



DANDIE DINMONT TERRIER CLUB OF AMERICA, INC. POLICY MANUAL

Updated and Approved by the DDTCA Board of Governors
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Dandie Dinmont Terrier Club of America

Club Policies – Approved 12/28/2023 by action of the Board of Governors

Preface: The Policies of an organization are the rules of operation not delineated in the Constitution and Bylaws.

I. CODE OF ETHICS

The **objectives** of the Club shall be:

- a. to promote and advance the breeding of pure-bred Dandie Dinmont Terriers and to do all possible to bring their natural qualities to perfection.
- b. to urge members and breeders to accept the Standard of the Breed adopted by the Club and approved by the American Kennel Club as the only standard of excellence by which Dandie Dinmont Terriers shall be judged.
- c. to do all in its power to protect and advance the interests of the breed by encouraging sportsmanlike competition at all dog show competitions and events.
- d. to ensure all members follow the Code of Ethics adopted by the Club as a guide for breeding and ownership practices regarding the Dandie Dinmont Terrier.
- e. to conduct sanctioned matches and licensed events for which the club is eligible, under the rules and Regulations of The American Kennel Club.
- f. to encourage Dandie Dinmont enthusiasts to be active in all types of club events and activities and actively protect, promote, propagate, preserve, and advocate for the Dandie Dinmont Terrier.
- g. to encourage the organization of independent local specialty clubs in those localities where there are enough fanciers of the breed to meet the requirements of the American Kennel Club.

The following **principles** are necessary to attain these objectives:

General:

- a. Members are individually granted membership into the Dandie Dinmont Terrier Club of America, Inc. because of their commitment to the protection, preservation and promotion of the Dandie Dinmont Terrier. All members of the Club have an obligation to protect the interests of the breed by conducting themselves in a manner designed to reflect credit on themselves, the Dandie Dinmont and on the Dandie Dinmont

Terrier Club of America, Inc. Violations of the Code of Ethics are subject to examination by the Ethics Committee and Board of Governors. Failure to comply may result in suspension or termination of membership.

- b. Members shall be aware at all times that the Club exists to protect the breed and that these aims are to be uppermost in the minds of members in all their activities in the breed.
- c. Members will at all times display good sportsmanship and conduct themselves in such a manner as to reflect credit upon the Club and the breed, whether at home, traveling, at shows or at hotel/motels or events, communicating in person, by telephone, by mail or email, or in any type of media, including but not limited to press, radio, television, film, and social media.
- d. Members shall refrain from unnecessary and unconstructive criticism of another's dog and from personal attacks upon a fellow member.
- e. Members shall not malign competitors or fellow breeders by making false or misleading statements about them, their Dandies or their breeding practices, or putting them in a false light by portraying them unflatteringly in words or pictures as someone or something that the person is not, either in person, by telephone, by mail or email, or by any type of media, including but not limited to press, radio, television, film or social media.
- f. Members shall not engage in false or misleading advertising or other misrepresentations of the Dandie Dinmont Terrier.
- g. Novices are encouraged to seek the advice and assistance of more experienced owners and breeders, and the more experienced shall strive to graciously assist the novice with their inquiries, challenges, concerns, problems, and accomplishments, and share for the good of the breed, the benefits of his knowledge.
- h. In all questions of ethics, covered or not covered by the Club's Constitution, Bylaws, Code of Ethics and Policies, each Member shall act solely in the best interests of the breed, and the membership as a whole shall willingly aid any fellow Member in upholding these interests.

Breeding:

- a. Each member who contemplates breeding a litter or who provides the use of his stud dog shall direct his efforts toward producing Dandies of highest quality, as indicated by the AKC approved Dandie Dinmont Terrier Standard. All members who engage in breeding must highly regard quality.

- b. No dog or bitch showing a serious defect in type, structure or temperament shall be used for breeding. Owners of stud dogs shall not accept any bitch for breeding whose reproduction is likely to be detrimental to the breed.
- c. Each stud service shall be initiated with a written stud contract.
- d. If a dog or bitch has produced any offspring with serious defects detrimental to the animal's well-being, such as blindness, deafness, lameness or impairment of the vital functions and produces like results with a different mating partner, the owner shall refrain from further use of this animal for breeding.
- e. Animals shall be used for breeding only when they have properly matured. They shall be used only as often as is consistent with their good health and with the use of sound medical practices. No bitch shall be bred more often than two out of three heat seasons and then only if she is in robust health and shall never be bred at her first season.
- f. Breeders shall register with the AKC all Dandies they produce and keep accurate records of matings and pedigrees in accordance with all American Kennel Club requirements.
- g. Breeders shall use microchips as permanent identification and provide DNA samples of sires and dams to the AKC.

Placement:

- a. No member of this Club shall engage in the wholesaling of litters of Dandie Dinmont Terriers or the selling of Dandies to such places as pet dealers, research laboratories, commercial breeders or similar sources of distribution. No member of this Club shall sell, consign or lease puppies or adults to pet shops or any commercial establishment, broker, distributor or wholesaler. Members are strongly encouraged to word any contract so that the purchaser or lessee will be similarly restricted.
- b. The price of puppies and adults shall be based on individual quality. All puppies should be sold in a clean and healthy condition. They shall be not less than 10 weeks of age at the time of sale or placement to allow for the necessary adjustments to a new home safely. No adult or puppy should be sold without adequate protection against disease.
- c. The sale of any Dandie Dinmont Terrier shall be completed with a written sales contract of the seller's choice, signed by both the buyer and the seller, and protecting both parties as to the quality, care and expectations applicable to both parties.
- d. When a Dandie Dinmont has a serious deviation from the approved AKC Dandie Dinmont Terrier Breed Standard which makes it unsuitable for breeding, it is the obligation of the seller to so inform the buyer. It should be sold with buyer's the written understanding it will not be shown or bred and a written neuter/spay agreement.

- e. When a Dandie Dinmont has uncertain breeding potential, in addition to a sales contract or signed statement to this effect, the breeder shall be encouraged to use the Limited Registration procedure as provided by the American Kennel Club for registration of such animals.
- f. The breeder's responsibility to any dog produced does not end with the sale or placement of such animal. New owners shall be educated to the responsibility of lifetime care and selected for their commitment to the animal. If unforeseen circumstances prevent the owner's fulfilling this commitment, the breeder shall resume responsibility for the dog.

II. MEMBERSHIP

Rules for Membership Application: Regular Member

- a. An applicant must be sponsored by two (2) voting members in good standing who have known the applicant and discussed his or her activity in dogs. Sponsoring members must reside in different households.
- b. Members may sponsor no more than six (6) applicants (applicants includes both individual and family) in a calendar year.
- c. A member cannot sponsor an applicant for a period of one (1) year following the joining of the Club. This excludes sponsoring members in the same household.
- d. A person in the member's household requesting to join the Club must submit a letter of sponsorship from the Club member with whom they live to the Membership Chairperson along with a signed Code of Ethics.
- e. The applicant completes the process online by reviewing and signing the required materials and submitting payment of dues.

Rules for Membership Application: Junior Member

The DDTCA is interested in promoting Juniors who have the desire to learn about good sportsmanship and learn about dogs and dog shows; to encourage sportsmanlike competition at shows and performance trials; to accept the Standard of the Breed, as approved by the AKC, and to support fully the DDTCA Code of Ethics. To this end, the following requirements and membership process have been adopted:

- a. Any boy or girl who is at least nine (9) years old and under eighteen (18) years of age.
- b. Must be actively participating in the sport of dogs with a Dandie Dinmont Terrier.
- c. Must be sponsored by a DDTCA member who has mentored the Junior; may be a family member.
- d. A demonstrable adherence to the in the DDTCA Code of Ethics.
- e. Exhibition of good sportsmanship in all phases of dog activities; and

- f. Attended and participated with a Dandie Dinmont Terrier in at a minimum of one AKC event.

The application procedure follows the same steps as any other membership application.

On their eighteen (18th) birthdays, the Junior Member is automatically converted to a regular member of the club upon payment of the annual dues and completion of a regular membership application. One sponsor will be required.

As a junior member, the Junior will be expected to uphold the same code of ethics as a regular member, therefore will be subject to the same discipline and/or grievance process as regular members of the DDTCA.

A Junior or a DDTCA member may obtain an application from the Membership Committee chair. The Junior will be responsible for working with the DDTCA Sponsor/Mentor to complete the application.

Junior DDTCA members will be allowed to advertise in the Newsletter. The word "Junior" must be used as a prefix whenever they utilize "DDTCA Member" in any advertising or social media venues.

Rules for Membership Application: Foreign

The foreign membership application follows the General Membership process. However, a foreign member cannot vote nor hold office.

Rules for Honorary Membership and Lifetime Membership are defined in the club Bylaws.

Print copies of all membership application forms and sponsor forms are found in the Policy Appendix document incorporated herein by reference.

Membership Application Process

- a. Applications for membership are completed and submitted on-line at www.ddtca.org. The applicant(s) are also required to review and agree to the Club's Constitution, Bylaws and Code of Ethics.
- b. Sponsorship forms are generated automatically and sent electronically to the sponsors listed on the membership application. Two (2) sponsors who are active members of the DDTCA for at least one (1) year are required to advance the application. Completed sponsor forms are sent electronically to all Officers and Board members.
- c. Payment of dues online is required as part of the application process.
- d. If a sponsor is needed, the applicant contacts the Membership Chairman for assistance in identifying a potential sponsor.

- e. The online application generates an email with the application which is sent electronically to all officers, board members and the Membership Chairman. The Membership Chairman sends an acknowledgement of receipt of the application to the applicant and receives the completed sponsor forms which are sent electronically to the officers and board members.
- f. Once the completed sponsor forms are received, the Membership chairman sends the applicant a welcome letter and the New Membership Packet. The New Member Packet includes the welcome letter, the Illustrated Standard. Marketing materials, Grooming chart, magnet, and breed cards.
- g. At the same time, the Membership Chairman notifies the Corresponding Secretary to update the membership list with the applicant's information and a "Pending" notation which is subsequently removed when the application process is successfully completed.
- h. The Corresponding Secretary also updates the email lists used for DandieFlashes, Monthly M&P emails and Flipping Book notifications.
- i. The Treasurer updates the dues database indicating receipt of the dues payment.
- j. If a membership applicant must submit a manual application, the applicant or sponsor contacts the Membership Chairman for the appropriate documents. The membership application form, sponsor forms and the dues payment are returned to the Membership Chairman who sends a letter acknowledging receipt of a completed application to the applicant and the sponsors. At the same time the Membership Chairman provides the application and sponsor forms electronically to the Officers and the Board. **Steps f through i above** are then completed by the appropriate individuals.

Membership Committee Responsibilities

- a. The Membership Chairman is responsible for tracking applications to ensure that the entire membership application process is completed in a timely manner. Notifications to the appropriate officers are also provided as outlined in the previous section.
- b. The Membership Chairman provides the following information to the Editor of M&P (Monthly and Quarterly) for publication in the next issue:

Applicant's Full name, address, telephone number and email address
Names of Sponsors

The notice includes information about the applicant and relevant comments from the sponsors.

- c. The Membership Chairman coordinates monthly with the Corresponding Secretary to ensure that applications without objections are moved to the Board agenda thirty (30) days after publication for final approval.

- d. The membership effective date is the first of the month following the thirty (30)-day waiting period after publication in Mustard & Pepper (monthly or quarterly version).

Board of Governors Responsibility: Objection to Membership Application

- a. If the Board receives a letter of dissent from a current member objecting to a membership application and justifying why the applicant should not be accepted, the Board first determines if the objection is sufficient to constitute misconduct or other behavior prejudicial to the best interests of the Club or the breed. The Membership Chairman is invited to participate in any such Board discussion.
- b. Pursuant to Section 3(c) of the Bylaws, and after due investigation and consideration, if the Board considers that the details of the objection are not sufficient to represent behavior prejudicial to the best interests of the Club or the breed, the challenge is denied and communicated in writing to the member who submitted the objection. Also pursuant to Section 3(c) of the Bylaws, the membership application will be accepted upon receiving a favorable two-thirds (2/3) vote of the Board.
- c. If the Board entertains the objection and after due consideration and investigation, determines that the objection is confirmed, then pursuant to Section 3(c) of the Bylaws, the application for membership may be declined. The Recording Secretary notifies the applicant, sponsors, Membership Chairman, Corresponding Secretary and the Treasurer, who refunds the dues payment to the applicant.
- d. For any application that the Board declines to accept, the applicant's endorsers may present the application to the Board at the next meeting of the Club pursuant to Section 3(d) of the Bylaws.

III. REGIONS

Organization

To help promote regional activity in exhibiting, education and sociability, the country is divided into nine (9) regions. These regions are an informal part of the national club structure, not "affiliate clubs". The nine (9) regions are:

Region 1: NY, NH, MA, RI, CT, VT, PEI, NEW B

Region 2: PA, MD, NJ, DE

Region 3: OH, MI, W VA, IN, ONT

Region 4: NC, VA, TN, KY, SC

Region 5: FL, GA, AL, MS

Region 6: MO, IL, IOWA, NB, MN, WI, SD, ND, KS

Region 7: TX, NM, CO, HI, OK, LA, AR

Region 8: WA, OR, ID, ALB, BC, AK, MT, WY

Region 9: CA, AZ, NV, UTAH

The DDTCA Board will solicit volunteers to chair the activities in each region. Regional chairmen are responsible to:

- a. Solicit participation in conformation and performance events within the region.
- b. Provide quarterly updates of regional activities held and planned for Mustard and Pepper.
- c. Obtain Board approval for a regional specialty, solicit trophies from members in the region for supported entries and provide premium list information to clubs where the regional specialty or supported entries will be held.
- d. Contact new members residing in the region and introduce self and any scheduled regional activities planned. Encourage participation in those activities opportunities to meet fellow Dandie owners in the region.
- e. Each region is responsible for managing its own finances; other than Club-offered trophies, the DDTCA does not provide financial support to the regions.
- f. Regional chairmen should be chosen by the members of the region. If no chairman is elected, the DDTCA Board will appoint a chair for the current term.
- g. Each regional chairman is responsible for submitting an annual written summary of the region's prior year activities to the Corresponding Secretary by January 15th of each year.

Conformation:

- a. The DDTCA offers trophies at a set number of regionally selected shows as one means of encouraging coordinated entries and gatherings.
- b. Each region may designate one (1) Regional Specialty approved by the DDTCA Board and unlimited supported shows per year. These shows may not conflict with the National Specialty weekend but may be held either before or after the DDTCA's National Specialty at the same location. Within a region, regional shows are limited to one (1) show per weekend or circuit. Any region may promote additional shows, but DDTCA support is limited to a maximum of one regional specialty annually. Each region is encouraged to plan and publicize at least one (1) show per year.
- c. Specific premium list and catalog information is required as follows: The Dandie Dinmont Terrier Club of America, Inc. will support the entry of Dandie Dinmont Terriers at this show. Trophy descriptions for each region's specialty show must state that the DDTCA offers a certificate for a sterling silver spoon for Best of Breed and a trophy for Winners Dog and Winners Bitch. Eight (8) or more Dandies completing competition is required. Additionally,

at Regional Specialty Shows a trophy is offered for Best of Breed with no entry requirement.

- d. The trophies offered for Best of Breed, Winners Dog and Winners Bitch shall be approved annually by the Board upon receipt of recommendation(s) from the Trophy Chairman. Repurposing of old donated trophies is discouraged except on an individual basis within the region.

Performance and Companion Dog Events:

- a. To help promote participation in performance and companion events, regions are encouraged to support events and trials either concurrently with conformation events or separately in any or all of the performance and companion events.
- b. Each regional chairman is encouraged to work with the Performance Events Committee to identify opportunities with the region and to encourage members within the region to participate in these events.
- c. Regions may designate specific events or trials as “supported” and provide appropriate recognition for any Dandie Dinmont obtaining a new title at these events. DDTCA offers new title rosettes in recognition of new titles received at regional supported performance or companion events.

IV. COMMITTEES

Chairmen of Standing Committees necessary to carry forward the objectives of the Club are appointed or reappointed each year by the Board of Governors.

- a) This will be a standing agenda item for the first Board meeting of the year.
- b) Each committee chairman is responsible for submitting electronically to the Corresponding Secretary a written report summarizing the Committee’s accomplishments during the year, work plans for the new club year and any anticipated income and expenses for the new year.
- c) The Corresponding Secretary is responsible for notifying chairmen as to the due date and following up with any reports not received by the January 15 deadline.
- d) The Corresponding Secretary compiles the annual committee reports into a single document and distributes them to the officers and Board members for review at the January Board meeting.
- e) All Standing Committees are limited to a single chairmanship. Assistant Chairmen are permitted; co-Chairmen are not. Those who serve as chairmen and those who serve on

Committees are volunteering their services to the Dandie Dinmont Terrier Club of America, Inc.

- f) Committee chairmen are expected to recruit additional Committee members as appropriate or as recommended by the Board.
- g) It is permissible for a non-member to serve on a committee.
- h) Postal, printing and supply costs directly related to an officer's, director's or a committee's club job shall be reimbursed from the appropriate Club account.
- i) Personal expenses and travel expenses are not reimbursed by the Club.
- j) In all cases, properly itemized bills presented on transmittal forms and accompanied by receipts are required for reimbursement. All reimbursement requests greater than \$500.00 must be approved by the Board unless part of a project budget previously approved by the Board.

Exceptions to the above expense policies are:

- a. The AKC Delegate is reimbursed up to a maximum of \$2,000.00 per annum toward travel expenses, excluding meals, for attending the in-person Delegates' meetings.
- b. The Judges Education Committee chairman or designee is reimbursed to a maximum of \$1,000.00 per annum toward travel expenses related to the presentation of the AKC Breed Education program for the Dandie Dinmont Terrier. The presenter shall use reasonable efforts to recruit dogs for participation in the hands-on portion of the education program.
- c. Expenses related to layout, printing and distribution of Mustard & Pepper are automatically approved but subject to renegotiation on an as needed basis.
- d. Routine expenses related to the National Specialty are automatically approved; special events are subject to prior approval by the Board.
- e. Participants in Board approved Outreach Events will be reimbursed as follows:
 - 1. Reimbursement for hotel room not to exceed \$100 per night, plus applicable pet fee, as appropriate, the night before and/or the night after the event, providing that the distance from residence to the approved event is a minimum of one hundred twenty (120) miles or greater than two (2) hours of travel time.
 - 2. A maximum of three (3) hotel rooms per event are eligible for reimbursement.

3. Either the national event coordinator or the local coordinator will complete room reservations as appropriate.
 4. Additional fees, such as booth fees, equipment rental, parking, tolls, or participation fees are reimbursed on a cost basis. Receipts required.
 5. Gratuities, as appropriate at larger venues, are reimbursable.
 6. Mileage to and from the event is reimbursed at fifty percent (50%) or the current IRS rate on the date of travel.
 7. Submission of the Club's reimbursement form to the Club Treasurer with receipts is required for payment of expenses approved by the event coordinator.
- f. The Trophy Chairman's allowed reimbursement includes trophy shipping expenses, annual engraving for the Club's silver trophies, purchase of trophies as approved by the Board, and photographing of new trophies. Engraving for challenge and perpetual trophies shall be limited to plaques attached to the trophy bases.

Standing Committees*

The Standing Committees of the Club include:

- a. **AKC Delegate (may not be an officer or Board member) (1)**
Attends four (4) meetings of AKC Delegates annually and reports AKC issues and information to Board.
- b. **AKC Gazette Columnist (limited to three consecutive one-year appointments) (1)**
Writes or obtains column(s) from guest writer(s) for The AKC Gazette-Dandie Dinmont Terriers column.
- c. **Breeder Education (4)**
Serves as coordinator between DDTCA and AKC; leads breeder education activities within the DDTCA.
- d. **Breeder Referral (1)**
Maintains contact with breeders and individuals seeking to obtain a Dandie Dinmont Terrier puppy or adult.
- e. **Communications and Marketing, Education & Social Media for Public and Owners Education (including, Facebook, Instagram, YouTube channel, Podcasts, etc.)**
Develops and implements recommended tools to maximize impact in multiple channels to raise awareness about the Dandie Dinmont Terrier and to promote breed preservation strategies.
- f. **DandiBase Liaison (2)**
Provides new titles information including pedigree information to DandiBase program in the UK.
- g. **Data Retention and Storage - TBD**

- h. Health & Genetics, including HOOD/Health of Our Dandies) (5)**
Provides information from Canine Health Foundation and other sources; organizes and conducts annual health clinic in conjunction with National Specialty; leads AKC Semen Bank participation efforts.
- i. Historian (1)**
Maintains physical archives and advises on electronic archives. Recommends materials appropriate for donation to the AKC archives and obtains Board approval to send annually.
- j. Judges' Education (4)**
Liaison with AKC on breeder education activities; organizes and manages such activities for DDTCA.
- k. Junior Showmanship Coordinator (1)**
Recruits and secures mentoring for junior handlers interested in handling a Dandie Dinmont Terrier in Junior Showmanship competition.
- l. Legislation Coordinator (1)**
Monitors legislative issues through AKC and other sources; reports to the Board and Club membership via Mustard & Pepper and/or DandieFlash.
- m. Membership (2)**
Handles membership applications per the Bylaws and Membership policies.
- n. Mustard & Pepper (including editor, monthly flash editor, and distribution-mailing labels and flipping book) (4)**
Manages quarterly preparation, layout and printing of magazine. Coordinates team for timely distribution of print and electronic versions.
- o. National Specialty – Conformation and Performance (5)**
Directs activities required for National Specialty weekend and is liaison to clubs and venue organization(s).
- p. Outreach Coordinator (2)**
Identifies outreach opportunities such as AKC Meet The Breeds, Scottish games, etc. and solicits individuals to participate; provides Board-approved materials for outreach programs.
- q. Performance and Companion Events Committee (3)**
Identifies opportunities to promote participation in performance and companion events sponsored by AKC and other recognized organizations. Directs implementation of programs support these events.

r. Properties (2)

Stores Club materials that are for sale; takes orders from website and fills said orders. Identifies additional sale items of interest to Dandie enthusiasts.

s. Regional Chairmen (9)

Each of the nine (9) regions will select or the Board will appoint a regional chairman. The chairman will promote activities within the region and assist with both show and social events in the region.

t. ROM Eligibility and Tracking (2)

Rebuilds the ROM database and develops and implements procedures to ensure the continued tracking of ROM eligibility based on the rules established in the DDTCA's policy manual.

u. Statistician (Monthly statistics, Annual Awards) (1)

Provides monthly and annual statistics as needed for Club awards and recognition programs.

v. Strategic Advisory Committee (5)

Provides strategic advice to the Board for the development and implementation of programs designed to support the long-term survival of the Dandie Dinmont Terrier.

w. Trophy Chairman (including assistants for national specialty, regional specialty and other awards) (3)

Organizes and directs the various trophy programs within the Club, with assistance for the various programs and oversees the distribution of trophies as needed.

x. Ways & Means (2)

Identifies and with Board approval implements fund-raising opportunities on an annual basis to support the general fund of the Club.

y. Webmaster (2)

Manages the daily operation of the DDTCA website and updates various sections as needed. Recommends changes to website platform, service provider, etc. as appropriate.

z. Woodfield Investment Committee (3)

Follows the established investment policies to manage the principal assets of the Woodfield endowment funds.

*** (#) number of individuals recommended for committee membership.**

Note: Job descriptions for committees are included in the Appendix to this Policy Manual.

Ad hoc committees:

- a. **Tabulation Committee** – formed as required for ballot tabulation by the Bylaws and which adheres to the tabulation procedures set forth in Article V(I) of this Policy Manual.
- b. **Audit Committee** – formed annually per the Bylaws.
- c. **Ethics Committee** – Article V of the Bylaws sets forth procedures governing how a member may prefer charges against another member for alleged misconduct prejudicial to the best interests of the Club (“Official Complaint”). If an Official Complaint is filed in accordance with Article V(2), the Board will at that time appoint an Ethics Committee to investigate the Official Complaint and report its findings in writing to the Board.

V. NATIONAL SPECIALTY

There shall be a Specialty Committee or Chairman, approved by the Board to handle the DDTCA National Specialty event in such areas as catalog advertising, hospitality, stewards, trophies, hotel and food reservations, publicity and trophy and specialty fund donations. Unless otherwise approved by the Board, the National Specialty will be held as a Designated Specialty with an all-breed club. The Specialty location will remain within the central portion of the United States unless specifically changed by the Board.

- a. The Chairman or designee will coordinate all required material for the Premium list with the host All-breed club. The National Specialty will be a designated specialty; however, the Board may, if financially feasible, authorize a concurrent specialty.
- b. All funds raised and expenses incurred will be credited or charged to the general fund of the Club, except for any programming covered through the Kay Woodfield Fund.
- c. The Judges’ Education seminar program, if presented, will be open to club members as observers only. Club members may be invited to participate in the separate hands-on portion of the program.
- d. The winners of the following classes are encouraged to provide a win photo for publication in Mustard and Pepper:
 - 1. Best of Breed
 - Best of Opposite Sex to Best of Breed
 - Winners Dog
 - Winners Bitch

Reserve Winners Dog
Reserve Winners Bitch
Award of Merits (2)
Grand Champion Select Dog
Grand Champion Select Bitch
Owner Handler Best of Breed
Best Veteran
Best Bred By Exhibitor
Best Puppy

2. Best Puppy in Sweepstakes
 - Best of Opposite Sex to Best Puppy in Sweepstakes
 - Best in Veteran Sweepstakes
 - Best of Opposite Sex to Best in Veteran Sweepstakes
- e. National Specialty challenge trophies are sterling silver trophies with the winner's name(s) recorded on the associated wooden bases. The trophy winner(s) receive an 8" x 10" photograph of the trophy; all challenge trophies remain in the possession of the DDTCA until retired. Perpetual trophies with the winner's name(s) recorded on wooden bases remain in the permanent possession of the DDTCA. The perpetual trophy winner(s) receive an 8" x 10" photograph of the trophy.
- f. The rules for calculating the retirement of a challenge trophy are:
 1. For permanent possession, the challenge trophy must be won by the same owner or owners, not necessarily with the same dog nor at consecutive shows.
 2. The Dandie Dinmont Terrier Club of America, Inc. will retain possession until retired and provide engraving.
- g. All Challenge trophies must be listed in the catalog. Perpetual trophies are listed in a catalog advertisement as AKC rules prohibit listing and awarding of these trophies in the ring. The list of challenge and perpetual National Specialty trophies is provided in the appendix of these policies.
- h. Tracking and confirmation of a challenge trophy retirement is done by the Specialty Chairman and the President of the Club.
- i. Challenge trophy replacement is limited to a DDTCA member in good standing at the time of the donation. Trophies must conform to the DDTCA guidelines of Sterling Silver with a base of sufficient size for engraved plaques and be approved by the Board.
- j. When a challenge trophy is retired, the following rules apply:

1. The individual who retires the trophy will have the first opportunity to re-offer the same trophy or offer a new trophy for the same award.
 2. If the winner declines, or if the trophy was retired by an exhibitor not a member in good standing of the DDTCA, the opportunity next will be offered to the original donor of the trophy.
 3. If that person declines, the opportunity will be opened to the DDTCA membership in a letter from the President in the next issue of Mustard and Pepper with a date for response.
 4. The slot will remain vacant until a trophy is offered.
 5. If a trophy is removed from competition without being retired under the challenge rule, a comparable replacement retaining the legs and title of the original will be procured in time to be offered at the next National Specialty.
 6. Replacement due to loss or damage while in possession of the Club: The Trophy Chairman and the Board will procure the replacement. If a member offers to underwrite the replacement of a lost or damaged trophy, acceptance of the offer is contingent upon retaining the name and legs of the original unless the original donor agrees in writing that the trophy be removed from competition without being properly retired. The legs on such a trophy must be transferred to the new trophy.
- k. Entry fees for a designated show are determined by the host All-breed club; for a concurrent or independent specialty, the entry fees shall be set by the Board.

l. Judge Selection Eligibility Rules

Eligibility: The Club will pay up to a \$300.00 fee plus expenses for a round trip coach airfare, provide ground transportation, up to two nights lodging and reasonable meals. For designated national specialty shows, every effort must be made to share the specialty judge with the all-breed club show. A judge may not repeat a National Specialty assignment for five (5) years and may not judge Dandies in classes at a DDTCA Regional Specialty or Supported Entry for the six (6) months preceding the National Specialty. The Sweepstakes judge is not paid a fee nor reimbursed for expenses, may not be an approved AKC Dandie Dinmont Terrier judge or a judge eligible to award championship points in his or her country of residence. The Sweepstakes judge may not repeat the assignment for five (5) years.

m. Judge Selection Process

1. Working two (2) years in advance, the Recording Secretary will solicit judge suggestions from the membership for those two (2) years. The Recording Secretary will send the membership a list of all AKC judges obtained from AKC which also includes a blank space to insert the name of a non-AKC judge eligible to award championship points to the breed in his or her country of residence. The Recording Secretary will also list those ineligible due to the five (5) year non-repeat restriction.
2. Members are limited to suggesting ten (10) names for the regular classes and five (5) for Sweepstakes. Members are not required to list ten (10) or five (5) names, only limited to a total of ten (10) for the regular class judge and five (5) for the Sweepstakes judge. Member suggestions will be returned to the Recording Secretary by the deadline established on the solicitation of names instruction letter.
3. The Recording Secretary will compile the ballot list of the top ten (10) suggested names and ties for breed judge in alphabetical order and top five (5) names and ties suggested for sweepstakes judge in alphabetical order. Each member in good standing will receive ballots sent by the Recording Secretary, specifying a date not less than thirty (30) days hence by which the ballots must be postmarked to be valid.
4. For regular classes members are required to vote for five (5) names, no more and no less, in numerical order, one (1) for the most liked, two (2) for the second and so on, with five (5) being the least For Sweepstakes members are required to vote for three (3) names, no more and no less, in numerical order, one (1) for the most liked, two (2) for second and three (3) for least preferred.
5. *Any ballots not correctly postmarked, or with less than or more than five (5) numerical choices for regular classes or three (3) numerical choices for Sweepstakes shall be invalid for the judges ballot that is incorrectly marked.
6. *After completing the ballots, each member is instructed to place them in the small envelope marked Ballot, seal it and place in larger envelope addressed to Tabulation Committee.
7. *Ballots are returned to the Tabulation Committee appointed by the Board and mailed to the Chair. The time and place of the count will be made known to the membership at the time the Recording Secretary mails the ballots. Any member who wishes may be present at the tabulation meeting, provided prior written notice is given to the Tabulation Committee Chairman. Ballots will be tallied using the following point count: Regular class judge: 1 – 5 points, 2 – 4 points, 3 – 3 points, 4 – 2 points, 5 – 1 point Sweepstakes judge: 1 – 3 points, 2 – 2 points, 3 – 1 point.

*Items 5 to 7 above apply to individuals who have not opted to participate in electronic balloting. The electronic balloting process as described in Section XI. will be applied to participating members and those ballots counted with the paper ballots received by the specified date.

The Tabulation Committee will present a complete report to the Board and send all ballots and mailing envelopes to the Recording Secretary. All ballots and envelopes will be retained for one (1) month following the election result publication and are open to members' inspection. No other voting will be valid other than that listed on the official ballots.

m. Invitations To Judges

The Recording Secretary will notify the National Specialty Show Chairman and the Club President of the election results. The Show Chairman will contact the selected breed judge and determine if that individual is available to judge the National Specialty with the six (6) - month prior restriction and given the date and location of the show. The Show Chairman will then ask the all-breed clubs to use the selected judge on their panels to defray costs to the DDTCA. The Show Chairman will also contact the Sweepstakes judge to confirm availability.

1. After acceptance has been confirmed in writing, the Corresponding Secretary will notify both judges of their selection and provide the standard contracts to each judge requesting return via email or USPS.

n. Replacement

Should an elected Regular or Sweepstakes National Specialty judge, following his or her acceptance, later give notification that he/she will not be able to judge, a replacement will be sought in the following prescribed order. In such a situation our fiscal policies will apply, but restrictions on judging Dandies in the classes prior to the National Specialty will be waived.

1. Second membership choice on the resigning judge's ballot, going to the third, fourth, fifth, as needed in that order.
2. Should none of the above be available, the Board will elect a judge from a list made up of non- selected judges from the three most recent ballots. Several ballots may be needed to result in selection by majority vote. In this case, each Board member's vote must be subsequently confirmed in writing.

- p.** Junior Showmanship is not offered as a separate class at designated specialty shows. The DDTCA will offer a special trophy for the highest placing Junior handling a Dandie Dinmont Terrier at the all-breed show. If the National Specialty is a concurrent show, the breed judge, if approved by AKC, will be asked to judge Junior Showmanship; if not approved, the Board will select an AKC-approved judge to judge the Junior entry.

- q. All regular conformation classes offered by AKC will be offered at the National Specialty. Veterans' classes will be offered without eligibility for Best of Breed competition; because there will be no competition beyond veteran classes and Best Veteran, entries may be neutered/spayed for the Veteran classes. Bred By Exhibitor classes shall be divided into BBE-Puppy and BBE-Adult according to AKC rules.
- r. Puppy Sweepstakes is open to all Dandie Dinmont Terriers between the ages of six (6) months and eighteen (18) months. Champions or Dandies entered in Best of Breed are not eligible for Puppy Sweepstakes. Puppies entered in Sweepstakes must also be entered in a regular class at the Specialty Show. The Sweepstakes connected with each National Specialty will be held on the day of the Specialty preceding the judging of the regular classes. Classes will be divided by age as follows:
1. Puppy dogs and bitches, 6 months and under 9 months.
 2. Puppy dogs and bitches, 9 months and under 12 months.
 3. Junior dogs and bitches, 12 months and under 15 months.
 4. Junior dogs and bitches, 15 months and under 18 months
 5. Winners of each class will compete for Best in Sweepstakes and Best of Opposite Sex in Sweepstakes.

Prize monies for Puppy Sweepstakes will be divided as follows:

1. First Prize – 40%
2. Second Prize – 30%
3. Third Prize – 20%
4. Fourth Prize – 10%

Prize money will be split regardless of the number entered in the class.

Professional Handlers may only show a dog in Puppy Sweepstakes that they own or co-own.

- s. Veteran Sweepstakes is open to all Dandie Dinmont Terriers seven (7) years of age and older. First in each class will compete for Best in Veteran Sweepstakes and Best of Opposite Sex in Veteran Sweepstakes. The Sweepstakes connected with each National Specialty will be held on the day of the Specialty preceding the judging of the regular classes.

Prize monies for Veteran Sweepstakes will be divided as follows:

1. First Prize – 40%
2. Second Prize – 30%
3. Third Prize – 20%
4. Fourth Prize – 10%

Prize money will be split regardless of the number entered in the class.

Professional Handlers may only show a dog in Veteran Sweepstakes that they own or co-own.

- t. **Performance Events** - Performance events sponsored by the all-breed clubs or other specialty clubs during the National Specialty week will be supported by the DDTCA. The Performance Committee will recommend appropriate prizes for each event. Appropriate ribbons will be offered and coordinated through the National Specialty committee.
- u. Dedicated national specialties must be approved in advance by the Board.

VI. FISCAL POLICIES

- a. The Club status is a Not-For-Profit organization incorporated in the State of New York. The Club's federal tax status is recognition as a 501(c)(7) entity.
- b. The Treasurer will be bonded and will provide the Board with routine financial reports as well as Profit/Loss Statements with sufficient detail to allow the Board to complete their fiduciary responsibilities in the financial management of the Club. Job/cost accounting will be used to show the financial results of various club activities, such as, but not limited to National Specialty, Mustard and Pepper, Outreach, Genetics and Health, and others as requested by the Board.
- c. Endowment funds shall be accounted for separately from general fund activities. Each endowment fund must be individually identified and reported.
- d. The Kay Woodfield Fund is a segregated fund specifically for the use in preservation of the breed activities.
 - 1. A defined investment policy is required for the investment of these funds. The policy details are provided in the Appendix to these policies.
 - 2. The Board may vote to provide funds from the Woodfield Fund to ACT For Dandies to support rescue programs as needed.
 - 3. The Board may approve expenditures from the Woodfield Fund up to the amount on income generated by investments of the principle in the Fund on an annual basis. Investment income not used in the calendar year may be used in the following year, provided that the year-end value of the Fund has not been decreased by investment losses.
 - 4. Expenditures of principle amounts from the Woodfield Fund require a vote of approval by 50% plus one (1) of the eligible and voting members of the club in a special ballot to allow the proposed expenditure.
- e. An annual budget for the Club ("Budget") will be prepared and presented to the Board for action no later than the February Board meeting. The Budget will be in sufficient detail to

allow the Board to understand the profit and loss status of all current projected Club activities.

- f. The appropriate IRS 990 forms are filed annually. Any charitable organization reporting required by the state of incorporation is also filed annually.
- g. Checks or cash received by Committee chairmen or others must be promptly forwarded to the Treasurer for deposit. Transmittal forms are to be used for all deposits by members and chairmen for all expenses requesting reimbursements. A reimbursement request form, in a format approved by the Treasurer, will be used for all payments from Club funds. A copy of the form is included in the Appendix document. The signatures of the requestor and the Committee chair or appropriate officer will be required. Email authorizations are permitted as are scanned documents.
- h. Routine public advertising for the breed and Club promotion shall originate with the Communications and Marketing Committee and include the Breeder referral chairman as the contact for breed and general information. The Club website and all other approved communications channels shall also be listed as appropriate.
- i. Properties and purchased trophies inventory will be recorded with a No Real Value designation and reported annually to the membership at the first Board meeting of the year.
- j. Insurance is procured on an annual basis. The Club carries Liability Insurance covering members and guests at Club sponsored events and Officers and Directors general liability coverage. If appraised, the Club's Challenge and Perpetual trophies are also insured.
 - 1. Limits of Liability: D&O (Directors and Officers) liability: \$250,000 each policy period \$ 1,000 for each claim Employment Practices \$250,000 each policy period \$ 1,000 for each claim.
 - 2. Fiduciary Liability Workplace Violence Internet Liability: \$250,000 each policy period;

Wells Fargo –Fidelity Crime Coverage Limits: covers all officers (not just treasurer) as they have signatory access to our funds Single Loss Limit Employee Theft: \$100,000 with a \$1,000 deductible;

Single Loss Limit ERISA Fidelity: \$100,000 Single Loss Limit Claim Expense: \$5,000.
 - 3. All insurance policies should be reviewed and updated annually as appropriate.

VII. CLUB TROPHIES AND AWARDS

General Policies

- a. Club perpetual, challenge and honorary trophies are sterling silver or other metal approved in advance by the Board and remain in possession of the Club. If possible, they are insured by the Club based on an appraised value and updated every five (5) years. Challenge trophies may be retired by the winner or donated for a new challenge period.
- b. Engraving is to be as consistent as possible with prior types of engraving.
- c. No engraving other than the name of the award is to be done on trophies. All engravings of winners will be done on plaques attached to wooden trophy bases.
- d. The Trophy chairman coordinates and approves all engraving for all trophies. National Specialty trophies are to be updated annually. Club awards are updated every three years, consistent with their display at the National Specialty. The engraving is paid for by the Club.
- e. All trophies are professionally photographed. Copies of the photographs are labeled with the name of the trophy and the year won. Photographs are presented to National Specialty and club award winners annually.
- f. New permanent trophies will not be placed into use until received by the club (trophy and base), professionally photographed, and the donation and calculation rules approved by the Board.

Annual Perpetual Award Trophies

- a. Annual Perpetual Award trophies will be exhibited at the Club's Annual Meetings every three (3) years.
- b. Winners of the Annual Perpetual Awards trophies will receive an 8 x 10 photograph of the award labeled with the award name and date.
- c. **Note:** Unless otherwise specified, the rules for counting trophy points are found at the conclusion of the awards and trophies section.
- d. **Annual Perpetual Award Trophies Open To All:**
 1. **ROY STENMARK MEMORIAL TROPHY:** Large, two (2) handled Sterling Silver Loving Cup with fluted edges mounted on a wooden base which contains an

original Patsy Davis three head study of the Dandie Dinmont Awarded to the Dandie who is Number One (#1) in AKC Breed Standings for the preceding calendar year as published in Canine Chronicle. Donated by Mr. John Rau and Mrs. Donna Chambers-Rau.

2. **KING'S MTN. DANDIE OF THE YEAR TROPHY FOR GROUP and BEST IN SHOW PLACEMENTS:** a Damara Bolte limited edition ten (10") inch Bronze head study on marble base awarded to the Number One (#1) Dandie in AKC All-Breed standings for the preceding calendar year as published in Canine Chronicle, adjusted for any Reserve Best in Show awards. Credit for Reserve Best in Show awards shall be equal to the total points at that show minus the points awarded for Best of Breed to the Best in Show dog. Donated by Billy Gorodner
3. **CH GLESPIN B. BROWN MEMORIAL TROPHY:** a twelve (12") inch round sterling silver tray awarded to the Dandie winning **Dandie of the Year**, the Dandie with the greatest number of trophy points earned during the preceding calendar year. Donated by Mr. and Mrs. A. E. Johnston.
4. **COURTNEY MEMORIAL TROPHY:** Walnut Pedestal with Silver Plaques on four sides, topped by two (2) Sterling Silver Dandies at play. Awarded to the Dandie Best (highest in the standings) of the **Best of Opposite Sex to Dandie of the Year**. Donated by Eileen Lesberg in honor of her Dandie, Rennfield's Courtney.
5. **BRIGADOON TROPHY:** Twelve (12") inch Round Sterling Silver Tray mounted on a Wood Plaque with Engraving Plates. From its beginning through 1979, awarded to the Dandie who won the Bred-by Exhibitor Class the most times during the preceding calendar year. Beginning in 1980, awarded to the owner whose Dandie(s) amass the greatest number of AKC points from the Bred-by Exhibitor class-puppy, Bred-by Exhibitor class-Adult and Bred-By Exhibitor class-not divided. Donated by Mrs. William Oakley.
6. **HATTON TROPHY:** Eight inch (8") Sterling Silver Pitcher with a wood base awarded to the Dandie Stud Dog with the greatest number of first-generation offspring finishing their championships in shows held from January 1 to December 31 of the preceding year. If two (2) or more dogs are tied with the same number of offspring finished the same year, the title goes to the dog whose first-generation champion offspring earned the greatest number of AKC points during that year. Donated by Miss Rhoda Whitelaw.
7. **CH FLORNELL BEETHAM SKITTLE TROPHY:** Nine and one-half inch (9 ½") Sterling Silver Tiffany Pitcher awarded to the Dandie Brood Bitch with the greatest number of first-generation offspring finishing their championships in shows held from January 1 to December 31 of the preceding year. If two (2) or more bitches are

tied with the same number of offspring finished the same year, the title goes to the bitch whose first-generation champion offspring earned the greatest number of AKC points during that year. Donated by Dr. Marion Kenworthy.

e. Annual Perpetual Award Trophies Open Only To members of the Dandie Dinmont Terrier Club of America who are in good standing as of December 31st of the preceding year:

- 1. WILLIAM M. KIRBY MEMORIAL TROPHY:** Eleven inch (11”) Sterling Warmer, domed with handles and curved legs awarded to the Dandie which places highest in the Dandie of the Year Standings shown only by its owner. Donated by Mrs. William M. Kirby.
- 2. SARAH SWIFT TROPHY:** Fifteen inch (15”) Sterling Silver Round Tray awarded to the Breeder of the Dandie of the Year. Donated by Mrs. Stephen L. Dowell.
- 3. KILLEAN TROPHY:** Sterling Silver Trophy Cup with two (2) handles and Relief Breed Figure awarded to the owner whose Dandie(s) win the greatest number of AKC championship points during the calendar year. Donated by Mrs. Alfred B. Maclay in memory of her husband, Alfred B. Maclay, one of the founders of the breed in the United States.
- 4. CH DUNSANDLE’S DINITA CD MEMORIAL TROPHY:** Eleven inch (11”) Sterling Silver Bowl awarded for Obedience to the Dandie with the highest combined scores towards a CD, CDX and/or UD. Rules for calculating the award: Only those scores leading towards those titles earned within a calendar year will be counted in calculating this award from a minimum of two qualifying scores. If one title is earned and the Dandie goes on to earn legs towards a higher title, all such legs awarded in the year will be averaged. Before averaging, legs earned towards a CDX will have a bonus five percent (5%) of the score added into that Legs towards a UD will have a bonus ten percent (10%) added into that score. Donated by France Roozen.
- 5. TBD – MOLLIBAY’S SLICKER MAXFIELD MEMORIAL AGILITY AWARD: Not yet available; Pending description, award base and award rules.** Donated by Barbara Baese and Richard Mollicone.
- 6. SPORTSMANSHIP AWARD AND AKC OUTSTANDING SPORTSMANSHIP AWARD:** The Sportsmanship Award is an Honorary Award of a twelve inch (12”) Sterling Silver Tray with dimensional Emblem on a Wooden Base with engraving awarded to the member best exemplifying the qualities of sportsmanship who has shown a dog at least three (3) times in the preceding year. Selected by the President of the Club from suggestions from members of the Board. This award is presented at the Annual Specialty Dinner. Donated by Evan Ingles.

AKC OUTSTANDING SPORTSMANSHIP AWARD is a medallion awarded by the American Kennel Club to the member who has made a difference in the world of dogs. Awarded to the same member as the winner of the Sportsmanship Award. Donated annually by the American Kennel Club.

7. **WINDSEGE AWARD:** Honorary Award of a Sterling Silver Tray awarded to the person, who with selfless motives, has contributed to the DDTCA and the Dandie Dinmont Terrier. The person will have demonstrated his/her willingness to give generously of time, talent and/or service. The recipient will be selected by the President with recommendations from the Board. The recipient's name will remain secret until announced at the presentation at the Annual Specialty Dinner. Donated by Steven Houser and Richard Yoho.

f. **Rules for calculation of the CH GLESPIN B. BROWN MEMORIAL TROPHY and the COURTNEY MEMORIAL TROPHY**

1. The **Dandie of the Year** is the Dandie with the highest number of Trophy Points earned during the year at the shows held from January 1 to December 31 of the preceding year. In calculating Trophy points, the winning dog is not included in the total.
2. The **Best of Opposite Sex to Dandie of the Year** is the Dandie of the opposite sex to the Dandie of the year earning the highest number of Trophy points during the year at the shows held from January 1 to December 31 of the preceding year. In calculating Trophy points, the winning dog is not included in the total.
3. Trophy Points are calculated as follows based on customized reporting from AKC:

Result	Trophy Points calculation
Best of Breed	Total number of Dandies defeated minus 1
Best of Winners	Total number of Dandies defeated in the regular classes
Winners	Total number of Dandies of that sex defeated in the regular classes
Best of Opposite Sex	Total number of points credited to Winners or Best of Winners of the same sex plus one point for each champion of that sex defeated in Best of Breed competition

Select Dog	Total number of Dandies of your sex in BOB minus 1
Select Bitch	Total number of Dandies of your sex in BOB minus 1

Only the highest award won by a dog at the Breed Level is used to calculate the Trophy Points for Dandie of the Year and Best of Opposite Sex of the year.

- g. Trophy to the Dandie highest in the standings for Terriers defeated by Group & Best in Show Placements (Terrier Type System)** if a different Dandie than the one ranked first by the DDTCA point system. In calculating such points, each terrier defeated in Group competition equals one point. The Dandie does not count himself as a point.

Trophy points calculations:

First in Group – 4 points

Second in Group – 3 points

Third in Group – 2 points

Fourth in group – 1 point

All Breed Best in Show – an additional 6 points

All Breed Reserve Best in Show – an additional 4 points

- h. Bronze Plaque awarded to Dandie of the Year**

Donated by the late Dr. Marion B. Kenworthy in memory of Sarah H. Swift, former President DDTCA 1953 and 1954, the Plaque supply is kept in the possession of the Recording Secretary as specified by the donor, Dr. Kenworthy.

- i. Annual Club Awards**

Open to all, the Annual Club Awards are awarded for the following accomplishments:

1. Trophy to the owner whose Dandie(s) won Best of Breed the most times during the preceding calendar year. A minimum of two (2) must compete in the breed.
2. Trophy to the owner whose Dandie(s) won Best of Opposite Sex to Best of Breed the most times during the preceding calendar year.
3. Trophy to the owner whose Dandie(s) won first in Bred By Exhibitor-Puppy, Bred By Exhibitor-Adult and Bred-By Exhibitor (not separated) the most times during the preceding calendar year. Competition is not required.

- j. Junior Handler of the Year Award**

The DDTCA will honor one Top AKC Junior Handler each year. Five Hundred dollars (\$500) will be presented to the Junior who competes with a Dandie Dinmont Terrier in AKC Juniors competitions and defeats the most junior handlers. Although DDTCA membership is encouraged, the Junior does not need to be a DDTCA member to qualify for this award. The Editor of Mustard & Pepper will contact the winning Junior for an article and photos to celebrate this award in the Spring Issue of Mustard and Pepper.

1. Competition begins January 01 and ends December 31 each year.
2. Juniors are responsible for sending a copy of their own AKC Junior Handler Awards Listing to the Statistician by March 01 of the following year. The AKC Junior Handler Awards Listing is a report that each Junior has access to via the AKC website and it is free to the Junior. It is an official report and accurate. It contains the Junior's name, ID number and State. It also provides the Date of Certificate, Placement, number of Juniors competing, the judge, the show, and the dog being shown.
3. An extension of time will be given to any Junior needing more time to submit their report, if they request an extension at least twenty-four (24) hours prior to March 01, for any problems obtaining a completed accurate report, i.e. if the AKC information is incomplete or contains an error.
4. Best Junior overall receives one (1) point for every Junior present and competing minus a junior placing in a class receives one point for Junior present and competing in that class minus themselves minus anyone placing above them in the class.
5. In the event of a tie, the winner will be determined by the most "Best Junior in Show" awards earned.

k. Other Club Awards

1. Championship Medallions

One- and one-half inch (1 ½) bronze medallions with a Dandie relief silhouette and DDTCA Champion on the face. Awarded and sent to member owners of new Champions published in the AKC Monthly Statistical Report that is sent to the Statistician. The medallions are housed, tabulated and sent by the Statistician. Medallions will be sent out within thirty (30) days of the statistics being received by the Statistician. There will be one (1) medallion presented per dog regardless of the number of owners.

2. Performance Medallions/Award Pins To Be Developed

3. Membership Award Pins

Silver year pins celebrating decades of continuous Club membership beginning with Twenty (20) years and continued in ten (10) year increments (30 years, 40 years, 50 years, etc.). Presented at each Annual Meeting by the President. Pins are housed with the Recording Secretary; Statistics are kept by the Historian; the Recording Secretary coordinates the disbursements.

4. Membership Certificates

Given to members at ten (10) years, fifteen (15) years, twenty-five (25) years, thirty-five (35) years, forty-five (45) years, etc. to recognize years of continuous membership. Presented at the Annual Meeting by the President, these statistics are kept by the Historian. The Corresponding Secretary coordinates the distribution and mails certificates to those not attending the Annual Meeting.

I. Register of Merit Awards (ROM Awards)

- 1.** The DDTCA offers Register of Merit Awards to emphasize the Club objective to promote and advance the breeding of purebred Dandie Dinmont Terriers by acknowledging those dogs and bitches whose positive impact upon the breed is indicated by their Champion offspring. There are three (3) levels of achievement within the ROM award structure.

- 2. Register of Merit – ROM Level (ROM)**

The DDTCA offers a Register of Merit Award Certificate to stud dogs when ten (10) of their first-generation offspring earn AKC championships.

The DDTCA offers a Register of Merit Award Certificate to brood bitches when five (5) of their first-generation offspring earn AKC championships.

- 3. Register of Merit – Award of Distinction (ROM-AD)**

The DDTCA offers a Register of Merit Award of Distinction Certificate to stud dogs when fifteen (15) of their first-generation offspring earn AKC championships.

The DDTCA offers a Register of Merit Award of Distinction Certificate to brood bitches when seven (7) of their first-generation offspring earn AKC championships.

- 4. Register of Merit – Top Producer (ROM-TP)**

The DDTCA offers a Register of Merit Award – Top Producer Certificate to stud dogs when twenty (20) of their first-generation offspring earn AKC championships.

The DDTCA offers a Register of Merit Award – Top Producer Certificate to brood bitches when ten (10) of their first-generation offspring earn AKC championships.

- 5.** ROM Statistics are kept by the ROM committee statistician. The Corresponding Secretary houses and distributes certificates once a year at the time of the Annual Awards to owners who are club members in good standing

at the time of the award. If the owner is deceased, the certificate is sent to the closest known family member. If none is found, it is sent to the archives. The Corresponding Secretary provides the year's listing for publication in the Annual Awards issue of Mustard and Pepper.

6. **TBD** - In the designated archive ROM titles will be listed for each qualifying dog/bitch in the alphabetical index. Listings are updated with each year end update. A complete list of all ROM title holders and the contributing offspring is available within the club archives.

VIII. SPEAKERS AND WRITERS ON THE BREED

The Club and Board of Governors cannot dictate to any member what he or she may or may not state about the breed. However, it is our policy that any individual speaking or writing about the breed make clear that the opinions expressed are their own, unless comments have been authorized by the Board of Governors.

IX. PARTICIPATION IN AKC PRESERVATION BANK

After careful review of various options for the preservation of frozen semen the Board has approved the DDTCA's participation in the AKC Purebred Preservation bank (AKC PPB) which was formally established as a Delaware non-profit entity (*501-c3 tax exemption pending*) to provide support and encouragement for preserving the genetic heritage of all purebred dogs.

The DDTCA's Health and Genetics Committee has been charged with reviewing the following AKC materials and adapting them for use by DDTCA breeders with an emphasis on educating the membership about this valuable resource that AKC has created.

Identifying the Problem;

Currently, valuable frozen semen is abandoned or destroyed at storage facilities every day due to owner incapacitation, financial barriers, or death. Executors and heirs may be unaware of the abandoned semen, or they may not appreciate the real value of semen as breeding programs come to an end. As a result, thousands of breeding units are destroyed each month across the United States.

One of the many goals of the AKC PPB is to educate breeders and Parent Clubs about available opportunities to preserve frozen semen from both current and former dogs. Storing diverse semen could address unknown future health concerns and rejuvenate breeding programs, e.g., provide genetic repair by using frozen semen that pre-dates the existence or evolution of the disease in the breed. Imagine if it were possible to add the conformation quality or health traits of an outstanding specimen of your breed from 50 or more years ago to today's gene pool.

The AKC PPB will be able to take immediate ownership of donated or abandoned semen at storage facilities. AKC PPB will fund the storage of frozen semen and manage the transfer process to individuals or Parent Clubs, as directed. Protocols and criteria will be established by Parent Clubs to make acceptance and release decisions for the stored semen.

Through research, development of resources for Parent Clubs and breeders, and ongoing education efforts, we can all take these important steps to protect the heritage of quality purebred dogs.

AKC PPB Guiding Principles

- *The AKC Purebred Preservation Bank program is entirely voluntary and optional – for donors of semen, users of semen, and Parent Clubs providing guidance.*
- *AKC PPB is a Charitable Organization under IRC 501(c)(3) – it was established as a mission driven organization without profit motive.*
- *AKC PPB is a separate organization from AKC and has its own Board of Directors with some representation from AKC.*
- *The American Kennel Club has committed to subsidize and underwrite the expenses of AKC PPB*
- *AKC PPB does not charge donors or clubs to participate.*
- *Parent Clubs are invited to provide breed-specific questions of sire and semen for donor applications.*
- *Parent Clubs are invited to provide breed-specific criteria for dam and breeder for distribution applications.*
- *The AKC PPB will use Parent Club recommendations except in extenuating circumstances, such as if a breed is threatened with extinction or that breed no longer has a viable Parent Club*

Source: akcppb.org

X. DATA RETENTION AND STORAGE REQUIREMENTS-TBD

The Dandie Dinmont Terrier Club Board has recognized the need for a detailed data retention and storage solution to reduce the possibility of future data losses. In 2024 the Board will create an ad hoc committee to review all data currently generated by the DDTCA and propose solutions to the current disparate retention activities pursued by individual members and committees (“Data Retention & Storage Committee”).

The Data Retention & Storage Committee will consist of selected Board members and general members of the Club, with external resources added as appropriate. The Board shall appoint the chairman and approved the membership recommended by the chairman.

The broad range of topics to be resolved include:

- a. Data to be retained – scope and retention periods

1. AKC reports and annual statistical reports
 2. Minutes of Board and Annual Meetings
 3. Mustard & Pepper
 4. DandiFlashes
 5. Constitution and Bylaws documents
 6. Policy documents
 7. Financial reports and tax returns
 8. Breed education products such as seminars, webinars, breeder surveys, Knowledge Bank interviews, podcasts and videos, etc.
 9. Membership lists
 10. Dandie Dinmont Handbook and related materials
 11. 75th Anniversary Booklet as published.
 12. Other items as identified by committee chairmen as significant materials for the history of the Club.
- b. Retention tools, devices, security and access
 - c. Internal use vs. available to the general public types of data
 - d. Security and cataloging protocols

The Committee shall provide monthly updates to the Board with a project completion target by January 2025.

XI. ELECTRONIC BALLOTING OF THE MEMBERSHIP (SIGNATURES, VOTING & BALLOTING)

- a. In accordance with AKC's Procedure on Electronic Balloting for AKC Parent Clubs (2013), and in compliance with New York's Electronic Signature and Records Act Section 409A (2012), the DDTCA has amended its Bylaws to conduct elections, judge selection, votes on breed standard revisions, bylaw amendments and any other specific questions the Club's Board of Governors shall determine, via electronic balloting.
- b. A Member must sign a written authorization form agreeing to this method of balloting ("Electronic Authorization Form"), which releases the Club from any liability should the ballot be received late or not received by the Member due to circumstances beyond the Club's control. A copy of the DDTCA's Electronic Authorization Form is included in the Appendix to this Policy Manual.
- c. In January 2024, the Recording Secretary shall have sent a Written Authorization form to current Members. For Members that have provided the Club with an email address, the Recording Secretary shall send the Electronic Authorization Form to these Members as an attachment via email. For those Members that have not provided the Club an email address, the Recording Secretary shall send the Electronic Authorization form to these members via USPS.
- d. Members in good standing who choose to correspond with the Club via email may select "I Authorize" or "I Decline" in the Electronic Authorization Form, sign it, and return the signed Form to the Recording Secretary via email.

- e. Members in good standing who choose to correspond with the Club via USPS may select “I Authorize” or “I Decline” in the Electronic Authorization Form, sign it, and return the signed form to the Recording Secretary via USPS.
- f. Members that either select “I Decline” in the Electronic Authorization Form, do not return the Form to the Recording Secretary, or otherwise do not provide written authorization will continue to receive related materials via USPS.
- g. New Members will receive an Electronic Authorization Form upon acceptance into the Club’s membership, which they can sign and return to the Recording Secretary either via email or by regular USPS mail.
- h. Beginning in 2025, the Club’s Annual Dues Form will include the Electronic Authorization Form for any Member to select “I Authorize” or “I Decline” if that Member has not already returned a signed Form to the Recording Secretary. The Treasurer will advise the Recording Secretary of any Member that has completed and signed the Electronic Authorization Form as part of their Annual Dues.

Per the AKC’s Procedure on Electronic Balloting for AKC Parent Clubs, a Member that has authorized electronic balloting may opt out at any time by submitting to the Recording Secretary a written and signed request to do so. A Member who has declined electronic signatures, voting and ballots may opt in at any time by submitting to the Recording Secretary a new and signed Electronic Authorization Form.

The following forms are required for the Electronic Balloting implementation:

**DANDIE DINMONT TERRIER CLUB OF AMERICA
ELECTRONIC AUTHORIZATION FORM**

(Choose, complete and submit one Option only):

OPTION I – AUTHORIZE ELECTRONICALLY

I AUTHORIZE

Signature Here (Type Your Name)	Enter Date
---------------------------------	------------

I agree, and it is my intent to electronically sign this document by selecting “**I ACCEPT**” above, typing my name in the signature line provided, and returning this document to the DDTCA Recording Secretary Trisha L. Smith electronically via email at profsmith08@gmail.com. By submitting this e-document to the DDTCA in care of the Recording Secretary Trisha L. Smith in this way, I understand that my e-signing and submitting is the legal equivalent of having placed my handwritten signature and affirmation on the

submitted document, and am affirming to the truth of the information contained therein. I understand that the DDTCA is incorporated in the State of New York, and that New York now accepts electronic signatures in this format pursuant to the New York Electronic Signatures & Records Act Section 409A (2021).

I agree that the above attestation/affirmation statement complies with New York State corporate law for e-signatures, and I hereby release the DDTCA from any liability should the ballot be received late or not received by the Member due to circumstances beyond the DDTCA's control.

OPTION II – AUTHORIZE VIA REGULAR MAIL (USPS)

I AUTHORIZE

(Handwritten Signature Here)

Date

I agree, and it is my intent to sign this document by selecting “**I ACCEPT**” above, by including my handwritten signature and the date in the signature line provided and returning this document to the DDTCA Recording Secretary Trisha L. Smith via regular mail (the United States Postal Service) to **929 3rd Ave. NE, Waseca, MN 56093**. By submitting this document to the DDTCA in care of the Recording Secretary Trisha L. Smith in this way, I understand that I am affirming to the truth of the information contained therein. I understand that the DDTCA is incorporated in the State of New York, and that New York now accepts electronic signatures in this format pursuant to the New York Electronic Signatures & Records Act Section 409A (2021).

I agree that the above attestation/affirmation statement complies with New York State corporate law for e-signatures, and I hereby release the Club from any liability should the ballot be received late or not received by the Member due to circumstances beyond the Club's control.

OPTION III – DECLINE TO AUTHORIZE ELECTRONICALLY

I DECLINE

Signature Here (Type Your Name)

Enter Date

I disagree, and it is my intent to electronically sign this document by selecting “**I DECLINE**” above, typing my name in the signature line provided, and returning this document to the DDTCA Recording Secretary Trisha L. Smith electronically via email at profsmith08@gmail.com. By submitting this e-document to the DDTCA in care of the Recording Secretary Trisha L. Smith in this way, I understand that my e-signing and submitting is the legal equivalent of having placed my handwritten signature and affirmation on the submitted document and am affirming to the truth of the information contained therein. I understand that the DDTCA is incorporated in the State of New York, and that New York now accepts electronic signatures in this format pursuant to the New York Electronic Signatures & Records Act Section 409A (2021).

I agree that the above attestation/affirmation statement complies with New York State corporate law for e-signatures, and I hereby release the Club from any liability should the ballot be received late or not received by the Member due to circumstances beyond the Club’s control.

OPTION IV – DECLINE TO AUTHORIZE VIA REGULAR MAIL

I DECLINE

(Handwritten Signature Here)

Date

I disagree, and it is my intent to sign this document by selecting “**I DECLINE**” above, by including my handwritten signature and the date in the signature line provided and returning this document to the DDTCA Recording Secretary Trisha L. Smith via regular mail (the United States Postal Service) to **929 3rd Ave. NE, Waseca, MN 56093**. By submitting this document to the DDTCA in care of the Recording Secretary Trisha L. Smith in this way, I understand that I am affirming to the truth of the information contained therein. I understand that the DDTCA is incorporated in the State of New York, and that New York now accepts electronic signatures in this format pursuant to the New York Electronic Signatures & Records Act Section 409A (2021).

I agree that the above attestation/affirmation statement complies with New York State corporate law for e-signatures, and I hereby release the Club from any liability should the ballot be received late or not received by the Member due to circumstances beyond the Club’s control.

DANDIE DINMONT TERRIER CLUB OF AMERICA APPENDIX TO POLICY MANUAL Club Policies – Approved xx/xx/xxxx by action of the Board of Governors

INTRODUCTION

APPENDIX TO DANDIE DINMONT TERRIER CLUB OF AMERICA POLICY MANUAL – December, 2023

This appendix to the current policy manual contains documents related to the main sections of the Policy Documents. Requirements included within this Appendix are Board approved as addendum items to the main policy sections as referenced.

Table of Contents

Section 1: Standard Forms

The standard forms used for various activities within the club are listed in this index. Each form is also footnoted with the file name of the electronic version of the form and effective date.

Index of Forms

- Membership Application
- Sponsorship Form
- Sponsorship Form-Member of Household
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- AKC Delegate
- AKC Gazette Columnist
- Breeder Education Coordinator
- Breeder Referral
- Communications and Marketing, Education & Social Media for Public and Owners Education (including, Facebook, Instagram, YouTube channel, Podcasts, etc.)
- DandiBase Liaison
- Data Retention and Storage - TBD
- Health & Genetics, including HOOD/Health of Our Dandies
- Historian
- Judges' Education
- Junior Showmanship Coordinator
- Legislation Liaison
- Membership Committee

Mustard & Pepper
National Specialty
Outreach
Performance and Companion Events
Properties Committee, including Ways and Means
Regional Chairman
ROM Eligibility and Tracking
Statistician (Monthly statistics, annual awards)
Strategic Advisory Committee
Trophy chairman
Webmaster and Website Committee
Woodfield Investment

**Section 1- Standard Forms
Membership Application**

We welcome all lovers of our delightful Dandie Dinmont Terriers and invite you to apply for membership in our community.

- We look forward to having you as a member of our Dandie community. Please follow this short application process. We require that you have two sponsors, both current club members each with a minimum of one year membership, whom you know. They will be asked to fill out a “Sponsor Form” on your behalf. You will need their email addresses to complete this form. If you do not have sponsors, or know any current members of the DDTCA, contact the membership chair to assist you. The current Membership Chairman is –open=====.

Please Provide the Following Information:

*Fields indicated with * are required to submit form.*

- Membership Type*

(Family is defined as two (2) members in the same household. The amounts indicated are annual dues adjusted for mid-year payable upon application submission.)
 - Individual (\$40 USD)
 - Family (\$45.00 USD)
 - International Family (\$50.00 USD)
 - International Individual (\$45.00 USD)
 - Junior / Under 18 (\$20 USD)

- Name*

First: _____ Last:

- Please provide second name if applying for family membership

First: _____ Last:

- Address*

Street Address: _____
Address Line 2: _____
City: _____ State/Province: _____ ZIP / Postal Code

Country: _____
Region: (assigned by the club) _____delete_____

Contact Information*

- Home Phone _____
- Cell Phone _____
- Email* _____
- Kennel Name (if applicable) _____

- First Sponsor Name*

First: _____ Last:

First Sponsor Email Address*

- Second Sponsor Name*

First: _____ Last:

Second Sponsor Email Address*

- Why do you want to become a member?*
 - Do you currently have a Dandie(s)?*
 - Yes Please tell us more. We want to know all about your Dandie(s).
 - No
 - Do you have any other pets?*
 - Yes Please tell us more. We want to know all about your other pets.
 - No
- If you have dogs, what activities do you do with your dog(s)?

Please check all that apply.

- Agility
- Barn Hunt
- CGC
- Conformation
- Dock Diving
- Earth Dog

- FastCAT
- Fetch
- Household Companion/Couch Potato
- Obedience
- Rally
- Scent Dog
- Therapy
- Trick Dog
- Tracking
- Other _____

- What dog activities interest you?

Please check all that apply. Please tell us more about the activities above that interest you and why. Conformation

- Agility
- Rally
- Obedience
- Therapy
- Earth Dog
- Barn Hunt
- Household Companion
- Other

- Do you belong to any other dog organization?*

- Yes
- No

- Membership Agreement*

- I/We hereby apply for membership in the Dandie Dinmont Terrier Club of America, Inc.. and, if accepted, agree to abide by its Constitution and Bylaws (PDF) and Policies, and Code of Ethics (PDF).

Signature: _____

Date: _____

Signature: _____

Date: _____

- Please either mail your dues as a check payable to **DDTCA** to the club treasurer (address below), or submit your payment online using the **STORE** on the ddtca.org website. While your application is being processed, you will receive an online copy of the M&P Newsletter for your enjoyment. If for any reason, your application is denied, dues will be returned immediately.

Club Treasurer:

Trista Acker
11215 McBride Road
Marysville, OH 43040
614-203-8522

For Additional help contact the Membership Chair

Name: Diane Hanowitz
Address: 4380 Acacia Drive
South Euclid, OH 44121
Email: dhanowitz@msn.com

Sponsorship Form

Members sponsoring new applicants MUST KNOW the applicants, their feelings about the breed, their breeding and selling practices, their treatment of dogs, etc. All members sponsoring a new applicant MUST complete the Sponsorship Form which is provided electronically by the Membership chairman.

When completing the form, the sponsor must consider the following:

- The applicant must have an ongoing relationship with the sponsor.
- The sponsor will provide accurate information on this form and provide any additional information or clarification if requested by the Board of Governors.

Applicant Name: _____

As a sponsor of this applicant for membership in the DDTCA, please provide the following information:

How long have you known this applicant?

Describe your relationship with the applicant during the period you have known them.

Describe how the applicant cares for their dogs in home, kennel, dog shows, events, etc.

Have you visited the applicant’s home? Yes ___ No___

Is the applicant a breeder? Yes ___ No___ If yes, please answer the following:

Has the applicant bred Dandies during the time you have known them? Yes ___ No___

Has the applicant had any litters with other breeds? What breeds?

Please suggest a committee or area of interest where you believe this individual/family could best serve the club.

Why are you sponsoring this applicant for membership?

Was this applicant referred to you by the Membership Chairman? Yes ___ No ___
If yes, how have you gotten to know this applicant?

To the best of my knowledge, this applicant's behavior exemplifies the DDTCA standards for the Code of Ethics for membership in the DDTCA.

Signature: _____ Date _____

Household Member Application Sponsorship

Applicant Name: _____

Telephone number: _____ (Home)

_____ (Cell)

Email: _____

Current member sponsoring this individual for membership: _____

Current member's email address: _____

Signature: _____ Date: _____

Junior Membership Application

THE DANDIE DINMONT TERRIER CLUB OF AMERICA JUNIOR MEMBERSHIP APPLICATION

APPLICANT NAME: _____ DATE OF

BIRTH: _____

APPLICANT

ADDRESS: _____

CELLPHONE: _____

EMAIL: _____

- 1) Month and year you (or your family) obtained your first Dandie?
- 2) Do you exhibit at AKC events? Yes No
 - a. If Yes, when did you start? Year _____
- 3) Why are you interested in Dandie Dinmont Terriers and why is it important for you to join the DDTCA?
- 4) Describe what primary duties you have in the care of your Dandie Dinmont Terrier.

5) Please list if any, experience with any dog activities involving, 4-H, or any other local dog club.

6) What dog mentoring experience have you received and by whom?

SPONSOR NAME: _____ SPONSOR

KENNEL: _____

I hereby apply for Junior Membership in the Dandie Dinmont Terrier Club of America, Inc and, if accepted, understand that this is an honor and privilege that will be respected. I agree to abide by the Club's Code of Ethics and understand that failure to do so may result in expulsion from the club.

Date Completed: _____ Signature: _____

SPONSOR:

I have reviewed this completed application form and can testify to its general accuracy YES
NO

I understand I am making a commitment to mentor and actively involve this Junior Member in the Sport of Dogs and the DDTCA. YES NO

Date Completed: _____ Signature: _____

One sponsor is required

New Member Membership Letter- 2024



Welcome to the Dandie Dinmont Terrier Club of America!

As a new member, you will have access to a number of options. Enclosed is our member brochure (with updates inserted) in case you are not aware of all the member benefits. We will publish our member list each Spring, and you will receive a copy as an attachment in an email.

You will also receive a hard copy of our quarterly M&P Newsletter and a “Flipping Book” version that will be sent by email. Please look through this periodical as it provides a wealth of information about our Dandies.

We are including a grooming chart that you can use or provide your local groomer to ensure that your Dandie’s coat and furnishings remain in good condition and consistently trimmed. We have also included a copy of the official Illustrated Standard for our breed. This will help you understand the correct structure of the Dandie, and how relevant this is to breeding future litters, in addition to attending conformation events if you choose to show your dog.


We are also sending samples of our Dandie marketing materials. We use these at Meet the Breeds and other events where we try to introduce Dandies to the public. We hope that through this connection we can continue to promote and preserve this wonderful breed. We will contact you if there is an event in your area to see if you can attend with your Dandie(s). We provide all brochures and setup materials to make it simple to participate. There are three samples of each marketing item so that you can share these with your groomer and veterinarian to familiarize them with the breed. We also realize that some of you are long-time owners or breeders, but we want to share these with you as well.

Please use the enclosed Car Magnet for increasing our breed awareness with the public and consider volunteering for any of our open committee positions, or assisting existing Committee chairs as opportunities are communicated.

I want to personally thank you for joining our National organization. If you have any questions as a member, please feel free to contact me. You will be notified by the Corresponding Secretary of the Club when your membership is officially effective-thirty days after publication in the M&P.

Diane Hanowitz
Interim Membership Chair
Dandiediane@gmail.com

Reimbursement Form

DDTCA Request for Reimbursement				
	Name		Date	
	Address			
	email		Total \$	
Please provide detailed descriptions of expenses. (e.g. relate postage/shipping to a specific expense purpose)				
Date	Vendor/Supplier	Description/Purpose	AMOUNT	
PLEASE ATTACH RECEIPTS FOR ALL EXPENSES			Total	

Section 2 - Reports

Index of AKC Reports Provided to DDTCA:

Report Name	Frequency	Primary User	Storage or Availability
AKC New Titles	Monthly	Statistician, ROM	Statistician
AKC Customized Conformation Report	Monthly	Statistician	Statistician
AKC Agility Titles and Scores Custom Report	TBD	Statistician	Statistician
AKC Stud Dog Report	Monthly	ROM	TBD
AKC List of DDT Judges	2 x year upon request	Recording Secretary, Flipping Book	Recording Secretary
Breeder of Merit List	Upon Request		
AKC Breeder of H.E.A.R.T.	Upon Request		
AKC PupDate Newsletter	Enroll-TBD	New Puppy Owners	AKC
Other reports-as requested to be added to list			

Note: as the data retention and storage project completes and implements new plans, this table will be updated accordingly.

Index of Marketing and Other Materials Currently Used by DDTCA

Document Name	Use	File name	Storage - Print Copies	Storage – Electronic File
AKC Flyer New Dandie Puppy	AKC sends out with registration papers	DandiDinmont201502182023revisions.docx	AKC	AKC, DDTCA S Wolfskill
DDTCA Illustrated Standard	Breeder, owner, judges' education			
DDTCA Playbook MTB	MTB, Outreach Events	DDTCA Playbook June 1.pdf	?	D Hanowitz
New Member Letter	Welcome New Members	New Member Welcome Letter DH 2024.docx		D Hanowitz
Expense Reimbursement Form	Request reimbursement			Treasurer

Health Survey & Results				
Selecting the Breeding Pair		Final Report Selecting the Breeding Pair Report(1).pdf		ddtca.org website
Getting the Bitch Pregnant		Final Report Getting the Bitch Pregnant.pdf		ddtca.org website
Video- Pat Trotter Seminar				ddtca.org website?
MTB, Other events	MTB, Other events	Trifold-The dog that makes you smile		D. Hanowitz
MTB, Other events	MTB, Other events	Bi-fold- I love my Dandie because		D. Hanowitz
MTB, Other events	MTB, Other events	Full Page Flyer- Delightful dogs/FAQ		D. Hanowitz
MTB, Other events	MTB, Other events	Dandie Breed Cards		D. Hanowitz
MTB, Other events	MTB, Other events	Dandie Crowns with small and large headbands		D. Hanowitz
MTB, Other events	MTB, Other events	Membership benefits trifold Handbook with Dandie history, breed information & things to know		D. Hanowitz
MTB, Other events	MTB, Other events	Handbook with Dandie history, breed information & things to know		D. Hanowitz

Section 3 - Committees

Committees: purpose, job descriptions and procedures subject to operating changes more frequently than the standard policy reviews

AKC Delegate

The Dandie Dinmont Terrier Club of America, Inc. is a member club of the American Kennel Club. The American Kennel Club is a “club of clubs”, and not a club of individuals. There are over 500 clubs that meet AKC membership requirements and have duly elected or appointed Delegates to represent them at quarterly meetings of the Delegate Body. Each Delegate functions as a representative of his or her AKC Member Club in voting on matters coming before the Delegate Body and electing from amongst their membership the thirteen individuals who serve on AKC’s Board of Directors. Under the Charter and Bylaws of The American Kennel Club, “the Delegate Body shall have sole power to make the Rules governing dog shows and field trials and the clubs or associations formed to conduct them.”

The Delegate’s role is two-fold: attend the quarterly delegates’ meetings to participate in discussions and voting on matters brought before the delegate body and to represent the interests of the DDTCA in all matters related to AKC matters. As such, the delegate provides the Board with written monthly reports of AKC Board actions and proposals and seeks the Board’s recommendations for voting on matters coming before the delegate body. Attendance at monthly or special Board meetings solely for the purpose of discussion of AKC related items is required.

The AKC Delegate may not serve as an officer or Board member of the DDTCA while serving as the club’s delegate.

AKC Gazette Columnist

This position is responsible for authoring or working with guest author to provide a breed column about the Dandie Dinmont Terrier to the AKC Gazette for the breed column. The columnist researches topics of interest about the breed that will appeal to current, past or potential Dandie owners, as well as the dog public that receive and read the AKC Gazette. Selected topics will support the efforts of the club to enhance knowledge about the breed and educate those desiring to learn more about the Dandie Dinmont Terrier.

The columnist obtains the dates and deadlines for the terrier breed columns and meets the deadlines for the issues. To support column content, a bank of photographs relevant to the subject of each issue is provided to the AKC Gazette editor with each column.

The columnist is expected to reach out to others to gather data on potential topics or enlist guest columnists whose information will be of interest to readers. If a column is not submitted, the AKC will reprint columns from prior years as deemed appropriate.

Keys to success in this position include excellent communication skills, particularly written, as well as the ability to present topics in a succinct, appealing way to keep the

reader interested. The columnist must have significant knowledge of the breed, including history, current issues, dog breeding and traits. The ability to meet deadlines for delivery or all columns is essential.

Breeder Education Coordinator and Committee

The Breeder Education Coordinator and committee chairman is the designated coordinator of all breeder education activities of the DDTCA. As defined by AKC, breeder education is a parent club's responsibility to help educate its breeders and members on:

- The Dandie Dinmont Terrier Breed Standard ("Standard") – what does it mean and how to apply it.
- How to read and understand a dog pedigree.
- How to choose a stud dog or brood bitch.
- How to successfully have and raise a litter.
- How to choose the "right" puppy that meets the Standard.
- How to successfully raise a new puppy.
- How to interview and select your prospective puppy buyers.
- How to mentor breeders.
- How to preserve, protect, and promote the breed's legacy.

Suggested Committee actions to achieve these goals include:

- Providing a source of materials and people to help with breeder and breeding education, including utilization of materials developed and available from the AKC's Breeder Education programs.
- Being knowledgeable of the breed's health issues and required health testing.
- Organizing and presenting breed seminars, webinars, blogs and educational opportunities at club events such as local dog shows, National Specialties, or other venues.

The Committee is expected to provide quarterly educational articles(s) for inclusion in Mustard and Pepper.

Breeder Referral

The Breeder Referral Chairman is the individual identified on the Club website and in Club materials as the first contact for anyone interested in more information and in obtaining a Dandie Dinmont Terrier. This individual is the initial contact with the public seeking to own a Dandie Dinmont. Available to answer all questions a potential owner may have about the breed, the Breeder Referral Chairman offers to send interested parties Club materials designed to promote the breed. By maintaining contact with known breeders within the Club, referrals for puppies or older dogs are made in an attempt to match breeders and interested buyers.

Statistics indicating the volume of calls and email contacts received and the number of successful connections made are reported annually to the Board.

Communications and Marketing and Education/Social Media including Facebook, Instagram, You Tube Channel, Podcasts, and other channels as developed. - TBD

The primary focus of this Committee is to identify appropriate communication channels and activities for all age groups of individuals interested in the Dandie Dinmont Terrier. Recommend specific solutions including programs and other activities as approved. Assist with implementation across the broad platforms available to attract interest in the breed. Provide quarterly educational materials for publication in Mustard and Pepper.

DandiBase Liaison

DandieBase, the largest data collection of pedigrees and photographs of Dandie Dinmont Terriers, is the web-based online card index of Dandie Dinmont terrier pedigrees. There are currently 38,275 Dandies in the database. It is managed by Simon Rishton of the UK. When the DDTCA lost the pedigree database behind the DDTCA Handbook publication, the plan was to send updates of new AKC titles each year to Simon for inclusion in DandiBase. The liaison is responsible for sharing that information. That has not occurred for several years. The reports necessary to complete this work are currently housed with the club statistician.

Data Storage and Retention – To Be Determined

As part of the work of the work of the data project, the specific responsibilities assigned to the data program will be developed and added to this appendix.

Health and Genetics Committee

The Health and Genetics Chair identifies all genetic and health opportunities that potentially benefit Dandie Dinmont Terriers and works with the Board to pursue and maintain programs designed to improve the overall health and genetics of the breed. The successful Genetics Chair will ensure the DDTCA has strong relationships with CHF/AKC, OFA, CAR, Purina Parent Club Program and other organizations, and maintains DDTCA's reputation for prioritizing breed health. The Chairman also serves as the lead for the development of the policies and procedures needed to support the club's involvement with the AKC Breed Preservation Bank. The role of the Genetics Chair furthers the goals of the parent breed club by focusing on preserving and improving the long-term health and genetics of Dandie Dinmont Terriers.

The Genetics Chairman should be a member in good standing of DDTCA. The Chair should be organized, possess good communication and team-building skills, and have a solid understanding of the role genetics plays in the health and preservation of the breed.

Specific committee activities include:

- a. Maintaining relationships with organizations devoted to canine health.

- b. Ensuring breed health surveys are conducted and results utilized to identify trends, identify research opportunities and make recommendations to the board and membership.
- c. Identifies and provides educational material, seminars, publications, and other health and genetics information to the membership.
- d. Attends and represents the DDTCA to the regularly scheduled CHF National Parent Club Canine Health Conference.
- e. Maintains and promotes the CHIC program.
- f. Develops the guidelines and promotes participation by DDTCA members in the AKC's Breed Preservation program for donated frozen semen.
- g. Coordinates annual health clinics and or promotes annual health testing initiatives.
- h. Identify potential fundraising and grant opportunities to promote health and genetics initiatives to benefit DDT's.
- i. Provide reports to DDTCA Board on all Genetic Committee efforts and initiatives; contributes quarterly articles for Mustard and Pepper.

Historian

The Chairman houses the catalogued archives of the Club. Archives may be hard copy, individual electronic storage devices or cloud-based storage of materials. The catalog is routinely updated and shared with the Board.

New acquisitions are reported through Mustard and Pepper and to the Board in an annual report. A sample of archival material is made available each National Specialty weekend for the membership interest.

Annually, the Historian produces a recap of the Club year for inclusion in Mustard and Pepper: this review and the Annual Report to the Board will contain a list of all additions to the archives since each previous report. The Historian will be reimbursed for purchase of needed appropriate archival supplies. Duplicate items in the Club's archives are donated to the AKC Archives.

Essential skills for this position include an interest in historical information, a library science or archivist background, organization skills and computer skills as future records will ideally be stored in accessible electronic tools.

Judges' Education Committee

The Chairman coordinates with the AKC Liaison for Judges Education in implementing the suggested judges' education materials including a PowerPoint presentation, a packet of learning tools and the Illustrated Standard and Amplification booklet. AKC requests Club presentations be a PowerPoint presentation in addition to live dogs and handouts and the Chairman is responsible for preparing this PowerPoint. The Chairman also coordinates with various other seminar giving clubs to present the DDTCA JE program. The Chairman will be required to travel to institutes and other educational opportunities to present the program and endeavor to

secure several Dandies for the hands-on portion. Reimbursement will be up to \$1,000 per year for travel expenses as incurred.

A listing of all seminars given, the name of presenter and assistants and the names of all individuals receiving materials and attending the seminars are part of the annual report. Mentors to be used in the education of prospective judges may be chosen using the created criteria suggested by AKC for use by breed clubs.

Junior Showmanship Coordinator

In support of the AKC's initiative to promote and encourage junior handlers to participate in conformation shows, the DDTCA has a designated coordinator for junior showmanship. The coordinator works with local groups, i.e., 4-H, Scouts, etc. to mentor individuals interested in handling Dandie Dinmont Terriers. To support this effort, the DDTCA offers a \$500 scholarship annually to the Top Junior Handler showing a Dandie Dinmont Terrier.

Legislation Coordinator

The Legislative committee is responsible for communicating with the membership and public information about canine-centered legislation (e.g. owning, breeding, buying, selling, showing, participating in dog events, transporting, veterinary care, vaccinations, licensing, etc.) - both proposed and enacted legislation - and any rules or regulations adopted by regulatory agencies that also affect breeders, owners and dog events. This information is primarily national or state oriented, though local city and/or township rules and ordinances may also impact dog breeders, owners and dog events. The means of dissemination is primarily through the Club's various public relations channels, including a quarterly column in Mustard and Pepper.

Responsibilities and Duties

- a. Disseminates legislative and regulatory updates via all approved public education channels.
- b. Receives and shares current information from the AKC Government Relations Department.
- c. Issues bulletins to the fancy using mass emails to publicize bills needing immediate attention, i.e. potentially dangerous proposals arising either on a national or state specific basis.
- d. Maintains membership in the AKC Parent Club Delegate and Legislative Liaisons Facebook group in order to remain as current as possible on legislation.
- e. Provides an annual report to the Board of Directors detailing activities during the calendar year.
- f. May participate in the AKC's regional workshops on political and legislative activism in support of purebred dogs.

Qualifications for this Committee include the ability to write cogent reports, the ability to understand and interpret legislative and regulatory proposals and how they may affect dog breeders, owners and events, and computer literacy.

Membership Committee

The membership policies define the functions of this Committee as follows:

- a. The Membership Chairman is responsible for tracking applications to ensure that the entire membership application process is completed in a timely manner. Notifications to the appropriate officers are also provided as outlined in the membership section of these policies.

- b. The Membership Chairman provides the following information to the Editor of M&P (Monthly and Quarterly) for publication in the next issue:

Applicant's Full name, address, telephone number and email address
Names of Sponsors

The notice includes information about the applicant and relevant comments from the sponsors.

- c. The Membership Chairman coordinates monthly with the Corresponding Secretary to ensure that applications without objections are moved to the Board agenda 30 days after publication for final approval. The Corresponding Secretary ensures that the Regional Coordinators are notified when new members are added to their region.

- d. The membership effective date is the first of the month following the 30-day waiting period after publication in Mustard & Pepper.

Mustard and Pepper

This publications committee includes the editor, monthly DandieFlash editor, and distribution editor, which includes mailing labels and Flipping Book releases.

The Mustard & Pepper Committee is responsible for the production and distribution of the print and digital versions of M&P, the quarterly newsletter of the DDTCA, four times a year according to Board specified deadlines. Links will be sent for each quarterly online issue of M&P to all terrier judges. With the input of the Editor, month of issue and specific deadlines may be adjusted annually. Normal deadlines are March 30, June 30, September 30 and December 30. The print format is 8 ½ x 11 inches, bound or saddle stapled with color front and back covers. The digital version is produced via Flipping Books or equivalent program.

Subscriptions and advertisement payments will be processed through the DDTC website. If a payment is mailed it must be forwarded upon receipt to the club treasurer for processing prior to publication.

Routine production activities include:

- a. Preparation of all copy and advertising pages for electronic transmission to the layout editor.
- b. Production of electronic print files and transmission to the designated printer for printing, binding and mailing.
- c. Solicitation of photographs needed from the National Specialty.
- d. Coordinate mailing lists of members and subscribers quarterly with the recording secretary and transmit them to the printer for processing.
- e. Subscriber information and renewals will be handled by the corresponding secretary and communicated to the recording secretary no later than the copy deadline for each issue.
- f. Exchange copies may be provided to other terrier clubs as the editor requests; these exchanges must be added to the mailing labels list prior to the release of the mailing lists to the printer.
- g. The Flipping Book link to the digital issue is sent quarterly by the corresponding secretary to all AKC regular and permit terrier judges.
- h. Include five (5) copies of each issue on the master mailing list as follows:
 1. One (1) copy of each issue to the Historian for the Club archives
 2. One (1) copy to the American Kennel Club Library
 3. One (1) copy to the Dandie Dinmont Terrier Club of Canada
 4. One (1) copy to the DDT (UK)
- i. Extra copies for sale sent by economical means the Properties Chairman for sale at \$15.00 per copy. The Properties Chairman will retain extra copies for two years then disperse them either in the Hospitality Room at the National Specialty, to new owners, to new members, to breeders or to other interested.

Content Policies

The editor may solicit members for the submission of standing columns in each issue, including but not limited to:

- a. President's message
- b. Secretary's Report
- c. Performance committee Report
- d. Health & Genetics Report
- e. Conformation Report
- f. Editor's Message
- g. "On our Covers" description of dog(s) featured on front and back covers.
- h. Legislation

- i. Strategic Advisory Committee
- j. AKC Delegate' Report
- k. Committee Chairman List – twice per year-Spring and Fall Issues
- l. DDTCA Code of Ethics – twice per year-Summer and Winter Issues
- m. Quarterly AKC events statistics update
- n. List of available Properties for Sale
- o. Events Calendar important dates and events with topic of upcoming issue, including – List of Regional Shows and National Specialty date and location.
- p. Whelping Box
- q. Show Results
- r. Reprint of the AKC Gazette Breed Column
- s. Editor's discretion is to be used regarding including photographs of dogs other than Dandies.
- t. The AKC show results to be included in each issue are limited to Regional Specialty Show and Supported Entry Shows, show with a major entry in either sex or shows when the Best of Breed Dandie placed in the Group. In each issue, the first time a dog is listed in Show Results, its sire and dam will be included.
- u. Annual Statistics will be published in the March issue, assuming the continued schedule of result report publication from AKC. The complete name of the trophy, the donor and the criteria used to determine the winner and the photograph of each silver award will be listed with the names of the winners in the Annual Awards Section.

National Specialty Content

- a. For National Specialty coverage, complementary win photos of Best of Breed, Best of Opposite Sex, Award of Merits, Select Dog, Select Bitch, Winners Dog, Winners Bitch, Reserve Winners Dog, Reserve Winners Bitch, Best in Puppy and Veteran Sweepstakes and Best of Opposite in Puppy and Veteran Sweepstakes will be published. Photos will be cropped to fit the available space.
- b. Winners are encouraged to advertise and publish the official win photographs; however, substitution of an appropriate show photograph is permitted.
- c. Electronic files for photos submitted at 300 dpi are required.
- d. The Editor will contact both Specialty judges prior to the time of the show to request a written critique on their entry.

Specific Content Policy

- a. Letters to the Editor will be handled on an individual basis, with Board input obtained prior to the printing of or response to any letters received.

Member Advertising

- a. Ad rates are established by the Board.
- b. Rates may be adjusted by the Board with recommendations from the Editor.
 - 1. Current rates are:
 - 2. Front Cover (Color Only) - \$200.00
 - 3. Back Cover - \$150.00
 - 4. Inside Front/Inside Back Cover – \$100.00
 - 5. Full Page Ad Color - \$75.00; B & W \$65.00
 - 6. Half Page – Color - \$55.00; B & W - \$45.00
- c. Only members in good standing of the DDTCA may advertise. New Champions not owned by a member may be advertised if the breeder is a member of the Club. The advertisement must be inserted by the member and include the member's name.
- d. Members may advertise products and services provided the advertisement clearly states whether or not proceeds benefit the DDTCA.
- e. Club ads must specify which fund benefits if other than the General (Operating) Fund.

Commercial Advertising

- a. Advertising will be accepted from commercial ventures whose products and services are consistent with the objectives and Code of Ethics of the Club and are of apparent value to owners of Dandie Dinmont Terriers.
- b. Acceptance of commercial advertising is subject to Board approval. A disclaimer is required: Advertisement in M&P does not imply endorsement of products or services by the Editor or the DDTCA.
- c. No ads from a commercial venue will be accepted for the inside front or inside back covers.
- d. Current rates for commercial advertisements are full page only - \$150.00 per color page; \$130.00 per B & W page.
- e. Positions may be requested but are not guaranteed. First priority will be membership.
- f. Members with a commercial interest are not restricted to a yearly contract but will pay commercial fees.

Subscriptions

Rates are determined by the Board and usually are equal to or exceed the cost of the postage or dues for an individual membership.

- a. Current rates are:
- b. USA – \$70.00
- c. Canada – \$75.00
- d. Overseas – \$85.00

Subscription rates are to be reviewed annually and adjusted to eliminate losses to the Club. Single issues are available under Shop on the website – www.ddtca.org. at \$15.00 per copy.

Individuals serving in editorial, or production capacities should possess previous writing and editing experience. A high level of organizational skills, the ability to multitask, and work with hard deadlines are essential to the production of a high-quality publication. Teamwork and attention to detail, especially in proofreading, support a quality product. Proficiency in computer skills in the use of Word, Acrobat, email, etc.

National Specialty

The following Challenge Trophies are offered annually at the National Specialty. Winners receive a dated photograph of the trophy.

- a. **Best of Breed: KING'S MTN. BEST OF BREED CHALLENGE TROPHY**, an Early 20th Century Hand Chased American Sterling Water Pitcher by Frank Whiting with Floral Swag on Cherry Base. Retired by MBIS/MBISS GCH King's Mtn. Angelina Ballerina, BOB 2015 and MBIS/MBISS King's Mtn. Prima Ballerina, BOB 2016, 2017. Returned to competition in 2018 by Sandra Pretari Hickson.
- b. **Best of Winners: CH MUNCHKINTOWN TWINKLING STAR MEMORIAL TROPHY**, Sterling Silver Tray offered by Ms. Nanette Goldberg through the Dandie Dinmont Terrier Club of America. First offered in 1989.
- c. **Best of Winner: BRONZE PLAQUE** offered by the late Dr. Marion B. Kenworthy in memory of the late Sarah H. Swift, former President of the Dandie Dinmont Terrier Club of America 1953 and 1954 through the Dandie Dinmont Terrier Club of America.
- d. **Best of Opposite Sex to Best of Breed: CH PASTIME CHALLENGE CUP**, fourteen (14) inch Sterling Silver Vase on Wooden Base with engraved plates offered by the late Mr. Phil and Mrs. Karen Kramer, Pastime Dandies, through the Dandie Dinmont Terrier Club of America. First offered in 2008.
- e. **WINNERS DOG: the Tigh'O Tykes Challenge Trophy**: a Sterling Silver tray offered by Mrs. Norma J. Ryan through the Dandie Dinmont Terrier Club of America. First offered in 2010.
- f. **WINNERS BITCH: the Pennywise Challenge Bowl**, a Sterling Silver Revere bowl. Following retirement in 2000, returned to competition by the late Mr. John and Mrs. Catherine B. Nelson through the Dandie Dinmont Terrier Club of America. First offered in 1993.

The following perpetual trophies are offered annually at the National Specialty. Permanent possession remains with the Dandie Dinmont Terrier Club of America. Winners receive a dated photograph of the trophy.

- a. **Best in Sweepstakes: The Velma R Longhorn Memorial Trophy**, a silver bowl on a wooden base, offered through the DDTCA, for competition at its Specialty Shows only. Permanent possession is retained by the DDTCA.
- b. **1st Place - Bred By Exhibitor Dog: The Doric Quaich Trophy**, a polished pewter Scottish cup of friendship, donated by Robert and Edna Bell in memory of Eng/Am CH Butterywells Doric of Hendell, offered through the DDTCA, for completion at its specialty show only. For adult BBE competition only. Permanent possession is retained by the DDTCA.
- c. **Reserve Winners Dog: The Windsedge Lord Trystan Trophy**, a Chester 1896 Victorian silver fluted trumpet bud vase and three sterling silver Dandie sculptures mounted on a wooden box, donated by Steven Houser and Richard Yoho, offered through the DDTCA, for competition at its Specialty Shows only. Permanent possession is retained by the DDTCA.
- d. **Best of Breed: The Waterbeck Watermark Trophy**, donated by Dr. M. Josephine Deubler, a silver plated 16" silver vase on a wooden base, offered through the DDTCA, for competition at its Specialty Shows only. Permanent possession is retained by the DDTCA.
- e. **Leah Shelton Best Puppy in Specialty Award**, offered through the Dandie Dinmont Terrier Club of America and donated by Leah and James Shelton, for competition at its Specialty Shows only. Puppies included are winners of 6-9, 9-12 and BBE-Puppy classes. Permanent possession is retained by the DDTCA.

Outreach Coordinator The Coordinator prepares a spreadsheet by date of all events that may allow dogs to participate in a meet the breed environment. This includes AKC Meet the Breeds, dog shows, Celtic/Highland Games and Festivals, state, county and city events targeted to dog owners, or any event the outreach coordinator identifies that meets our criteria for introducing our breed to the public. A Search of the internet at least by state and event type on an annual basis is required to keep this list current. The Coordinator will present the proposed list of opportunities annually to the Board for review and approval. The Coordinator will identify Dandie owners or supporters that can attend these events.

- a. Once events are identified and approved, the Coordinator contacts event managers to determine if dogs are allowed and to persuade them to allow a Dandie Meet the Breed participation.
- b. Reserve space in a building or outside for pop-up tents for our setup. Reserve incidental such as tables and chairs for rent if applicable.

- c. Collect payee information for all events (d & e) and submit payment request to Treasurer.
- d. Identify lodging close to the event and determine the need to reserve rooms. Work with the Treasurer to reserve rooms.
- e. Find Participants
 - 1. Contact members and sometimes supporters. Search member database by proximity to event. Use a radius technique and try to stay within a 4–5-hour drive.
 - 2. Explain the event to potential volunteers and the importance of showcasing our breed.
 - 3. Track Volunteers and Dogs by date(s) available, especially large multi-day venues.
 - 4. Identify a primary volunteer to lead local team and receive supplies.
- f. Receive and process requests for support.
 - a. Work with a team to update and produce a playbook.
 - 1. How to set up
 - 2. Data to collect.
 - 3. How to promote Dandies
 - 4. Make recommendations for supplies based on number attending.
 - 1. Brochures
 - 2. Retractable Signs
 - 3. Banners
 - 4. Crowns
 - 5. Pamphlets and Other Literature
 - 6. Other
 - b. Send Meet the Breeds Playbook.
 - c. Provide assistance to participants.
- g. Provide a copy of the travel reimbursement policy. Identify any potential anomalies and contact Treasurer/Board.
- h. Work with volunteer team leader to select supplies.
 - a. Submit request on behalf of team leader with detailed requirements and shipping information to Fulfillment Coordinator.
 - b. Use request form provided in updated playbook.
 - c. Whenever reasonably possible, special requests must be submitted at least one (1) month prior to an event.
 - d. Confirm what is available, what is packaged, and the dates shipped.
- i. Collect Feedback
 - a. Keep statistics on the number of attendees.
 - b. Keep statistics on interested parties/various levels.
 - c. Survey what handouts are used and what works best.
 - d. Submit names collected at events to Breeder referral.

- j. File Reports for Mustard and Pepper and for Annual Report to the Board.
 - a. Collect participant statistics (volunteers and their dog names)
 - b. Keep track of events attended and by whom.
 - c. Assist volunteers in reporting on their events for the M&P with commentary & photos.
- k. Prepare a year-end thank you report with all volunteer names for Mustard and Pepper, the Board and the archives.
- l. Outreach Properties Supply Manager

The position is responsible for fulfilling requests from the Outreach Coordinator for marketing materials, signage, and incidentals for successful Outreach events. This responsibility must track and maintain adequate inventories for all events and initiate orders or work with the Outreach committee and the treasurer to order stock if necessary. This Manager will pack and ship all supplies based on the information provided by the Outreach Coordinator.

Activities include:

1. Keep inventories of events materials, including brochures, retractable signs, banners, crowns, printed handouts and other materials.
2. Coordinate with Outreach Coordinator based on approved list of events.
3. Replenish inventory as needed; before ordering additional materials, conform with Public & Owner Education/Social Media Outreach Committee Chair that no new materials are planned, and that present material is to be reprinted.
4. Order other products as approved.
5. Ship out requested products with return labels as needed.
6. Track all shipped materials and returned/not returned items.
7. Submit itemized invoices for packing materials and shipping costs on a monthly basis to the Outreach Coordinator for approval and payment.

Preferred skills and background: Prefer an individual that has access to a FedEx Ground Account or other shipping account to reduce overall costs, corporate discounts from printers, u-line, etc. Relationships with providers if possible, or at least some experience working with providers. The ability to ship from their location is a plus with access to adequate storage space, a shipping scale, and the ability to create shipping labels.

Performance and Companion Events Committee

This committee is responsible for the development and implementation of programs and services designed to promote the working abilities of the Dandie Dinmont Terrier. Recommendations for annual awards, events at the National Specialty and Club titles for accomplishments demonstrating versatility are assigned to this committee. The chairman should be experienced in the performance and companion events genres.

Properties – Sale Items Offered Through Website Store

Identifies materials that can be sold as commemorative item(s) for each National Specialty as well as other items which may be of interest to the membership and the public who are interested in the Dandie Dinmont Terrier. This includes Ways and Means items.

- a. Obtains Board approval for purchases and pricing which includes a profit margin and appropriate charge for shipping.
- b. Prepares advertisements for Mustard and Pepper, the National Specialty booklet, and the website. Promotes articles on other channels including Facebook and Instagram (within their rules)
- c. Maintains inventory and replenishes as needed with Board approval.
- d. Delivers specialty items to the specialty or ships for an added fee.

Regional Chairman

The regional chairman is charged with encouraging participation by Dandie owners, breeders & exhibitors in the region to meet each other, share information and attend Dandie events – social & competitive – for the purpose of promoting our breed to the general public and other AKC breed members to help preserve Dandies. With the implementation of the nine (9) regionals, one board member will be the liaison for one region. The Board member will serve as a sounding board and as a source of assistance to the efforts of the regional Chairman.

- a. Communication with regional members by email, text, phone and in person to welcome DDTCA members, solicit ideas for activities, share breed information and support involvement in the Dandie Club, both regionally and nationally, is a key aspect of the position.
- b. Contacting new members to welcome them to the Club sets the tone of the club for new members.
- c. Answering questions or referring any Dandie or club questions to the appropriate committee Chairman or Board members ensures that that new members have access to breed resources within the DDTCA.
- d. Organize, with the help of other regional members, “social or fun” activities for the region in jointly selected central locations to gather with their Dandies for a day or weekend outing, such as picnics, walks/hikes, sightseeing trips, races, parades or holiday events in their region.
- e. Hold one meeting (by Zoom, conference call or in person) annually to choose up to 5 AKC shows – including a Regional Specialty – to support by a majority vote of ACTIVE exhibitors in attendance at the meeting or voting by email/text proxy. Non- exhibitors can suggest All Breed shows, including support of performance and companion events or matches. It is suggested that show locations chosen be All Breed Shows that include Rally, Obedience, Agility and other Companion Events like FASTCAT, Barn Hunt, Scent Work, CGC, etc., whenever possible to make the shows attractive to a wide range of Dandie participants beyond just conformation exhibitors.

- f. Request financial donations from regional members to purchase local trophies and awards for the supported AKC or fun events. Ask for trophy/prize donations of these items from members who may have previous trophies/dog items they won or own that they are willing to give to their Region for reuse/recycling, as an alternative.
- g. Contact the kennel clubs chosen for supported shows, four (4) months in advance, to provide trophy info and requirements listing before the premium list deadline, for our regional supported shows.
- h. Contact the DDTCA Trophy Chair to provide a list of regionally supported shows, locations, dates and prizes for the year so trophy requests are known, and shipping scheduled for any club trophies supporting regional show wins.
- i. Write an annual report of regional activities, supported shows, meetings and member contacts. The report is due to the Board Corresponding Secretary annually on January 15.

The Regional Chairman will report to their assigned Board member. Some experience with AKC, all-breed kennel clubs is valuable but not required. A willingness to learn about dog events and clubs, if new to the purebred dog show world is essential. A friendly & outgoing personality, who enjoys outreach, and talking to new people is important, as are contemporary computer skills and access to reliable internet services.

ROM Committee

This committee is charged with the development of a tracking system for the ROM awards. Tracking the ROM data will require a database where first-generation progeny can be tracked based on AKC reports and stored pedigree information. The requirements for the various ROM awards are listed in the policy manual in the ROM section. The committee is also responsible for reporting the award winners annually to the Corresponding Secretary who houses and distributes the ROM certificates. annual winners shall be listed with the other annual club awards in the Spring Issue of Mustard and Pepper.

Statistician

The Statistician receives the AKC reports for new titles, a customized conformation report and the monthly stud dog report. The new titles and conformation reports are used to compile the points needed for the annual awards, as specified in Section VII of these policies. The stud dog report is used as part of calculating the ROM awards. Results are reported quarterly for publication in Mustard and Pepper. Essential to this position is an understanding of data and database programs as well as attention to accuracy. All report files will eventually be stored locally with the statistician and remotely in the club's data storage solution.

Strategic Advisory Committee (SAC)

The Strategic Advisory Committee was formed in 2017 with a primary objective to develop a program that will ensure the long-term survivability and increased propagation of the Dandie Dinmont Terrier. Since its creation, SAC has operated independently of Board committees and pursued the following activities:

- a. Surveys covering breeding information and the health of the Dandies.
- b. Development of marketing materials used for Meet the Breed and other events.
- c. Started work on following AKC's recommended interview with breeders' project.
- d. Proposed webinars for breeders, which will now clearly become the purview of the Breeder Education Committee

A request has been sent to SAC for a complete list of the materials developed to date which will be added to the **Index of Marketing and Other Materials Currently Used by DDTCA** table found in this Appendix document. This will consolidate all materials in one location for all to use as appropriate.

In the future, the Standing Committees of the Board will assume implementation responsibility for strategic recommendations coming from the Strategic Advisory Committee. Spreading implementation over the entire committee structure is designed to produce meaningful results in a streamlined and more timely manner. It also keeps the Board aware of all committees' activities on an ongoing basis.

Trophy Committee

The DDTCA has a variety of trophies associated with awards and events. Section VII - Club Trophies and Awards in the policy document details the annual trophies. These trophies are sterling silver with engraved plaques on wooden bases. They are to be updated annually. Photographs are to be taken when new trophies are added, or existing ones modified. A professional photographer with experience in photographing silver items is required. The annual awards silver trophies are to be displayed every third year at the National Specialty.

Likewise, the challenge trophies for the National Specialty, detailed in this Policy Addendum, are sterling silver trophies on wooden bases that hold the engraved plaques identifying the winners. They are to be updated annually. Photographs are to be taken when new trophies are added, or existing ones modified. A professional photographer with experience in photographing silver items is required. The Challenge trophies are to be displayed every year at the National Specialty.

The third group of trophies includes the silver spoons and other items provided by the DDTCA to regional specialties. These items are stored separately and must be requested in advance by the regional chairman in the region sponsoring the regional specialty. The trophy committee is responsible for inventory and shipping these trophies according to the regional specialty rules.

The trophy Chairman is encouraged to identify individuals to handle each set of trophies and ensure that the requirement for each group are met on an annual basis. Questions about trophies should be directed to the Board.

Webmaster and site Committee

The Webmaster, with assistance from other committee members is responsible for the overall operation, maintenance and development of the Club's website. This includes:

- a. Identify opportunities to update and enhance website and communicate to Board.
- b. Maintain Website security and application upgrades as necessary. Work with external Website developer to ensure updates are completed in conformance with pre-defined requirements and within a pre-determined project timeline.
- c. Ensure all application fees and renewals are submitted and reviewed with the Treasurer.
- d. Ensure that adequate back-up and training for committee member(s) is available should the webmaster be unable to manage the site on a routine basis.

Ongoing specific activities include:

- a. Security- Ensure site is secure and to promptly address hacks, ransomware or other security breaches to the Club's website. Periodically enter the website and make sure all pages are loading correctly.
- b. Store – Current provider is Ecwid. Manage interface and assist Properties in updating catalog and product information.
- c. Media Library – Maintain active photos submitted through Envira Gallery.
- d. Application version updates – Ensure that website has most current versions for WordPress and all plug-ins.
- e. Photos- Receives notification of all submissions. Enter data into Media Gallery and Post to Envira Gallery. Respond to photo upload issues. Keep all Specialty winner photos current.
- f. Update Club information data. This includes all officers and committee members, changes in policy and bylaws, and any additional information requested by the club.
- g. Ensure compliance with applicable consumer data privacy laws when applicable.
- h. Update National Specialty Information – Post information for the National Specialty as requested.
- i. Update existing Club forms and other documents as necessary. This includes updates and information to help promote the breed.

Enhancements

- a. Create additional pages when necessary to address new information and updates.
- b. Update security changes as environment needs dictate.
- c. Update website store as necessary. Convert store provider is necessary. Understand set up options and test all changes.
- d. National specialty enhancements may include such items as online forms covering attendance, banquets, products, and potentially auction items.
- e. Improve search engine optimization.
- f. Update and/or increase cloud storage capabilities.

New Development

- a. Identify opportunities to enhance the website.
- b. Present options to the Board.
- c. Define initial requirements.

- d. Work with web developer to secure an estimate.
- e. Modify requirements as necessary.
- f. Create detailed test plans with developer.
- g. Initiate tests on test version of website. Address initial issues.
- h. Share updated test plans and solicit other testers. Make modifications as needed.
- i. Work with developer to elevate changes to live site. Do a final live site test.

Qualifications:

Project background helpful. Ability to create a requirements document. Ability to communicate effectively and work with 3rd party developer(s). Experience with WordPress, Muffin Builder, and web development is a plus.

Woodfield Investment Committee

Overview

The Basil and Kay Woodfield Fund (hereafter referred to as the “Woodfield Fund”, designated by Dandie Dinmont Terrier Club of America (DDTCA) was created as a use restricted asset for the purposes of breed preservation. The purpose of this policy statement is to establish guidelines for the Fund’s investment portfolio (the “Portfolio”). This statement includes accountability standards that will be used for monitoring the progress of the Portfolio’s investment program.

Role of the Investment Committee

The Investment Committee (the Committee) is acting in a fiduciary capacity with respect to the Portfolio and is accountable to the Board of the DDTCA for overseeing the investment of the Woodfield Fund.

- a. This investment Policy Statement puts forth the investment objectives, distribution policies and investment guidelines that govern the activities of the Committee.
- b. The investment policies for the Woodfield Fund contained herein have been formulated consistent with the DDTCA’s anticipated financial needs and in consideration of the DDTCA’s tolerance for assuming investment and financial risk as reflected in the majority opinion of the Committee.
- c. Policies contained in this statement are intended to provide guidelines, where necessary, for ensuring that the Portfolio’s investments are managed consistent with the short-term and long-term financial goals of the Woodfield Fund. They are intended to concurrently provide sufficient investment flexibility recognizing changes in capital market conditions as well as taking into account the financial circumstances of the DDTCA.
- d. At a minimum, an annual review will be completed to review this Investment Policy. Changes to this Investment Policy can be made only by recommendation to the DD^TCA Board with affirmation of a majority of the Committee, accompanied by the written confirmation as such changes provided all Committee members.

Investment Objective and Funding Policy

- a. The Woodfield fund will be invested with the objective of providing a potential growing stream of distributions targeted to support breed preservation.
- b. The Committee will seek to determine the appropriate annual funding based on budgetary assumptions presented by the Strategic Action Committee (SAC) representing 'breed preservation'. Such plan will be submitted to and approved by the Board of the DDTCA. These assumptions will be reviewed annually with the DDTCA to determine if any changes to the Fund's spending policy are necessary.
- c. Periodic cash flow, either into or out of the Woodfield Fund, will be used to better align the investment portfolio to a determined target asset allocation. This allocation of assets is included in the investments policy section on Asset allocation.

Portfolio Investment Policies

- a. Asset allocation policy
 - 1. The Committee recognizes that the strategic allocation of Portfolio assets across broadly defined financial asset and sub asset categories with varying degrees of risk, return, and return correlation will be the most significant determinant of long-term investment returns and Portfolio asset value stability.
 - 2. The Committee has elected to follow the "Prudent Person Rule". While the Committee wishes to retain flexibility with respect to making periodic changes to the Portfolio's asset allocation, it expects to do so only at the time of each fixed investment maturity.
 - 3. Fund assets will be managed as a conservatively balanced portfolio, composed of two major components: a cash available fund and a fixed income portion. The fixed income investments will be reviewed periodically at each maturity. These investments will be initiated in treasury notes based on current rates of return or Certificates of Deposit. The expected role of Fund investments will be to maximize the long-term real growth of Portfolio assets, to generate current income, and provide for more stable periodic returns.
 - 4. Cash investments will, under normal circumstances, only be considered as temporary Portfolio holdings, and will be used for Fund liquidity needs, as determined by the breed preservation budget presented to the Committee.