construed as free advertisement (1987).

At least one (1) article from the NCA Education Committee on a variety of subjects (structure, movement, and type; on breeding, mating and whelping a litter; demonstration on grooming, tips on guaranteeing a puppy, etc.). Any educational articles that do not originate with the Education Committee must be approved by same before publication (1987).

Letters to *Newf Tide* that are critical of any NCA member or official body of the NCA, or of the practices, decisions and policies thereof will be published only if an opportunity to answer the criticism in the same issue of *Newf Tide* has been made available to the individual concerned. In cases where it is clear to the Editor, on the basis of rebuttal, that the criticism has resulted from misunderstanding or misinformation, the rebuttal should be sent to the letter writer with the opportunity to withdraw the letter.

Any submission for publication that is critical of any person or any NCA Board or Committee policy be treated the same as a Letter to the Editor, and will be treated accordingly. (2000)

Any Club column submitted for publication that is critical of any person or any NCA Board or Committee policy will be considered a Letter to the Editor, and will be treated accordingly.

Newf Tide will provide complimentary pre- and post-event publicity only for Newfoundland competitions that have received NCA Board approval (1986).

Editor will not accept telephone calls for changes, deletions, or additions to copy that has already been received, unless it is followed up with a written and dated request. Changes, deletions or additions must arrive at *Newf Tide* before the copy deadline of that particular issue.

In the case of Specialty shows, at the owner's option, a recent photo may be substituted for an unsatisfactory show photo.

An NCA member may advertise any Newfoundland, including in the Memoriam section.

Editing of submitted material shall be limited to spelling and grammar corrections without the permission of the author. Any other editing, including limiting the length, shall be subject to the author's approval. However, this may result in delaying publication of the article (report or Club column) until a later issue.

Only NCA and AKC organizations can be listed in the Calendar of Events, or receive free advertising (pre-event publicity), except at the explicit direction of the Board of Directors.

Regional Clubs may run two (2) free event announcements per year of up to one quarter (1/4) page. (5/89)

Change of address and late renewals will no longer be published in *Newf Tide*. (3/93)

Classified items must be limited to sales of adult Newfoundlands and dog-related items only: no litter announcements or puppy sales.

Newf Tide Price List: Effective May 3, 1992 NCA Board of Directors Meeting (corrected 6/15/92):

- Whelping Box ad: \$20
- *Annual of Titlists* photo/pedigree fee: \$35
- Annual subscription: \$60 US, \$80 foreign
- Display ads (members only)

- Full page @ \$120
- 1/2 page @ \$70
- 1/4 page @ \$45
- Classified ads @ \$.25 per word and 20 word minimum.

Note: maximum 54 pages per issue (unless display ads require additional pages - minimum 4-page increments)

Regional Clubs limited to 3 columns per year @ 250 word maximum per column (alternate issues, per *AKC Gazette* system).

History

V3.2 03/12/72

Newf Tide to be sent to all members of the NCA and that the cost be taken out of their annual dues. The best estimate of the Treasurer based upon the budget from the editors is that it will be \$8.50 - \$9.00 for the five (5) issues during the year. For all others wishing to subscribe to *Newf Tide* the cost will be \$15.00 or \$3.00 each where persons want a single copy.

V5.1

General policy: Cover pictures reserved for dogs of "notable distinction" such as National Specialty winners, BIS, Ch. UDT dogs, Regional Specialty winners and others of "distinguished merit". New champions, title winners and group placements will be printed if submitted. Request also a 2-generation pedigree for same. Litter box will continue with only currently whelped litters printed. Plan to feature articles on various kennels throughout the year.

V5.2 04/28/74

There has been several requests for commercial advertising of kennels, stud service, etc. However there are disadvantages to consider, ethics in wording, harder layouts and a general down grading of a great publication.

V5.2 04/28/74

Newf Tide to be given working capital 6-12 months in advance. A financial report will be sent to the Treasurer after each publication.

V6.2

New champions and title holders to be printed in *Newf Tide* only for NCA members.

V6.3

Editors to develop a set of rules establishing priorities on who will be pictured on the cover of *Newf Tide*. These will be published in the next issue.

V7.1 02/09/76

A revision of NCA application was approved so *Newf Tide* can change their postal rate.

V7.3 06/19/76

Newf Tide will print news columns of only recognized Regional Clubs as of January 1, 1977.

V9.4 10/05/78

It was agreed that NCA members in foreign countries who desire that *Newf Tide* be sent via air mail submit monies for the additional postage to the editor of *Newf Tide*.

V10.4 09/27/79

Editors allowed to use their own discretion in selecting material for *Newf Tide*.

V10.4 09/27/79

Commercial advertising from both "private and commercial sources" approved. Editors to propose advertising rates and formats for Board approval.

V10.4 09/27/79

Extra copies of current *Newf Tide* may be sold at Newf Novelties booth at National Specialty.

V11.204/03/80

Complimentary copies of *Newf Tide* are not to be sent to judges. At least two (2) copies of each *Newf Tide* are to be sent to the Club Historian for inclusion in the club's archives.

V11.2 04/03/80

The outside front and back covers of *Newf Tide* will not be available for advertising, although the inside front and back covers may be sold for advertising purposes. Unless ads are to be printed in a classified section, each ad is to be marked "paid advertisement." Ads touting placements in a rating system must identify the rating system. Non-members, excluding known commercial advertisers, may not advertise in *Newf Tide*.

V11.2 04/03/80

The printing of championship photos and title winner pictures will be continued at no charge to NCA members. One group placement photo, per dog, and one BIS photo, per dog, for each calendar year are to be printed at no charge. Additional group placement or BIS photos are to be charged at the regular advertising rate for one quarter (1/4) page. All copy for the New Champion and New Title Winner Sections, Group Placement Section, and Best in Show Section is to include the date of the win.

V11.2 04/03/80

The Whelping Box copy will include the name of the kennel, whelping date or anticipated due date, sire, dam, number of males/females, owner's name, address, and telephone number. There will be a charge for each litter listed.

V11.2 04/03/80

It will be the editors' option to select photos and text for the Newf Gallery Section.

V11.2 04/03/80

The "In Memoriam Section" will include a photo, if submitted, and copy limited to the dog's registered name, call name, owner's name, and dates of birth and death.

V11.2 04/03/80

Annual committee reports will be printed in *Newf Tide*.

V11.3 08/09/80 (Mail Meeting)

Newf Tide Editors are to send clubs hosting Regional Specialty show events a list of needed show-related items for *Newf Tide* publication, plus a reminder of the publication deadline.

V11.3 08/09/80 (Mail Meeting)

A photo of the Best of Breed winner from each year's National Specialty show is to be featured on the front cover of *Newf Tide*. A full-page picture of the Best of Opposite Sex winner is to be published in the same issue. In addition, the National Specialty show issue of *Newf Tide* is to include photographs of the Winners Dog, Winners Bitch, the Sweepstakes winner (when applicable), and all first place conformation class winners. The High Scoring Dog in Trial, all first place obedience class winners, and the winner of the carting competition are to be pictured. A group photograph of Water Test qualifiers is to be published also. The usual catalog information, i.e., sire, dam, date of birth, etc., is to be printed with each photograph. Class placements, along with the catalog information, and the number of dogs entered in each class are to be noted. This same placement, catalog and entry information will apply also to coverage of Regional Specialty Shows.

V11.3 08/09/80 (Mail Meeting)

A regular column will be prepared by the Working Dog Committee for each issue of *Newf Tide*.

V12.1 12/15/80 (Mail Meeting)

Newf Tide coverage will include Specialty show photos and catalog information for the Reserve Winners Dog and the Reserve Winners Bitch, if these two (2) winners are not

already recognized as class winners.

V12.1 02/08/81

As of Summer 1980 issue, a posted SASE, must be included with correspondence for return of photos/materials.

V12.2 04/16/81

Newf Tide page size will remain the same as in the past.

Regional reports will be limited to three (3) typewritten, double-spaced sheets, plus a maximum of four (4) pictures.

There will be no charge for ads touting Regional Club activities or the National Specialty Show events.

Articles will be limited to five (5) typewritten, double-spaced sheets.

Size of photos of Regional Specialty Show winner will be reduced.

There will be a charge per photo for the printing of pictures of new title winners. These photos will be printed nine (9) per page. A fee will be assessed for the printing of pictures of group placements and/or Best in Show winners. These photos will be printed four (4) per page.

Full-page advertising contracts will be available on a four issue basis. The price will include one (1) photo per ad with an additional charge for additional photos.

The "Newf Gallery" section will be continued.

V12.2 04/16/81

Complimentary copies of *Newf Tide* to be sent to prospective commercial advertisers.

V13.2 04/23/82

Charge for New Champion and Title Holder Section eliminated.

V15.2 05/27/84

Board approved the substitution of a recent photo, at the owner's option, to replace an unsatisfactory show photo in the case of Specialty shows.

V15.4 01/10/85

Junior Member advertising limited to dogs which are registered in their own names.

V16.2 04/25/85

Annual to be incorporated in *Newf Tide*. Photo of qualifying dogs and their pedigrees will be printed for a fee to be determined. Pedigree only will be free. Members and non-members dogs will be included.

V16.3 08/06/85 (Mail Meeting)

Ad hoc committee appointed to establish guidelines for *Newf Tide*.

V17.3 11/08/86

Newf Tide Policy Committee became a standing committee. Duties of this committee include: (i) monitor and modify *Newf Tide* publication policies and propose changes to the Board; and (ii) to assist the Editor(s) of *Newf Tide* in reaching publication decisions when submitted materials do not clearly fall within publication guidelines. The committee will have a minimum of five (5) members including at least one (1), but not more than two (2), members of the NCA Board of Directors.

V17.3 11/08/86

Letters to *Newf Tide* that are critical of any NCA member or official body of the NCA, or of the practices, decisions and policies thereof, will be published only if any opportunity to answer the criticism in the same issue of *Newf Tide* has been made available to the

individual(s) concerned. In cases where it is clear to the Editor(s) on the basis of the rebuttal, that the criticism has resulted from a misunderstanding or misinformation, the rebuttal should be sent to the letter writer with the opportunity to withdraw the letter.

V18.4 11/07/87

Recommended policies accepted as amended and printed in *Newf Tide*.

V19.2 04/29/88

Newf Tide will receive an advance of \$5,000 prior to publication. Upon consultation, the advance may be increased to an amount not to exceed \$7,000.

V19.4 11/12/88

National Specialty High in Trial winner will have a quarter page photo with accompanying article.

V20.2 05/26/89

There will be a 10 percent discount for a prepaid yearly advertising contract.

V20.2 05/26/89

Copy deadlines will be established annually by the Board. These dates will be prominently printed in *Newf Tide* and adhered to, without exception. (Annual Board Meeting, 5/89).

V20.2 05/26/89

Newf Tide will now include a column on news of foreign Newfoundland activity.

V20.2 05/26/89

Regional Clubs may run two (2) free event announcements per year of up to one quarter (1/4) page. Further announcements will be printed at the regular rates.

V20.2 05/26/89

Only approved NCA Regional Clubs may have a column or run event announcements in *Newf Tide* (Annual Board Meeting, 5/89).

V20.4 11/04/89

Letters to the editors limited to 300 words and any letters to the editor containing personal attacks will be returned to the author.

V20.4 11/04/89

Newf Tide not to be used for political advertising or endorsements.

V21.4 11/10/90

The note at the end of the job description for the Editor of *Newf Tide* is deleted. (The deletion reads..."NOTE: Editors of *Newf Tide* are not reimbursed for their time, only actual costs of publication including employee's time."). The purpose of the deletion was to acknowledge that a publication of the quality of *Newf Tide* requires paid editorial time.

V21.4 11/10/90

In order to react quickly to situations, the *Newf Tide* Policy Committee shall have five (5) members, including the chair. At least one (1) but not more than two (2) members shall be from the NCA Board of Directors. All members of the *Newf Tide* Policy Committee shall be appointed by the NCA Board.

V21.4 11/10/90

Any Regional Club column submitted for printing that is critical of any person or NCA Board or committee policy will be considered a Letter to the Editor and treated accordingly.

V22.2 03/28/91

In order to keep *Newf Tide* to a reasonable number of pages, Regional Club columns that exceed 500 words will be subject to editing.

V22.4 11/10/91

Newf Tide be published bimonthly (i.e., six (6) times per year.)

Method of payment to the *Newf Tide* editor will reflect payment for a base number of pages per issue, with a per page cost for pages over that number.

The *Annual of Titlists* will be paid on a separate basis, based on a base number of pages, with a per page cost for pages over that number.

An NCA member may advertise any Newfoundland in *Newf Tide*, including the In Memoriam section.

Concerning *Newf Tide* editorial policy, "Editing shall be limited to spelling and grammar, without the permission of the author. Any other editing, including limiting the length, shall be subject to the author's approval. However, this may result in delaying publication of the article or Club column until a later issue."

Free advertising in *Newf Tide* will be given only to an AKC or NCA organization except at the explicit direction of the Board.

Only NCA and AKC organizations and their activities will be listed in the NCA calendar of events, except at the explicit direction of the Board.

V23.1 12/16/91 to 01/08/92 (Mail Meeting)

Approved revisions governing cover selection process, to account for the change to bi-monthly publication of *Newf Tide*.

V24.1 11/14/92

Newf Tide will revert to four (4) issues in 1993 (five (5) were published in 1992).

V24.2 02/17/93 (Mail Meeting)

Under the OPEN cover selection process, unless otherwise specified in the current Policy, a dog not previously appearing on the front cover of *Newf Tide* shall have preference for the front cover over a dog who has previously appeared on the front cover as a result of the Open cover selection policy.

V24.2 02/17/93 (Mail Meeting)

Change of address or late renewals will no longer be published in *Newf Tide*.

V24.2 02/17/93 (Mail Meeting)

Classified items must be limited to sales of adult Newfoundlands and dog-related items only, no litter announcements or puppy sales.

V25.2 11/07/93

The *Newf Tide* Policy Committee is to develop an editor's job description.

V25.4 08/94 (Mail Meeting)

The publication date and corresponding submission deadline(s) for *Newf Tide* will be coordinated with the NCA Board of Directors. The rationale for this motion was to allow inclusion of mailings to the NCA membership with *Newf Tide*, e.g., National Specialty packages, notice of dues, Nominating Committee slate, etc.).

V26.1 11/04/94

National Specialty results appearing in *Newf Tide* must be taken from the official marked catalog showing corrections of the show Superintendent.

V26.1 11/04/94

Newfoundlands featured on the "open" cover(s) of *Newf Tide* are not required to be owned by an NCA member(s). However, open cover selection preference will be given to NCA member owners/breeders in cases of substantially equal cover candidates.

V26.1 11/04/94

Approved the job descriptions of the *Newf Tide* Editor (see Editor's job description), Subscription Volunteer, Photo Contest Volunteer, and Annual Titlist Volunteer.

Subscription Volunteer

1. Receive payment for subscriptions and forward to the treasurer on a bi-weekly basis.
2. Keep record of subscribers and renewal dates.
3. Send mailing labels for subscribers to the printer in sufficient time to support the printer's schedule. Note subscription expiration date on the label.
4. Notify subscribers of need to renew 90 days prior to expiration date.

Photo Contest Volunteer

1. Place notice in 1Q *Newf Tide* about upcoming photo contest.
2. Select judge(s) with the approval of the NTPC.
3. Receive photos and submit photos to judge(s).
4. Forward winning photos to *Newf Tide* Editor.
5. After publication of the winners, send all contest photos to the Show Committee for the following year's National Specialty Show for possible display. Direct Show Committee to forward photos to the NCA Historian.

Annual Titlist's Volunteer

1. Receive pedigrees and list of titlists on disk and corresponding photos from the NCA database coordinator.
2. Layout material in appropriate manner.
3. Send material to the printer or other party as directed by the Chairperson of the *Newf Tide* Policy Committee.

V26.3 04/25/95

Disclaimer to appear in each issue of *Newf Tide*:

“Articles reflect the views of the individual author or committees who prepared them and do not necessarily represent the official position of the NCA or the editor. Publication of advertising does not imply endorsement by the NCA or the editor. No material may be reproduced without prior written approval of and proper credit to *Newf Tide*. Neither the Newfoundland Club of America, Inc. nor its committees, nor the individual authors make any warranties, expressed or implied, nor representations of correctness concerning methods of diagnosis nor recommendations of treatment. The reader must consult a veterinarian for advice.”

Newf Tide will accept ads for titles, championships and group placements from only one U.S. Registry, the AKC. *Newf Tide* will accept ads for international titles, championships and group placements. (Modified 11/02/95)

Regional Specialty Coverage revised. Clubs allowed to submit six (6) free pictures. Additional photos can be submitted at \$20/photo. Total coverage limited to three (3) pages. (Suggested photos - BOB, BOS, WD, WB, HIT, and Best in Puppy Sweeps - See modification 11/02/95).

Newf Tide Editor allowed to edit (in addition to spelling and grammar) for length and clarity provided authorization has been granted by the author to the Editor.

Revised policy established on “Open Cover” selection (i.e., the first quarter issue of *Newf Tide* as follows:) The first quarter issues of *Newf Tide* shall have an open cover. Upon due deliberation, the editor and the NTPC shall have the flexibility to select an appropriate open category. An open cover shall be selected from the following categories (as quoted in NT pg. 603Q95)

“Multiple Specialty Best of Breed/Best of Opposite Sex winners (any

combination of three regional/nationals). The first two dogs who achieved this honor will be placed on the front and back cover respectively. A dog may not appear on a *Newf Tide* cover more than once in a 24-month period in this category;

Obedience Trial Champions (OTCH). Restricted to dogs that have not previously appeared on an issue cover in this category.

Recipient of unique national awards: For example, BIS at Westminster or AKC National Invitational Championship; 200 score at a license AKC Obedience Trial;

Photos of working Newfoundlands (sledding, carting, back-packing, obedience, weight-pulling, agility, tracking, swimming, etc.) wherein the dog is actively engaged in the activity.

Record setting: for example--most BIS, most HIT's, Top ROM Dogs and Bitches, etc."

Editor given authorization to reject poor quality photographs for covers. Has the right to request another cover photo (after consultation with the printer).

Approved job description of *Newf Tide* Advertising Volunteer:

1. Receive copy for all display and classified advertisements. This includes ads from regional clubs.
2. Check ads for content using guidelines as specified in *Newf Tide* policy and the Ethics Guide. Check ads for punctuation, spelling and grammatical errors.
3. Verify NCA membership of advertiser.
4. Lay out ads, if not camera ready.
5. Keep a record of checks and forward them to the treasurer on a bi-weekly basis. If an incorrect amount is sent or if a necessary payment is received, return the material to the sender. Under no circumstances will advertising be accepted without correct, advance payment.
6. Maintain a record of free ads allowed to regional clubs.
7. Forward disk and hard copy of ads, including photos and return postage to editor no later than two (2) weeks after the copy close deadline.

V27.1 11/02/95

Effective 01/01/96, international postage (annual charge) be increased to \$15 for NCA Members in Canada and Mexico and to \$30 for all other countries. (See 11/23/97 modification.)

Newf Tide will accept ads for titles awarded by the NCA; titles, championships and group placements from only one U.S. Registry, the American Kennel Club; and ad for International titles, championships and group placements.

Charge for ads with pictures increased by \$5. Pictures to be returned second-day priority mail.

Bids for Editor and Printer to be solicited every three (3) years. Bids will go out the end of the second year. The Agreements (within three year period) with the Editor and Printer are for one year fixed and specific terms can be renegotiated every year.

Regional Clubs to be given three (3) free pages for regional specialty coverage to be

utilized as the respective club determines. For (any) pages over three (3) page allotment, the club will be charged at current rate.

NTPC directed to investigate and report back on the feasibility of using a newsletter format for committee reports, regional club columns, and Board minutes.

V27.3 04/23/96

Educational articles published in *Newf Tide* will include a statement that reprints are available from the General Education Committee for use by NCA members and Regional Clubs and not for commercial purposes.

V28.1 11/01/96

Average allowable number of pages of *Newf Tide* issue increased from 72 to 84.

OFA Registry statistics will be published annually as a separate newsletter. NCA members may request OFA Registry information directly from the Database Chair.

Second Quarter Cover Policy -- if same members own (and request) the Top Sire and Top Brood Bitch, both dogs may both be on front cover. Back cover will be a collage of Top Show Dog, Top Show Bitch and Top Obedience (Newf).

Reports on Water & Draft tests to be limited to one (1) page with pictures. Additional space may be purchased by Regional Club. Articles to be submitted by next deadline after event.

V29.1 11/23/97

Mission statement to be prepared for *Newf Tide* describing the purpose of the *Annual of Titlists*.

International postage (annual charge) increased to \$35 for all countries (excluding Canada and Mexico).

* * * * *

Policy adopted regarding the publication in *Newf Tide* of information about affected and carrier dogs as follows:

Be it resolved that the Newfoundland Club of America urges ALL Newfoundland owners to openly and honestly share and provide any and all health-related information on dogs they breed or own that will assist the current or future health of all Newfoundlands.

Be it resolved that the advice of the Health and Longevity Committee, developed in its ongoing studies to determine the health problems most pressing to the Newfoundland, will be considered a primary reference. New diseases and disorders are constantly being discovered which expand the need for more information, e.g., the encouragement to share information on hip dysplasia is not precluded by the addition of other diseases/disorders as they are determined to be relevant to our breed. (However, inclusion following discovery of problems should not automatically be assumed. This is due to factors regarding testing, validity of testing, etc.)

Be it resolved that the NCA's *Newf Tide* Policy has been revised to specifically state that personal letters, articles, etc. cannot be published either singly or wholly containing names and/or list of affected (or non-affected) carrier dogs, pedigrees, etc. It is NCA's intention that this information be shared for a scientific purpose and not merely

publicity. (This policy does not affect the policy regarding the publication of OFA lists.)

Be it resolved that the NCA does desire that health information, including affecteds and carriers of known diseases and disorders be shared, but cannot scientifically or legally be the source or communications media for this information. Based on the information available to the NCA, a more appropriate vehicle for all Newfoundland owners would be the Institute for Genetic Disease Control in Animals (GDCA): PO Box 222, Davis, CA 95617. Telephone/Fax: 530-756-6773, E-mail <http://www/vetmed.ucdavis.edu/gdc/gdc.html>. This is an Open Registry, open to any and all Newfoundland owners to share and to obtain information. The more people who make use of it, the wider the base of information that will be available to all. This Open Registry is a major source for researchers seeking information. By participating in this Open Registry, Newfoundland owners can actively participate in research designed to help our breed. The information provided is linked with pedigree relatives, providing a basis for analysis.

The GDCA is a well-respected service of long-standing. By encouraging the use of only one such databank, a single source of information on the Newfoundland genetic makeup will be provided. There are already existing registries and databases through GDCA which we can benefit and which will benefit the Newfoundland.

Be it resolved that the NCA encourages participation in the GDCA by the publication in the First Quarter 1998 issue of *Newf Tide* of an article entitled "Genetic Disease Control: The Open Registry is Here, The Time is Now" and an ongoing ad similar to that which is used to sell sample contracts via the Breeders List. As an educational ad, this as will be printed in all future issues of *Newf Tide* at no cost.

And, be it further resolved that the Board approves a general statement on testing to appear on the Breeder/Stud Dog List:

"The NCA endorses the use of the Open Registry provided by the Institute for Genetic Disease Control in Animals: PO Box 222, Davis, CA 95617. Telephone/Fax: 916-756-6773, and this Open Registry should be considered as an inquiry information source referenced above."

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Annual *Newf Tide* photo contest NOT to be open to non-member (NCA) subscribers.

V29.4 06/16/98 (Teleconference)

Board approved *Annual of Titlists* Disclaimer and Introductory Statement for *Newf Tide* as follows: (Note: approved policy statement for *Annual of Titlists* in Annual of Titlist section)

The *Annual of Titlists* is published by the Newfoundland Club of America to celebrate the accomplishments of the breed. To be eligible for this Annual, a Newfoundland must have earned either an AKC or an NCA title during (year). Earning a Canadian or International title does not constitute eligibility for the Annual, but all such titles declared are included in the dog's narrative. A photograph and pedigree of any titled Newfoundland will be printed in the Annual if the breeder or owner submits the required fee, photograph and data form. For foreign-born dogs, a three-generation pedigree is also required. No fee is charged for the listing of a dog's name, owner and title earned, but a

data form must be submitted. All the Newfoundlands that earned titles in (year) are not included in this Annual. Although the Annual is paid advertising, it is a valuable reference for Newfoundland owners.

Only AKC and NCA titles are confirmed through the NCA database. All information in this publication is presented as recorded in the NCA database. Pedigrees in the database have been constructed from the Titlists' American Kennel Club Registration Certificates, from the AKC Stud Book Registry, and in the case of foreign dogs, from pedigrees submitted by the owners or breeders. Title data is received by the NCA Database Coordinator directly from the AKC and from the NCA Working Dog Committee. Neither foreign nor non-regular titles, such as CGC, TDI, and TT are verified. They are included on the data forms by the owners or breeders.

Due to space limitations, not all health clearances are printed. For this reason, the health designations should be considered complete. All prospective buyers and breeders should contact the owner of the dog in question for current, complete information regarding the health clearances of the individual dog.

The NCA recommends specific types of health testing for all Newfoundlands that are breeding prospects and encourages breeders to share the results of their health testing programs.

Additionally, the NCA endorses the use of the Open Registry provided through the Institute for Genetic Disease Control in Animals, PO Box 222, Davis, CA 95617 (530-756-6773).

The following is an explanation of the publication format. The first line is the dog's registered name followed by the call name. Line two is the owners as indicated when the data form was submitted. Other owners may have put earlier titles on the same dog. Line three is the breeder of the dog. Line four is presented as follows: (1) whelping date; (2) sex; (3) color; (4) registration number; (5) OFA hip certification number, if applicable; (6) elbow certification number, if applicable, preceded by EL; and (7) knee certification number, if applicable, preceded by PA.

Within the pedigree, OFA hip numbers are listed in brackets after the dog's name. The coat color of all dogs is black unless otherwise noted. When listing colors, the following abbreviations are used: Wh-white; Bk-black; Br-brown; and Gr-gray. Colors are listed as they appear in the AKC Stud Book Registry. (Chest is abbreviated "ch" and markings "mk".) For dogs not in this registry, the coat color was provided by owners or breeders. Dogs generally regarded as Landseers are designated Wh/Bk.

For the complete policy governing this publication, see 3rd Quarter 1998 *Newf Tide*.

V30.1 10/30/98

Board approves that all AKC Championships, NCA Working Titles, and AKC Obedience Titles for the current year be published in the *Annual of Titlists* rather than quarterly in *Newf Tide*.

Board concurred that current policy applying to advertising also applies to *Annual of Titlists* (must be NCA member).

V30.1 11/01/98

Board approved increasing the *Newf Tide* subscription rate to \$40 and the foreign subscription rate to \$60, both effective 1/1/99 due to increasing publication costs.

V31.1 11/29/99 (Teleconference)

Board approves renewing contracts for existing Editor and Printer.

V32.1 11/3/00

Publish Stud Book analysis.

Publish annually, when permission obtained from AKC, Newfoundland section of the Stud Book.

Regional clubs hosting working events have option of submitting full page article or using new form developed by NTPC.

Articles and letters to the editor- any submission for the publication that is critical of any person or any NCA Board of Committee policy be treated the same as letter to the editor and be treated accordingly.

Board asks to define policy on use of author biographies.

Titles in NCA publications: Effective January 1, 2001, all AKC, CKC and NCA titles, once verified by the NCA Database Committee, will be used within NewfTide and other NCA publications on all references to a specific dog by registered name. (Excluding dogs acknowledged in Honor of and in Memory of). These titles include AKC championships, obedience, tracking and agility titles; CKC championships, obedience, tracking and agility titles plus draft and water titles; and all confirmed NCA titles/designations (WD, WRD, DD, TDD, ROM, VN). This will include specialty wins, working articles and advertisements of less than one half page. To allow for flexibility in the layout of one-half page and larger ads, the use of all titles and health clearances is optional in such ads. All titles/designations other than ROM and VN may be used once earned. The VN designation and ROM designation may be used as long as it is noted "as pending NCA approval" until verified by the NCA Database Committee or VN Committee Chair.

When referring to a dog by call name, titles DO NOT have to be used. CGC, TT, TDI, and Delta Dog titles may be listed as part of NewfTide articles regarding NCA award winners, ROM listings, in advertisements, or included within the *Annual of Titlists*, if a copy of the specific certificate is submitted to the NCA Database Committee for permanent record. If such a title requires annual retesting, then annual certificates must be submitted. Space limitations within NewfTide do not allow for any other use of these titles.

Foreign titles may not be used in any NCA publications nor be included in advertising unless these titles are substantiated by a certificate copy at the time of submission. Canadian titles must be verified by the database coordinator. This will include such NewfTide articles as national wins or NCA award winner write-ups. The only variance allowed for this policy is for dogs discussed by the NCA International Liaison within that committee's column.

The use of the term "International Champion" will be limited in NCA publications to those dogs that have earned this title under Federal Canine International rules. In keeping with the AKC policy, the term "Best in Show" may only be used to reference all breed Best in Show wins, BISS designates Best In Specialty Show winner. Reference to any title or win not attained in the United States or Canada must be identified by the country of origin.

Health certifications in NCA publications: NCA encourages health certifications to be listed whenever possible along with other titles when a dog's registered name is used

within any NCA publication.

Health certifications must be verified by the NCA Database Committee via CERF, OFA or other board-approved database listings. Health clearances may only be listed when certification has been received. The terms “preliminary and/or pending” are not acceptable.

In the case of cystinuria testing only, owners may submit copies of testing results directly to the NCA Database committee to have the correct database (OFA, CERF, etc) CERF listings are for current year only and require retesting.

The only foreign health certification allowed is the OVC listing from Canada. To have this included, a copy of the certificate must be forwarded to the NCA Database Committee, as this is a closed registry.

V32.3 4/5/01

General Membership recommended to the Board of Directors that NewfTide include corrections to the roster in each NewfTide whether errors are typographical or due to change in address, phone or e-mail.

V33.1 11/30/01

Regarding notification of change in roster, no software currently available to economically provide changes in addresses and phone numbers of the membership for printing in NewTide.

V33.1 12/1/01

International postage rates mailing levy not increased, review again in one year. Investigate feasibility of using re-mailing service.

Author biographies will be used for feature and technical articles, but not for committee reports, regional club working events, regional specialty reports and regional club columns. The purpose of the author biography is to establish the author's credentials to write on the topic. The write up should be between 50-75 words. Editor may edit for space and relevance.

Versatile Newfoundland coverage: print in 2nd Quarter issue, eliminate three generation pedigree to allow for slightly longer write up and larger photo. All new VN's identified by registered name, date of birth, sire x dam, owner and breeder.

Register of Merit: continue to publish in 2nd Quarter issue, include three generation pedigrees.

National Specialty coverage: Trophy chair help assure fair and consistent coverage of BOB, BOS and HIT winners. Trophy chair to notify owners of BOB, BOS and HIT to request pictures for front (BOB) and back (BOS) covers and another informal photo and write up of no more than 275 words for the interior. Mail to NewfTide editor by June 1 of each year.

Annual of Titlists: Maintain three generation pedigree.

V33.2 2/7/02

Letter written to AKC regarding AKC's relationship with commercial breeders and dog auctions. Letter sent to all parent clubs and *NewfTide* for publication.

V33.2 1/10/02

Approve \$1360 for stronger mailing envelopes.

V33.2 3/7/02

Approve \$204.90 to purchase external drive for use by advertising volunteer.

V33.3 4/23/02

Cardiology clearance is reported for only clearance by a Board Certified Cardiologist and

cystinuria reporting of testing is listed as clear, carrier unaffected or affected.

Approved distribution of change of address information as separate flyer in *Newf Tide* provided by Membership Chair.

V34.2 12/12/02

Average number of pages increased to 104.

V34.3 5/27/03

For preferred placement ads, payment and copy materials must be received by the deadline.

Annual of Titlists editor to be put out as a separate position in the next bid package.

V.35.2 11/21/03

For remainder of fiscal year 2003/2004 update to the Membership Directory change of address forms to be printed one time in the second quarter issue of *Newf Tide*.

Newf Tide subscriber rate raised from \$35.00 to \$55.00 effective July 1, 2004 and international subscriptions raised from \$60.00 to \$70.00. All subscribers receive a copy of the *Annual of Titlists*.

Charge of a one page advertisement raised from \$135.00 to \$160.00 effective with the 2d Quarter 2004 issue.

Charge for a half page advertisement raised from \$85.00 to \$90.00 and quarter page ads from \$50.00 to \$55.00.

Rates increased for Best in Show/Group Placements to \$50.00; New Champions and New Titlists raised to \$35.00.

Whelping box advertising discontinued.

Color advertising to be allowed on the inside front and back covers to members at \$300.00 and \$400.00 for member-vendors.

Regional club columns eliminated; feature articles about special regional club events encouraged.

Articles for water and draft tests to be reduced from one page to one half page.

Committee reports referring to the business of the committee to be run continuously with a 300 word limit.

Regional club specialties where the entries are under 30 will have 2 pages in *Newf Tide* while those with more than 30 entries will have 3 pages for the write-ups.

Judges' reports from the National Specialty to have a word limit of 500 or less.

Charitable Trust directed to use its interest income to pay for an annual report and move the list of donors out of *Newf Tide*.

Annual of Titlists, fee for submission raised from \$35.00 to \$45.00 per dog, to be effective for titles earned after January 1st, 2004.

OFA information to be removed from the *Annual of Titlists* and placed on the NCA website.

Cost of back issue of *Newf Tide* increased from \$12.00 to \$15.00

Space for the top-winning Newfoundland write ups in the 2nd Quarter issue reduced from one page to one half page.

V35.3 4/19/04

Write-ups for the top award winners in the 2nd quarter issue of *Newf Tide* returned to one-page writeups.

The increase in the rate for placing ads for new champions, new titlists, and group placements be rescinded and returned to the November 2003 rates. (\$30.00 for new titlists and \$40 for Best in Show and Group Placements.)

The International Liaison, the Education Committee, Companion Dog Committee, and the Historian may submit articles to *Newf Tide* on a quarterly basis.

V36.1 10/30/04

Produce a high quality *Newf Tide* subscription form for use a) as an annual supplement to *Newf Tide* for use in breeders' puppy buyers packet; b) as a yearly insert in regional clubs' newsletters; c) as an online form that can be downloaded or forwarded to the subscription coordinator; d) and that an article be submitted to the Breeders' Forum column in *Newf Tide* explaining the purpose and use of the subscription form.

V36.2 1/5/05: Accept the recommendations of the *Newf Tide* Policy Committee to print working dog test stories in a continuous manner. Each regional club will continue to submit an article that covers its test consistent with previous policy in that it can be no longer than one page.

The *Newf Tide* Policy Committee was directed to prepare a letter to regional clubs outlining the submissions and giving specifics about picture requirements. This letter will be forwarded to the Working Dog Committee (WDC) for inclusion in the test-giving materials sent by the WDC to approved regional club test-giving committees.

4/25-26/05: The listing of donations to the NCA Charitable Trust (Health Challenge and Rescue) will be placed back into *Newf Tide*.

11/4/05: Anyone who in an official NCA capacity who reviews or examines the bid for the position of editor or printer of *Newf Tide* is precluded from submitting a bid for those positions for the next three years.

11/4/05: The *Newf Tide* Policy Committee will maintain the statement in *Newf Tide* Guidelines: "The NCA and the *Newf Tide* Editor reserve the right to reasonably edit all copy submitted." The committee will add to the Guidelines that submissions are always to have the author's fax and phone numbers and email addresses to insure communication.

11/4/05: Up to one page will be devoted to the High in Trial, Best of Breed and Best of Opposite dogs in the National Specialty issue (3rd Quarter) of *Newf Tide*. The owner of the dog may submit up to a 500 word write-up, an official show photo and three other photos which may be used if space is available. The show photo should be used. (This policy increases the allocation for these dogs by a _ page)

NEWF TIDE REVIEW (Ad Hoc)

History

9/27/05: Established an ad hoc committee to review all aspects of the production and distribution of *Newf Tide*.

NEWFOUNDLAND ENDOWMENT FUND COMMITTEE (abolished)

History

V25.4 07/94 (Mail Meeting)

Donations Committee name changed to Newfoundland Endowment Fund which accurately reflects the Committee's charge.

Duties and Responsibilities

The purpose of the Newfoundland Endowment Fund shall be to procure and allocate funds directed to this committee for the betterment of the Newfoundland Breed.

Committee guidelines:

1. The committee shall be composed of six (6) members. The Chairman is appointed annually by the NCA Board of Directors. The five (5) committee members are selected by the Chairman with the NCA Board approval. The Chairman of the NCA Health and Longevity Committee will serve as a *exofficio* member of this committee.
2. The committee shall be responsible for recommending to the NCA Board of Directors appropriate uses of funds donated to the NCA and designated to the Newfoundland Endowment Fund. Funds directed to the Newfoundland Endowment Fund from the NCA Board of Directors will also be appropriated to specific projects with NCA Board approval. All recommendations must promote the betterment of the Newfoundland Breed. The monies donated shall fund, but are not limited to, research projects, informational project and specific educational projects.
3. The committee shall explore and suggest directly to the NCA Board possible sources of revenue and donations. To increase the funds available, some funds may be used as seed money for specific fund raising projects with NCA Board approval.
4. The committee shall actively publicize its existence and purposes to the NCA membership to encourage their support of projects through donations. The committee should work from a proaction position, i.e., select a project, determine the needed funds, and work toward that goal. Money in the Newfoundland Endowment Fund shall be designated only for the committee's approved projects and shall accrue interest.
5. The Chairman will prepare an annual report of the committee's activities and submit the report to the Second Vice President by December 15 of each year for publication in *Newf Tide*.
6. A projected budget will be prepared each year for the following NCA fiscal year and will be submitted to the NCA Treasurer by March 1 of each year.

History

V25.4 07/94 (Mail Meeting)

Donations Committee name changed to (Newfoundland) Endowment Fund which accurately reflects the Committee's charge.

V26.4 08/14/95 (Mail Meeting)

\$1,200 to be provided to fund efforts to establish a genetic marker for SAS (Dr. Thomas Poole study).

V27.3 04/23/96

Membership renewal application to include a place where donations to the Endowment Fund can be made. Anonymous donations will be accepted.

V28.1 11/4/96

\$1,200 grant for genetic marker study for SAS (see V24.6 8/14/95) withdrawn since no work was done by Dr. Poole.

V28.3 03/25/97

Board directed that NCA's Newfoundland Endowment Fund Committee be abolished and existing endowment funds be transferred into the NHC.

NEWFOUNDLAND HEALTH CHALLENGE COMMITTEE

Organizational Document

The Newfoundland Health Challenge Committee is an open NCA committee established to raise awareness of Newfoundland health concerns and generate funds which will be used for health-related issues or research grants pertaining to diseases and/or health concerns within the Newfoundland breed. Funds for this purpose will be principally raised through collaborative interaction with the regional club network and international clubs, direct pleas to Newfoundland owners and supporting fund-raising activities held during National Specialties.

All monies raised will be contributed directly to health research for the Newfoundland or health-related concerns seen as necessary by the NCA Board. When possible, the NCA will contribute to the AKC Canine Health Foundation (AKC/CHF); however, the NCA is certainly encouraged to seek out appropriate research projects administered by other foundations (such as the Morris Animal Foundation). Funding can only be used for health-related issues or grants pertaining to the diseases within the Newfoundland Breed as determined by the NCA Board.

The Challenge Committee will interface directly with the AKC/CHF Liaison and the Health and Longevity Committee to identify health issues confronting the Newfoundland, and with the Research Advisory Committee in the development of their research priorities where Newfoundland Health Challenge funds might best be allocated. (These priorities would then be submitted to the NCA Board.)

The focus of the Challenge fund-raising effort will be to participate in the AKC's Canine Health Foundation; however, funds raised by the Challenge Committee can be utilized for research projects administered by any reputable institution.

Positions within the Newfoundland Health Challenge Committee include Co-Chairs, Breeders Advisory Liaison, Veterinary Research Advisor, Fund Development Team Leaders, Regional Team Leaders, and Regional Club Contacts. The Newfoundland Health Challenge will work in coordination and cooperation with other NCA Committees such as the Research Advisory Committee and Health and Longevity Committee, as well as other positions such as the NCA's AKC/CHF Liaison. AKC/CHF, under the Parent Club Partnership Program, requires all Parent Club funds to have a liaison to the AKC Canine Health Foundation assigned by the Parent Club Board of Directors.

Position Descriptions

Newfoundland Health Challenge Co-Chairs

The co-chairs of the Challenge are responsible for initiating communication about the Challenge with NCA and regional club members and coordinating fund-raising activities. They are charged with developing various fund-raising campaigns and assisting regional

coordinators.

Newfoundland Health Challenge committee members will meet a minimum of once a year face-to-face (at the National Specialty) as well as conducting mail meetings as required with regional club contacts and other designated Committee members.

Responsibilities

- Initiate and facilitate communication about the Challenge within the NCA (including frequent updates to the NCA Board, communicating with the AKC/CHF Liaison and key committees such as Health and Longevity and Research Advisory, and developing quarterly articles in *Newf Tide*.)
- Initiate and facilitate communication about the Challenge with regional clubs
- Hold one face-to-face committee meeting each year during National Specialty
- Hold mail meetings as required with the Challenge Committee
- Coordinate fund-raising activities for National Specialties
- Coordinate and assist as needed any fund-raising activities with regional clubs
- Maintain oversight of all expenditures and Challenge income
- Develop and submit annual budget and report to the NCA Board
- Perform financial liaison duties* such as:
 - coordinate tracking of Challenge income and expenses with the NCA Treasurer
 - send written acknowledgments and donor gifts
 - prepare listing for each issue of *Newf Tide* in coordination with NCA Treasurer
 - forward all monies to NCA Treasurer in accordance with NCA guidelines

* Duties may be delegated to a committee member at the discretion of the co-chairs

Breeders Advisory Liaison

The Breeders Advisory Liaison is charged with developing and maintaining open lines of communication between breeders and the Challenge. This position will keep the NCA Board and Challenge co-chairs informed as to key health concerns and any new health concerns that appear within the breed.

Responsibilities

- Work with the Health and Longevity Committee in the development of annual health surveys
- Coordinate concerns and requests for information from Newfoundland breeders for inclusion in Challenge materials and/or Challenge articles in *Newf Tide*
- Update the Challenge Committee regarding health concerns and inquiries made from breeders regarding these concerns

Veterinary Research Advisor

The Veterinary Research Advisor will work closely with the Research Advisory Committee and will help interpret scientific proposals and other issues for the Board and Challenge co-chairs. This position will also be key in opening the door to vet-to-vet communication regarding proposed studies and act as liaison between research facilities.

Responsibilities

- Assist in the interpretation as needed of scientific documents/research for the NCA Board and/or Challenge Committee
- Assist the Research Advisory Committee as needed with information

- regarding veterinary science and veterinary programs
- Encourage NCA members with scientific/veterinary background to participate with the Challenge and Research Advisory Committees in seeking out appropriate research
- Update the Challenge Committee regarding new research or issues as they develop in various veterinary publications

Fund Development Team Leaders

These are key roles that require excellent organizational and interpersonal skills to work with the various regional fund-raising teams. The Fund Development Team Leaders work with the NCA Financial Committee to assist and guide the Challenge Committee regarding financial matters. The Fund Development Team Leaders also are responsible for the development and oversight of the grass roots fund-raising efforts within the regional clubs, as well as publicizing these efforts via the Challenge Committee articles in *Newf Tide*.

Responsibilities

- Work with the NCA Financial Committee and NCA Treasurer to maintain clear communication between the Challenge and the Financial Committee and Treasurer
- Maintain oversight of all financial expenditures and income of the Challenge
- Develop and provide oversight of grass roots fund-raising efforts within the regional clubs
- Develop articles or updates to the Challenge Committee on a quarterly basis regarding regional club fund-raising activities. These materials will be used in *Newf Tide* articles and Challenge Committee communications between the various regional clubs and the Committee.

Regional Fund-Raising Teams

Three regional fund-raising teams have been established (eastern, midwest, western). Regional team leaders will work with the regional clubs within their region to coordinate various fund-raising activities, and will be accountable to the Fund Development Team Leaders.

Eastern Region: Bear Mountain, Colonial, Florida, Genessee, New-Pen-Del, New England, Niagara, Northland, Southeastern

Midwest Region: Great Lakes, Heart of America, High Country, North Central, Northstar, Penn-Ohio, River King, South Central

Western Region: Columbia River, Hawaii, Mesquite, Northern California, Old West, Pacific Northwest, San Diego, Seattle, Southern California

Regional Team Leaders

Responsibilities

- Disseminate information from Challenge Committee to all regional club contacts in a timely manner
- Assist as needed in encouraging Challenge participation and fund-raising activities within regional clubs
- Maintain flow of communication between Challenge Committee and regional clubs. Address issues as required to the Committee Co-Chairs
- Participate in face-to-face meeting at National Specialty and Challenge Committee mail meetings
- Keep regional clubs informed as to Challenge activities (via newsletter articles

- and information to regional club board)
- Forward copies of newsletter articles regarding Challenge activities to the Fund Development Team Leaders
- Forward all dollars raised for the Challenge to the responsible committee co-chair on a timely basis

Regional Club Contacts

Responsibilities

- Participate in face-to-face meeting at National Specialty and Challenge Committee mail meetings
- Maintain communication between regional club and appropriate regional club team leaders
- Keep regional club informed as to Challenge activities (via newsletter articles and information to regional club board)
- Forward copies of newsletter articles regarding Challenge activities to the Fund Development Team Leaders
- Forward all dollars raised for the Challenge to the responsible committee co-chair on a timely basis

Committee Interrelationships Defined

AKC/CHF Liaison

AKC/CHF, under the Parent Club Partnership Program, requires all Parent Club Funds to have a liaison to the AKC Canine Health Foundation assigned by the Parent Club Board of Directors. The NCA's liaison will be an NCA member appointed annually by the Board. The liaison will coordinate communication between the AKC/CHF and NCA, act as a grant monitor for the parent club, and update the NCA Board and Health Challenge co-chairs regarding pertinent AKC activities.

Responsibilities

- Coordinate communication between AKC/CHF and NCA
- Act as a grant monitor for the NCA
- Update the NCA Board, Health Challenge Committee and other pertinent committees regarding AKC/CHF activities
- Prepare quarterly status reports on grants supported by the NCA and other relevant NHC health issues for publication in *Newf Tide* and circulation to Regional Club Contacts.

Health and Longevity Committee

The Newfoundland Health Challenge will work closely with the Health and Longevity Committee to keep abreast and involved with health issues facing the Newfoundland in order that funds generated by the Challenge can be allocated by the NCA Board to appropriate research activities.

Interrelationships of tasks between Health Challenge Committee and Health and Longevity Committee:

1. The Health and Longevity Committee will update the Challenge Committee as required on health concerns/issues within the Newfoundland breed.
2. The Challenge Committee suggests that the Health and Longevity Committee conduct an annual survey of the NCA membership regarding health concerns and issues. This survey should be created in coordination with the Health Challenge Breeders Liaison. In order to distribute the survey at the National Specialty each year, the survey should be complete by February 1 of each year.
3. The Challenge Committee will update the Health and Longevity Committee as

needed regarding research possibilities and seek their input regarding health priorities within the Newfoundland breed.

4. When possible, the Challenge Committee asks that the Health and Longevity Committee work with the Challenge Committee to provide health articles for *Newf Tide* regarding areas that are funded with the NCA Challenge Committee funds.

Research Advisory Committee

This Committee, which is accountable directly to the NCA Board, works independently of the Challenge Committee and Health and Longevity Committee. The Research Advisory Committee represents the NCA's scientific minds, and will be instrumental in providing review and feedback regarding various research proposals, as well as opening up lines of communication regarding the Challenge within the research community. The chair of this committee may also serve as the AKC/CHF liaison if appointed by the NCA Board and as such will fulfill the responsibilities of both positions.

Interrelationships of tasks between Health Challenge Committee and Research Advisory Committee:

1. Research priorities determined annually via the Health and Longevity survey are reviewed by the Research Advisory Committee and forwarded to both the Health Challenge Committee (for their information) and the NCA Board (for review and approval).
2. Assist AKC/CHF liaison as needed with review of proposals.
3. Review other health proposals for Challenge Committee as needed.
4. The Challenge Committee will update the Research Advisory Committee on a quarterly basis or more frequently as needed about ongoing projects.
5. The Challenge Committee will support the Research Advisory Committee in establishing an open line of communication within the various veterinary research communities, and make these communities (research universities, foundations, veterinary colleges) aware of the NCA's commitment to the Newfoundland health research.

History

V28.1 11/04/96

The Newfoundland Health Challenge (NHC) was established as an open committee which will focus on developing and instituting a nation-wide fund raising campaign for Newfoundland health related research with a focus on, but not limited to, coordinating, scheduling with the AKC Canine Health Foundation grant cycle. Formal NHC organizational structure/procedures/job descriptions and coordination of responsibilities with existing Health and Longevity, Newfoundland Endowment Fund and Research Advisory committees to be developed. NHC logo, introductory *Newf Tide* article, development of logo resale items and initial fund raising activities to commence.

V28.3 03/25/97

Profits from all sales of Health and Longevity notebooks to be allocated to NHC.

NHC logo approved by the Board.

NHC organizational document approved by the Board (above) (subsequently modified at two Board meetings).

Board approved abolishment of the Newfoundland Endowment Fund Committee and existing Endowment Funds be transferred into the NHC.

Board directed that NHC Funds will be primarily contributed to AKC Canine Health

Foundation research projects. However, other foundations will also be considered. Funding only to be used for health related issues or grants pertaining to diseases of the Newfoundland breed.

Board directed that a NCA charitable trust (registered in Connecticut) be established. Will provide tax deductibility for donations to NHC, Rescue Fund and Junior Scholarship Fund. (See Treasurer)

V28.3 05/23/97 (Mail Meeting)

Board directed that \$5,000 be transferred from NHC account to the AKC Canine Health Foundation to establish a fund for future research.

V28.3 06/04/97 (Teleconference)

Board agreed with the NHC Committee recommendation and authorized support of the (AKC) CHF three (3) year project with the Golden Retriever Club of America for studying SAS up to a funding of \$16,000. (Expected to be \$11,000 in first year and balance of funding in year two and three.)

V28.4 06/25/97 (Mail Meeting)

Board approved NHC Co-Chairs to assume the position responsibilities formerly assigned to the NHC Financial Secretary (position abolished).

V29.1 11/23/97

Board authorizes International Fund-Raising Appeal to be conducted.

Board approves requirement that AKC/CHF liaison be a NCA member and that liaison provide quarterly reports to *Newf Tide*.

Board directed that (an additional \$5,000 - see 05/23/97 reference) be transferred from NHC account to the AKC Canine Health Foundation (total now at \$10,000).

V29.3 04/08/98

NCA Charitable Trust minutes - payment of \$6,000 to be sent to (AKC) Canine Health Foundation for second year participation in SAS Study.

V30.1 08/25/98 (Teleconference)

Board approves NCA participation in research project for elbow study (see Research Advisory Committee for specifics).

NCA Rescue obtains two (2) dogs (donated by NCA) which could potentially be used as breeding animals in a proposed Michigan State University (MSU) study (under RAC review) on front limb anomaly.

V30.1 11/01/98

Extensive discussion conducted on the MSU study with respect to potential NCA involvement with the two (2) dogs donated to NCA. RAC indicated that although this is a research priority for the NCA, it needs to pass a peer review by a funding agency first. Board approved NCA participation in such a study pending acceptable peer review group approval. Board tabled the acceptance of the two (2) Newfoundlands for participation in this study by the NCA pending further information.

V30.3 03/23/99

Board approves RAC recommendation to financially support a Michigan State University proposal, "Determination of the Mode of Inheritance of a Forelimb Anomaly in Newfoundlands".

Board relinquishes control of two Newfoundlands held for possible participation in Elbow Anomaly study (see V30.1 11/01/98).

President directed by Board to express the NCA's interest to the AKC/CHF in supporting

proposals to identify a genetic marker for a Forelimb Anomaly in Newfoundlands.

In recognition of the establishment of a marker for Cystinuria, Board approves NHC Cystinuria Screening Proposal which for one year would allow NCA members to be reimbursed \$25/Dog tested for Cystinuria either at Regional Club events or at the 2000 National Specialty. (Budget of \$7,500 - 300 dogs approved.)

V31.1 10/31/99

See reference for NCA participation in (AKC) Canine Health Information Center (CHIC) under Health & Longevity Committee.

Board approves eliminating the cap of 300 dogs in the Cystinuria Screening Program which will still conclude after the screening at the 2000 National Specialty (see 03/23/99 entry).

Board approves 2000 NHC budget. Board consensus is that the NHC becomes self sufficient in 2001.

V31.2 12/26/99

Grant approved: "Mapping of a gene of canine subaortic stenosis", Oregon Health Science Univ., \$2500 per year for three years.

V31.3 5/2/00

Continue cystinuria screening clinics thru 2001 National Specialty and/or \$12,500. Extend \$25 rebate per dog retroactive to April 1, 1999 and include individuals having dogs tested not as part of a regional sponsored clinic.

Establish position of Newfoundland Health Liaison to facilitate communication between Newfoundland Health Challenge, Research Advisory Committee and Health and Longevity Committee.

V32.1 9/26/00

Charitable Trust approves following grants: "Development of a DNA based test for forelimb anomaly in Newfoundlands", Michigan State Univ., \$1250; "Anchoring the canine map through BAC mapping", Fred Hutchinson Cancer Research Center, \$2500 per year for three years; and "Development of PCR multiplexed canine marker panels for the purpose of genome screening and linkage analysis", Univ of California, \$2500 per year for three years.

V32.1 11/3/00

Charitable Trust adopts policies and procedures contained in the NCA Policy and Procedures Manual as they relate to rescue, health challenge and the scholarship fund.

Charitable Trust approves "The molecular cytogenetics of canine lymphosarcoma: correlating chromosomal changes with clinical disease", \$1400 year one, \$1600 year two.

V32.4 5/23/01

Board accepts recommendation to extend cystinuria testing rebate program through April 30, 2002 under same requirement. Cap set at \$15,000 or a total of 600 individual tests. Program will be evaluated on an annual basis.

V33.1 10/3/01 (Mail Meeting)

Approve AKC/CHF Grant#2267: "Linkage Analysis of Familial Subvalvular Aortic Stenosis in the Newfoundland Dog"; two year study at \$7,886.85 per year.

Approve AKC/CHF Grant#2250: "Diet Related Taurine Deficiency in Newfoundland Dogs and Associated Cardiac Insufficiency": two year study at \$6,575 per year.

Approve AKC/CHF Grant# 2054: "Hereditary and Sporadic Genetic Lesions in Canine

Lymphoma and Osteosarcoma”; three year study at \$1,200 per year.

V33.3 4/23/02

Extend cystinuria testing rebate for final year to end in 2003.

Request use of Health Challenge dollars to fund the CHIC program.

Rescind motion to pay for registering OFA cystinuria and cardiology clearance in CHIC database with Health Challenge dollars.

Review the concept of selling NCA logo items and decals as fundraising.

V34.1 11/2/02

Board recognizes need to sell NCA logo items to membership – offer as fundraiser to Health Challenge, if declined, then Rescue or seek alternative means to provide items.

V35.4 7/28/04

Accept the recommendations of the Newfoundland Health Challenge Committee as amended by the Board.

The recommendations are as follows: The Newfoundland Health Challenge (NHC) is an active NCA committee that utilizes the National Specialty (per Board policy) as the premier event to promote the goals of the NHC and to raise funds to meet these goals.

The NHC shall be assisted by the host club to set the facilities to conduct their fund raising activities. Ringside auctions (held on Wednesday, Thursday and Friday) shall be held in a location close to the breed ring for the purpose of conducting silent auctions and the sale of limited edition soft goods. The host club will help to facilitate the rental of tenting, tables and chairs for this function; however, the host club shall not be responsible for paying for the rental of same or for providing the man-power to run the ringside auctions. The host club shall discuss these arrangements with the NHC well in advance of the National show.

In coordination with the Fine Arts Auction conducted by the host club and the National, the NHC and Newfoundland Rescue shall each be allowed to place three (3) pieces in the auction, with all proceeds there from to be directed to the respective funds.

V36.1 10/30/04

Revise policy to state that the Health Challenge will have two consecutive days with an option of a third day, those days being Wednesday, Thursday and Friday, to hold their ringside silent auctions. This is to go into effect immediately.

NOMINATING COMMITTEE

Duties and Responsibilities

The Nominating Committee is charged with the very important task of nominating six (6) people for the Board of Directors' annual election. The NCA Board has spelled out a detailed procedural policy. Essentially it involves putting announcements in *Newf Tide* and Regional Club bulletins to solicit nominees, writing Board members whose terms are expiring to see if they want to be considered, and proposing other worthy candidates.

Through mail meetings the committee weighs the merits of all possible nominees and votes for the six (6) they feel most qualified. The slate is sent to the Recording Secretary.

The Chair continues to function until a new Chair (pro-tem Chair) is appointed in order to make a smooth transition.

Nominating Committee Guidelines (Modified 11/22/97)

(Included in Volume II of the NCA Policies and Procedures)

History

V11.3 06/17/80

Committee established to establish a nominating committee guide.

V13.3 04/25/82

The Nominating Committee Guidelines were accepted, noting a change only to paragraph III in deleting the words "and approximately thirty (30) days postmark of written requests to Regional Club Secretaries."

V18.2 05/22/87

Ad hoc committee appointed to review nominating process.

V18.4 11/07/87

Nominating Committee Chair to be appointed at Fall Board meeting. Chair responsible for submitting notices to *Newf Tide* soliciting nominees and for receiving nominations.

V19.4 11/12/88

Board appointed a committee pro-tem to initiate the nominating process. This committee will be prepared to assume the full duties of the Nominating Committee. They will be charged with fulfilling the complete work of the Nominating Committee when officially appointed.

V20.4 11/04/89

Nominating Committee shall review the attendance record of incumbent board members before selecting nominees.

V27.1 11/03/95

Several changes to existing guidelines approved and incorporated.

V28.1 11/23/97

Article X modified to have the final slate of nominees to the Recording Secretary by August 1 in order that slate can be distributed to the membership by September 15 (Constitution and By Laws requirement).

V33.3 4/25/02 (Annual Meeting)

Candidates for election in 2002 in addition to 300 word biographical sketch answer the following questions:

- 1 What are the two most important issues NCA faces and how would you solve them?
- 2 What is your position on purchasing dogs at auction.

V34.4 5/27/03

Candidates for election may respond, in 300 words or less, to the following question:

What do you think are the two biggest problems facing the NCA and/or facing the Newfoundland breed and how would you solve them?

11/4/05: require the Nominating Committee Chair, within five days of announcing their selection to the Board, to notify those people they have selected and not selected. If the Chair cannot accomplish this task within the proscribed time period, then the Chair should send a note to all Board members that problems have arisen and give an estimated time frame of when the task will be accomplished. If the Chair cannot perform these tasks

he/she will promptly delegate them to a committee member who can.

NOT SUFFICIENT FUNDS CHECKS

History

V22.4 11/10/91

The following policy for handling checks returned to the NCA Treasurer marked "Not Sufficient Funds" is adopted:

- Upon return of an NSF check to the NCA Treasurer, the check will be returned to the payor with the request for a certified check (or cashier's check or money order) to be remitted for payment. The payor will also be informed that personal (not guaranteed funds) checks will no longer be accepted by the NCA from the payor, for any reason, and that the current transaction (e.g., membership dues, *Newf Tide* ad, etc.) is canceled. The new check must include the \$20 NSF processing fee.
 - The Treasurer will also notify the NCA committee head who forwarded the NSF check, or *Newf Tide* editor if applicable. If the transaction has not yet been completed (e.g., show entry, add layout, membership application or renewal, etc.), the transaction shall be canceled. If the transaction is complete (e.g., ad published in *Newf Tide*), the payor shall be considered in debt to the NCA until the certified check is received.
 - The Treasurer will periodically send a list of NSF checks to the Membership Chair and the *Newf Tide* editor, so that transactions are not processed in the future without accompanying guaranteed funds.
-

OBEDIENCE COMMITTEE

Duties and Responsibilities

The job of the obedience committee is threefold: record keeping, sending award jewelry, writing articles for *Newf Tide*.

Record Keeping

A record is made of all Newfoundland titlists, whether member-owned or non-member-owned. A comprehensive record of all titlists within each calendar year is added to the cumulative notebook. This record includes all pertinent data from AKC as well as NCA particulars

Award Jewelry

The owners of new obedience titles are sent a congratulatory letter, and an award pin (if NCA members) and a letter explaining the Annual publication and an Annual data sheet. For non-members a letter inviting NCA membership replaces the award sent. An inventory of awards must be maintained and new orders made when necessary. Co-owners and breeders may obtain duplicate pins for \$10.

Newf Tide

An official report of the number of titlists is sent to *Newf Tide* to be included in the

obedience column at years end The Obedience Chair will contribute training or competition articles to *Newf Tide* on a quarterly basis. He/she may write the article or have it written by a guest columnist.

History

V11.2 02/10/80

A medallion to be given to OTCH winners to be designed and manufactured.

V21.4 11/10/90

The Obedience Committee will designate an appropriate stone for the Obedience Trial Champion Award (OTCH).

V22.4 11/09/91

The Board authorized the creation of six new dies, one for each of the AKC titles offered. The new design will retain the existing head study and the words: Newfoundland Club of America" and add the word "obedience" and the letters representing the specific title which the award represents.

V27.1 04/28/96

Agility titlists will be recognized with a pin.

V28.1 11/02/96

Policy regarding multiple obedience trials at National Specialties defined under National Specialty Shows.

V28.1 11/03/96

NCA plate to be offered to High Scoring Newfoundland in trial at Regional Specialties.

V28.2 12/23/96 (Mail Meeting)

Committee directed to formulate and communicate the NCA's support to the AKC for lowering obedience jump heights.

V28.4 06/25/97 (Mail Meeting)

NCA advised that AKC will include Newfoundlands in the next group of breeds recommended for lower jump heights (3/4 the height at the withers) effective January 1, 1998.

OFFICIAL DOCUMENTS

V33.1 12/1/01

Nominating petitions are official documents. All official documents are available to members upon request and may require a reasonable copying fee of up to .50 per page plus postage.

3/1/05

Officers of the NCA are authorized to sign an amended Non-Stock Certificate of Incorporation stating that proxy voting is not permitted and to check Box 2A and Box 4C on the amendment form. The purpose of this amendment is to correct a technical error of omission when the By-Laws were amended in 1997 and to bring the NCA into compliance with AKC directives. This is to be done within the next ten days.

ORGANIC DOCUMENTS COMMITTEE, AD HOC (abolished)

History

V21.2 04/20/90

The Board directed the Organic Documents Committee to have a rough draft of the

Constitution and By-Laws revisions ready by October 15, 1990.

V22.1

Refer to Committee report in *Newf Tide*.

POLICY COMMITTEE

Duties and Responsibilities

The Policy Committee was established as an ad hoc committee in 1987. It became a standing committee at the November 12, 1988 Board of Directors meeting. The initial purpose of this committee was to develop two (2) documents; one (1) that summarized the current policies of the NCA and the second which provided an historical overview of all the policies enacted by the NCA. This was completed in November 1989. These documents outline NCA policies on all aspects of Club organization, committees and activities and are updated annually. The ongoing purpose of the Policy Committee is to keep the Policy Summary and Historical Policy documents current and to disburse copies of same. (Subsequently modified to one manual consisting of policies with supporting historical references.)

The manual is updated annually. It is the responsibility of the NCA Recording Secretary to send copies of approved minutes of each Board meeting and official election results to the Policy Chair. The Policy Chair then incorporates any changes in NCA policies into the Manual. Copies of the annually updated manuals are sent to the Board of Directors, the NCA Legal Counsel, NCA AKC Delegate and ex officio NCA President (if applicable) no less than thirty (30) days prior to the Annual Board Meeting held in conjunction with the National Specialty. The Chair is also responsible for sending copies to NCA Committee Chairs who should have them as references. It is left to the discretion of the Policy Chair which committees should receive copies. These should also be sent prior to the Annual Board Meeting. All of the above are supplied at the expense of the NCA.

History

V13.3 04/23/82

A book of NCA rules and policies is to be established.

V14.3 05/27/83

Rules and policies to be updated annually.

V19.4 11/12/88

Standing Policy Committee established.

V19.4 11/12/88

Recording Secretary to forward corrected minutes of each meeting to Policy Chair.

V21.2 04/20/90

Policy documents to be updated annually and sent to Board members prior to Annual Board Meeting.

V27.3 04/28/96

Board reconfirmed practice that policy manual should be modified and republished annually.

V29.2 02/24/98 (Teleconference)

Board concurred with splitting policy manual into two volumes. Volume I would contain NCA policies and Volume II would contain procedures/guidelines and official documents.

V32.2 1/23/01

Policy and Procedures Manuals Vol I and Vol II made available to membership in

Hospitality Room at National Specialty.

V33.3 4/23/02

NCA Policy manual Vol I and II be placed on the NCA website.

V34.1 11/2/02

Review Policy Manual to identify any additions not approved by Board.

V35.2 11/21/03

Save space and printing costs by eliminating the white space and starting each committee right after the other.

Additions to the **Policy Manual** should be verbatim out of the minutes and not be paraphrased.

PRESIDENT

Duties and Responsibilities

By constitutional definition, the Board of Directors is responsible for the general management of the Clubs affairs. The President of the Board is ultimately responsible to oversee the business of the Club, maintain records of the Club's business, and to uphold the Constitution and By-Laws.

The President presides at all meetings of the Club and of the Board of Directors. The President calls meetings and with the Recording Secretary sets the agenda. With the assistance of the Second Vice President, who serves as Committee Liaison, committees - the working muscle of the Club - are monitored.

An annual report summarizing yearly activities is submitted in January to *Newf Tide* for publication. An annual budget for the President's expenses is submitted to the Treasurer at that time also.

The President is always available to receive suggestions from the Board and the general membership and to answer to all concerns of the breed and general membership. The President is often asked to mediate differences between members; these are generally referred to the Grievance Committee.

As presiding officer of the parent Club, the President represents the Club to the AKC, to the dog fancy, and to the public.

History

V6.3 06/27/75

President to be an Ex-officio member of Grievance Committee.

V7.1 02/09/76

NCA will pay for the transportation of the President or presiding officer to the Annual and National Specialty meetings. (*Note: Practice was discontinued in 1992 due to severe budgetary restraints.*)

V22.4 11/09/91

Retiring NCA Presidents will forward all material over two (2) years old to the Historian.

V32.1 11/3/00

Policy created to deal with disposition of past grievance materials and the maintenance of a list of grievances and their dispositions. The materials will be kept for seven (7) years and a list will be maintained by the President.

V32.3 4/5/01 (Annual Meeting)

General Membership recommends to the Board that minutes of the Board of Directors

meetings provide a summary of both sides of its discussions on all motions.

General Membership recommends to the Board that use of Executive Session at Board meetings be restricted to voting on applicants lists for membership, making committee appointments, formal grievances, contract negotiation and litigation.

V33.1 11/30/01

Board accepts recommendation of General Membership. Minutes of meetings to contain a summary of the discussion prior to the vote on any motion, excluding names.

Final approval of all minutes done only at a face-to-face meeting or a teleconference call.

PUBLICITY COMMITTEE

Duties and Responsibilities

The Chair of publicity writes the Newfoundland breed column for Pure Bred Dogs, the *AKC Gazette*. These columns appear in January, April, July and October. Following the AKC guidelines our columnist records Newfoundland news and Newfoundland Club of America news, giving publicity to special events such as our National Specialty and recording important wins and accomplishments of our dogs and our members.

The columnist is responsible for seeking out news. He/she may invite guest columnists to submit articles.

The Publicity Chair also reports, through *Newf Tide* on AKC decisions affecting our breed as well as calling attention to *AKC Gazette* articles on Newfoundlands or of special interest to Newfoundland owners.

An annual report will be sent to the Second Vice President in January and an estimated annual budget to the Treasurer at the same time.

- * The *AKC Gazette* Breed Columns Editor gives each columnist a booklet on what is and what is not permitted to appear in the column. The AKC has some very strict rules about the printing of specific dogs, kennel names and/or owners and handlers.
-

QUORUM AT THE ANNUAL MEETING COMMITTEE, AD-HOC (abolished)

36.4 7/15/04 Appoint an Ad Hoc committee to institute positive changes that would help to insure that a quorum is obtained at future Annual Membership meetings.

5/25/05: The committee was discharged.

RECOGNITION AND TROPHY COMMITTEE

Duties and Responsibilities

The Recognition Committee Chair writes letters of congratulations from the Newfoundland Club of America to the owners of new champions. The names of the owners of the new champions are taken from the monthly *AKC Gazette* listings.

Unknown addresses (non-members) are obtained from the NCA Historian who receives this information from the AKC.

An additional function is to make NCA medallions available on request from members whose dogs are AKC Champions of record. The name of the dog is to be engraved on the back of the medallion.

Notice should be submitted to *Newf Tide* periodically announcing the availability of these awards and how to apply. The chair will require proof of title and ownership with either a copy of the championship certificate or reference to the month and page of the *AKC Gazette* where it is recorded.

The Chair follows the Group placings of Newfoundlands in the *AKC Gazette* and writes letters to the owners of these dogs. A master list of all Group and Best in Show winning Newfoundlands is maintained and reported annually in *Newf Tide*.

The Chair will keep complete records of all requests for medallions including date received and date and to whom medallion was sent. Accurate financial records will be sent quarterly to the NCA Treasurer detailing cost of medallions, engraving costs, if any, and postage.

History

V2.2 Newf Tide Article

Sterling silver teaspoons offered to BOB at any show in country where there is an entry of ten (10) or more.

V6.3 06/27/75

Silver spoons will no longer be given for BOB wins but for completion of a Championship. Awards for Championships will start as of January 1, 1975 and BOB shall be discontinued as of January 1, 1976.

V12.2 02/09/81

Congratulatory notes to be sent to owners of dogs winning BIS and Group 1st and/or earning Championships.

V15.2 05/24/84

Sunshine Committee established to send letters of recognition to owners of new champions, letters of condolence, get well, etc.

V17.3 11/08/86

Championship spoon to be replaced with a 1 _” medallion.

V18.2 07/87 to 08/87 (Mail Meeting)

Letters to be sent to all group placing Newfoundlands rather than just group winners.

V18.4 11/07/87

Medallions for new champions to be engraved with dog's name. Members who have finished champions should contact Trophy Chair with either a photostatted copy of the AKC Championship Certificate or the *AKC Gazette* issue in which confirmation appeared.

V19.4 11/12/88

Pending NCA members are entitled to championship medallions if they qualify.

V21.4 11/10/90

Art work and purchase of 100 medallions.

V23.2 05/03/92

Trophy Committee combined with Recognition Committee.

1996

Board approves purchase of additional medallion(s) by co-owners and breeders of new champions.

V30.3 03/23/99

Board approves sending championship medallions automatically without the members having to request them.

Board approves revised letters which will be sent to the owners of Newfoundlands that earn AKC Championships or AKC Obedience titles.

V34.1 11/2/02

Authorize purchase of 501 championship medallions at \$3.15 each.

RECORDING SECRETARY

Duties and Responsibilities

The duties and responsibilities of the Recording Secretary are to:

- Take minutes at Annual Meeting, Annual Board Meeting and other face-to-face meetings that may be called.
- Distribute minutes to *Newf Tide* for publication.
- Oversee and prepare materials for three mass mailings: nominations, ballots and proxies.
- Prepare the agenda for mail meetings, from communications received from Board Members, Committee Chair and others. Circulate the material, collate and copy the replies, prepare the final voting document and circulate this along with the replies. Receive the final votes, tally them, prepare minutes and distribute them to *Newf Tide*.
- Receive and distribute address changes promptly.
- Be familiar with the process outlined in the Constitution and By-Laws by which a prospective application for membership is challenged by a member.
- Conduct special Mail Meetings as may be required/called according to By-Laws.
- Keep a file on such correspondence, ongoing mail meetings, future agenda items, membership updates, minutes, Regional Clubs, etc. Promptly file pertinent documents to ensure easy accessibility.
- Receive ballots. Have a file system for alphabetizing them as they are received. When dues updates arrive from Membership Chair, promptly check off paid up members on the master sheet. Select three (3) members (with Board approval) in good standing to help you count ballots. Prepare tally sheets for this purpose. Communicate the results of the election to the nominees by letter and include the results in the proxy solicitation letter to the General Membership which is sent out prior to the General Meeting.
- Communicate with President and other Board Members to prepare agenda for the Annual Meeting.
- Preside at Annual Meeting along with President.
- Be familiar with the discipline process as outlined in the Constitution and By-Laws and be prepared to carry out those procedures and time lines.
- Keep a record of expenses and submit to the Treasurer on a periodic basis for reimbursement. Submit a budget of the coming year in January.
- Act as an information channel to see that inquiries and problems are routed to the proper source.
- Send marked draft minutes to the Committee Liaison immediately after each Board meeting so that he/she may inform relevant Chair of Board actions

- affecting their committees.
- Send copies of corrected minutes to the NCA Policies Chair.

History

V2.2 05/02/71

Expenses for Recording and Corresponding secretaries left to the discretion of Treasurer and respective Secretaries.

V12.2 02/21/81 (Mail Meeting)

Expenditures approved to create computerized address tape for the Recording Secretary.

V31.1 10/30/99

Any letter of complaint or recommendation received by a Board Member is to be sent to the Recording Secretary and, if appropriate, to the respective Committee Chair, within one week of receipt.

V31.3 5/2/00

E-mail: Any e-mail that is to be considered Official Business should be labeled as such. Any e-mail considered confidential should be so labeled. No e-mail should be forwarded on unless the original person sending the e-mail has given their written permission.

V32.1 11/3/00

Board of Directors minutes will reflect only the voting record and no dissenting rationale be recorded in the minutes. Voting record on every motion be listed by name of those voting in the affirmative, negative, abstaining and absent.

A list of applicants whose application for membership have been denied be maintained by the Recording Secretary. Membership and Arbitration chairs shall have access to the list.

V31.1 11/3/00

Board of Directors minutes will reflect only the voting record. No dissenting rationales be recorded in the minutes. Voting record on every motion be listed by name of those voting in the affirmative, negative, abstaining and absent.

New Standing Committee created: Board appointed Steering Committee to review NCA long term goals and develop objective ways to measure progress in reaching them.

V32.3 4/5/01

General Membership recommends to the BOD that minutes of the Board of Directors meetings provide a summary of both sides of its discussions on all motions.

General Membership recommends to the Board of Directors that use of Executive Session at Board of Directors meetings be restricted to voting on applicants lists for membership, making committee appointments, formal grievances, contract negotiation and litigation.

V33.1 10/3/01

Hire a professional secretary for Board of Directors face-to-face meeting, fall 2001.

V33.1 11/30/01

Board accepts recommendation of General Membership. Minutes of meetings to contain a summary of the discussion prior to the vote on any motion, excluding names.

Final approval of all minutes done only at a face-to-face meeting or a teleconference call.

E-mail: When sending an e-mail as an NCA official letter or document, it must be marked "NCA Official" in the subject line. The sender of the email should send it to the Recording Secretary for distribution to the entire Board. If the Recording Secretary does not get confirmation within 48 hours of the distribution, the Recording Secretary will call anyone not responding. All responses are to be sent back to the Recording Secretary per instructions. If email is not marked in this manner, it is deemed as personal or FYI. Please be aware of any personal attachments on emails and use discretion.

The Board of Directors will hold monthly teleconferences to increase communication.

Membership Chair assemble list of applicants for submission to Recording Secretary and proofread applicants list before printing in NewfTide. The Recording Secretary will notify Membership Chair of upcoming meetings.

V33.1 12/1/01

Nominating petitions are official NCA documents. All official and public documents are available to members upon request and may require a reasonable copying fee of up to .50 per page plus postage.

V33.3 4/23/02

Minutes to include rationale for motion, the motion, pro and con discussion without names, vote with names and when not unanimous a roll call for each member to state the reason for his or her vote.

Approved request by Board member to call in on speaker phone to participate. By-laws preclude voting.

Board of Director minutes be placed on NCA website as soon as they are approved.

Agenda as distributed to Board be placed on website.

Post open NCA board items and actions taken at Board meeting on website.

V33.4 6/6/02

Committee chairs be invited to participate in teleconference calls when their committee is under discussion.

V34.1 11/2/02

Suspend current policy and tape next two teleconferences (except Executive Session), transcribe it and send to Board members.

Board agenda items include a brief description of the topic, the rationale for the proposed discussion and, if possible, the motion to be made.

V34.3 3/4/03

The trial period for taping and transcribing Board meetings extended through the face-to-face meeting and the Annual Membership meeting and then to be re-evaluated.

V34.4 5/27/03

All minutes of the NCA Board to be tape recorded and transcribed but not distributed to persons other than Board members without specific approval of the Board. The original tapes will be held until the minutes are approved. Executive session will not be tape recorded. Board members may request the tape or copy of the transcript.

V35.1 9/10/03

The Recording Secretary assigned the responsibility of reporting to the Board the results of the Nominating Committee's slate for the election to the Board by its next meeting following August 1st.

V35.2 2/19/04

The Board, by consensus, made the following modifications to the email procedure passed in the last teleconference (???): if a motion comes in without a second, then the recording secretary shall automatically second it.

V36.1 11/30/04

Authorize the Recording Secretary to use a colored inner envelope in the election packet.

REGIONAL CLUB GOVERNING POLICY

(Included in Volume II of NCA Policies and Procedures)

REGIONAL CLUBS

History

V2.2 05/02/71

It was moved and seconded that a Regional Club Constitution and By-Laws be presented to the Board for approval as being the ultimate Constitution and By-Laws for all NCA associated Regional Clubs. It was so voted.

V3.2 03/12/72

Regional groups will now be asked and expected to accept the approved Constitution and By-Laws which have gone out. There is to be no change of rules and regulations, but where Regional groups ask for some modification in some area, we should receive this "with grace" and consider it.

V9.4 10/05/78

Regional Clubs obligated to submit charter and By-Laws to the Regional Clubs Director.

V11.3 06/17/80

Approved policy concerning the recognition of new Regional Clubs.

V11.3 06/17/80

Approved list of obligations for Regional Clubs already recognized by NCA.

V18.4 11/07/87

Regional Clubs may not reproduce any NCA illustrated materials except to promote Regional or National specialties and water or draft tests.

V20.3 08/89 (Mail Meeting)

As the Regional affiliate of the Newfoundland Club of America, a Regional Club shall reflect the broad interests of the NCA in serving the needs of all Newfoundlands and Newfoundland fanciers in the area to the greatest extent possible. The Regional Club shall demonstrate that the interests of its members in the Newfoundland dog cover a

broad spectrum, and are not narrowly defined or restricted as to activity of breeding lines.

V20.4 11/04/89

All Regional Club newsletters shall contain prominent notice that contents of articles are the opinions of the authors and not necessarily the opinions of the Regional Club or the NCA and that the NCA has no control over the content of Regional Club newsletters.

V20.4 11/04/89

NCA recommends that Regional Clubs establish a review procedure for content and typography for newsletters.

V 11/06/94

NCA policy governing Regional Clubs is contained in Volume II of the NCA Policies and Procedures.

V26.3 04/25/95

Board officially recognized the Newfoundland Club of Florida, Inc. (NEWF-FLA).

V28.1 11/02/96

Aurora Borealis Newfoundland Club (ABNC) dissolved by membership. Treasury (\$3,158) donated to Newfoundland Endowment Fund. North Central Newfoundland Club (NCNC) to be approached regarding providing service to the (former) ABNC geographical region.

V28.4 06/25/97 (Mail Meeting)

Board approved mutual request of the Columbia River Newfoundland Club and the Pacific Northwest Newfoundland Club to drop the previously set NCA requirement for mutually exclusive meeting areas.

Board approved modified NCNC Constitution and By-Laws which allows NCNC to assume former ABNC geographical region (see 11/02/96).

V30.3 03/24/99

Board approves requested changes by the South Central Newfoundland Club to their constitution.

Board placed the Newfoundland Club of Hawaii on Inactive status since they had failed to respond to a timetable and provide evidence of actively complying with the current NCA policy regarding sanctioned status.

V30.4 06/22/99 (Teleconference)

Board approved requested changes by the Southeastern Newfoundland Club to their constitution.

V30.4 07/27/99 (Teleconference)

Board approved requested changes by the Newfoundland Club of Seattle to their constitution.

V31.1 10/29/99

Board approved River King Newfoundland Club to add Warren, Knox, and Mercer counties to their territory. No objection from North Central.

V31.1 10/31/99

Columbia River Newfoundland Club (CRNC) to be informed immediately and permanently remove a website link to USDA breeders.

V32.3 4/2/01

Approve changes to Constitution and By-laws of Newf-Fla Club and Newfoundland Club of New England regional clubs.

V33.1 10/3/01

Approve changes to Constitution and By-laws of Newfoundland Club of Northern California.

V33.2 1/10/02

Hawaii reinstated as a Regional club.

Approve by-laws changes to High Country Newfoundland Club.

V33.3 4/23/02

Approved proposed changes to Heart of America Newfoundland Club by-laws.

V34.1 11/2/02

Approve changes to Genesee Region Newfoundland Club constitution.

V36.1 10/30/04

The Board responds to the Great Lakes Newfoundland Club's request to list non-AKC/NCA titles on club awards, that in accordance with AKC rules and the NCA Constitution and By-Laws, titles from other registries (i.e. United Kennel Club) would not be allowed to be listed on awards.

V36.1 10/30/04

Each regional club be requested to develop a one-page flyer with information about their club, contact people, rescue, event types and membership. These flyers would be available on the NCA website so breeders could/should include the information on regional clubs with every puppy sold for the purpose of finding events, support and education in the area in which they live.

4/25-26/05: The Regional Club Liaison reported that she had had a request from the Great Lakes Newfoundland Club for the Board to develop policy governing the regional clubs and the recognition and/or publication of wins, points, titles or championships from UKC or other registries. The Corresponding Secretary had contacted the AKC about this issue and AKC had replied that they had no jurisdiction over what regional clubs do at their annual awards dinners or what appears in their newsletters. The Board did not pursue the matter any further.

7/6/05: Approved High Country Newfoundland Club's request that the State of Utah be added back into High Country's territory.

REGIONAL CLUBS COMMITTEE (CORC) (abolished)

Duties and Responsibilities

This committee serves to facilitate communication between Regional Clubs and the NCA and among Regional Clubs themselves. It serves as a forum for ascertaining the degree of consensus among Regional Clubs on important issues. It communicates its findings to the Board. The Board, in turn, can communicate with the Regional Clubs as a whole through this committee.

Most of CORC business is done through mail meetings for which the Chair sets a schedule at the beginning of each calendar year.

The purpose of CORC is to provide a framework for the free and open exchange of ideas relating to NCA Regional Club issues among those clubs sanctioned by the NCA; and to provide a timely and direct communication channel between the NCA Board and its affiliated Regional Clubs.

One representative (delegate) with one vote from each NCA-sanctioned Regional Club.

Each delegate is appointed by his/her Regional Club. Each delegate must be an NCA member. CORC Chair is appointed by the NCA Board for a one year term. Chair cannot be an NCA Director, but must be an NCA member. Unless specified otherwise, Robert's Rules of Order govern Committee procedures.

The CORC Chair will annually chair a minimum of four (4) meetings, one (1) per quarter. Chair one (1) face-to-face meeting in conjunction with the NCA National Specialty show. Other meetings can be face-to-face, but have always been conducted by mail.

Maintain a list of current CORC delegates and forward to NCA Membership Chair for inclusion in the annual NCA membership directory.

CORC resolutions requesting action by the NCA Board are submitted to the NCA Recording Secretary for inclusion on the next Board meeting agenda.

Distribute NCA Board meeting minutes, as received from the NCA Recording Secretary, to CORC delegates with the next regularly scheduled mail meeting notice or minutes. Distribute/solicit other information from the NCA Board as requested.

In addition to the CORC delegates, meeting agendas/minutes are mailed to Regional Club Liaison who is a full voting member of the Committee, and to the NCA President for information only.

Prepare a year-end report of Committee activities for publication in *Newf Tide*, and distribution at the Annual Meeting.

Maintain an historical file of Committee proceedings.

History

V16.2 04/25/85

Congress of Regional Delegates (CORD) formed.

V16.4 11/10/85

Committee of Regional Clubs (CORC) established by Board in lieu of CORD.

V9.4 10/05/78

...to form a committee of local people to establish a general policy for Regional Clubs. The Board agreed to this request. The Board that Regional Clubs should be obligated to submit changes in By-Laws to the Regional Clubs director. Also, Regional Club officers should be reported on a current basis. The committee should consider the function of Regional Clubs for feedback to the parent Club.

V21.2 04/20/90

Board accepted the revised CORC Chair job description.

V29.3 04/07/98

Committee discontinued. Responsibility of Regional Club communications to be assigned to Regional Club Liaison. (Principle reason that much of information supplied by CORC is now available on NCA website.)

REGIONAL CLUBS LIAISON

Duties and Responsibilities

History

V30.1 10/31/98

Regional Clubs Liaison former job description (7/94) replaced in it's entirety with a new description as follows:

- The Regional Club Liaison (RCL) serves to facilitate communications between Regional Clubs and the Newfoundland Club of America (NCA). Important issues may call for a consensus among Regional Clubs and this will be accomplished via communications from the RCL to the Board of NCA. Communications to Regional Clubs may be accomplished through the RCL, *Newf Tide*, or whatever means deemed necessary.
- The RCL shall provide a framework for free and open exchange of ideas relating to the NCA and Regional Clubs and provide a timely and direct communications channel between the NCA Board and its sanctioned affiliated Regional Clubs.
- The RCL may conduct a face-to-face meeting annually, at the National Specialty, of representatives from all sanctioned Regional Clubs.
- The RCL will be the source of any official lists of Regional Club contacts that may be published by the NCA throughout the year, e.g., NCA Membership Directory, General Education material, etc. This information is obtained from the documentation required to be provided on an annual basis to the RCL in accordance with the policy on governing regional clubs.
- The RCL assists new clubs and those clubs seeking NCA recognition by giving them advice or providing NCA resources to assist them in regard to organization, Constitution and By-Laws, financial set-up, holding events, running meetings, and getting newsletters started.
- The RCL also serves as a resource on constitutional matters regarding the governing of Regional Clubs and their relationship to the NCA. Any changes to approved Regional Club's Constitutions and By-Laws must be coordinated with the RCL for recommendations and submission to the NCA Board of Directors for approval.
- It is the responsibility of the RCL to determine whether a Regional Club is active in accordance with the current policy on governing regional clubs by annually corresponding with each Regional Club for the necessary documentation. Each Regional Club is required to comply with the policy annually in order to be able to be approved to hold NCA events for that year. A second notice should be sent to the Club President and Corresponding Secretary of the Club if there is no response to the first mailing.

(These requirements include maintaining a stable membership, regular meetings, elections of officers, adequate fiscal resources, reasonable percentage of NCA members on their membership rolls, at least two events annually, and providing necessary documentation regularly of all minutes and newsletters.)

- The RCL will submit an annual report to the Second Vice President by December 15 for publication in *Newf Tide* and an expense report and projected budget is submitted to the Treasurer as required by the Treasurer.
-

V29.2 03/24/98 (Teleconference)

Regional Club Liaison required to compile an updated list of Regional Club contacts twice annually, respective contact person to be either the Regional Club Corresponding

Secretary, Membership Chairman/Secretary or specifically designated individual by the Regional Club.

V32.3 4/2/01

Board appointed Regional Club Liaison to Regional Clubs be a member of the Board of Directors.

V.34.4 5/27/03

Policy that Regional Club Liaison should be a member of the Board to be waived for this club year.

REGIONAL CLUBS RELATIONSHIP COMMITTEE, AD HOC (abolished)

Duties and Responsibilities

Investigate the relationship between the NCA and Regional Clubs. To be assisted by members from what was the ad hoc Regional Clubs Policy Committee.

History

V22.4 11/10/91

Ad hoc Regional Clubs Relationship Committee established.

V23.2 05/03/92

The ad hoc Relationship Committee should address the topic of the conflict of interest and ethical behavior between Board members and Regional Clubs.

V24.3 05/02/93

Status report distributed to Board for future discussion.

V25.3 05/18/94

Concerning the Committee findings report, a consensus report was clarified to be a summary of those issues on which the Board agrees and those issues on which the Board disagrees.

REGIONAL SPECIALTY SHOW COORDINATOR (Abolished)

Duties and Responsibilities

The duties and responsibilities of the Regional Specialty Show Coordinator are to:

- Advise and assist Regional Clubs in the successful execution of an Independent Regional Specialty or a Regional Specialty in conjunction with an all-breed show.
- When requested, furnish Regional Clubs with the NCA application, the Specialty Show Guide, the Specialty Show Guidelines, the Approved Judges List (to be used as a guide), a sample letter to ask non-licensed persons to judge sweepstakes, and information on the "Award of Merit".
- Be certain that the date selected by a Regional Club does not conflict with another Regional Club's date. Regional Specialty Shows can be held if they are at least two (2) weeks before or after a National Specialty show and at least five hundred (500) miles distance from the site of the National Specialty show.
- Prepare all necessary paperwork for submission to the AKC. Be sure to make copies of all paperwork, including the check, before sending to AKC.
- Notify Regional Clubs when AKC approval has been received.
- Arrange for delivery of the NCA's Best of Breed Trophy to Regional Club

- host.
- Proofread Regional Specialty Show premium list.
- Inform NCA membership of planned specialties in *Newf Tide*.

V26.3 04/25/95

Position responsible for establishing and maintaining a system to record historical statistics of Best of Breed, Best of Show, and HIT from Regional Specialties.

V29.4 06/16/98 (Teleconference)

Requirement to process \$50 application fee to Treasurer deleted as fee was discontinued by Board.

V32.1 11/3/00

AKC requires that Regional clubs name, logo, board of directors may not be printed in premium lists nor catalogs including directions checks be made payable to club. Regional clubs names may only be listed for trophy donations.

V33.2 1/10/02

Discontinue \$10 fee for purchase of NCA labels for Regional Specialty Show premiums.

V34.1 11/1/02

Develop separate Regional Specialty Show Guide.

V35.3 4/19/04

Approved the Regional Specialty Guide with modifications in spelling and grammar and using the *Newf Tide* conventions.

V35.3 4/19/04

Abolish the position of Regional Specialty Show Coordinator and merge the position with the National Specialty Committee.

Change the name of the National Specialty Committee to the Specialty Show Coordinating Committee.

REGIONAL SPECIALTY SHOWS

History

V11.3 06/17/80 (Mail Meeting)

Concerning Regional Specialty Shows, *Newf Tide* will print the usual catalog information, i.e., sire, dam, date of birth, etc., is to be printed with each photograph. Class placements, along with the catalog information, and the number of dogs entered in each class are to be noted.

V14.3 05/29/83

Regional Specialty shows can be held at any time if they are least two (2) weeks before or after a National Specialty show and at least five hundred (500) miles distance from the site of the National Specialty show.

V16.2 04/25/85 (Replaces V14.2 05/29/93)

No Regional Specialty may be held within fourteen (14) days before or after the inclusive dates of the National Specialty. No Regional Specialty within two hundred (200) miles of the National Specialty site may be held within twenty eight (28) days before or after the inclusive dates of the National Specialty.

V25.2 11/06/93

The present policy regarding scheduling the dates of Regional Specialties with respect to National Specialty date will encompass scheduling of Regional Specialties to each other. However, exceptions will be made when there is a written agreement between clubs.

V28.1 11/03/96

NCA to provide a plate (identical to the BOB plate) to Clubs hosting Regional Specialties for High Scoring Newfoundland in Trial.

V28.2 02/21/97 (Mail Meeting)

Board voted to notify AKC (and Show Superintendents) of its preference for divided open classes to be established as “Open, Black” and “Open, Other than Black”.

V29.1 09/16/97 (Teleconference)

Regional Clubs to provide Award of Merit data from Regional Specialties to the Regional Specialty Coordinator as part of post show reports.

V29.4 06/16/98 (Teleconference)

Board removes requirement of \$50 application fee for Regional Clubs hosting NCA Regional Specialties.

V32.1 11/3/00

AKC requires that regional clubs name, logo, board of directors may not be printed in premium lists nor catalogs including checks made payable to regional club. Regional clubs names may only be listed for trophy donations.

V32.2 1/23/01

NCA pay Regional Specialty show fees to AKC retroactive to January 1, 2001.

NCA cover cost of providing Award of Merit medallions.

V34.3 4/21/03

Multiple Regional Specialties (two or more) may not take place 35 days prior to Best of Breed judging or 21 days after Best of Breed judging at a National Specialty.

V.34.4 5/27/03

AKC delegate reported that AKC has formally stated that non-licensed, non-sanctioned clubs cannot hold an AKC licensed show, which means the NCA must continue to be the host of Regional and National Specialties.

V.35.2 11/21/03

Fee to AKC for regional clubs to hold regional specialties reinstated.

REGISTER OF MERIT (ROM)

ROM points are awarded to the parents of the following:

- An AKC Bench Champion
- An NCA ROM, a Working Titlist (AKC/NCA); one (1) counted for every five (5) Champions and ROMs

It takes twelve (12) ROM points for a dog to become a ROM; it takes six (6) for a bitch.

Complete ROM standings (in order of decreasing number of ROM points) will be published in *Newf Tide* every five (5) years.

Lists of all ROMs with their titled offspring will be published every five (5) years in *Newf Tide*.

If an individual wishes to purchase a list of the titled offspring of any Newfoundland for his/her own use (as opposed to use for an official NCA purpose), the cost of this list is \$6. Of this amount, the provider of the information keeps \$5, and \$1 is sent to the NCA. (Information from the database is provided for official NCA business at no cost.)

When the quarterly printouts from OFA are received, copies will be sent to *Newf Tide* for immediate publication. Only two (2) items from the printouts will be published: the complete OFA (elbow and/or hip) number and the dog's name (as provided by OFA).

A copy of the database on disk is to be held by the NCA Recording Secretary.

I'm not sure if the following items are actual policies that were enacted by the Board or if they have just become common practice.

- The title "ROM" may not be used in any form until notification of the achievement is received (from the Database Coordinator) by the owner. The use of a phrase such as "pending NCA notification" or anything similar is prohibited.
- New ROMs are featured in the Spring (2nd quarter) issue of *Newf Tide*. The ones that are featured are those that completed the requirements in the previous calendar year. Even though a dog may complete the requirements early in a year in time to be included in the Spring issue, they will not be featured until the following calendar year.

History

V9.2 02/13/78

Committee established to pursue idea of awarding titles for sires and dams of champions.

V17.2 06/86 (Mail Meeting)

ROM requirements put forth by Awards Committee accepted. In case of a tie, all recipients will receive awards.

V17.4 11/08/86

NCA will purchase parchment paper owned by Newfoundland Club of Southern California for top winning certificates and ROM awards.

V17.4 11/08/86

Policy and procedures for ROM Newfoundlands printed in *Newf Tide* (i) ROMs will be listed by AKC number; (ii) new ROMs will have picture, pedigree and list of titled get; and (iii) there will be no "top ROM" lists printed annually, but every five (5) years there will be a complete update of lists published.

V18.2 05/22/87

ROM designation may be used upon notification by Awards Committee.

V18.2 05/22/87

Any non-AKC dog meeting NCA requirements of ROM will be given the ROM designation.

V19.2 04/29/88

When a dog receives ROM status, he/she earns one ROM point for his/her sire and dam. This point shall have the same status as a Championship.

V22.2 03/28/91

Existing policy regarding publication of the ROM list in *Newf Tide*, along with the list of ROM dogs and ROM bitches in order of Total ROM points, every five (5) years affirmed.

V33.1 12/1/01

Publish in 2nd Qtr NewfTide and include three generation pedigree.

RESCUE AND REFERRAL COMMITTEE

History

V26.1 11/06/94

The final report and policy recommendations of the Rescues Policy Committee, Ad Hoc concerning the Rescue and Referral Committee were approved.

Newfoundland Rescue - Overview (Revised 10/30/99)

Rescue is the physical act of removing a Newfoundland from a situation where it has been surrendered, abandoned, or is in inhumane conditions. The NCA Rescue Committee encourages breeders of Newfoundlands to make a lifelong commitment to all Newfoundlands they produce and supports this commitment when it exists. It is the basic goal of the Committee to assist Regional Clubs in an advisory capacity to establish or operate a rescue service to assist Newfoundlands whenever possible. If the NCA Rescue Chair becomes aware of the rescue situation within any Regional Club territory, the first step will be to contact the President and the Rescue Chair of the Regional Club to notify them of the situation.

Newfoundlands will be assisted in the following manner:

1. Acquired
 - found or abandoned
 - from humane shelters
 - from individual owners
 - from other sources ~~such as Wholesalers or Retailers*~~

~~* Purchase is approved only as a discretionary option of last resort (see case histories) where the governing concept is to provide for the individual Newfoundland and alleviate its suffering and hardship. Purchases may be considered by the NCA Board of Directors as an option only after all other rescue operations have been exhausted. Purchase from wholesalers or retailers are to be handled on a case by case basis directly with the NCA Rescue Chair. An attempt should be made to obtain a legal agreement from the wholesaler or retailer not to deal in Newfoundlands in the future. (Note: references to purchasing Newfoundlands at auction removed according to 3/03 Board directive)~~

2. Boarded
 - with the Newfoundland's breeder, at no cost to NCA
 - with NCA member who donates care and space to a rescued Newfoundland
 - with NCA member who may be reimbursed at reasonable per diem to be paid by Newfoundland's breeder, or NCA
 - with others who donate care or are reimbursed
3. Medical Care
 - provided by veterinarians who may donate services or offer discount rates. These services may include routine care (inoculations, worming, etc.), diagnosis, treatment and follow-up care.
 - Intact Newfoundlands rescued from animal shelters, puppy mills, pet shops, and auctions must be tested for Brucellosis before placement.

Euthanasia

because of aggressive temperament
because of extremely poor health or diseased, as advised by a veterinarian.

5. Spay/Neuter
 - all Newfoundlands placed must be neutered or spayed unless medically contraindicated by a veterinarian.

NCA Regional Clubs will be assisted in rescue efforts in the following manner:

1. Informational Support
 - start up procedures
 - training
 - evaluation techniques
 - follow-up support
 - guidance during a rescue operation
 - help obtaining legal advice from the NCA lawyer.
2. Financial Support
 - loans, which are to be repaid
 - grants, which are not expected to be repaid.

Operating Procedure

In 1984 the Newfoundland Club of America appointed a committee to coordinate efforts of its members and Regional Clubs who assist Newfoundlands. The committee provides advisory services to Regional Clubs who have established rescue or referral services and forwards information which is helpful in operating a rescue service.

A Newf Rescue Service, supervised by this committee, was established in 1985 which solicits donations and directs disbursements to Regional Clubs or individuals who provide rescue services where no other financial support is available.

The following policies, revised October 30, 1999, have been established to define the duties and responsibilities of this committee and to serve as a guide in providing assistance to Newfoundlands on a national level.

Committee Members

Chair

Responsible to the Board

1. Plans, organizes and develops programs which will meet the principles and objective of the NCA under the policies set by the Board.
2. Assigns the work of the Committee members in carrying out the Committee's work.
3. Ensures the humane treatment of Newfoundlands who become wards of the Committee.
4. Directs membership and fundraising efforts.
5. Directs the administration of funding and disbursements including the establishment of per diem and mileage rates and placement fees in accordance with NCA Financial Guidelines.
6. Edits a publishes data pertinent to rescue work.
 - a. prepares quarterly column for publication in *Newf Tide* which describes the rescue work.
 - b. prepares mailings to committee members which contain information from various sources which will be helpful in rescue efforts.
7. Supervises assistance, according to procedures, to Newfoundlands in areas where a Regional Club does or does not exist. When a Regional Club applies for help from the NCA Rescue Committee Chair, the Chair shall confirm the information with the President of the applying Regional club. In case of conflict, the final decision rests with the NCA Rescue Chair.
8. Prepares financial and informational reports as requested by NCA.
9. Actively promotes the education of the public on issues related to the benefit of Newfoundlands and Newfoundland Rescue activities directly; via the

Rescue committee members; through interaction with other NCA committees (General Education, Breeders List, AKC Delegate, etc.); and through interaction with other organizations. These other organizations include but are not limited to:

- a. other Breed Clubs and their Rescue groups
 - b. Animal welfare agencies or organizations
 - c. Breed registries such as AKC, CKC, FCI, etc.
 - d. Governmental agencies such as USDA.
 - e. Commercial organizations such as wholesalers, retailers, pet food manufacturers, etc.
 - f. the media (TV, radio, etc.).
10. Prepare and submit to the NCA Board a detailed case history whenever the discretionary Last Resort (to purchase a Newfoundland) option is exercised.

Committee Members

1. NCA member who provides advisory, research, administrative services for the Committee's work.
 - a. acts as an advisor to Regional Clubs who are in the process of establishing a rescue or referral service or needs guidance with placing or rescuing Newfoundlands. (These members usually have extensive experience in humane work);
 - b. collects data from many sources which would be helpful in operating a rescue service for members' or Regional Clubs' use; or
 - c. maintains data files which contain placement forms, transfer agreements, interview forms, prescreening forms, published articles concerning rescue work, etc., for the use of Committee members, Regional Clubs, and others.
2. NCA member who operates the NCA Rescue Service in areas where no Regional Club provides this service, according to the following:
 - a. Maintains a waiting list of screened adoptive homes
 - 1) interviews prospective homes
 - 2) obtains Application Form and Placement Agreement
 - 3) explains daily care and responsibilities
 - b. Accepts Newfoundlands from current owners or shelters
 - 1) interviews current owner/shelter to obtain history
 - 2) obtains Transfer Agreement signed by owner
 - 3) arranges boarding, medical care, grooming, etc. negotiated lowest fees -not to exceed current per diem or mileage rate, long distance phone and postage as incurred
 - 4) intact Newfoundlands rescued from animal shelters, puppy mills, pet shops, or auctions must be tested for Brucellosis before placement
 - 5) takes "before" photos if possible
 - c. Places Newfoundland in adoptive home
 - 1) contacts most suitable home on waiting list
 - 2) delivers Newfoundland to new home
 - 3) collects placement fee - payable to NCA Newfoundland Rescue Fund
 - 4) advises adoptive home about training, care, etc.
 - 5) contacts adoptive home within six (6) weeks to obtain

spay/neuter certificate

- d. Forwards copies of placement file, including fee, to Chair
3. Regional Club Rescue Service chair or representative
 - a. receives information forwarded by NCA Rescue Network
 - b. assists Newfoundlands needing placement in the region served by their club
 - c. contributes to the work of this Committee by sharing experiences, ideas, suggestions, etc. with others on Committee
 - d. informs their Regional Club about this Committee's work

On those rare occasions that a Newfoundland is offered for sale by a retailer, wholesaler or private owner, the following steps should be followed when the NCA or a Regional Club is considering purchasing the Newfoundland:

1. Gather information. Contact the seller and obtain information about the Newfoundland, i.e., age, health history, spayed or neutered, pedigree information, selling price.
2. Offer assistance to the seller by providing Club information to the buyers.
3. Refer potential buyers who have been screened by the Club.
4. If the Club feels that purchasing the Newfoundland is in the best interests of the dog, (that is acceptable homes are not available or in the case of auctions, puppy mill breeders might bid on the Newfoundlands), a sale could be negotiated.
 - Pet shops- negotiate a price that is below the invoice price.
 - Puppy mills - negotiate a package price for all Newfoundlands, factoring age and health
 - Private owners - inform the seller that adult dogs are not as valuable to the general public as puppies.
5. Contact NCA Rescue Service for advice and information.

History

V15.3 08-31-84 (Mail Meeting)

Chair appointed, though Committee not yet approved nor guidelines in place.

V15.4 01/10/85 (Mail Meeting)

Committee established and directed to formulate guidelines.

V16.4 11/10/85

Budget allotted and fund authorized for "emergency rescue work". Funds to be raised by donations and disbursed by Treasurer in accordance with Constitution and By-Laws and administered by NCA Newfoundland Rescue Network.

V16.4 11/10/85

Newfoundland Rescue Network to publish guide outlining procedures and distribute this guide to Regional Clubs.

V17.2 04/06/86

Rescue policy approved by Board pending Legal Committee approval.

V21.2 04/20/90

Rescue Committee shall not publish or disseminate pedigree information on rescued and pet shop Newfoundlands.

V21.4 11/10/90

Committee to develop a policy on long term foster care and bring to Board for approval.

V26.3 04/25/95

Board decided not to establish a NCA disaster relief network. Any relief in the event of a disaster should be coordinated via NCA Rescue Committee.

V28.3 03/25/97

Board directed that a NCA charitable trust be established. Will provide tax deductibility for donations to NHC, Rescue Fund and Junior Scholarship Fund (see Treasurer for detail).

V31.1 10/30/99

Board makes changes to the responsibilities and duties of the committee in the areas of interaction with Regional Clubs, criteria under which Newfoundlands will be purchased by the NCA, the definition of rescue, and the requirement of Brucellosis testing of certain rescued dogs before placement (wording of changes incorporated into responsibilities and duties).

Board grants authority to the NCA Rescue Chair, in conjunction with the President and First Vice President, to make emergency purchases up to \$1,500 with a full report to the Board being made in a timely manner.

V32.3 4/2/01

Letter sent to AKC regarding NCA's policy to purchase Newfoundland dogs at auction.

V33.2 2/7/02

Received Tom Russell Charitable Foundation award of \$5000 to be used solely by rescue or scholarship fund. Second year of funding.

V34.1 11/2/02

Board recognizes need to sell NCA logo items to membership – offer as fundraiser to Health Challenge, if declined, then Rescue or seek alternative means to provide items.
3/14 & 3/18/03: Remove all reference to purchasing Newfoundlands at auction according to the membership vote.

**RESCUE EDUCATION AND AWARENESS COMMITTEE (REACT)
(formerly RESCUE PREVENTION COMMITTEE)
“COMMITTEE TO PREVENT RESCUE” (Ad Hoc)**

Duties and Responsibilities

Previously an Ad Hoc Committee and now a Standing Committee to Prevent Rescue established to address the issue of rescue proactively by finding ways to educate breeders and the buying public and to develop an arsenal of weapons and strategies to combat the ruthlessness of puppy mills. (Preliminary report due)

History

V32.1 11/3/00

Recommendations by Rescue Prevention Committee provided to Board of Directors. Board approved: Breeders must attest to using non-breeding spay-neuter contracts and/or limited registration for puppies placed, where appropriate, to appear on NCA Breeders List.

NCA to introduce resolution to AKC to require all owners sign all documents.

Stud Book analysis to be published in NewfTide. Publish annually, when permission obtained from AKC, Newfoundland Stud Book section and distribute to membership.

Charitable Trust adopts all NCA Policies and Procedures as it relates to rescue, health challenge and scholarship.

V33.1 12/2/01

Change to standing committee at April 2002 face-to-face. Committee interim chair appointed. Committee to work closely with Rescue and General Education committees and should develop long range plan (5 to 10 year) to prevent Newfoundlands from being

sold at auction.

Board send letter to AKC requesting it not register any dogs sold at auction and expressing disapproval of AKC's support of the Hunte Corp. Also include NCA's dissatisfaction with AKC's position that Breed Clubs not purchase dogs at auction. NCA is willing to spearhead campaign to subsidize lost from revenues from not registering dogs at auction. The NCA would also support a requirement that all signatures of all owners, both sire and dam, be required on AKC litter registration forms. Copy of letter sent to AKC Chairman, President, Vice President Slay, Chair, Parent Clubs, Chair, Committee on High Volume Kennels. A copy of letter to be published in *NewfTide*.

V33.2 2/7/02

Letter written to AKC regarding AKC's relationship with commercial breeders and dog auctions. Letter sent to all parent clubs and *NewfTide* for publication

V33.3 4/25/02 (Annual Meeting)

Motion passed by membership all dollars in the rescue funds be spent solely on rescue activity and no monies shall be spent for the purchase of Newfoundland dogs from auctions, brokers, individual retailers or wholesale sellers until such time as the membership at large is polled.

V33.4 6/6/02

Board directs Rescue Prevention Committee to develop ballot/poll to fulfill vote of membership.

Committee chairs be invited to participate in teleconference calls when their committee is under discussion.

V33.4 7/1/02

Board directs committee to, in addition to yes/no ballot, develop additional questions to survey the membership on the rescue issues.

V33.4 7/8/02

Motion on adding survey questions rescinded.

V34.1 9/3/02

Approve estimated cost of \$2,834 printing and mailing of rescue/auction vote.

V34.1 11/2/01

Internet, General Ed and Rescue Prevention Committee work to develop page for prospective puppy buyers looking for a Newfoundland who enter website from a puppy source link. Page to contain information to determine reputable breeder, questions to ask breeder, health concerns and what to look for in a puppy.

V35.4 7/28/04

Accept the report and recommendations of the Rescue Prevention Committee (RPC) with the modification of matching advertising at \$50.00 per club and that we have the program administered by the RPC and that the RPC be directed to come back to the Board by September 15, 2004 with a recommendation for expanding the telephone line to also include guidance for people who already own Newfoundlands but are having problems.

There was a discussion concerning appointing a committee to handle the actual work instead of the RPC and asking for volunteers through ads on the NCA website and *NewfTide*. It was the consensus of the Board that the RPC was the appropriate committee to do this and that the Board would ask them to administer the program.

V36.1 9/20/04

Rescue Prevention Committee reverts back to a Board-appointed committee.

V36.1 10/31/04

Adopt the concept and start implementation of an 800-number and refer it to the AKC Breeder Referral Committee and the Rescue Prevention Committee.

11/4/05: Approve the Rescue Prevention Committee's recommendations on auction monitoring with a budget not to exceed \$1500.00 for the rest of this fiscal year with a report due to the Board by the 2006 National Specialty on the effectiveness of the program.

11/4/05: Change the Rescue Prevention Committee's name to the Rescue Education and Awareness Committee (REACT).

11/4/05: Accept the Rescue Education and Awareness Committee's proposal for a member-donated fund with a request for donations to be included on the Dues Renewal form.

RESCUE POLICIES COMMITTEE, AD HOC (abolished)

Duties and Responsibilities

Formulate Newfoundland Rescue policies. The first function of this committee will be to present a recommendation describing under what circumstances, or criteria, if any, the NCA will purchase Newfoundlands.

History

V22.2 03/28/91

Ad hoc Rescue Policies Committee established.

V22.4 11/10/91

The work of the ad hoc Pet Shop Sales Committee could best be accomplished by incorporating this committee with the ad hoc Rescues Policies Committee since the scope of the two (2) committees is coincident. The ad hoc Pet Shop Sales Committee is therefore abolished and the charter of the ad hoc Rescue Policies Committee now includes defining whether it is possible, and if so, at what level, for the NCA to prevent the sale of Newfoundlands from pet shops.

V23.2 05/03/92

The committee's work to develop criteria concerning under what circumstances Newfoundlands would be purchased from pet shops, wholesalers and puppy mills.

- The committee recommended against the purchase of puppies or adults from wholesalers. If it is possible to remove Newfoundlands other than through direct purchase, NCA Rescue and Regional Clubs should help with financial aid to cover veterinary expenses.
- The committee recommended against purchases from pet shops and urged a program of public education as the means by which puppy mills, wholesalers and pet shops might be eliminated.
- The committee endorsed the priority of the Regional Club in any rescue occurring in its area. Should a Regional Club refuse the opportunity to participate in a rescue, then the NCA has the right to become involved. NCA Rescue should not interfere with the operations of a Regional Club.

V26.1 11/06/94

The final report and policy recommendations of this committee approved. (see RESCUE AND REFERRAL COMMITTEE)

RESEARCH ADVISORY COMMITTEE

History

V27.1 11/05/95

Newfoundland Research Advisory Committee established. Committee will consist of highly qualified expert Club Members and be directly accountable to the Board. The Committee will be charged with providing guidance to the Board on proposed research projects before a commitment is made to participate in a project and dedicate NCA resources. Committee would provide due diligence on proposed projects and continual oversight, evaluation and guidance to the Board on projects it authorizes. Formal Committee responsibilities to be established.

V30.1 11/01/98

Board approves Committee responsibilities/procedures as follows:

Overview

The Research Advisory Committee (RAC or Committee) is appointed by the NCA Board and is accountable directly to the NCA Board. The RAC works in close contact with but is independent of the Newfoundland Health Challenge (NHC) and the Health and Longevity Committee with respect to reporting to the NCA Board. The RAC comprises the NCA's scientific resources and is instrumental in providing review and feedback regarding potential and active NCA supported research projects, as well as opening and maintaining lines of communications within the research community. The RAC Chairperson, if appointed by the Board, may also serve as the AKC Canine Health Foundation (CHF) liaison, as delineated in the NHC operating procedures, and, as such, would fulfill the responsibilities of both positions.

Duties and Responsibilities

- Reviews research proposals for relevance to Newfoundland health priorities
- Advises NCA Board regarding merit of proposals to receive NCA funding
- Maintains active communications between NCA, funding agencies and researchers involved with NCA supported projects
- Monitors the progress of NCA supported projects to measure whether schedules of deliverables are being met satisfactorily within approved finding levels
- Describes funded studies and reports progress of ongoing studies to membership by means of regular articles in *Newf Tide*
- Assists researchers in recruiting subjects to participate in NCA supported studies when appropriate by placing appeals in *Newf Tide*
- Prepares an annual report for publication in *Newf Tide*
- Prepares and submits an annual budget to the NCA Treasurer

Operating Procedure

Working with funding agencies such as the CHF, the Morris Animal Foundation (MAF), and the NCA Health and Longevity Committee, the RAC initiates contacts and identifies research proposals directly relevant to the health interests of the Newfoundland. Proposals submitted directly to the Committee are reviewed for relevance and returned to the principal investigator with a note regarding NCA interest or lack of thereof and with the suggestion that the proposal be submitted to a funding agency where it can be subjected to peer review. If a proposal is relevant and is approved by the agency, the Committee will advise the NCA Board of Directors of its recommendation for full, partial, or no NHC funding. The RAC will also keep the Board apprised of proposals returned to funding agencies/researchers where it has not recommended NCA involvement. The Committee will inform funding agencies of our research priorities and willingness to participate in projects. When a health priority is not being addressed by current proposals, the Committee may send notices to veterinary schools advising them of our interest and recommending that interested researchers submit relevant proposals to funding agencies that we work with. It is the responsibility of the Chairman to inform the RAC members when there are proposals to review and to make available copies of appropriate materials and reports. Project progress reports will be reviewed and the Committee will regularly report this progress to the Membership of NCA by means of articles in *Newf Tide*.

V30.1 08/25/98 (Teleconference)

Board accepts the recommendation of the Research Advisory Committee to provide partial funding (\$1,200) for the research project "Mediodistal to Lateroproximal Radiographic View for Early Diagnosis of Fragmentation of the Medial Coronoid Process in Dogs". The balance of the \$13,310 budget for the study to be conducted at North Carolina State University by principal investigator Denis Marcellin-Little will be provided by the AKC Canine Health Foundation and several other parent clubs.

V30.3 03/24/99

Board approves RAC recommendation to financially support the Michigan State University proposal "Determination of the Mode of Inheritance of a Forelimb Anomaly in Newfoundlands".

V31.1 10/05/99 (Teleconference)

Board approves RAC recommendation not to financially support AKC CHF proposal to investigate the genetics of Canine Hip Dysplasia (would not adequately address the diagnostic criteria for Hip Dysplasia).

RAC requested AKC CHF's request for a Forelimb (Elbow) Anomaly Study proposal be a priority.

V31.2 12/26/99

Board recommends approval of "Mapping of a gene of canine subaortic stenosis", Oregon Health Science Univ., \$2500 per year for three years.

Board establishes position of Newfoundland Health Liaison to facilitate communication between health challenge, research advisory committee and health and longevity committee.

V32.1 9/26/00

Board recommends approval of grants: "Development of a DNA based test for forelimb anomaly in Newfoundlands", Michigan State Univ., \$1250; "Anchoring the canine map through BAC mapping", Fred Hutchinson Cancer Research Center, \$2500 per year for three years; and "Development of PCR multiplexed canine marker panels for the purpose

of genome screening and linkage analysis”, Univ. of California, \$2500 per year for three years.

V32.1 11/3/00

Board recommends approval of grant: “The molecular cytogenetics of canine lymphosarcoma: correlating chromosomal changes with clinical disease”, \$1400 year one and \$1600 year two.

V35.3 5/27/04

Recommend to the NCA Charitable Trust the funding of the following three research projects as recommended by the RAC:

- CHF #0212: Development of a New Resource for Positioning Cloning of Hip Dysplasia Genes: A High Density SNP Map of Canine Chromosome One (Elaine Ostrander, PhD, Fred Hutchison, Cancer Research Center, total cost \$100,000, NCA’s share \$2,500 per years for two years}.
- CHF #0247: The Study of the Genetics of Cranial Cruciate Ligament Disease in the Dog (Max Rothchild, Iowa State University, total cost \$96,392, NCA’s share \$2,500 per year for two years).
- CHF #0272: Oligonucleotide Microarray Gene Expression Profiling of Canine Lymphoma (William Kisseberth, Ohio State University, total cost \$90,000, NCA’s share \$2,500 for two years).

SEARCH AND RESCUE DOGS

History

11/4/05: When an NCA member and his/her Search and Rescue or animal-assisted crisis response Newfoundland responds to a major disaster--either man-made, such as the World Trade Center, or to a natural disaster, such Hurricane Katrina--the NCA will make a donation of up to \$250.00, depending on the situation and the distance traveled, to the team to indicate that the NCA as a club supports their endeavors. Handlers must notify the Board when their Newf has been certified as a Search and Rescue/crisis-response dog and then notify the Board at the time that the team has been called to assist, stating the specifics of the situation.

SECOND VICE PRESIDENT

Duties and Responsibilities

The Second Vice President shall have the power and exercise the duties of the President in case of the President's and First Vice President's death, absence of incapacity. He/she traditionally has also served as the Committee Liaison.

History

V16.2 04/25/85

Second Vice President to be Committee Liaison.

V36.1 10/31/04: 2nd Vice President is to notify all committee chairs of upcoming meeting schedules and agendas, To-Do lists, and ask for any reports or input that may need to be brought to the Board’s attention.

SELECT AWARD

History

V9.2 02/13/78

Committee appointed to pursue idea of Select Dog and Bitches for National Specialty shows.

V10.4 09/28/79

For 2 year trial period the intersex judge at a National Specialty has the option of designating as many as five (5) Select Dogs and five (5) Select Bitches, in addition to his/her BOB and BOS choices. These Select choices are to be ranked in order from 1 to 5.

V11.2 04/02/80

National Specialty premiums will announce the details of the Select awards.

V11.2 04/03/80

Rosettes will be awarded at National Specialty Shows to recipients of the Select Dogs and Select Bitches.

V12.1

Article entitled "What is Select?" printed in *Newf Tide*.

V12.2 04/16/81

Will continue for another two-year period the Select Dogs and Select Bitches procedure to be included as part of National Specialty Show judging with the selection process to be as described in V12.1. of *Newf Tide*.

V14.1 11/11/82 (Mail Meeting)

NCA members, through the medium of *Newf Tide*, will be asked to express their interest in continuing the practice of having the National Specialty show intersex judge designate as many as five (5) Select dogs and five (5) Select bitches.

V14.2 05/27/83

NCA members present at the annual meeting favored the practice of having the intersex judge at National Specialty shows choose Select Dogs and Select Bitches, but without any placements among those chosen for Select designation.

V14.3 05/29/83 (Mail Meeting)

Selects will be awarded at National Specialty shows without any placements among those chosen for Select designation. This practice will continue for the next five (5) years (1984 - 1988) before further consideration of the procedure.

V15.2 05/24/84

Specialty Show Coordinator to define procedure for intersex judges to follow in choosing Selects. Intersex judges will be asked to agree to follow this procedure as part of judging contract.

V15.4 01/10/85 (Mail Meeting)

Select judging procedure approved.

V22.4 11/10/91

In order to preserve their special meaning, Selects will be reserved for National Specialties as of June 1, 1992, with the exception of those Regional Specialties which will have occurred by June, 1992.

V23.2 04/30/92

An "Award of Merit" at Regional Specialties based on the number of dogs competing for Best of Breed is distinct from the designation "Select" which should be reserved for use only at National Specialties. Award of Merits need not be presented, and are at the judge's discretion, irrespective of the sex of the dogs entered. Such awards will be distributed based upon the following formula:

Number of Dogs Competing (BOB)

Number of Awards

0-6	0
7-10	up to 1
11-16	up to 2
17-23	up to 3
24-30	up to 4
31-36	up to 5
37+	up to 6

V26.3 04/25/95

Award of Merits shall be offered at Regional Specialties (previously at option of Hosting Regional Club).

SICK DOGS AT THE NATIONAL COMMITTEE, Ad Hoc (Abolished)

V35.1 9/10/03

Committee of experienced people to be formed and to report to the Board by November 1, 2003 with recommendations on preventive measures, suggestions to use existing procedures to minimize the problem and suggestions for changes in the **National Specialty Guide** to minimize the problem and a budget of \$100.00 to be authorized. The National Specialty Coordinator and the National Specialty Show Chair to work with the host club to place information in the packet and premium to include Chapter II, section 9 of the AKC's Rules applying to dog shows.

V.35.2 11/21/03

Following committee recommendations modified and approved by Board as follows:

1. A "No Dog Zone" shall be considered at the immediate accommodations check in point at any National and unloading and exercising dogs in the proximity of the common check-in shall be prohibited.
2. Committee chair to work with host club to adopt and conspicuously post a Public Education campaign to be conducted in advance of and actively during the National to inform exhibitors and spectators of the canine health dangers inherent within large group canine gatherings and discourage inappropriate behaviors such as failure to clean up dog feces, nose to nose contact between dogs, etc.
3. In the case an exhibitor arrives on the show grounds with a diseased dog and makes such dog known to the Show Committee, and wishes to remain at the show, the Show Committee shall make every effort to locate lodging for the exhibitor in a manner that effectively isolates the diseased animal from the show grounds including, but not limited to, locating veterinary boarding for the diseased animal.
4. Judges selected for the National shall be requested, but not mandated, to ask handlers to demonstrate the bite of each dog and to refrain from dog to dog oral contact.
5. Disinfectant wipes to be available to each judge in each ring for the purpose of disinfecting between dogs or classes if the judge wishes to use them.

The Ad Hoc committee will work with the show chair of the National Specialty to try out various ideas at the 2004 National and then report back to the Board.

4/25-26/05: Committee discharged.

SPECIALTY SHOW COORDINATING COMMITTEE

History

V35.3 4/19/04

Abolish the position of Regional Specialty Show Coordinator and merge the position with the National Specialty Committee.

Change the name of the National Specialty Committee to the Specialty Show Coordinating Committee.

V35.4 7/28/04

Accept the recommendation of the Specialty Show Committee to purchase three-inch medallions for use for Best of Breed and High in Trial trophies at regional specialties and Best of Breed at international specialties. These medallions will replace the china plates which were previously used. It was the consensus of the Board to send a medallion and a letter to replace the defective plates previously given out.

Have the same policy as is used at the National Specialty in that co-owners and breeders of the Best of Breed and High in Trial at a regional specialty may purchase the medallions at cost.

V35.4 8/11/04

At independent regional specialties where Junior Showmanship and Best Junior are offered, that the 1-3/4 inch medallion be offered for Best Junior.

V36.1 10/30/04

Accept the recommendation of the Uniform Trophy Committee to use the Hayworth pattern beginning with the 2005 National Specialty.

V36.1 10/30/04

Have the Versatile Newfoundland class at all National Specialties and the NCA will be responsible for the Uniform Trophies for that class.

11/4/05: Judges who have accepted National Specialty judging assignments for Intersex, bitch classes, dog classes and sweepstakes, be asked not to accept Newfoundland judging assignments in the six months before the National Specialty at which they are scheduled to judge.

11/4/05: Direct the Specialty Show Committee to investigate the Purina Farms Canine Activity Center as a possible site for future National Specialties and to investigate three to four other sites across the country.

12/19/05: When a regional club proposes to host a National Specialty at a site that has not been used previously by NCA, the NCA Specialty Coordinator or someone appointed by the Coordinator will visit the site and report to the Board before the Board approves the site.

12/19/05: at National Specialties the Best of Breed, Best of Opposite Sex and High in Trial Uniform Trophies are awarded only by the Newfoundland Club of America.

12/19/05: Encourage the Specialty Show Committee to investigate the decreasing entry numbers at regional specialties and to develop recommendations.

STEERING COMMITTEE

Duties and Responsibilities

To review the NCA's long-term goals and to develop objective ways to measure the NCA's progress in reaching them.

History

V32.1 11/3/00

The Board utilized a modified group process to identify long-range goals. Goals identified:

Group I

Improve communication

Improve conflict resolution skills

Involve a greater circle of members in NCA activities

Be more proactive to make sure our Newfs are placed in responsible homes

Continue to work toward improving the health of our dogs

Encourage good sportsmanship at all NCA/AKC functions

Encourage continued education of new Newf owners in all areas

Group II

Work toward focusing on and achieving the objectives in the Constitution

Provide leadership and direction for all NCA activities

Group III

Continue to build on health and health-related programs

Improve and expand breeder education programs

Reach out to non NCA members

Expand NCA Charitable Trust

Define benefits of being an NCA member

Group IV

Healthier Newfs

Educate breeders and owners

Better communication

Have a high proportion of litters bred by NCA members

Have the Board concentrate on long-range goals

More information on health/soundness

History

V33.1 12/1/01

Steering Committee to complete its job description. Reassess NCA's Committee policies and bring any recommendations to April 2002 meeting.

V34.3 4/3/03

Job description changed to remove the designation of "once a year" to "as appropriate" for reports to the Board.

V36.1 10/30/04

Task the Steering Committee with working with the Board to produce and update on an annual basis a document that defines NCA goals, strategies for meeting those goals, and measurements for success. The document might be prepared and updated according to the following schedule:

- No later than one month before the fall face-to-face meeting: Steering Committee submits to the Board key goals and strategies for recommendation.
- Fall face-to-face meeting: Board discusses and finalizes goals and strategies.
- No later than one month before the spring face-to-face meeting: Steering

- Committee submits to the Board final document with goals and strategies and introduces measurements for meeting those goals.
- Spring face-to-face meeting: Board finalizes the strategy document for the coming year.

SUNSHINE COMMITTEE

V34.3 4/21/03

Committee established to communicate with NCA members in times of loss or on occasions which deserve congratulations.

Committee will be advertised on the NCA website and in *Newf Tide*.

Regional Club Liaison will scan regional club newsletters for news.

History

V35.3 4/19/04

Approved the recommendation of the committee with a budget changed to \$300.

TEMPERAMENT COMMITTEE, AD HOC

Duties and Responsibilities

Investigate whether Newfoundlands with temperament problems are a significant problem in the breed.

History

V18.4 11/08/87

Ad hoc Temperament Committee established.

V22.1

Refer to Committee report.

TREASURER

Duties and Responsibilities

The Treasurer shall collect and receive all monies due or belonging to the Club, issue receipts therefore and deposit the same, in the name of the Club, in a bank or an account satisfactory to the Board. The books shall be open to inspection of the Board at all times, and the Treasurer shall report to the Board at every meeting the condition of the Club's finances and every item of receipt or payment not before reported. He/she shall send a copy of the original monthly bank statement to the President. The Treasurer will arrange for an annual audit of the books. The Treasurer will file annual tax reports and incorporation papers.

By January 15, the Treasurer shall submit to the Board a proposed budget for the current year. At the Annual Meeting an audited account of all monies received and expended during the previous year shall be reported.

It is the responsibility of the Treasurer to secure bonding on an annual basis.

Policies and Procedures

Revenues are received by the Committee chairs and are forwarded to the Treasurer, with supporting information, bi-weekly.

Revenues are deposited immediately into the appropriate account-Operating Accounts (checking and savings), Rescue Fund, Uniform Trophy Fund, or Gifts and Grants account.

Expenses incurred by Committees are reimbursed to the extent of the approved Budget. (Expense logs are no longer used as they are unnecessary and extra paper cluttering the files.)

Bank statements are reconciled monthly and copies of the reconciled bank statements are sent to the President.

Accounting records are maintained on Quicken - Version 1 for Windows. Monthly statements are prepared and circulated to the Board and Financial Committee members. Annual statements re prepared for the membership, and available at the Annual Meeting and printed in *Newf Tide*.

The Budget is prepared from requests submitted by Committees, reviewed by the Financial Committee and presented and approved with any adjustments by the Board at the November meeting.

History

V6.3 06/27/75

Treasurer authorized to cash checks of NCA applicants upon receipt with money to be refunded if applicant is not elected to membership.

V8.1 02/13/77

Expenses to be entered on expense logs and sent to Treasurer quarterly.

V11.2 04/02/80

Treasurer to prepare proposed budget for each fiscal year.

V13.3 04/23/82

The NCA will fund an annual audit of the Club's accounts.

V13.3 04/23/82

Treasurer authorized to deposit surplus Club funds in high-yield interest account.

V13.3 04/23/82

Club's monthly bank statements to be reviewed by another Board member. General NCA fund to pay for annual audit of accounts.

V14.1 11/11/82 (Mail Meeting)

Noting the high cost of annual audits, an audit will instead be conducted each time a new treasurer is elected or an audit every three (3) years, whichever occurs first, superseding the action taken on 04/23/82.

V14.2 03/12/83

An annual financial report form will be filed with the Club's treasurer at the conclusion of each fiscal year by officers and Committee Chairs.

V14.3 05/27/93

Expenditures beyond the adopted committee budget allocations must be approved by the Board.

V14.2 06/17/86 (Telephone Meeting)

Treasurer to be bonded and two (2) signatures now required on any check over \$200.

V17.3 11/09/86

Club's fiscal policy of bonding the Treasurer reaffirmed.

V18.4 11/07/87

NCA to hire a CPA to audit books annually at the close of the fiscal year.

V18.4 11/07/87

Because of the cost, the decision to bond Treasurer postponed until Annual Meeting.

V18.4 11/07/87

A \$10 charge will be assessed for insufficient funds checks made out to the NCA. A notice to this effect is to be printed in *Newf Tide*.

V19.2 04/30/88

Treasurer to submit quarterly accounting of receipts and disbursements of the Rescue Fund in *Newf Tide*.

V19.4 11/12/88

Treasurer is bonded - tax number pending.

V22.4 11/10/91

The following policy for handling checks returned to the NCA Treasurer marked "Not Sufficient Funds" is adopted:

- Upon return of an NSF check to the NCA Treasurer, the check will be returned to the payor with the request for a certified check (or cashier's check or money order) to be remitted for payment. The payor will also be informed that personal (not guaranteed funds) checks will no longer be accepted by the NCA from the payor, for any reason, and that the current transaction (e.g., membership dues, *Newf Tide* ad, etc.) is canceled. The new check must include the \$20 NSF processing fee.
- The Treasurer will also notify the NCA committee head who forwarded the NSF check, or *Newf Tide* editor if applicable. If the transaction has not yet been completed (e.g., show entry, add layout, membership application or renewal, etc.), the transaction shall be canceled. If the transaction is complete (e.g., ad published in *Newf Tide*), the payor shall be considered in debt to the NCA until the certified check is received.
- The Treasurer will periodically send a list of NSF checks to the Membership Chair and the *Newf Tide* editor, so that transactions are not processed in the future without accompanying guaranteed funds.

V28.1 11/01/96

NCA checks of \$1,000 (and over) will require two (2) signatures (President, Treasure and Corresponding Secretary are signatories). Only one (1) signature required to transfer funds between accounts.

V28.3 03/25/97

Board directed that a NCA charitable trust be established. Will provide tax deductibility for donations to NHC, Rescue Fund and Junior Scholarship Fund.

V31.1 11/29/99 (Teleconference)

Treasurer authorized to expend \$800 for review by an outside firm (Smith & Gersterland, CPA) to review Charitable Trust and (NCA) Corporate tax returns.

V32.4 5/23/01

NCA and Charitable Trust seamless transfer of funds of up to \$100,000 from M&I of Wisconsin to M&I Bank of Nevada to obtain additional FDIC insurance.

Finance Committee and Treasurer monitor interest rates of current CDs to assure rate is at

least 105% of the yield on US Treasury bills. Begin a relationship with other higher interest banks to invest future NCA funds. Explore moving one or more Cds to another bank including Anchor, Capital One and MBNA Banks.

V32.4 6/19/01

Finance Committee to write article for NewfTide providing answers to members questions regarding NCA's financial policies and procedures.

V33.2 1/10/02

Approve \$180 to acquire the NCA breed statistics electronically from AKC.

V33.4 6/6/02

Approve grant of \$4,000 to subsidize shipping and other costs associated with bringing painting to Philadelphia Museum for a period of three years

V33.2 1/10/02

Board approved \$1350 for production of replicas for BOS & BOW awards. Committee to order 15 years worth of replicas and replace donated one, donated by Chair. Properties will have responsibility to store.

V33.2 2/7/02

Approved an additional \$1,125 for trophy reproduction due to error made in initial request.

Received Tom Russell Charitable Foundation award of \$5000 to be used solely by rescue or scholarship fund. Second year of funding.

V33.2 1/10/02

Approve \$1360 for stronger mailing envelopes.

Discontinue application fee of \$35 as of 1/1/02 for regional clubs hosting draft or water tests.

V33.2 2/7/02

#1 Limited Edition plate (2001 2nd edition) to fine arts auction at National Specialty with proceeds to the Uniform Trophy fund.

V33.2 3/7/02

Approve \$204.90 to purchase external drive for use by advertising volunteer.

V33.3 3/28/02

Add First Federal and Park Banks to list of NCA approved banks for investment of NCA funds.

V34.1 9/3/02

Approve estimated cost of \$2,834 printing and mailing of rescue/auction vote.

V34.1 11/2/01

Board encourages clubs hosting National Specialties to offer AKC DNA clinics at a reduced fee offered by AKC.

V33.2 2/7/02

#1 Limited Edition plate (2001 2nd edition) to fine arts auction at National Specialty with proceeds to the Uniform Trophy fund.

V34.1 11/2/02

Authorize purchase of 501 championship medallions at \$3.15 each.

Encourage screening clinics at Nationals and Regionals, eg. Cardiology and DNA testing.

Committee should develop policy change, foreign judges for National Specialties should be NCA members

TROPHIES

History

V9.3

New National Specialty Best of Breed trophy offered in memory of Maynard K. Drury, Beatrice H. Godsol and Elinor A. Jameson and will replace the present annual donation from general operating funds for a BOB trophy in memory of Mr. Drury and the BW trophy currently purchased from the Elinor A. Jameson Memorial Fund. The trophy will feature a bronze Newfoundland head sculpted by June Harrah. BOB winners will have their names inscribed on the trophy base. Owners of the BOB winner will receive medallions bearing a likeness of the head study. An initial supply of "8 or so" medallions will be purchased from the remaining monies in the Elinor A. Jameson Fund. Subsequent medallions will be purchased from the general operating funds. The trophy will be displayed at all NCA National Specialties. Insurance for the trophy will be covered by the Treasurer's homeowner's policy.

V12.2 04/16/81

NCA will not assume financial obligation for preparing the plaque that accompanies the Robert Curry Memorial Trophy.

V18.2 05/22/87

Robert Curry Memorial Trophy to remain in the possession of NCA, to be stored with the Specialty Show Coordinator who will be responsible for transporting it to the National Specialty.

V20.1 01/03/89 (Mail Meeting)

Mrs. Maynard K. Drury's name added to the Newfoundland Dog Memorial Trophy.

V30.3 03/24/99

\$400 authorized to the Ad Hoc Memorial Trophy Committee for the purchase of trophies.

V31.3 5/2/00

Purchase copyright for BOW and BOS trophies for \$500.

V32.1 11/3/00

Board approved funds to renovate BOB trophy to accommodate additional nameplates. Appropriated funds for travel boxes and renovations of all perpetual memorial trophies.

V33.2 1/10/02

Discontinue \$10 fee for purchase of NCA labels for Regional Specialty Show premiums.

V34.1 11/3/02

Board voted to increase Junior Scholarship awards from \$500 to \$1000 effective immediately.

V33.2 1/10/02

Board approved \$1350 for production of replicas for BOS & BOW awards. Committee to order 15 years worth of replicas and replace donated one, donated by Chair. Properties will have responsibility to store.

V33.2 2/7/02

Approved an additional \$1,125 for trophy reproduction due to error made in initial request.

V34.3 4/21/03

The responsibilities of the Memorial Trophy Committee moved to the National Specialty Property Chair and the Memorial Trophy Committee dissolved.

UNIFORM TROPHY COMMITTEE (incorporated into Trophy Subcommittee of the National Specialty Show committee)

Refer to National Specialty Uniform Trophy Chair under National Specialty Show Committee.

V25.2 11/07/93

Uniform Trophy Committee incorporated into the Trophy Subcommittee of the National Specialty Show Committee.

VERSATILITY COMMITTEE

Duties and Responsibilities

An award is established to recognize the Versatile Newfoundland, one who has completed each of the following:

- AKC Championship
- AKC or CKC Companion Dog Degree
- NCA Water Rescue Dog Title
- NCA Draft Dog Title

The application for versatility recognition must be made by February 1 of each year.

All certificates must be earned by December 31st of preceding year. Each application must be accompanied by two (2) copies of each certificate earned. Where certificate has not yet been received, two (2) copies of the following must be submitted:

- Records and/or results from the *AKC Gazette*
- Signed statement from Water or Draft test judges and Test Chair

The owner may list any additional working areas in which he/she and Newfoundland have been active.

The Versatile Newfoundland award is presented to owners of honored Newfoundlands each year at the National Specialty General Membership meeting.

Recipient will be notified ahead of time. Those who cannot attend will receive their certificate and patch in the mail, though all will be announced at the awards ceremony whether present or not.

The recipients of the Versatile Newfoundland Award will have a section in the "Specialty" issue of *Newf Tide* in which each honored Newfoundland is allotted 1/2 page for photo and owners comments (as is allotted BOB and BOS winners). This section will also have introductory remarks about the award, for the purpose of informing/educating the membership about this achievement.

Information to be included: sire, dam, breeder, owner.

History

V15.2 02/18/84

Versatility Committee established.

The Versatility Committee Chair advertises, receives and processes applications for the Versatile Newfoundland Award. He/she presents certificates at the annual meeting, having mailed patches as soon as the NCA Database Chair has notified the Versatile Newfoundland Chair that titles awarded information has been checked out. He/she is

responsible for getting appropriate information, as well as a photograph, for each new Versatile Newfoundland dog for publication in *Newf Tide*.

V16.1 02/11/85 (Mail Meeting)

Guidelines with Board revisions approved.

V19.2 04/29/88

New design of Versatility Certificate approved. Previously issued certificates may be replaced with new ones at owner's request.

V22.4 11/09/91

Reaffirmed current policy that when a dog completes, according to the records of the owner, the requirements for Versatile Newfoundland, the title "Versatile Newfoundland pending" may be used prior to the certificate being awarded at the National Specialty.

V25.2 11/07/93

The word "pending" will be used in advertisements for dogs until their Versatility Newfoundland title has been verified.

V25.3 05/22/94

The Versatility Newfoundland designation will be awarded to qualifying Newfoundlands earning an American Companion Dog title (only).

V25.3 05/22/94

The Versatility Newfoundland designation will only be recognized for NCA members in good standing.

V26.1 09/94 (Mail Meeting)

Versatility Newfoundland designation will be awarded to all qualifying dogs, whether or not the owner of record is a NCA member.

12/95 (Committee Action)

The Versatile Newfoundland Committee established the following procedure for processing pedigrees for publication in *Newf Tide*:

- Three (3) generation pedigrees submitted for *Newf Tide* publication will be generated from NCA's database. VN recipients will no longer be supplying the pedigrees.
- VN Committee Chairman will submit list of VN's receiving the award for the current year to the Database Coordinator by March 1 of each year.
- Database Coordinator will generate the pedigrees at the time the computer has been geared up to produce the pedigrees for the *Annual of Titlists*.
- Database Coordinator will send pedigrees for VN recipients to VN Committee Chairman in time for that Chairman's material to be submitted (re June 15) for the summer issue of *Newf Tide*.

V28.3 03/30/97

Board directed that pewter pins be acquired as additional recognition to owners of all past and future VN's.

V29.1 11/22/97

Co-owners, breeders and co-breeders (who are NCA members) can purchase title and award certificates, patches and pins [\$5/certificate (ROM); \$5/certificate and patch (WD, WRD, DD, TDD); \$5/pins (CH, CD, CDX, UD, WA, OA); and \$10/certificate, patch, pin for VN].

V31.1 10/29/99

Board approved committee's recommendation to provide a special rosette for the current year's Versatile Newfoundlands to be presented to the Newfoundlands and their owners at the National Specialty each year, at an appropriate venue (Honors Parade, Annual Meeting Awards Program, Working Dog Reception), at the discretion of the host club.

Board granted Versatile Committee Chair the authority to approve VN status for

Newfoundlands based upon the owner providing the appropriate certificate.

V32.1 11/3/00

Additional VN certificates requested by co-owners and breeders will be mailed in March. Cost of ordering additional patch, pin and certificate increased to \$12.

V33.1 12/101

Coverage to be printed in 2nd Qtr NewfTide issue, eliminate three generation pedigree to allow for slightly longer write up and larger photo. All new VN's identified by registered name, date of birth, sire x dam, owner and breeder.

V36.1 10/29/04

Change the policy to require only a copy of the AKC registration certificate be sent to the Versatile Newfoundland chair when a Newfoundland has finished the requirements for the Versatile Newfoundland award.

WAYS AND MEANS COMMITTEE (abolished)

History

V12.2 02/09/81

Ways and Means Committee established.

WORKING ACHIEVEMENT AWARD, AD HOC

History

12/19/05: Appoint an Ad Hoc Committee to develop a Working Achievement Award to encourage the membership to train for and participate in activities with their Newfoundlands.

WORKING DOG COMMITTEE

Duties and Responsibilities

This committee is charged with the responsibility of providing information and opportunities for Newfoundlands to continue their historical roles as working dogs. It advises the NCA Board in matters pertaining to the activities of working Newfoundlands. It makes recommendations to the Board regarding the right to hold Water Tests and Draft Tests, site approval and judges.

The committee acts as a source of information for Newfoundland owners interested in training their dogs for water rescue work, draft work, backpacking, etc.

The Chair is responsible for submitting material regarding working dogs to be published in *Newf Tide*.

History

V3.2 03/12/72

The Board approved the report concerning Trials for Newfoundlands.

V7.1 02/09/76

The Board approved the request of the Working Trial Committee to change their name to Working Dog Committee.

V8.3 06/17/77

NCA will sponsor up to six (6) water tests at \$75 each for three (3) years to see the development of interest.

V10.1

Water dog title winners to be offered the NCA obedience pin with an aquamarine stone.

V10.1 02/11/79

Authorization to purchase whatever additional insurance is necessary to cover a maximum of twelve (12) water tests per year.

V10.1 02/11/79

Continue the filing fee for clubs hosting water tests.

V10.1 02/11/79

To delegate NCA's donation to each club sponsoring a water test.

V10.2 05/29/79

Marked catalogs from Water Tests should be made available to the Board, perhaps to be kept on file by the Recording Secretary, and that a listing of titled dogs should be prepared for publication in *Newf Tide*.

V10.4 09/27/79

Carting Committee to go under jurisdiction of the Working Dog Committee.

V10.4 09/27/79

Board voted to not seek AKC recognition for Water Dog and Water Rescue Dog titles.

V11.3 06/17/80 (Mail Meeting)

A regular column will be prepared by the Working Dog Committee for each issue of *Newf Tide*.

V13.1 11/05/81 to 01/06/82 (Mail Meeting)

Revised Water Test Regulations and Standards of Performance accepted.

V13.1211/05/81 to 01/06/82 (Mail Meeting)

Quality of WD and WRD Certificates to be upgraded if cost not prohibitive.

V13.1 11/05/81 to 01/06/82 (Mail Meeting)

Marked copies of water trial catalog to be sent to Historian.

V13.3 04/23/82

Land Work Chair to forward any NCA funds in separate account to Treasurer. Funding for manuals will be made available as necessary.

V15.4 01/10/85 (Mail Meeting)

Draft Test Certificates approved.

V16.4 11/09/85

Only recognized Regional Clubs allowed to host NCA water, draft or other working tests.

V17.1 03/01/86 (Mail Meeting)

Aquamarine stone eliminated as an option for an obedience award.

V17.1 03/01/86 (Mail Meeting)

Carting and other draft material approved.

V17.1 03/01/86 (Mail Meeting)

Awards for Working Dog Committee and obedience to be kept separate.

V17.1 03/01/86 (Mail Meeting)

Replacement obedience award can be purchased only if original is lost. This can be done at the owner's expense for the cost of the jewelry plus the stone setting and handling.

V19.4 11/12/88

Working dog Committee authorized to sponsor Canine Good Citizenship tests and to report the results to the Board for future evaluation.

V19.4 11/12/88

Any request for permission to use NCA Rules and Regulations for Working Dog events to be processed by Working Dog Committee. Permission must include the provision that

credit must be given to NCA. Permission need not be limited to parent clubs.

V18.2 05/22/87

Anyone previously approved to judge working events based on previously published rules cannot be disqualified based on new criteria.

V18.4 11/07/87

Board authorized Saint Bernard Club of America to adopt or adapt NCA Draft Rules and Carting Regulations for their own use with the provision that there must be an acknowledgment to NCA in any published materials.

V18.4 11/07/87

Revised Water Test Manual approved by Board.

V21.2 04/20/90

Updated qualifications for Water and Draft Tests approved.

V25.2 11/06/93

In regard to selection of judges for Draft Tests, the wording in the regulations "necessary but not sufficient" leaves the approval up to the Working Dog Committee to do the selection of the judges (vs. the Board).

V25.2 11/06/93

A sentence will be added to Page 3 of the Draft Test Regulations which would read "Before the Draft Test committee applies for permission to sponsor an NCA Draft Test, that prior to contacting judging candidates, the Regional Club must select a judging panel that meets the qualifications approved by the WDC and NCA Board and shall contact the WDC for approval of proposed judging slate."

V25.2 11/06/93

Amended Draft Test Regulations approved.

V25.2 11/06/93

All Draft Test conducted after May 18, 1994 will be subject to new regulations.

A letter will be sent to Regional Clubs stating the same.

V26.1 11/02/95

Other breeds will not be accepted and allowed to enter NCA Draft Tests.

Draft Test Certificates to include the name of the handler due to the unique team relationship between dog and handler. WDC directed to consider same and report back to the Board.

Proposed Judge Qualification criteria for Draft and Water Tests approved by the Board.

- There will be three levels of judges: Mentor Judges, Partner Judges and Provisional Judges. Any individual meeting requirements of a specific level will be approved at that level effective the date of this policy.
- All persons who have judged between January 1, 1991 to December 31, 1996 with no valid or substantiated complaints AND who have earned at least 1 DD (for draft test judge) or 1 WRD (for water test judge), but who do not meet the criteria for Mentor or Partner Judge levels will be considered Provisional Judges until they have fully met the Partner or Mentor requirements. These individuals will not need to fulfill the observational requirement. These individuals need to be paired with a Mentor Judge for automatic approval. These persons can maintain the Provisional status for an unlimited time, provided they judge at least once within the previous five (5) year period.
- An individual must meet the criteria for the specific type of test in order to judge that test (i.e., an individual may be one level of judge for water tests, but another level of judge for draft tests).

- When a specific number of titles is required in order to qualify for any level judge (Mentor, Partner or Provisional), only original titles actually earned will count toward that number. Requalifications of already titled dogs, while sufficient to be counted towards the number of times an individual has exhibited in the last five (5) years, are not to be counted as titles earned.

Judging Levels

- Mentor Judges - Mentor Judges will be maintained on the Mentor list if the following criteria are met:
 1. Must be a member in good standing of the Newfoundland Club of America;
 2. Must have judged a minimum of five (5) NCA draft or water tests and at least two (2) of those assignments must have been within the previous five (5) years;
 3. Must have earned at least three (3) NCA WRD titles (water test judge) or three (3) NCA DD titles and one (1) NCA TDD title (draft test judge);
 4. Must have exhibited at least once within the last five (5) years at an NCA water test (water test judge) or once in an NCA draft test (draft test judge);
 5. Must have earned at least one (1) AKC Companion Dog title (CD).
- Partner Judges - Partner Judges will be maintained on the Partner list if the following criteria are met:
 1. Must be a member in good standing of the Newfoundland Club of America;
 2. Must have judged a minimum of three (3) NCA draft or water tests, paired with two (2) or more different judges and at least one (1) of those assignments must have been within the last five (5) years;
 3. Must have earned at least two (2) NCA WRD titles (water test judge) or two (2) NCA DD titles (draft test judge);
 4. Must have exhibited at least once within the last five (5) years in an NCA water test (water test judge) or once in an NCA draft test (draft test judge);
 5. Must have earned at least one (1) AKC Companion Dog title (CD).
- Provisional Judges
 1. Must be a member in good standing of the Newfoundland Club of America;
 2. Must have earned at least two (2) NCA WRD titles (water test judge) or two (2) NCA DD titles (draft test judge);
 3. Must have exhibited at least once within the last five (5) years in an NCA water test (water test judge) or once in an NCA draft test (draft test judge);
 4. Must have earned at least one (1) AKC Companion Dog title (CD);
 5. Must complete at least one observational requirement (defined below).
This requirement must be completed after requirements 1, 2, 3, and 4 have been met.

Observational Requirements

An individual who has met the requirements 1, 2, 3, and 4 for a Provisional Judge may request from the appropriate WDC secretary an application for an Observational assignment. This application must be received sixty (60) days prior to the test date. The WDC will request the test-giving club to allow an observer at a draft or water test.

1. Only one observer will be allowed at any given test.
2. Observer must contact judges and the test chairperson prior to the test to arrange a convenient meeting time with the judges. This time must not be during the judging of the test, but may be any time prior to the beginning of or

just after the judge's duties on the day of the test. More than one meeting is encouraged if time permits. Having two fairly short meetings, one prior to judging and one at the completion, is ideal. During the meeting the following should be covered:

- a) the observer's understanding of the NCA Draft or Water Test regulations;
 - b) the general directions from the judge to the observer concerning the observer's presence during the judging;
 - c) how the judge wishes the observer to be involved in the equipment checking process;
 - d) discussion of the actual judging procedure, including how the judges call each exercise, steward instructions, monitoring the safety of dogs and handlers, etc.;
 - e) discussion of the reasons for scoring of particular dogs during that test.
3. The observer must observe the test from the area designated by the judges.
 4. The observer must not interfere in any manner with the judging of any dog Entered in the test.
 5. The observer must follow all directions given to him by the judge during the test.
 6. The observer must mark a score sheet for each dog entered, making comments regarding the performance of each exercise, as a judge would do during judging.

Duties of the Mentor or Partner Judges During the Observational Assignment

1. Be available to meet with the observer as was previously described.
2. Allow time to briefly discuss variations in equipment styles, uses, and strengths and weaknesses of each.
3. Judges must fill out WDC questionnaires regarding the performance of the observer during the observational assignment.
4. It is a judging panel's responsibility to accept an observational assignment requested by the WDC. If the judging panel is comprised of one member who is a first time Provisional Judge, no observers will be allowed.

Duties of the Mentor or Partner Judge When Judging With a First Time Provisional Judge

1. When judging with a Provisional Judge during the individual's first judging assignment, the Mentor or Partner Judge should follow the suggestions of the observational assignment above. He should take a short amount of time between the judging of dogs to discuss the proceedings.
2. At the completion of the first judging assignment of the Provisional Judge, the Mentor or Partner Judge will fill out the WDC questionnaire regarding the performance of the Provisional Judge during his judging assignment.
3. It is recommended that the Mentor or Partner schedule as much time as possible to take with the Provisional Judge about equipment types, uses, and strengths and weaknesses of each.

Automatic Approval and Judge Pairing

The following combinations of judges will be granted automatic approval when proposed by an NCA test giving committee:

1. Mentor/Mentor
2. Mentor/Partner
3. Partner/Partner
4. Mentor/Provisional Judge

A proposed judging panel comprised of any other judging combination will require NCA WDC approval. The WDC will not approve a judging panel consisting of two first time

Provisional Judges. Approval will be based on careful consideration of the strengths and weaknesses of the judging pair.

Maintenance of Judging Status

1. To maintain Mentor or Partner status, an individual must meet all the criteria of that particular level. If an individual lapses on one or more of the criteria requiring judging or exhibiting, then his status is automatically changed to the appropriate level.
2. If a judge's performance receives a valid and substantiated complaint, that individual's judging status will be reviewed by the WDC and appropriate action taken.

Approved Judges List

The WDC will maintain a list of judges and their status. The list will be available upon request to regional clubs.

V27.1 11/03/96

The NCA Working Dog Grievance procedures were approved by the Board.
(Included in Volume II of the NCA Policies and Procedures)

V29.1 11/22/97

Board approved modifications to Draft Test Regulations as follows:

Under provisional judges: add "are NCA members, AND who have earned at least one CD" and under automatic approval and judge pairing add: "A proposed judging panel comprised of any other judging combination will require NCA WDC approval. The WDC will not approve a judging panel consisting of two first time provisional judges. Approval will be based on careful consideration of the strengths and weaknesses of the judging pair."

Section 2: Failed Exercises and Rejudging: Only gentle guidance by the dog's collar is permitted. If a dog fails, at the judge's discretion, that dog will be placed on lead for the balance of the exercise or remainder of the test.

V30.1 10/31/98

Board approves amended NCA Water Test regulations as submitted by the Committee, to be effective 1/1/99 and article to be written for *NewfTide*. Copy of new regulations to be sent to all NCA Water Test judges.

V31.1 10/31/99

Board approves WDC recommendation to include provisions for disabled handlers to participate in NCA Draft Tests.

Board approves WDC proposal to modify NCA Draft Test regulations to: (1) make the three minutes out of sight a group exercise; and (2) provide consistency with the general regulations of NCA Water Tests.

Board approves WDC recommendation for Partner Judge qualifications. (Language changes included in Judges Qualifications Section of the Manual.)

V32.1 11/3/00

Board requests WDC develop set of policies and procedures to deal with unsportsmanlike conduct which may be prejudicial to the breed by anyone attending a NCA working dog event.

- 1) Review current Grievance Procedure as it concerns filing a grievance against a judge.
- 2) Develop set of policies and procedures to address unsportsmanlike behavior, which is prejudicial to the sport, on the part of anyone attending a working event (exhibitors, judges, spectators).
- 3) Establish a code of conduct for working test judges which parallels the guidelines for AKC judges, emphasizing they are held to the highest standard of conduct.

Disseminate via Judges Corner Newsletter. Anyone representing NCA in any official capacity, especially NCA Board members are held to the highest standard.

V32.3 4/2/01

Board approved "Guidelines for Selection and Use of Draft Equipment"

Board approved WDC's recommendations regarding grievances at Working events. (See Volume I)

Board approved revised Draft and Water Test Judges Qualifications.

Board directed WDC develop format that would improve communication regarding complaints about judges.

V33.2 1/10/02

Discontinue application fee of \$35 as of 1/1/02 for regional clubs hosting draft or water tests.

V33.3 3/28/02

Penn-Ohio Newfoundland Club draft test published limit increased to 15 first day and 14 second to cover dog on alternate list as of March 12. Alternates requalifying will not be allowed to accommodate complaint of member whose entry was lost by delivery service.

V33.3 4/23/02

Approve NCA Working Dog Grievance Procedures which now include "Violation of the Official Code of Ethics by a Judge." (see Vol II) 4/1/03

V.35.2 11/21/03

\$35.00 application fee for NCA draft and water tests reinstated.

V35.3 4/19/04

Approved the WRDX fitness certification form as amended.

Approved the judging panels form.

Approved the WRDX exercises as amended to remove from exercises 1, 4, and 6 the wording, "as long as this is not perceived by the judges to be used as restraint."

V35.4 7/28/04

Give the owners the option of using a safety harness with handles (not a flotation device) on their Newfoundland during a WRDX test. This is only for a rescue of the dog. The Working Dog Committee will make this information available to clubs hosting WRDX tests this year.

5/25/05: Approved the Working Dog Committee's (WDC) recommendation to ensure that the calling steward(s) are not overly familiar with a dog being tested, with the change that the calling steward has not boarded or house-sat for, personally trained, handled (in any venue), owned or co-owned the dog within the previous 15 months. (The time period of 15 months being inserted in place of the WDC's original six months.)

5/25/05: Approved the Working Dog Committee's (WDC) recommendation that calling stewards may be part of the same training groups of handlers and dogs in a given summer. However, calling stewards must avoid direct contact with the dogs they will call for at tests in that summer training season. It is therefore recommended that clubs intending to host Water Tests should consider appointing their calling stewards as early in the season as possible to avoid potential conflicts.

5/25/05: Accepted the recommendations of the Working Dog Committee (WDC) concerning aggressive dogs at working tests along with the addition of the AKC policy on aggressive dogs.

"The Working Dog Committee recommends the NCA adopt the AKC official policy concerning dog attacks that lead to an injury, either to a person or to

another dog. Further, our recommendation for implementation at working tests is as follows: Currently, Water or Draft Test judges may excuse, and even ask to have removed from a test site, if necessary, any dog that appears dangerous to other dogs or persons.

Actual reports of dog attacks causing injury to either a dog or a person would go directly through the grievance process. The grievance may be filed by the person injured, the person whose dog was injured, or any witness to an attack causing injury. The dog in question should be removed from the test site and cannot be entered in any subsequent NCA working event pending the completion of the grievance hearing process through the WDC, with subsequent action by the Board. Any test the dog is entered in already would have to be forfeited with the dog in question banned from the test site pending completion of the grievance process. The recommendation of the WDC will be sent to the Board following the grievance hearing, which would end the WDC jurisdiction. The Board will need to form a committee whose purpose it is to deal with reinstatement requests after the Board has denied further exhibition privileges for any Newfoundland.”

AKC Rules Applying to Dog Shows: Chapter 11, Section 15- Any dog, that in the opinion of the Event Committee, attacks a person or dog at an AKC event, resulting in an injury, and is believed by that Event Committee to present a hazard to persons or other dogs, shall be disqualified by the Event Committee pursuant to this section, a report shall be filed with the Executive Secretary of The American Kennel Club. The disqualified dog may not again compete at any AKC event nor be on the grounds of an AKC event unless and until, following application for reinstatement by the owner to the American Kennel Club, the owner receives official notification in writing from the AKC that the dog's eligibility has been reinstated.

9/27/05: The Board accepted the Working Dog Committee’s report, as written on changing the qualifications for working test judges.

1/6/06: Approve the Working Dog Committee’s request to assess late application fees. Fully completed test applications received up to 5 days after the deadline will be assessed a \$25.00 late fee. Fully completed test applications received 6-30 days late will be assessed a \$50.00 late fee. Test applications received more than 30 days after the deadline will be not to be approved. Late fees must be paid by the regional club prior to approval of any further working event approval

1/6/06: Approve the Working Dog Committee’s request to assess fees for late paperwork after a working test. Completed paperwork must be postmarked within 30 days after the test. Completed paperwork that is postmarked 1-5 days late will have the regional club assessed a \$25.00 late fee. Completed event paperwork postmarked 6+ days late will have the regional club assessed a \$50.00 late fee. Late fees must be paid by the regional club prior to approval of any further working event approval.

1/6/06: Accept the Working Dog Committee’s recommendation of six months for the time requirement for unfamiliar stewards.