

Eastern English Springer Spaniel Club
Practices, Procedures and Statements of Policy

The following practices, procedures, or statements of policy have been adopted by the Membership and/or the Board of Directors. Some items antedate the current Constitution (June 1988). The intent of each of these items was reaffirmed by the Board on April 7, 1990.

1. Practice For Changing Policies - A statement of policy may, by a majority vote of the Board, be modified or temporarily set aside in an emergency situation when required to meet that situation (e.g. urgent need for a replacement or additional judge for regular classes at the specialty).
2. Policy On Distribution of the Constitution - It shall be the policy of the Club to provide members of the Club or other interested individuals or parties with copies of the Constitution, By-Laws, and pertinent resolutions or policies of the Club.
3. Policy On Holding A Futurity - It shall be the policy of the Club to annually hold a breeders futurity in conjunction with its annual specialty show. The Board of Directors shall formulate such rules and regulations for the conduct of the futurity as they may from time to time deem to be necessary.
4. Practice For Conducting The Futurity - The rules for the Futurity, having been established by the Board of Directors, will be announced and made readily available to the membership. The conduct of the Futurity will be controlled by the Futurity Committee Chairman, who is appointed by the Board. The Futurity Chairman will take nominations, send reminders, receive payments, and prepare prize monies. The chairman will also keep complete and accurate records of the status of the puppies in each litter and will forward a list of the dogs eligible for each futurity class to the Show Secretary prior to the closing date.
5. Policy On The Selection Of Judges - The selection of judges acceptable to the Club shall rest with the Board of Directors. The Board's responsibility shall be to consult with the membership, and when necessary to canvass them by ballot. In respect to Club endorsement of licensed judges, the same policy shall apply to individuals judging non-regular classes.
6. Policy On Judging By Members At The Specialty - The Club shall make it a policy not to consider any of its members as judges for the regular classes at its specialty except for Honorary Members.
7. Procedure To Select Specialty Judges - To select specialty judges, the Board of Directors lists the names of twenty or more judges from among those designated eligible to judge springers by the A.K.C. This list is put before the membership in the Bulletin or by such other means as the Board may elect. Each member is asked to rank the listed judges in order of preference

and to add and rank any favored judges they feel may have been omitted. The results are tabulated and used as a basis for choosing judges for the specialty. Periodically, when the list is substantially reduced or when the Board wishes revised or updated guidance from the membership, the process is re-initiated.

8. Practice For Selecting Other Judges - A procedure similar to the one used for selecting specialty judges may be used in selecting judges for futurities, sweepstakes, and supported entry assignments. This is the case even though the length of the list and the individuals on the list would be different for each use. Some modification in the process will be required to produce selections with desired variation in characteristics. For example, the final list of supported entry judges should be fairly extensive in order to give the show-giving club an adequate array from which to pick. In addition, the list for futurities, sweepstakes, and supported entries may include qualified E.E.S.S. Club members while the judges for futurities and sweepstakes need not have been approved by the A.K.C.
9. Policy On The Sponsorship Of Supported Entries - The Board shall consider sponsorship of supported entries at A.K.C. sanctioned all-breed shows upon the request of five members. Sponsorship carries no responsibility to the Club other than approval and does not imply a guaranteed entry. However, the Club may augment the regularly supplied trophies and may use its resources to advertise and otherwise promote the entry or show. To be considered for sponsorship, the show-giving club should have a member who is also an E.E.S.S.C. member who will serve as our representative. In addition, the show-giving club shall be asked to try to select their Springer judge from a list provided periodically by the Board.
10. Practice For Coordinating Supported Entries - The Supported Shows Committee is a standing committee of the Board composed of the representative for each supported show and the committee chairman who is selected by the Board. The representatives serve as the Club's interfaces with the show-giving clubs. The committee chairman will coordinate the activities of the representatives and ensure proper conduct of the supported entries. The chairman will also record and maintain a file of all significant data about each supported entry show and make recommendations to the Board about the conduct of future supported entries.
11. Policy On Membership Sponsors - Membership applications shall be signed by three sponsors none of whom shall be from the same household.
12. Procedure For Processing Membership Applications - The Board of Directors is empowered by Article I, Section 3 of the By-Laws to elect applicants into membership. In so doing, the Board acts on behalf of the members of the Club. Therefore, after receipt of a properly executed membership application, the Board, by majority vote, instructs the Secretary

to forward the names of prospective applicants to the Bulletin Editor. The names (as well as pertinent descriptive data) are published in the next appropriate edition of the Bulletin. This publishing should indicate that applications have been received by the Board and should solicit comments on the suitability of the applicants for membership in the Club. After an adequate time has passed for comments to be returned, the Board will vote on the applications as prescribed in the By-Laws.

13. Practice For Assessing New Members Dues - New members admitted in the last quarter of the fiscal year will not be required to pay dues for the following year.
14. Practice For Electing Honorary Members - Section 1c of the By-Laws provides that honorary membership may be conferred upon persons by unanimous vote of the voting membership present at any annual meeting. To implement this process, the Board of Directors will evaluate an individual who is nominated for honorary membership by five members in good standing. After due consideration and by unanimous vote, the Board may recommend to the membership that the honor be conferred upon the nominee. This recommendation may be based on outstanding service to the E.E.S.S. Club, significant contribution to the Springer breed, or for other reasons deemed appropriate by the Board.
15. Practice For Conducting Matches - As part of satisfying the constitutional requirement to promote the breed, the Club holds matches to encourage its members and friends to exhibit their Springers. Conduct of the matches will be under control of a Match Show Committee appointed by the Board of Directors. Matches will be held once or twice a year at locations that reflect the geographical distribution and demonstrated interest levels of the membership.
16. Practice For Maintaining Membership Records - The Board of Directors appoints a Membership Committee Chairman to assist the Secretary in the performance of duties related to membership. The Membership Chairman will maintain the Club's membership files and an up-to-date membership list and will annually publish the Eastern English Springer Spaniel Club Membership Directory. The Secretary will send each membership application to the Membership Chairman upon acceptance of the applicant into membership. The Chairman shall then send a welcoming letter, a copy of the constitution and a Membership Directory to the new member. The Chairman will provide application forms, distribute copies of the constitution, and supply order forms for Club pins, etc.
17. Policy On Publication Of The Bulletin - The Bulletin shall be published under the direction of a Bulletin Committee headed by an editor appointed by the Board. The Bulletin shall be issued on a bi-monthly schedule compatible with the objective of keeping membership well informed and commensurate with the amount of Club activity occurring.

18. Practice For Appointing Committees - Article V of the By-Laws empowers the Board of Directors to establish and staff such standing committees and special committees as may be needed to aid in the work of the Board. The Board has customarily appointed ten standing committees. These are: Futurity Committee, Bulletin Committee, Supported Shows Committee, Match Show Committee, Obedience and Tracking Committee, Club Advertising Committee, Membership Committee, Annual Awards Committee, Junior Handling Committee, and Archives Committee. In addition to the standing committees, the Club has two special committees, The first is the Nominating Committee which is appointed annually by the Board in accordance with the provisions of Article IV Section 3 of the By-Laws. The second is the Specialty Show Committee, which has usually included all members of the Board assisted by selected Club members as required. In many cases, the standing committees have only one member who takes charge of a particular phase of the Club's activities. Other standing committees have a membership determined by the Board or the committee chairman to be large enough to accomplish the assigned tasks. Each standing committee serves at the will of the Board and for a single one-year term which is co-terminus with that of the Board. However, in the interest of obtaining continued superior performance by a knowledgeable person, the Board has often reappointed the same individual to the same office.
19. Practice For The Presentation Of Annual Awards - At its annual dinner, the Club will make it a practice to honor its members whose Springers have earned A.K.C. , C.K.C. or Parent Club titles during the previous calendar year. To be eligible, the owner must have been a Club member during the entire period when the title was earned. Only one plaque will be provided to the owner(s) or co-owner(s); more than one plaque may be ordered at a price determined by the Board of Directors, payable at the time of order. For additional titles in subsequent years for the same dog, an engraved plate will be provided which shows the year and the new title or titles. These awards will be administered by the Annual Awards Committee. To receive a plaque, detailed information including the full name of the dog(s), title(s), A.K.C. publication date(s), sire, dam, breeder(s), and owner(s) should be submitted to the chairman of the Annual Awards Committee prior to April 1. A form for this purpose will be distributed annually in the January Bulletin.
20. Practice For Recognizing Junior Handlers - The Club will make it a practice to recognize any junior handler who qualifies with a Springer for the Junior Showmanship finals held annually at the Westminster Kennel Club Show in February. To be eligible, all qualifying wins must have been made with a Springer. The awarding of all momentos will be administered for the Club by the Junior Handling Committee. To receive a trophy, the name and address of the junior handler, the name of the dog, and a list of all qualifying

wins must be submitted to the chairman of the Junior Handling Committee before February 1.

21. Practice For The Promotion Of Obedience and Tracking - To ensure appropriate emphasis on obedience and tracking, the Board of Directors will appoint a standing committee to promote these activities. The Obedience and Tracking committee may conduct tracking clinics, certification matches, and tracking tests as appropriate to increase the awareness of the Club members in tracking. The committee may conduct obedience demonstrations, matches, and trials as required to support the interests of the Club members in obedience work. The committee will also be available to the Board for advice and consultation on any matters related to obedience and tracking.
22. Practice For Coordinating Club Advertising - The Board of Directors will employ a standing committee to coordinate advertising done by the Club and done with the club by other organizations. The Club Advertising Committee will serve as the point of contact for all the Club's advertising and arrange for and coordinate advertising done by the Club to promote its activities. In addition, the committee will make annual recommendations to the Board on advertising and on the advertising budget for the following year. The committee will also serve as the Club's interface with other dog organizations wishing to advertise in the Club's specialty show catalog and will solicit ads and work with the Catalog Advertising Chairman to have them published.
23. Policy On The Duties Of The Vice-President - It shall be the responsibility of the Vice-President to present a program for the year and to organize and direct the program in the best interest of and for the education of the membership.
24. Policy On Property Accountability - Inasmuch as the Club has physical properties, it shall be the duty of the Board of Directors to account for such properties. Individuals in whose custody Club property is held shall report to the Secretary and to the Treasurer respecting location, disposition or, when necessary, transfer of such Club property to other persons or locations.
25. Practices For Disbursing Funds - The Board of Directors, being responsible for general management of the Club's affairs as provided in Article III Section 1, directs payment by the Treasurer of all expenses normal to the conduct of the Club's business. Approval of a Club activity by the Board authorizes the Treasurer to pay reasonable expenses related to that activity. These activities include but are not limited to the bulletin, supported shows, matches, obedience and tracking functions, club advertising, annual awards, junior handling awards, standing committee operating expenses, and the expenses of the specialty Show Committee and its sub-committees.

Advances for anticipated expenses may be made at the discretion of the Treasurer but should not exceed \$100 for any one committee or function at any one time. Payment shall be made by checks, signed by the Treasurer and countersigned by the President or Secretary.

26. Practice For The Preservation Of Club History - Since the inception of the Club, quantities of information have been recorded that constitute the history of the Club. It is the practice of the Board to appoint a chairman of the Archives Committee as the custodian of that information. The chairman shall be instructed to collect, organize, collate, preserve, and protect the catalogs, Bulletins, photographs, official records and other data, in whatever media, that may constitute part of the history of the Club.
27. Practice For Scheduling Board Meetings - The Board will continue the practice of holding at least five regular meetings during the Club year. The place and date of each meeting will be decided at the first Board meeting following the Annual Meeting. As provided by Article II Section 3 of the By-Laws, other meetings of the Board shall be held at such times and places as are designated by the President or by a majority vote of the Board.
28. Practice For Board Member Absences - In the event that an Officer or Director is absent from two consecutive regular Board meetings during one Club year, the Board may consider requesting the resignation of such Board member, after presentation of reasons for such absence - in person or by letter. A two-thirds majority vote of the Board, voting in person or by mail, will be required for approval to request resignation.
29. Policy For Filling Board Vacancies - Any vacancies on the Board must be filled by a majority vote of the Board at a Board meeting according to the terms of the By-Laws, Article III Section 3.