

**BULLDOG  
CLUB  
OF  
AMERICA**



**STANDARD OPERATING PROCEDURES**

**2020**

*(As Amended November 27, 2019)*

**BULLDOG CLUB OF AMERICA**  
**STANDARD OPERATING PROCEDURES**

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## **FORWARD**

These Standard Operating Procedures ("SOP's") supplement the Constitution ("C") and By-Laws ("BL") of the Bulldog Club of America, Inc., as revised and as approved by the AKC on July 12, 2012. They codify, in most cases, procedures followed in past years, or establish guidelines to cover voids heretofore existing. These Standard Operating Procedures were initially adopted by the Bulldog Club of America Councilors at the regular Annual Council meeting in Charlotte, North Carolina on November 24, 1988.\* In the event of any conflict between the governance documents, the following priority is to be followed: New York State law, Constitution, By-Laws, Division By-Laws ("DBL"), Standard Operating Procedures.<sup>1</sup>

### **A. OMISSIONS**

Certain measures adopted by previous Councils have not been followed and/or enforced for one reason or another, and/or have been deemed unnecessary. These measures have been deliberately deleted in this document and are no longer in force or effect. If it is desired to reinstate any of these measures, or any other measure inadvertently overlooked in the initial issue of this document, such measure must be brought before a subsequent Council Meeting and passed as an amendment to this document.

### **B. AMENDMENTS**

To amend these Standard Operating Procedures, any motion which would in any way alter the Standard Operating Procedures must include the words "To amend the Standard Operating Procedures (or words to that effect)" when it is presented to the Council for a vote. During the period between Annual Council Meetings, a Councilor may submit a proposed SOP change or amendment to the Club Secretary with a copy to the SOP Chair Person consistent with the procedures set forth in Section III, paragraph (B).<sup>2</sup> The proposed change and/or amendment should be submitted on the SOP Change Request attached hereto as Attachment "C."<sup>3</sup>

The National Secretary will submit the proposed motions to the seated Executive Committee on a quarterly basis for consideration of merit prior to a Council mail ballot or submit the proposed motions (included in the agenda) to the Council prior to the next upcoming Annual Council Meeting. A simple majority, provided a quorum has voted by mail ballot or is present at the Annual Council Meeting shall carry the vote.<sup>4</sup>

### **I. STRUCTURE**

The Bulldog Club of America's current organizational structure and approved standing committees are identified on Exhibit "A."

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<sup>1</sup> Amended November 24, 2014

<sup>2</sup> Amended November 24, 2009

<sup>3</sup> Amended October 2, 2007

<sup>4</sup> Amended October 15, 2002

## II. CLUB GOVERNANCE

As stated in the Constitution and Bylaws, the Club shall be governed by a representative Council and by National Officers. The affairs of the Club shall be conducted by the Division Boards elected by the Division's membership.

### A. **Executive Committee/National Officers**

The role and authority of the Executive Committee is set forth in the Constitution, Article VIII. The Officers of the Club shall be a President, a Vice-President, a Treasurer, a Secretary and a Delegate to the American Kennel Club.

1. **President** - The National President has those duties set forth in the Club's BL, Article IV. He shall perform the duties delegated to him by the Council and the Executive Committee.
  - a. The National President is responsible for calling the regular meetings of the Executive Committee.
  - b. Working with the National Secretary, he establishes a proposed agenda,<sup>5</sup> and provides for any other member of the Executive Committee to add topics for the session called.
2. **Vice President** - The National Vice President has those duties set forth in the Club's BL, Article IV.
3. **Secretary** - The National Secretary has those duties set forth in the Club's BL, Article IV.
  - a. The National Secretary shall render a report of that office at any Executive Committee or Council meeting. In rendering the report of that office, the National Secretary will cover all topics and read all pertinent correspondence on subjects of a non-routine nature. Routine correspondence will be noted, made available for the inspection of any member, but not read verbatim. A log of all correspondence will be prepared and maintained by the National Secretary.
  - b. The National Secretary will notify the National President of the receipt of any communications of importance and will furnish to the National President, said copies of any non-routine correspondence. Correspondence to and from the National Secretary, members of the Executive Committee, and the American Kennel Club, except routine procedural matters, will be copied and/or read at all Executive Committee meetings.
  - c. The National Secretary shall be responsible for the administration of all Council ballots and shall submit a report to the full Council on the result of

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<sup>5</sup> Amended October 27, 2010

all the ballots immediately, identifying the specific vote from each Councilor. A copy of the report shall also be sent to Division Secretaries.

- i. All ballots sent to Councilors for a vote must have a space to mark an abstention.<sup>6</sup>
- d. Minutes of all Executive Meetings shall be distributed to all Executive Committee Members, Councilors, Division Secretaries and the Archives Chairperson.<sup>7</sup> Minutes shall include a copy of the National Treasurer's Financial Report.<sup>8</sup>
- e. The National Secretary has the authority to obtain copying services and/or the necessary equipment required to perform the best job at the lowest price on all secretarial activities including the reproduction of all BCA material. Cost shall be maintained within the approved national budget.
- f. The National Secretary shall be responsible for the preparation and subsequent filing, according to Section 803-A of the "Not For Profit Corporation Law" of the State of New York, with the Secretary of State, State of New York; of the appropriate "Certificate of Change" whenever the Club has a change in the designated (Club) addressee (American Kennel Club Delegate)<sup>9</sup> as spelled out in Section VI of the "Certificate of Amendment" executed the 9<sup>th</sup> Day of November, 1987.
  - i. The National Secretary is hereby authorized to take all actions necessary to change the name and address of the Corporation's designated address for the Secretary of State of New York on where to mail service of process.<sup>10</sup>
- g. A Secretary's manual has been prepared for the office of the Club Secretary attached hereto as Attachment K<sup>11</sup>. The purpose of the manual is to establish guidelines for this office. It shall be the responsibility of the National Secretary to update and maintain this manual.
- h. The National Secretary shall forward to the BCA Archivist the previous year's records by January 31<sup>st</sup> of the following year. These records shall include all Executive Committee and Council Meeting Minutes, (open and closed), all signed contracts, all correspondence to and from the Executive Committee, all presentations made to either to the Executive Committee or Council, all Committee Reports, copies of minutes for each Division and/or minutes recording Executive Sessions (closed meetings shall be delivered sealed.).<sup>12</sup>

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<sup>6</sup> Amended November 25, 2003

<sup>7</sup> Amended September 11, 1991

<sup>8</sup> Amended November 27, 1996

<sup>9</sup> Amended September 3, 2001

<sup>10</sup> By Corporate Resolution September 3, 2001

<sup>11</sup> Amended November 27, 2019 to add National Secretary's Manual

<sup>12</sup> Amended November 20, 2010

- i. Council Meeting – National Show Specialty.
  - i. At least 90 days in advance of each National meeting, the Club Secretary shall send out a notice to each Division soliciting council meeting agenda items.
  - ii. After receipt of the Division items, the National Secretary shall consolidate all items and distribute the proposed agenda to all Councilors at least 15 days prior to the Council meeting.<sup>13</sup>
  
- 4. **Treasurer**—The National Treasurer has those duties set forth in the Club’s BL, Article IV. The National Treasurer shall perform the duties and responsibilities of this office pursuant to and consistent with the Club’s Treasurer’s Summary of Duties and Responsibilities attached hereto and incorporated herein as Attachment “D. “
  - a. A Treasurers’ Summary of Duties and Responsibilities has been prepared for the National Treasurer and Division Treasurers to establish guidelines for these offices. It shall be the responsibility of the Audit & Finance Committee<sup>14</sup> to update and maintain this procedural document.<sup>15</sup>
  - b. The National Treasurer is hereby authorized to take all actions, and execute all documents necessary to change the list of authorized signers on all Club financial accounts as appropriate, effective January 1 of all even numbered years to reflect those designated Club Officers entering office on that date. Further resolved, that the National Treasurer is hereby authorized to take all actions and execute all documents necessary to establish Club financial accounts with suitable financial institutions as deemed appropriate to carry on the business of the Club, this resolution to remain in full force and effect until either modified or revoked.<sup>16</sup>
  - c. The National Treasurer shall maintain the Bulldog Club of America Trademark registration and renewal as per Attachment F, “Requirements to Maintain Your Federal Trademark Registration. Current requirements can be found at The U.S. Patent and Trademark website ([www.uspto.gov](http://www.uspto.gov)). A Declaration of Continued use filing should be made between 2009-2010. A Declaration of Continued Use and Application for Renewal should be made between 2013-2014. See Attachment F for requirements as of 2004.<sup>17</sup>
  - d. The National Treasurer is responsible for permanently maintaining the original of all financial documents specified in the attached BCA Document Retention Policy, as well as copies of the 990 tax questionnaires and the

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<sup>13</sup> Amended October 2, 2007; Relocated/no text changes; Amended November 22, 2011

<sup>14</sup> Amended October 15, 2002; October 2, 2007

<sup>15</sup> Updated September 3, 2001

<sup>16</sup> Corporate Resolution September 3, 2001

<sup>17</sup> Amended November 24, 2004

membership reconciliation reports, and for submitting a copy of these documents to the Archivist.<sup>18</sup>

- e. The National Treasurer will meet annually with the Audit and Finance Committee to review the current Document Retention Policy and suggest changes as needed. Any changes shall be approved by the Council.<sup>19</sup>

- 5. **AKC Delegate** - The AKC Delegate has those duties set forth in the Club's Bylaws, Article IV.

## **B. The Council**

The role and authority of the Council is set forth in the Club's BL, Article VII. Councilors from the Division holding Executive Officers are members of the Executive Committee which will meet quarterly.

## **C. Division Alignment**

- 1. As stated in the C&BL, the country shall be divided into a maximum of eight (8) Divisions made up of groupings of states within a geographical region. The affairs of the Club shall be conducted by the Division Boards elected by the Division's membership.
- 2. The alignment of states within the Divisions is as follows:
  - Division I: Connecticut, Delaware, Maine Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont
  - Division II: Illinois, Indiana, Kentucky, Michigan, Ohio, West Virginia, Wisconsin
  - Division III: Arizona, California, Hawaii, Nevada
  - Division IV: Arkansas, Colorado, Louisiana, New Mexico, Oklahoma, Texas, Wyoming
  - Division V: Alaska, Idaho, Montana, Oregon, Utah, Washington
  - Division VI: Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota
  - Division VII: District of Columbia, Maryland, North Carolina, South Carolina, Virginia
  - Division VIII: Alabama, Florida, Georgia, Mississippi, Tennessee

## **D. Division Governance**

- 1. The Division By Laws "DBL", Article IV, sets forth the authority, role and duties of the Division Board of Governors, Division Officers, and Councilors elected from within the Division.
- 2. As stated within the DBL, the Division Secretaries shall be Assistant Secretaries to the National Secretary. Division Secretaries shall forward all copies of approved quarterly meeting minutes to the National President and National Secretary in a

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<sup>18</sup> Amended November 24,2009

<sup>19</sup> Amended November 24, 2009

timely manner<sup>20</sup> The minutes for the Division shall include all correspondence, presentations, contracts, etc. All minutes shall reflect accurately who made motions, who seconded motions and the final vote of the appropriate Board/Committee. The minutes for the National Show Committee shall likewise include all correspondence, presentations, contracts, etc.

3. The Division Treasurer shall perform the duties and responsibilities pursuant to and consistent with the Division Treasurer's Summary of Duties and Responsibilities attached hereto and incorporated herein as Attachment "E".

### **III. MEETINGS**

Meetings shall be conducted in accordance with C, Article VI. Additionally, specific scheduling and notice requirements are set forth in the C are discussed below.

#### **A. Executive Committee Meetings**

Minutes of all Executive Committee meetings will be provided on a timely basis to all Officers, Councilors and Division Secretaries.

1. Regular Meetings. Executive Committee meetings shall be scheduled and noticed in accordance with BL Article XIII, Section 4.
  - a. While it is expected calendar quarters will be used as guidance, nothing is so binding that the members of the Executive Committee, being agreeable, could vary the meeting date. The object being that the Executive Committee meet at least four times a year, with an interval of about three months lapsing between each meeting.
  - b. It is desirable that the meetings be held at such time and place as to coincide with a point show or member club Specialty. Meetings should, if possible, be conducted in various sections of the Division holding the Executive Office so as to permit maximum participation by all members of the Executive Committee without being an undue financial burden on any single member.
  - c. Executive Committee meetings will be held in such facilities that are both adequate as to space and appropriate for the occasion. The National Secretary is authorized to make rental for the same and obligate as necessary for such rental.<sup>21</sup> Coffee or non-alcoholic beverage of like value, may be arranged. A member's home qualifies as a meeting place.
  - d. In the event of Agenda Items of a contentious nature, the National Secretary shall provide written notice to all involved parties (individuals, clubs and/or Divisions). The notice shall state the location, date and time of the Executive Committee Meeting and shall be sent ten (10) days in advance of said meeting<sup>22</sup> so that all parties have ample time and

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<sup>20</sup> Amended September 3, 2001

<sup>21</sup> Amended October 15, 2002

<sup>22</sup> Amended October 15, 2002



opportunity to provide input or response for the Committee's consideration.<sup>23</sup>

2. Special Meetings. Special meetings of the Executive Committee may only be called, scheduled and noticed in accordance with BL Article XIII, Section 4.

## **B. Council Meetings**

All Council Meetings will provide the opportunity for Councilors to request up to a one (1) hour intermission after all committee reports to allow Councilors to caucus prior to finalizing their votes.<sup>24</sup>

1. Regular Meetings: Council meetings shall be scheduled and noticed in accordance with BL Article VI, Section 4. The Division-elected Councilors, or their designated alternates appointed in accordance with BL Article VII, Section 4, shall represent their respective division. Currently elected Division Presidents, Division Secretaries, Division Treasurers, and immediate past BCA National Officers shall be invited to attend as observers the first year after their term of office expires.
  - a. Agenda: The National Secretary shall solicit Division topics consistent with SOP, Section II(A)(3)(i). The agenda for the National Meeting, to be distributed at least 15 days prior to the scheduled meeting, shall be made up based on items proposed from the Executive Committee, any agenda item request submitted by a Division Board, or any Council approved Councilor requested agenda item. For each old business or new business item on the agenda, the National Secretary will identify who submitted the item (whether Executive Committee, a specific Division or a named Councilor) and what individual(s) will be responsible for presenting the item at the meeting. For any Councilor submitted item, a Council vote is required to approve its inclusion on the final agenda.<sup>25</sup>
  - b. Order of Division priority for the purpose of proposals to the Council shall rotate. The Division of the National Show Host Club shall be first, followed in numerical order by the other seven divisions.<sup>26</sup>
  - c. SOP Agenda Items: All proposed SOP's and amendments thereto, and any report or item submitted for a vote which includes a request for action with future effect that is intended to take effect immediately (example, the Club's budget for the following year must be submitted in complete final form with proposed wording to those Councilors present at the annual meeting), and by email or other electronic means to the National Secretary (or a designee), at least 24 hours prior to the commencement of the meeting, unless this rule is suspended by a 2/3 vote of the Councilors present and voting; provided, that floor amendments to proposals, reports or other items conforming to this section need not comply and can be considered. Officer and committee reports which contain only informational material for the

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<sup>23</sup> Amended November 20, 2010

<sup>24</sup> Amended September 3, 2001

<sup>25</sup> Amended November 5, 2015

<sup>26</sup> Amended November 24, 2009

Council and do not request approval of any action with future effect need not comply with this advance notice requirement.<sup>27 28</sup>

d. Meeting Protocol:<sup>29</sup> For the Council meeting, the Club will make a laptop computer (or comparable) available to the National Secretary (or a designee) during the meeting with access electronically to each of the proposed SOPs and amendments or other reports or items submitted in compliance with this section. The Club will also secure the audiovisual equipment necessary so that any proposed SOP or amendment or other report or item with specific wording to be considered by the Council can be projected, at the request of any Councilor, on a screen visible to those in attendance at the meeting during discussion and any vote. Any proposed amendment to any of these items can then be immediately reflected and visible on the screen, worded specifically, before any vote on the amendment. Under this protocol, if the Council votes to amend a proposal, then the final wording as amended will be visible to the Council prior to discussion and any vote. The National Secretary will retain the final form for any such item, mark it approved if passed by the Council, and in the National Secretary's discretion, add information about who made the motion, seconded it and other relevant information. The National Secretary is encouraged to request assistance in the meeting in order that this protocol can be adhered to in an efficient and effective manner.

e. Meeting Minutes:<sup>30</sup>

i. Because regular meetings of the Council would not be expected to occur more frequently than once a year, minutes from that meeting should be voted on prior to adjournment or, to the extent that is impracticable, the Executive Committee should be given authority to approve the minutes at an Executive Committee meeting. To the extent the National Secretary has maintained a record of the actions taken during the meeting in final form as provided in this section, the National Secretary will provide those Councilors in attendance with a written copy of these actions (the "Minutes in Part") prior to adjournment, and in such case a motion would be in order to accept as "APPROVED" these Minutes in Part and, if passed, they would be considered final Minutes in Part and all such actions included therein would take effect immediately, unless otherwise provided. A motion would also be in order to authorize the Executive Committee to review and approve full minutes from the meeting, including without any alteration the Minutes in Part already approved by the Council. The National Secretary may request a brief recess before adjournment to print and make available copies of the Minutes in Part.

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<sup>27</sup> Amended November 24, 2009

<sup>28</sup> Amended Novemeber 5, 2015

<sup>29</sup> Amended November 5, 2015

<sup>30</sup> Amended November 5, 2015

- ii. Any written report to the Council not previously provided in final form electronically to the National Secretary under this section and not included in the Minutes in Part must be submitted electronically by the individual making such report to the National Secretary within 10 days of the Council meeting, including any change to such report approved by the Council during the meeting. The National Secretary would be responsible for finalizing the complete minutes of the full Council meeting, including any Minutes in Part already approved by the Council, and provide such minutes, including all reports presented to the Council in their final form, to the Executive Committee by email at least 7 days in advance of the earliest meeting of the Executive Committee at which the minutes could be considered; provided, that if there will be no Executive Committee meeting available before the end of that year for the consideration of the minutes, the National Secretary must complete the minutes before the end of that year and deliver them to the Executive Committee in even numbered years or to the incoming National Secretary in odd numbered years. If so directed by the Council, the Executive Committee would be responsible for reviewing and approving these minutes, also ensuring that any previously approved Minutes in Part are included.

- 2. Special Meetings. Special meetings of Council may only be called, scheduled and noticed in accordance with BL Article XIII, Section 4.

**C. Division Meetings**

- 1. Regular Meetings: Division Board meetings shall be scheduled and noticed called, scheduled and noticed in accordance with DBL Article V, Section 4.

- a. Meetings of the Members: The order of Business, so far as the character and nature of the meeting may permit, shall be as follows:

- Call to order
- Minutes of last meeting
- Reports of the Board
- Reports of the Officers
- Reports of the Councilors
- Election of Officers, Board and Councilors
- Election of new members
- Unfinished business
- New business
- Adjournment

- b. Meetings of the Board: The order of Business, so far as the character and nature of the meeting may permit, shall be as follows:

Call to order  
Minutes of last meeting  
Reports of the Board  
Reports of the Officers  
Reports of the Councilors  
Election of Officers, Board and Councilors  
Election of new members  
Unfinished business  
New business  
Adjournment

- c. In the event of Board Agenda Items of a contentious nature, the Secretary shall provide written notice to all involved parties (individuals, clubs and/or Divisions). The notice shall state the location, date and time of the Division Board Meeting and shall be sent ten (10) days in advance of said meeting so that all parties have ample time and opportunity to provide input or response for the Board's consideration.
2. Special Meetings. Special meetings of the Division Board may only be called, scheduled and noticed in accordance with Division By Laws, Article V, Section 4.
3. Disciplinary hearings and/or Breeder Referral Complaints shall be heard before the Division Board in Executive Session (closed meetings). A complaint against a breeder listed on the BCA Breeder Referral Directory shall be submitted on the attached Breeder Referral Complaint form (See Attachment M).<sup>31</sup>

#### **IV. COMMITTEES AND APPOINTMENTS**

##### **A. Appointment/Chair Selection/ Committee Selection**

1. The Council establishes Standing Committees to advance the work of the club and provides for their tasks to be performed through the SOP's. The National President with the advice and consent of the Executive Committee, or the Council may establish Ad Hoc Committees and define their scope. The National President shall appoint all Committee Chairpersons (Standing and Ad Hoc) with the advice and consent of the Executive Committee<sup>32</sup>
2. The Chairman and committee members must be individual members of BCA, and, at the time of their appointment and during their term of service, be in good standing with the organization and The American Kennel Club (AKC).<sup>33</sup>
3. Committees shall take office immediately upon appointment, pursuant to approval by the Executive Committee and will continue to serve until the expiration of the appointing body's term of office and/or the purpose for which the committee was formed is fulfilled, or the committee is discharged by the President. Such Committees shall make quarterly reports to the Executive Committee which shall

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<sup>31</sup> Amended October 27, 2010

<sup>32</sup> Amended October 27, 2010; November 22, 2011

<sup>33</sup> Amended October 27, 2010

be distributed to the Division Boards and Councilors with the minutes of the Executive Committee meeting.<sup>34</sup> Such committees should prepare a budget for their proposed activities and upon its approval by the Council, draw funds as needed to carry out its responsibilities.<sup>35</sup> Budget changes approved by the Council will be implemented immediately.<sup>36</sup> Any committee member who receives cash or checks on behalf of BCA shall either deliver such funds to the National Treasurer (or another designee if appropriate), or deposit such funds into a bank account held in the name of BCA, within two weeks of receipt. Under no circumstance should such funds be deposited into a bank account belonging to anyone other than BCA.<sup>37</sup>

4. Each Chairman shall select his committee members required to carry out the assigned committee responsibilities unless the composition of the committee has been pre-established by the Council, President and/or the Executive Committee.<sup>38</sup>
5. There shall be a representative from each Division on the Education, Health, Breeder Referral, Legislative, Long Range Planning, Membership<sup>39</sup> and Rescue committees. Each Chairman is required to select committee representatives with the advice and consent of the Division Board in which the representative resides.<sup>40</sup>

## **B. Standing Committees and Appointments**

1. The Council and Executive Committees shall have the authority to establish committee chairs and members. Divisions may have input for committee members.<sup>41</sup>
2. Standing Committees and Appointments shall consist of:
  - a. **AKC Gazette Correspondent**

See Section VI, Publications and Advertisements, Paragraph B.
  - b. **Audit & Finance Committee**<sup>42</sup>

The role of the Audit Committee is to help ensure the financial stability and well-being of the Club. Specific tasks of the Committee shall include:

    - i. Conduct periodic reviews of the books and records of the Club Treasurer;

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<sup>34</sup> Amended October 27, 2010; November 22, 2011

<sup>35</sup> Amended October 2, 2007; November 22, 2011

<sup>36</sup> Amended September 24, 2014

<sup>37</sup> Added October 11, 2017

<sup>38</sup> Amended October 2, 2007

<sup>39</sup> Amended September 24, 2014

<sup>40</sup> Amended November 24, 2009; November 22, 2011; September 24, 2014

<sup>41</sup> Amended September 24, 2014

<sup>42</sup> Amended October 27, 2010

- ii. Provide an opinion on the accuracy and reliability of the Club Treasurer's financial statements to the Council and Executive Committee as of the review date;
- iii. Determine that the annual Form 990 tax return has been properly filed, as well as ensuring the adequacy of BCA's insurance programs and that all policies are in effect;
- iv. Notify the Executive Committee at any time between financial reviews in the event that it feels such contact is warranted by matters having come to its attention;
- v. To act as a resource for the Club Treasurer and to provide him/her counsel and assistance on matters pertaining to the position;
- vi. To periodically update, review and recommend to the Council, the specific duties and responsibilities for both the Club and Division Treasurers, which are each incorporated into the SOPs by attachment;<sup>43 44</sup> and
- vii. To periodically review the contracts of the contracted storage and transport of BCA properties to assure that the most economic service is being obtained.<sup>45</sup>

**c. Awards**

The role of the Awards Committee is to order and make available for or distribute those awards identified in section VII Awards as "National Show Awards". The appointed Chairperson shall have the sole authority to deal directly with the trophy manufacturer. Specific tasks of the Committee, shall include:

- i. Order the Trophy Medallions for the National Show classes pursuant to the National Show Rules and Procedures to obtain or prepare commemorative awards for the Best of Breed Awards of Merit winners at the National Show
- ii. Order and have available for distribution to each Division a Best of Breed trophy (walnut plaques with the BCA medallion) offered by the BCA on a yearly basis;
- iii. Send four medallions to the BCA Education Chairperson for plaques to be awarded for the annual newsletter and website contests;<sup>46</sup> and

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<sup>43</sup> Amended October 2, 2007

<sup>44</sup> Amended October 11, 2017

<sup>45</sup> Prior reference to this responsibility was in the Awards and Property Section.

<sup>46</sup> Amended October 2, 2007

- iv. Order commemorative plaques for Member Clubs celebrating 50, 75 and 100 year anniversaries.

**d. Breeder Advisory and Referral** <sup>47</sup>

The role of the Bulldog Club of America Breeder Referral Committee is to bring together breeders who are dedicated to improving the health, temperament and quality of the bulldog with individuals who may be interested in purchasing or breeding a bulldog. The committee shall:

- i. Maintain a proactive program and directory of approved club members who are available to provide general information regarding our unique breed, willing to share their knowledge, and/or who are actively involved in breeding and wish to showcase their dogs.
- ii. Encourage potential puppy and bulldog purchasers to purchase quality animals from responsible breeders;
- iii. Assist the public by making direct referrals to reputable and responsible members of The Bulldog Club of America.
- iv. Support and work closely with the Divisions, member specialty clubs, and individual club members;
- v. Maintain the program application and renewal process;
- vi. Develop and maintain an area on the Club's webpage to promote the breeder referral program;
- vii. Ensure that the BCA Breeder Referral Program is maintained in accordance with the requirements and guidelines provided by the American Kennel Club;
- vii. A complaint against a breeder listed on the BCA Breeder Referral Directory shall be submitted on the attached Breeder Referral Complaint Form (See Attachment M).<sup>48</sup>
- ix. Encourage breeders to speak about the positives of breeding litters rather than focusing on downsides and risks.
- x. Dispel the myths and the "scare tactics" of how hard it is to raise a litter. Promote and encourage BCA members to breed responsibly, breed for health and to the Standard, but ultimately BREED MORE OFTEN.

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<sup>47</sup> Amended November 27, 2019

<sup>48</sup> Amended October 2, 2007

- xi.** Erase the stigma placed on breeders that are wary of being labeled a “puppy mill” just because they have more than one litter a year or because they offer their puppies on the AKC Online Marketplace or through another web-based media.
- xii.** Assist and support BCA members through their process of breeding by establishing an online forum/Facebook page for members as well as a “hotline” where they can reach out to an experienced breeder in their area or around the country when a need arises.
- xiii.** Develop simple online tools and information kits which can be easily and cost effectively shared with members considering their first or second litter.

**e. Bulldogger Editor**

See Section VI, Publications and Advertisements, Paragraph A.

**f. Communications and Media<sup>49 50</sup>**

The role of the committee is to develop proactive communications and provide information and activities that involve liaising directly with people responsible for producing news and features in the mass media and to maximize consistent, positive and fact-based coverage of the Bulldog. The committee shall collaborate with other BCA Committees to develop comprehensive messaging on topics of concern to the BCA.

**g. Election Rules and Procedures**

The role of the Election Rules and Procedures Committee shall publish, annually review, and recommend for Council approval any changes to the Election Rules and Procedures which shall be attached to the SOP's as Attachment O.<sup>51</sup>

**h. General Education**

The role of the Education Committee is to consider all matters concerning education of Club members and the general public specific to our breed and to ensure consistent and accurate communication of information pertaining to the breed and our club. Specific tasks of the Committee shall include:

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<sup>49</sup> Added 2015

<sup>50</sup> Added by Council approval November 23, 2016

<sup>51</sup> Amended November 24,2009



- i. Monitor all Club communication (i.e., Newsletters, websites, Club publications, etc.) and direct any inaccurate information be promptly corrected and/or removed from public view;
- ii. Develop and maintain educational materials for distribution to the public via breed booths, and to the Division and member clubs for the advancement of their respective educational programs and to individual members;
- iii. Arrange for speakers at the National specialty to address issues within our breed;
- iv. Develop and maintain an education program to be offered during the National show week;
- v. Develop and encourage educational programs at Division and member club levels; and
- vi. Develop and maintain an advertising campaign to educate the public about our breed and to promote our breeder referral program.<sup>52</sup>

**i. Health<sup>53</sup>**

The role of the Health Committee is to encourage BCA members to use currently available health testing and genetic screening to assist them in breeding Bulldogs that meet the Standard's description of the ideal specimen of the breed as being vigorous, healthy and of sound temperament. Specific tasks of this Committee shall include to:

- i. Seek out and promote participation in breed relevant research with the goal of providing additional screening tools for BCA member breeders,
- ii. Function as a liaison between the membership and individuals or institutions who are interested in or are currently performing research beneficial to the breed.

*See Section VII(A)(6) below and Attachment R for a description of the BCA Ambassador for Health Awards Program and the Health Committee's authority to administer such program.<sup>54</sup>*

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<sup>52</sup> *Description for Council approval in 2016*

<sup>53</sup> Amended October 27, 2010

<sup>54</sup> Added November 27, 2019

**j. Historian and Archivist<sup>55</sup>:**

*The role and the objective of the Historian/Archivist and his or her committee is to collect, preserve and make available to members and others the history of the Bulldog breed, the Bulldog Club of America and its members and other contributors to the bulldog fancy, including artifacts, important papers or other evidentiary materials that have historical significance to the Club. In addition, the Historian/Archivist shall maintain and store the corporate records of the Club as required by New York law. Specific tasks shall include:*

- i. Monitor all Club publications and websites, The Bulldogger and AKC records to obtain records about the breed, BCA, the individual clubs and the members and other contributors to the bulldog fancy;*
- ii. Submit an article for each issue of The Bulldogger that fulfills the objectives and goals of this committee;*
- iii. Arrange, upon request, for speakers to present at the National specialty or other Bulldog specialties or venues to address the history of the breed, the early days of bulldog shows or a more contemporary history of the breed;*
- iv. Obtain records from the AKC library as appropriate to assist in completion of bulldog history; and,*
- v. These records shall include, but not be limited to, the following:*
  - a) All minutes of the Club and its Executive Committee shall be maintained for perpetuity, including public meetings and private (confidential) sessions. Confidential minutes shall be sealed.*
  - b) All correspondence to or from the Executive Committee, especially contracts, agreements, legal matters and By-Law amendments.*
  - c) All correspondence to the Secretary whether presented to the Executive Committee or not.*
  - d) Copies of all items presented at the Councilors Meeting and notations from the National Secretary as to whether accepted or not and full minutes of the meeting.*
  - e) Copies of Minutes from all Committee Meetings.*
  - f) Copies of Financial Statements as presented to the Executive Committee or Council at any meeting.*
  - g) Copies of a marked National Show Catalog as well as a copy of each edition of The Bulldogger for the year.*
- vi. The Historian/Archivist shall also:*

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<sup>55</sup> Added November 27, 2019

- a) *Maintain an inventory of Club property in archives and coordinate with the Club Treasurer to ensure that all items of value are insured at an appropriate valuation and reviewed on at least an annual basis;*
- b) *Ensure that archives is stored in an appropriate commercial storage facility that can reasonably be expected to protect these Club assets;*
- c) *Collect historical documents, books, photographs and appropriate items as they become available;*
- d) *Report annually at the Councilor's meeting any items received into archives;*
- e) *Maintain all documents in accordance with the Club's Document Retention Policy as approved by the Council (Attachment N to these SOPs).*

**k. Information and Technology**

The role of the committee is to research, plan and implement the use of new technology to improve information processing and website design. Specific tasks of the Committee shall include:

- i. Improve the functioning of the website and the use of related on-line technologies to design the appearance, functioning and ease of access to information on the BCA website and elsewhere on the Internet.
- ii. Implement improved communication between the club and its members through the use of technology.
- iii. Coordinate with the Webmaster Committee to make the website an effective source of club and breed information for members and the public and inform the Webmaster Committee of any maintenance issues.
- iv. To facilitate its functioning, the Committee shall have administrative access to the BCA website.<sup>56</sup>

**l. Judges' Education**<sup>57</sup>

The role of the Judge' Education Committee is to prepare for and conduct the judge's education seminar held in connection with the National Show. Specific tasks of this Committee shall include:

- i. Prepare for and conduct several seminars around the US in cooperation with AKC.

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<sup>56</sup> Amended November 27, 2013

<sup>57</sup> Amended November 24, 2004

- ii. Maintain the list of approved mentors that meet both AKC and BCA requirements for mentoring prospective judges as to the bulldog breed.

**m. Legislative<sup>58</sup>**

The role of the Legislative Committee is to promote the best interests of purebred Bulldogs through the BCA by encouraging adopt laws, rules, ordinances and legislation favorable to these interests and by discouraging adoption of all those that are not. Specific tasks of the Committee shall include:

- i. Monitor proposed local, regional and national legislation, as well as anti-dog groups and activities;
- ii. Further these interests by encouraging proper humane practices as determined by the BCA, and opposing misrepresentation and malpractice by all who are associated with the breed, and to support the efforts of other organizations who share our interests and concerns; and
- iii. Further these interests by reporting on legislative matters to the BCA Council, Executive Committee, Division Officers and General Membership in a timely manner and making recommendations for action when appropriate.

**n. Long-Range Planning<sup>59</sup>**

- i. This Committee shall include representatives from all Divisions along with the following members:
  - a) The current Club President and Treasurer during their term of office.
  - b) The immediate past Club President and Treasurer for the first year subsequent to their term of office.
  - c) The President elect and Treasurer elect for the first year prior to their term of office.
  - d) A Ways and Means sub-committee is to be formed to recommend ideas for generating new revenue.
- ii. The Long-Range Planning Committee shall prepare an annual budget and present it to the Council for approval at the Club's Annual Meeting.<sup>60</sup>

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<sup>58</sup> Amended October 27, 2010; November 22, 2011

<sup>59</sup> Amended October 27, 2010

<sup>60</sup> Amended October 15, 2002; October 2, 2007

- iii. The LRPC shall consider and recommend actions for Annual Council Agenda Items that may impact the Organization's budget or financial stability.

**o. Membership Advisory**<sup>61 62</sup>

The role of the membership advisory committee is to develop and implement a multi-year plan for membership development. The responsibilities of the Committee are:

- i. Inform Division Boards, member clubs and members about the importance of retention of and recruitment of members:
- ii. To determine if membership needs are being met and to recommend measures or services that will better meet the changing needs of members.
- iii. Conduct assessments and provide reports to the Council regarding membership retention and recruitment efforts.

**p. National Gallery/Hall of Fame**<sup>63</sup>

The role of the National Gallery and Hall of Fame Committee is to maintain, update and provide access for BCA members to the Gallery of Winners, BCA Hall of Fame, Perpetual Trophies and related memorabilia. The responsibilities and duties of the Committee are:

- i. Verify and confirm all criteria for Hall of Fame Awards;
- ii. Prepare certificates to be awarded at the National Banquet;
- iii. Obtain and maintain Hall of Fame plaques, having name plates engraved each year;
- iv. To select and arrange for oil portraits to be painted for the Best of Breed and Best Opposite Sex winners of the annual National Show;
- v. To purchase, frame and maintain said oil paintings as part of the National Gallery properties;
- vi. To arrange for the proper storage throughout the year of the Gallery and Hall of Fame properties;
- vii. To arrange for shipping of the National Gallery, Hall of Fame plaques, memorabilia and other properties to and from the National Show location;

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<sup>61</sup> Added September 24, 2014

<sup>62</sup> Added by Council approval November 23, 2016

<sup>63</sup> Amended October 27, 2010

- viii. To accept delivery of the properties at the National Show site, set up the display of the National Gallery/Hall of Fame, and repack all properties for return shipment to the storage facility; and
- ix. To review narratives of candidates and make selections for the Outstanding Individual Contributor to BCA Hall of Fame award.

**q. National Show Rules and Procedures<sup>64</sup>**

The role of the National Show Rules and Procedures Committee is to annually review and recommend for Council approval changes to the National Show Rules and Procedures if any, for Show Committees to use when hosting a National Show.<sup>65</sup>

**r. Performance-Civic Activities Committee<sup>66</sup>**

The role of the Performance and Civic Activities Committee includes:

- i. Effectively promoting the image of the Bulldog as healthy, sound, athletic and capable as evidenced by success in sports and activities that are physically and mentally challenging;
- ii. Exemplifying the usefulness and fun of the Bulldog as a companion;
- iii. Providing support and encouragement to those interested in training and competing in various Performance areas with their Bulldogs;
- iv. Assisting the BCA Executive Committee, National Show Committee, Divisions, and other BCA committees or Project Managers in executing tasks or reaching decisions that involve Performance events;
- v. Preparing educational materials about Performance events;
- vi. Fund raising to cover the costs incurred by BCA involvement in Performance events;
- vii. Organizing Performance themed seminars, workshops and/or demonstrations;
- viii. Incentivizing participation in Performance events; and
- ix. Developing and implementing ways to extend appropriate recognition for performance achievements by Bulldogs.

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<sup>64</sup> Amended November 24, 2009

<sup>65</sup> Amended October 2, 2007

<sup>66</sup> Amended October 31, 2018

**s. Rescue**

The role of the committee chairperson is to serve as a liaison between BCA and BCARN to communicate about matters of mutual concern to both organizations and to apprise the BCA Council and Executive Committee of major developments within BCARN. The responsibilities and duties of the Committee are:

- i. To advise the BCA Council and Executive Committee about major changes as appropriate in the BCARN leadership, organizational structure, governance, operating policies, financial condition, and overall rescue activities and to confirm that BCARN continues to value and benefit from its relationship with BCA, including through its strategic use of the BCA name.
- ii. To provide a summary for the BCA Council and Executive Committee at least once per year of BCARN's major activities over the past year, including significant accomplishments and challenges, the number of dogs they have rescued, or whose rescue they have financially supported, and the degree to which BCARN was able to raise the funds needed to support their mission.
- iii. To report on the overall relationship between BCARN and local rescue affiliates across the country, many of which are closely connected to BCA member clubs. BCA encourages BCARN to maintain strong working partnerships with these local rescue affiliates, which could act as an informal bond between the two organizations in their ongoing support of rescue.
- iv. To advise BCA clubs on how to coordinate their support of rescue with BCARN and to understand the requirements for liability insurance coverage of rescue activities. BCARN will assign the responsibility for rescue activities only to individuals who have completed the required paperwork to join the BCARN or to volunteer their services on behalf of rescue. BCARN also encourages these rescue volunteers to join BCA.
- v. To publicize the need for BCA member clubs to support the rescue mission by encouraging donations to the BCARN and to local rescue affiliates and by providing opportunities for rescue fund raising at specialty shows and other club events.
- vi. To publicize the need for individual BCA members to support the rescue mission by making donations to the BCARN and to local rescue affiliates and by volunteering to provide foster care, transportation, and other assistance for

rescued bulldogs as a BCARN member or as a supporting volunteer for BCARN or their local rescue affiliates.

- vii. To coordinate with the BCA Education Committee to provide education to the public in ways that will reduce the numbers of dogs coming into rescue
- viii. To encourage BCA members who have websites to publish educational information and/or provide links to the BCA and BCARN websites.
- ix. To inform the BCA Council about the number of dogs being taken in by rescue each year and the major contributing factors and to make suggestions on the steps that BCA members could take to reduce the number of bulldogs coming in to rescue.<sup>67</sup>

**t. Standard Operating Procedures<sup>68</sup>**

The role of this Committee is to maintain the Standard Operating Procedures document for use by the Club and Divisions, ensuring their consistency with the Club's Constitution and By-Laws. Specific tasks of the committee include:

- i. Review and provide comment, as necessary, of all proposed changes to the SOP's and to publish revised Council approved SOP's to the website within (30) thirty days of published Council minutes.

**u. Webmaster**

The role of the Webmaster is to maintain current and accurate information on the BCA website and participate as a member of and advise the Information and Technology Committee of any design issues.

- i. Create quarterly report of Champions & Titles for the Bulldogger; and update all databases which include Hall of Fame Breeders, Hall of Fame Companion events, Hall of Fame Sires & Dams, Agility Title Detail, BCA Contributor, BCA Nat'l Award of Merit, BCA Specialty Shows, BIS All Breed, Bulldogger Index, Bulldog Photo Locator, Fletcher Awards, Obedience Title Detail, Rally Title Detail, and Titles/Obedience/Performance.
- ii. Coordinate with the Information and Technology Committee to make the website an effective source of club and breed information for members and the public and inform the Information and Technology Committee of any design issues.<sup>69</sup>

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<sup>67</sup> Amended October 31, 2018

<sup>68</sup> Amended October 27, 2010; November 22, 2011

<sup>69</sup> Amended November 27, 2013



- iii. Respond to all Webmaster email correspondence;
- iv. Inform prospective members on how to join BCA; and
- v. Refer prospective buyers to Breeder Referral.

Unless specifically excluded by a vote of the Council, copies of all governing documents, including any appendices, and all forms necessary to take action on items under them shall be available on the website.<sup>70</sup>

## **V. SPECIALTY SHOWS<sup>71</sup>**

**A.** The National organization will sponsor one National Specialty per year consistent with the Council-approved National Show Rules and Procedures incorporated herein. (Attachment B)<sup>72</sup> All Mandatory Rules must be followed without exception.<sup>73</sup>

1. To the extent practicable, the event will be rotated through the Divisions and will be held in conjunction with a Division and/or member club Specialty. It is expected that unless formally turned down by the Division eligible, that the designated Division will host the show. A recognized member club of the designated Division may host the National Show.
2. In odd numbered years the National Show will be held in the Division providing the National Executive Committee. This will be during their second year in office.
3. In even numbered years, the National Show will be held in accordance with a pre-established schedule rotation.
4. The designated Division shall appoint a Host Club within the Division.
5. Names of Members of the National Show Committee shall be submitted to the Club President, 18 months before the National Show. All minutes shall reflect accurately who made motions, who seconded motions and the final vote of the appropriate Board/Committee.

**B.** Each Division Specialty Show will be given a mounted BCA Medallion from the National Club for Best of Breed. This BCA Medallion shall be given automatically to each Division Show—One per year upon request to the Awards Chairman<sup>74</sup>

1. Divisions may purchase additional plaques when they hold more than one specialty show per year, at a cost as established by the Awards Committee.<sup>75</sup>

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<sup>70</sup> Amended November 24, 2009

<sup>71</sup> Ad Hoc 2007 Recommendation: Reason: Clarity and Format Reorganization; Approved

<sup>72</sup> Ad Hoc 2007 Recommendation: Reason: Clarity and Format Reorganization; Approved

<sup>73</sup> Amended October 15, 2002

<sup>74</sup> Amended October 15, 2002

<sup>75</sup> Amended October 15, 2002

## VI. PUBLICATIONS AND ADVERTISEMENTS

### A. Bulldogger

The National organization shall publish a Journal (National Publication) at least two times per year. The Journal shall be known as "*The Bulldogger*". The editor shall be appointed by the President.

1. *The Bulldogger* Editor will submit an annual budget for approval to the Long Range Planning Committee<sup>76</sup> and shall be held accountable to said approved budget.<sup>77</sup>
2. A copy of *The Bulldogger* will be furnished without charge to each individual member in good standing with the National organization. Persons joining BCA will receive all of the current year's issues of *The Bulldogger* as available.<sup>78</sup>
3. Non-Member Bulldog judges shall receive complimentary copies of *The Bulldogger*; provided that each such judge will be requested to respond in the affirmative to an annual expression of interest questionnaire included in the March issue of *The Bulldogger* or they will be dropped from the mailing list.<sup>79</sup>
4. The editor is authorized to solicit advertisement from members and commercial firms. The price of advertising will be set to cover the cost of printing the individual ads, at a minimum.<sup>80</sup>
5. Foreign members will be assessed a supplemental charge, in addition to their dues, to cover the incremental expense for postage. (*Refer to Section IX*).
6. A copy of each Bulldogger will become a permanent part of the Archives of the Bulldog Club of America. *The Bulldogger* Editor will send each edition to the current Archives chairperson.<sup>81</sup>
7. The Editor of *The Bulldogger* will accept advertising consisting of four pages each in two issues of the publication by the current National Host Club at no charge to said club.<sup>82</sup>
8. The minutes of all Council and Executive Committee Meetings; the results of all Council votes; reports of National Specialty Weekends, News from the Divisions and Member Clubs; and a list of Bulldogs which receive AKC Conformation or Obedience titles shall be printed in "*The Bulldogger*".<sup>83</sup>
9. A membership list of names, addresses, email addresses and telephone numbers shall be printed and distributed by *The Bulldogger* staff triennially; using the official

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<sup>76</sup> Amended October 15, 2002

<sup>77</sup> Amended November 27, 1996

<sup>78</sup> Amended November 27, 1996

<sup>79</sup> Amended November 23, 2016

<sup>80</sup> Amended November 27, 1996

<sup>81</sup> Amended September 11, 1991

<sup>82</sup> Amended September 11, 1991

<sup>83</sup> Amended November 4, 1992

membership list as of JANUARY 31<sup>st</sup> of the respective year. The membership list shall be mailed with the second quarter issue of the Bulldogger.<sup>84 85</sup>

10. *The Bulldogger* will be available for purchase by annual subscription. Persons purchasing a subscription will receive all of the current year's issues of *The Bulldogger* as available. The price of the subscription will be as set by the Council and will include shipping cost for the 4 issues. Subscription pricing available will include: US, Canada & Mexico and other foreign.<sup>86</sup>
11. *The Bulldogger* staff has the authority (either directly or through a Division Treasurer if agreed) to charge a fee to offset the postage and related costs of mailing an issue to any member or subscriber, whether U.S. or foreign who fails to notify their respective Division Treasurer of a mailing address change within 30 days of the change, if that failure to notify the Division Treasurer within such period causes *The Bulldogger* or to incur additional costs for one or more issues not deliverable. Any issue not delivered in the first mailing will be sent to the updated address only after any fee requested under this Section is received.<sup>87</sup>
12. *The Bulldogger* Editor shall publish notice of members suspended by BCA Divisions and/or AKC, with the suspension period.<sup>88</sup>
13. *The Bulldogger* Cover Dog Selection Criteria is incorporated in the SOPs by attachment.<sup>89 90</sup>
14. After consultation with the BCA President, the Editor shall have the authorization to omit any submission that in the Editor's discretion could be harmful to BCA.<sup>91</sup>

## **B. AKC Gazette Correspondent**

The President shall appoint a member in good standing to serve as the BCA's correspondent to submit quarterly articles for publication in the AKC Gazette. After approval by the American Kennel Club, the AKC Gazette Correspondent shall serve continuously until a successor is appointed by the President and accepted by the American Kennel Club.<sup>92</sup>

1. Due to the possibility of the Correspondent being replaced by an incoming President; the Gazette Correspondent shall submit five (5) articles in the second year of his/her term to ensure continuity of quarterly articles. The newly appointed

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<sup>84</sup> Amended September 5, 1994; November 25, 1998; November 2, 1999

<sup>85</sup> Amended November 23, 2016

<sup>86</sup> Amended November 23, 2016

<sup>87</sup> Amended November 23, 2016

<sup>88</sup> Amended November 23, 2016

<sup>89</sup> Added November 23, 2016

<sup>90</sup> Amended October 10, 2017

<sup>91</sup> Added October 31, 2018

<sup>92</sup> Amended November 27, 1996

Correspondent shall then submit 3 articles in the first year and five articles in the second year.<sup>93</sup>

## VII. AWARDS & PROPERTIES<sup>94</sup>

### A. AWARDS

#### 1. National Show Awards

- a. National Show Commemorative Medallions & Best of Breed Awards of Merit
  - i. These medallions shall be awarded during judging for 1<sup>st</sup> through 4<sup>th</sup> placements in all classes of Conformation, Rally and Obedience.<sup>95</sup>
  - ii. A commemorative award shall be given to those Champions receiving a Best of Breed Award of Merit at the National Show and/or Select Dog/Bitch awards

#### 2. Club Awards<sup>96</sup>

- a. **Perpetual Awards.** No additional perpetual trophies, other than those listed below will be accepted by BCA.<sup>97</sup> Perpetual Awards, although awarded to winners of the National Show are not AKC approved show awards and will not be listed in the show catalog nor awarded at the show. Perpetual Awards will be announced and given during the BCA National Banquet. Perpetual Award Trophies will be made available for photographs to winners qualifying for the award.
  - i. **Rodney Trophy**
    - a) This award is *presented* to the dog/bitch winning Best of Breed at the annual BCA National Show provided the dog/bitch was bred, owned and exhibited by a member of BCA.
    - b) A suitable award, commemorating the win, shall be given to qualifying winners.
  - ii. **Dr. Edward M. Vardon Award Bowl<sup>98</sup>**
    - a) This award is presented to the dog/bitch winning Best of Opposite Sex to Best of Breed at the annual BCA National

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<sup>93</sup> Amended September 23, 1997

<sup>94</sup> Amended October 27, 2010

<sup>95</sup> Amended October 2, 2007

<sup>96</sup> Amended October 31, 2018

<sup>97</sup> Amended, October 2, 2007

<sup>98</sup> Added October 31, 2018

Show provided the dog/bitch was bred, owned and exhibited by a member of BCA.

- b) A suitable award, commemorating the win shall be given to qualifying winners.

**iii. Fearnought Trophy**

- a) This award is presented to the dog winning Best Stud Dog at the National Show provided the dog is owned by a member of BCA.
- b) A “replica bowl” is to be given to the owners of the dog and engraved as follows:

**“BEST STUD DOG  
BCA NATIONAL SHOW  
(CURRENT YEAR)”**

**iv. Min-A-Sota Fats Brood Bitch Award**

- a) This award is presented to the bitch winning Best Brood Bitch at the National Show provided the bitch is owned by a member of BCA.
- b) A “replica bowl” is to be given to the owners of the bitch and engraved as follows:

**“BEST BROOD BITCH  
BCA NATIONAL SHOW  
(CURRENT YEAR)”**

**b. Other Awards**

**i. Russ Thomas Health Award<sup>99</sup>**

- a) This award is offered by BCA and the BCA Charitable Fund to be presented to any National Show Best of Breed or Best of Opposite Sex winner that is a Diamond or Platinum level Ambassador for Health award recipient.
- b) Each award includes a \$100 cash prize funded by the BCA Charitable Fund.

**3. Hall of Fame Awards.<sup>100</sup>**

- a. Procedure and Eligibility: Except for the Outstanding Individual Contributor to BCA Award, it is the responsibility of the recipient(s) and/or the dog

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<sup>99</sup> Added October 11, 2017

<sup>100</sup> Amended October 11, 2017

owner(s) to notify the Hall of Fame Chairperson, provide proof of achievement and request the Hall of Fame award no later than July 31<sup>st</sup> for a September National Show, August 31<sup>st</sup> for an October National Show, and September 30<sup>th</sup> for a November National Show. Recipient(s) must be BCA members in good standing. The breeder(s) and owner(s) of AKC record on the day the last champion is finished will be the eligible members who will be named as qualifying for the Awards.<sup>101</sup> Only bulldogs which do not exhibit any Bulldog Standard disqualifying fault, to the best knowledge of the Hall of Fame/Gallery Committee, shall be eligible for these Awards. Awards are announced and certificates presented at the National Banquet.<sup>102</sup>

- b. Sires: Awarded to dogs siring ten or more AKC Champions of record while owned by a BCA member(s). Plateau awards are earned at 25, 50 and 75 Champions.
- c. Dams: Awarded to bitches that have whelped four or more AKC Champions of record while owned by a BCA member(s). Plateau awards are earned at 8, 10, and 12 Champions.
- d. Breeders: Awarded to breeder(s) who, while members of BCA, have bred ten or more AKC Champions of record. Plateau awards are achieved at the following plateau levels: 25, 50 and 75 Champions.
- e. Companion Events HOF: Awarded to those dogs/bitches, owned by a BCA member, achieving one or more of the following Titles: Utility Dog (UD), Tracking Dog Excellent (TDX), Variable Surface Tracking (VST), Agility Excellent (AX), Agility Excellent Preferred (AXP), Excellent Agility Jumper (AXJ), Excellent Agility Jumper Preferred (AJP), Agility FAST Excellent (XF), Agility FAST Excellent Preferred (XFP).<sup>103</sup> \*(Pending confirmation of abbreviations by AKC.)
- f. Outstanding Individual Contributor to BCA Award: Awarded to one or two individual members as nominated by a Division Board for their outstanding contribution to the BCA organization. The Gallery/Hall of Fame Committee has the exclusive right to determine who of the nominees will receive the award in a particular year. When a nominee is not selected in one year the individual may be subsequently nominated in following years. The Gallery/Hall of Fame Committee's decision may not be countermanded.
  - i. The award may be given posthumously to a BCA member who has made extraordinary contributions to the BCA organization for more than thirty (30) years.
  - ii. On an exceptional basis, the award may be given to a living BCA member who has maintained continuous membership in BCA and

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<sup>101</sup> In the event a Registered Kennel is the owner of a dog/bitch, the owner of the kennel name with AKC will replace the name of the kennel in the award. Amended September 24, 2014.

<sup>102</sup> Amended October 11, 2017

<sup>103</sup> Amended October 11, 2017

made extraordinary contributions to the organization for more than thirty-five (35) years.<sup>104 105</sup>

- iii. A Division Board may nominate up to two (2) candidates for this award per year. A Division may nominate members who do not reside within their Division.<sup>106</sup> A critique or historical narrative of the nominee's contribution to the BCA organization is to be submitted with the nomination to the Gallery/HOF Committee Chairperson thirty (30) days prior to the National Show week.

**4. Member Club Awards.**<sup>107</sup>

- a. The National Club shall award a commemorative medallion plaque to Member Clubs celebrating 50, 75 and 100 year anniversaries.
- b. It is the responsibility of the Member Club to notify the Awards Chairperson of the anniversary and request the award.

**5. AKC Good Sportsmanship Award.**

Awarded to a BCA member who has exhibited outstanding qualities of sportsmanship.

- a. A candidate for this award may be nominated by a Division Board. Nominations are to be forwarded to the BCA Executive Committee with a deadline date of June 30 by providing a narrative summary of the individual and his/her worthiness and qualifications consistent with the AKC Code of Sportsmanship. The Executive Committee, at their discretion, may select a sole nominee to be given the award.
  - i. The award shall be announced at the awards banquet. To the extent practical, the name of the nominee shall not be disclosed prior to the award presentation by the Club's AKC Delegate.

**6. Ambassador for Health Awards**<sup>108</sup>.

- a. *Awards at the Bronze, Silver, Gold, Platinum and Diamond level given to BCA members based on health tests and screenings as set forth in the BCA Ambassador for Health (AFH) Awards Program attached to these SOPs as Attachment R.*
- b. *Levels of authority regarding the recognition of health tests used on Bulldogs, including clinical examinations and DNA screenings (each, a "Health Test").*

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<sup>104</sup> Amended September 24, 2014, to correct October 27, 2010, omission of stipulation that the member no longer be active in the organization.

<sup>105</sup> Amended September 24, 2014, removing the stipulation that the member no longer be active.

<sup>106</sup> Amended September 24, 2014

<sup>107</sup> Amended October 27, 2010 Amended November 22, 2011

<sup>108</sup> Added November 27, 2019

- i. The Health Committee is responsible for requesting Council action on any Health Test that it believes should be recommended by BCA, and the Council retains full authority to designate certain Health Tests as recommended by BCA for any purpose, including inclusion in the Canine Health Information Center (CHIC) certification program or the AKC breed listing for health tests.*
- ii. The Health Committee has the complete authority to determine when the Ambassador for Health (AFH) program would make use of a particular Health Test eligible for either an AFH certificate or a Pioneer designation. The Health Committee will be responsible for continuing to monitor new or recently released Health Tests for which additional research or other test development is necessary in order to fully validate the Health Test. The Health Committee shall have the authority to make decisions with respect to the inclusion and level of recognition of any of these Health Tests in the AFH program, provided that the Health Committee obtains such professional advice as it believes is necessary and appropriate to make the decision with respect to any particular Health Test that is under review. The Health Committee will not request that the Council recommend use of any Health Test prior to completion of any research or other development necessary to fully validate such test.*
- iii. The Health Committee has the authority to determine which Health Tests or other health-related activities will be eligible to earn a Health Pioneer designation in the AFH program.*
- iv. The Health Committee shall administer the AFH program and shall have the authority to change the designation given to any Health Test in the AFH program (subject to the provisions above) and make administrative changes to the rules and procedures for the AFH program at any time during the year, on the condition that if changes are made, the full AFH program details then must be submitted to the Council at its next meeting for ratification. The AFH program details, upon such ratification or as revised by the Council upon consideration, would be listed as Attachment R to the SOPs, replacing the prior version.*



## **B. PROPERTIES<sup>109</sup>**

1. BCA properties include, but are not limited to, National Gallery paintings, Hall of Fame Plaques, Perpetual Trophies, Archive inventory, and National Show items (ramps, rings, tables, etc.).
  - a. The Rodney Trophy shall remain in the possession of the Bulldog Club of America and displayed with the Gallery at all National Shows.
  - b. The Fearnought Trophy will be kept with other BCA Trophies as per Rachael Saylor's original grant.
  - c. The Min-A-Sota Fats Brood Bitch Bowl will be kept with other BCA Trophies.
    - i. As prescribed by the Gould Estate to the Bulldog Club of America, the Attachment of Conditions concerning the Min-A-Sota Fats Brood Bitch Bowl shall be immediately incorporated and become a permanent part of these Standard Operating Procedures.<sup>110</sup>
    - ii. (Refer to Attachment J, for conditions pertaining to the Min-A-Sota Fats Brood Bitch Bowl.)<sup>111</sup>
2. All BCA properties included in the National Gallery and in possession of the Archive Committee shall be insured for the current replacement cost.<sup>112</sup>
3. The Executive Committee shall review and approve written contracts with a professional moving and storage company(ies), as recommended by the Gallery/Hall of Fame Chairperson, for purposes of shipping and storage of the National Gallery and Hall of Fame properties.<sup>113</sup>
4. A periodic review of any ongoing service contracts may be made by the Audit Committee to assure that the most economic service is obtained.<sup>114</sup>
  - a. The Club shall provide all necessary crating and materials to properly store and transport, as necessary, the Archive, National Gallery and Hall of Fame properties.

## **VIII. MEMBER CLUB CRITERIA<sup>115</sup>**

- A. Clubs must be recognized by and be in good standing with the American Kennel Club prior to being considered for membership in the Bulldog Club of America.

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<sup>109</sup> Amended October 27, 2010; November 22, 2011

<sup>110</sup> Amended September 5, 1994

<sup>111</sup> Amended November 22, 1995

<sup>112</sup> Amended September 23, 1997

<sup>113</sup> Amended October 2, 2007

<sup>114</sup> Amended October 15, 2002, October 2, 2007

<sup>115</sup> Amended October 27, 2010

- B.** Clubs must join the Division in which they are located. Divisions will provide support and assistance for new clubs seeking membership.
- C.** Divisions shall be responsible for stimulating the growth and recognition of new clubs in their designated areas. Each Division shall be responsible for establishing a club liaison who shall have the following duties:
- 1.** Provide as needed, slide shows and other programs, including, but not limited to, BCA National Slide Show for Introduction of Aims and Purposes of BCA, AKC Revised Bulldog Slide Show, etc. (These are available either from the BCA Educational Chairperson or an existing Club within the Division.)
  - 2.** Represent a prospective new Club at Division meetings, including making reports to the Division on progress of the new Club up to the time that the new Club is invited to have a representative at the Division meetings.
  - 3.** Answer or obtain an answer to requests for advice and help from the new club being organized.
  - 4.** If possible attend major functions of the new club, including Puppy matches, "B" Matches, "A" Matches and Specialties.
  - 5.** Request that the new Club include the liaison person and the Division Secretary on mailing list for Newsletters, announcements, etc. to keep the Division up-to-date on the new Club's activities.
- D.** To maintain membership in the Bulldog Club of America, all member clubs must hold at least one AKC sanctioned or licensed event within a 12 month period (includes B-OB Matches).
- E.** Member Clubs not in compliance with payment of annual dues by April 30<sup>th</sup> shall be assessed a financial penalty, not to exceed \$200, assessed by the Council.
- 1.** The Division Treasurer shall send a written reminder via registered mail not less than 30 days prior to the deadline.<sup>116</sup>
  - 2.** The Division Treasurer shall retain the portion of each Member Club's dues as determined annually by the Council.<sup>117</sup>
- F.** A new specialty club will not be recognized if located in a geographical territory which will conflict with the designated geographical area of an existing established club.
- G.** Member clubs may only cast their club vote as a unit.
- H.** All licensed BCA member clubs are required to make specialty show and obedience trial applications in triplicate to their respective Division secretary for

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<sup>116</sup> Amended November 20, 2000

<sup>117</sup> Amended October 15, 2002

Parent Club approval. Said application will be forwarded to the Club secretary for final Parent Club approval. AKC member clubs are requested to follow the same procedure required of licensed BCA member clubs. If this procedure is not acceptable to the AKC member clubs, courtesy copies of their show application are requested for Division and National information purposes. (Detailed instructions of this section are maintained in the Secretary's Manual.)<sup>118</sup>

## **IX. MEMBERSHIP AND DUES**

- A.** The BCA Membership Application shall be made available on the website. Each page of the application shall have a heading space for the name of the proposed member. A person wishing membership may use the downloaded form provided that it meets the Requirements of the membership application in all respects, except that it may be submitted on separate sheets of paper, provided that the name of the proposed member on each sheet is identical. Any person submitting the membership application shall provide three copies of the application: an original signed by the member and the sponsor and two copies. These may be used in place of the multipart form in current use.<sup>119</sup>
- B.** The annual dues of each individual member shall be established annually by the Council not to exceed \$50.00.<sup>120</sup> The annual dues for each individual member as of 2019 shall be \$35.00.
- C.** The Council shall determine annually, an annual foreign member surcharge, if any; a mailing fee for Canada and Mexico, if any; and, an offshore mailing fee to cover postal charges for the Bulldogger. Additionally, the Council shall establish the amounts to be apportioned by the Division Treasurer; the amount to be retained by the Division for all foreign members and the amount to be submitted to the National Treasurer to defray the costs of the "The Bulldogger." All mailing fees shall be forwarded to the National Treasurer in their entirety.
- D.** The established annual dues, foreign member surcharges, if any, and mailing fees shall be billed to each individual member by the Division Treasurers.
  - 1.** Division Treasurers shall send Annual Dues Notices to each individual member not before December 1 and not later than December 31, including to any member who is suspended from membership during all or any portion of that time.<sup>121</sup> Membership renewals not received by the January 31<sup>ST</sup> deadline will require reapplication for membership.<sup>122</sup> Reapplications for membership, received during the months of February and March, may be voted on by the Division Board based on the submission of the renewal application.<sup>123</sup>
    - a.** The dues notice shall include the following statements:

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<sup>118</sup> Amended September 23, 1997

<sup>119</sup> Amended November 24, 2009

<sup>120</sup> Amended January 29, 2001

<sup>121</sup> Amended November 23, 2016

<sup>122</sup> Amended November 25, 1998

<sup>123</sup> Amended November 24, 2009

- i. amount due;
- ii. due date of January 31<sup>st</sup> of the new year;
- iii. dues not received by January 31<sup>st</sup> shall require reapplication for membership;
- iv. current or incoming Treasurer's name, address and telephone number <sup>124</sup>

2. Any individual joining BCA after January 31 that was a member in the previous year, is not entitled to the first quarter Bulldogger or subsequent issues up to the time of new application approval. <sup>125</sup>

**E. Use of BCA Logo and Disclosure of BCA Membership<sup>126</sup>:**

**1. Logo Use**

*Without the written consent of the BCA Executive Committee in advance, BCA members, including member clubs, are not authorized to use the BCA logo in any commercial manner whatsoever, including application of the logo to apparel or other items intended for sale. This restriction applies equally to the members who are Approved Breeders on the Breeder Referral Directory and those that are not. This restriction does not apply to incidental uses of the logo, such as having a BCA logo decal on your car or wearing a jacket bearing the logo, so long as uses are noncommercial in nature.*

*In addition, notwithstanding this restriction, a BCA member is allowed to use the BCA logo as a hyperlink to the BCA Website so long as the hyperlink includes a reference identifying the logo as a hyperlink such as "For further information about BCA, please visit..."*

**2. Disclosure of BCA Membership**

*Any current BCA member may disclose his or her membership in BCA as a statement of fact to any person or in any media of any kind, including in advertisements or on websites which promote a breeding program or the sale of adult dogs or puppies; provided, however, that no BCA member is authorized to use their BCA membership as an incentive or other marketing or sales tool in any commercial activity (other than acceptable use solely by those BCA members included in the Breeder Referral Directory) or to suggest that BCA endorses or guarantees a specific advertisement or offer to sell adult dogs or puppies.*

*Any BCA member may make factual statements about health testing done by that member in general or for specific dogs, including disclosure of health test*

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<sup>124</sup> Amended November 25, 1998

<sup>125</sup> Amended November 25, 1998

<sup>126</sup> Paragraph E added November 27, 2019, shown as amended November 24, 2021

*results and any awards or other recognition the member's dogs have received related to health. In addition, any BCA member may disclose BCA's current health test recommendations to any person in his or her discretion.*

### **3. Illustrative Examples**

Permissible:

- a. *A BCA member discloses her membership in the Bulldog Club of America as part of a listing for the sale of puppies on the AKC Marketplace.*
- b. *A BCA member discloses his membership in BCA on the home page of the member's commercial website which frequently lists puppies and adult dogs for sale.*
- c. *A BCA member places a decal with the BCA logo on his personal vehicle.*

Not Permissible:

- d. *A BCA member discloses his BCA membership in an advertisement for the sale of a puppy and indicates that the BCA membership ensures the buyer will get a healthy dog.*
- e. *A BCA member discloses her BCA membership and says that all her puppies come with a BCA seal of approval.*
- f. *A BCA member places more than one<sup>127</sup> BCA logo decals on his/her booth at the pet fair promoting the sale of puppies.*

### **4. Application of this Policy and Effective Date**

*This Logo Usage Policy shall be in effect and apply in full force from the date it is approved by the BCA Council [11/27/2019]. Because of the BCA logo is also the logo of its eight Divisions, the Logo Usage Policy shall not apply to the use of the BCA logo by any BCA Division so long as such use is authorized in advance by the Division Board. No Division shall have the authority to grant a license for a third party to use the BCA logo without the advance written approval of the Executive Committee.*

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<sup>127</sup> Amended November 24, 2021

## APPENDIX OF ATTACHMENTS

- A. **BCA Organization Chart**
- B. **National Show Rules and Procedures**
- C. **SOP Change Request Form**
- D. **Club Treasurer Duties & Responsibilities**
- E. **Division Treasurer Duties & Responsibilities**
- F. **Requirements to Maintain Your Federal Trademark Registration**
- G. **Certificate of Incorporation**
- H. **IRS Tax Exempt Notice [501(c)(4)]**
- I. **Certificate of Amendment**
- J. **Min-A-Sota Fats Attachment of Conditions**
- K. ***Secretary's Manual***  
***(added November 27, 2019)***
- L. **Division Secretaries; Duties and Responsibilities**  
***[Deleted – Obsolete]***
- M. **Breeder Referral Complaint Form**
- N. **Document Retention Policy**
- O. **Election Rules and Procedures**
- P. **Conflicts of Interest Policy**
- Q. **Conflict Disclosure Form**
- R. ***Ambassador For Health Program***