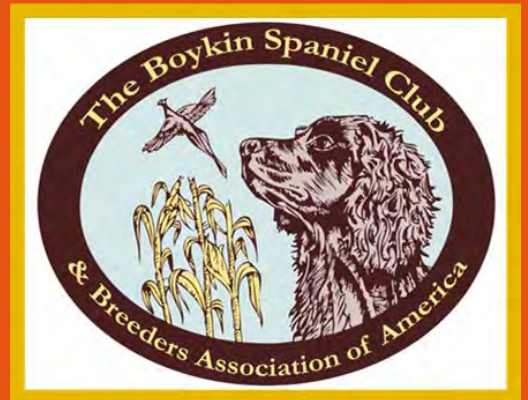


BSCBAA
EST. 1997

BEST PRACTICES & STANDING RULES



BSCBAA LEGAL & GOVERNANCE
COMMITTEE
GUIDELINES CREATED 2026
BSCBAA EST. 1997

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BSCBAA BEST PRACTICES & STANDING RULES

Boykin Spaniel Club & Breeders Association of America, Inc. (BSCBAA)

INTRODUCTION

This is the Boykin Spaniel Club & Breeders Association of America (BSCBAA), which was established in 1997. The BSCBAA was named in January 2007 as the Official AKC Parent Club of the Boykin Spaniel Breed. We are a non-profit 501c3 organization. The founders of the organization desired AKC recognition in order to do more variety of competitions with their Boykin Spaniel across the nation. The more important goals are to introduce and to educate breeders, owners and the public of the breed history, function, working abilities, hunting instincts, versatility resources, and health & genetics concerns. We have accepted the responsibility of stewardship of the breed. The Boykin Spaniel Club & Breeders Association of America strives to represent the Boykin Spaniel Breed and the American Kennel Club on a National Stage in a positive light. The BSCBAA will be here to help and guide utilizing this document of best practices and standing rules to lead us to great success.

The guidelines are written to assist all Board Members, Officers, Delegates, Committee Chairs, Committee Members, Team Leaders, Team members, and General Membership in working and achieving greatness in promoting and safeguarding the Boykin Spaniel Breed with the Boykin Spaniel Club & Breeders Association of America, Inc. (BSCBAA).

Correspondence concerning errors, omissions, recommendations for improvement, etc. for this document should be addressed to the BSCBAA Executive Administrator and/or Secretary at contact@theBoykinSpanielClub.com, who will communicate with the Legal & Governance Committee Chair(s), Officers and Board of Directors.

PURPOSE OF BEST PRACTICES AND STANDING RULES

Standing rules are the rules of the BSCBAA to set forth procedures to guide areas of management, policies, procedures, and group administrative matters. Standing rules are not bylaws; in fact, they are more flexible than bylaws. They provide a great resource for new board members, new chairs, and team leaders. Standing rules may be added to, changed, or suspended at any Board of Directors' meeting by a majority vote as directed by the Legal & Governance Committee. Standing rules may not be completely developed in the beginning, but they should develop as the need arises.

LOCATION, CONTACT INFORMATION, REGISTRAR AGENT

❖ **LOCATION & CONTACT INFORMATION**

- **Location** of U.S. PO Box for general business is presently at PO Box 502, Hempstead, TX 77445, physical address of the PO Box is 901 12th St, Hempstead, TX 77445. Incorporated in the State of South Carolina Secretary of State. Articles of Incorporation Certificate were received by Secretary of State on June 5, 1997.
- **Website:** boykinspanielclub.us
- **Emails:**
 - **General Business Email:** contact@theBoykinSpanielClub.com

- Newsletter & Social Media submissions: news@theBoykinSpanielClub.com
- **Social Media Platforms:**
 - Facebook: <https://www.facebook.com/BoykinSpanielClub>
 - Instagram: <https://www.instagram.com/BSCBAA/>
- **Breeder Directory Page:** <https://boykinspanielclub.us/breeders>
- **Frequently Asked Questions:** <https://boykinspanielclub.us/faq>
- **Membership Application & Payments:** <https://boykinspanielclub.us/membership>
- **Health & Genetics Page:** <https://boykinspanielclub.us/health-education>
- **History & Origin Page:** <https://boykinspanielclub.us/history-and-origin>
- **BSCBAA Documents for downloads:** <https://boykinspanielclub.us/downloads>

❖ **REGISTRAR AGENT**

- **Club Registered Agent** Service SC: Incorp Services, Inc. Account #206443

TAX STATUS, FIDUCIARY RESPONSIBILITY, INSURANCE COVERAGE

❖ **TAX STATUS**

- The BSCBAA shall not be conducted or operated for profit and not part of any profits or donations to the BSCBAA shall inure to the benefit of any member or individual. Presently our Tax Status with the IRS is IRC Section 501c3 as of August 14, 2022. We are considered a public charity. IRS requires us to file annual Form 990/990-EZ/990-N, this is usually done by our accountant or treasurer. The general practice recommendation is to only submit our Federal Tax Identification Number (EIN) to qualifying donors after donation is received: **EIN number will be provided at that point. Please follow BSCBAA Donor Acknowledgment Letter Guidelines. See ADDENDUM I: BSCBAA Donor Acknowledgment Letter Guidelines, Sample Ask Letter & Sample Thank You Letter.**

❖ **FIDUCIARY RESPONSIBILITY**

- This responsibility is with the Board of Directors. The chosen BSCBAA bank is approved by the Board of Directors. The financial books, records, reports, budgets, Zeffy Reports, and transactions shall, at all times, be open to inspection by the Board of Directors and Audit Committee. Currently, the bank is Prosperity Bank with several locations, with the account having online access, debit cards, and Zelle access for limited transactions. The BSCBAA Prosperity Bank account is presently connected to the BSCBAA Zeffy Account, the Board voted on October 9, 2023, to use Zeffy as a platform for collection of funds. The Zeffy Account helps with various campaigns for collection of funds for membership, event auctions, raffles, sales of merchandise, and this organization's various events for tickets, etc.
- As of the BOARD approved vote on June 12, 2023: Per regular BSCBAA business, regular yearly payments that are due for insurance policies, PO Box rental, filing tax fees, incorporation yearly dues, AKC National Championship Medallions, Business Software yearly fees, website hosting, maintenance & domain names, administrative supplies that are included in committee budgets and other common business bills are approved to automatically pay or reimburse without Board approval each item each time. The Board approved that regular reoccurring business items be approved for automatic payment, or

reimbursement if paid by a club representative, without board approval so long as the price stays the same or if there is a significant increase leave to the discretion of treasurer to bring before the board for a vote. This arrangement is to ensure that the BSCBAA runs smoothly without missing deadlines or incurring late fees on payments or records, or to have to arrange for special board meetings just to vote on these particular types of items. The Board must always be informed when this type of business occurs on the monthly agenda.

- There is a Board vote that requires items that are not regular business items or are not part of an approved committee's budget that exceeds the \$200.00 threshold must be voted on by the BSCBAA Board for approval of expenditure.

❖ **INSURANCE POLICIES AND COVERAGE**

- The BSCBAA has yearly liability insurance that includes Director and Officers coverage with the Philadelphia Insurance Companies and the Producer is Equisure, Inc.



A Member of the Tokio Marine Group

- We can arrange for insurance writers' certificates for BSCBAA hosted events for different venues. We do need a minimum of two-week preparation notice in writing with names of venue, individuals' names, address, dates, and times. This information for certificate needs to be sent to the Compliance Chair. The event in question must have prior approval from the Board of Directors.
- Information concerning insurance information may be acquired from the Compliance Chair and Treasurer.

BOARD OF DIRECTORS, OFFICERS AND DELEGATE

❖ **MAKEUP OF THE BOARD OF DIRECTORS & TERM LIMITS**

- There are 15 members in good standing who are residents of the United States that comprise the BSCBAA Board of Directors (BOARD) each serving one (1) three (3) year term. Each year, five (5) new Board Members are elected to the Board of Directors to replace the outgoing BOARD members. Each class of five (5) BOARD members is designated by the last year of their term. After completion of their term, they must sit out for one (1) year period before being eligible to seek an additional BOARD term.

❖ **REQUIREMENTS, EXPECTATIONS & DUTIES OF BOARD MEMBERS:**

- Must be a BSCBAA member in good standing for at least one (1) year.
- No member may vote or serve on the Board whose dues are not paid in full for the current year.
- Capability to attend BOARD meetings once every month through video conference group calls (currently we are using Zoom).
- Owns and/or Exhibits Boykin Spaniel(s) in AKC events.
- Required to sign the BSCBAA Confidentiality Policy & BSCBAA Agreement each year of your term before the April BOARD Meeting of each year.

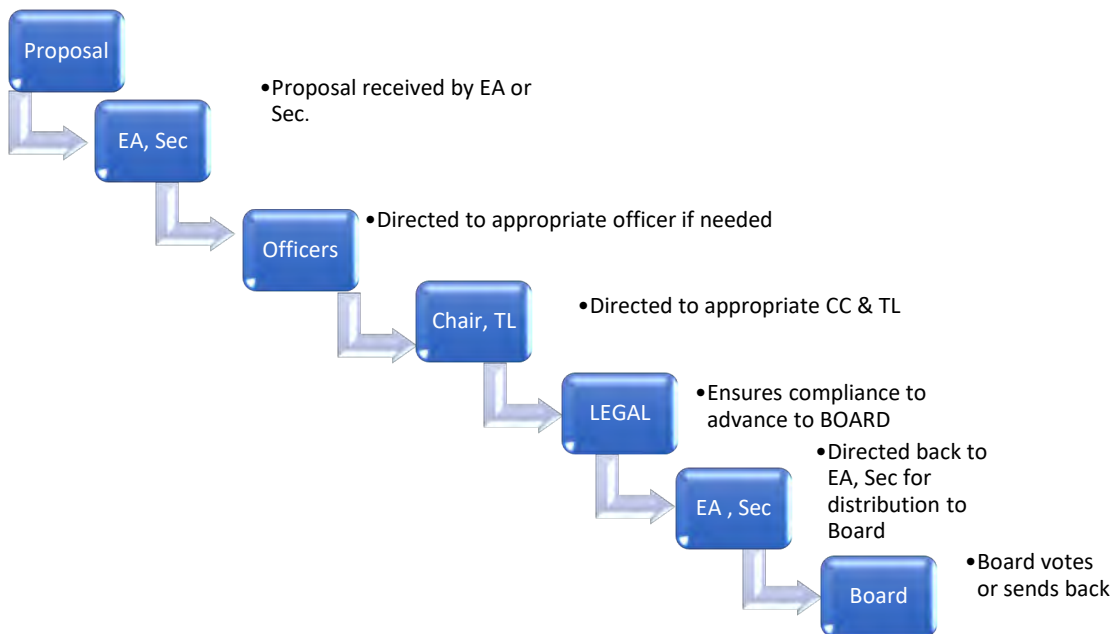
- Expected to attend BSCBAA Board Meetings, BSCBAA Special Board Meetings, and the BSCBAA Annual Meeting each year of your term.
- Attendance is expected for over 50% of the meetings within a 12-month span of time.
- Required to serve on a BSCBAA Committee, BSCBAA Team or Volunteer/Work at a BSCBAA Event during each year of your term.
- Required to adhere to the BSCBAA Code of Ethics and the AKC Code of Sportsmanship and Civility.
- Suggested skill sets & knowledge:
 - organizational skills
 - communication skills
 - some knowledge of Robert's Rules of Order, Newly Revised current edition
 - knowledge of BSCBAA Code of Ethics
 - knowledge of BSCBAA Constitution & By-Laws
 - collaborates well with people
 - able to resolve conflicts from within
 - some computer skills are preferred, but not mandatory
- All BOARD Members should be good examples and ambassadors for the BSCBAA and enthusiasts for the Boykin Spaniel Breed.
- Financial support is encouraged, not mandatory, but we do appreciate your volunteer work and help at various BSCBAA events and projects.
- Discipline, expulsion and charges within the Club membership is under the Authority of the BSCBAA Board of Directors and will be guided by the current By-Laws, Code of Ethics, Best Practices & Standing Rules set in place and AKC Rules & Regulations.
- The Board operates, promotes, and has complete final authority on all major decisions, including, but not limited to dealing with the BSCBAA Financials, Various Events, Hosting Activities, Fundraisers, Mission & Organizational Language, Social Media & News Publications, Policies, Logos, Brands, Marketing, Sales Merchandise, Administrative Duties, AKC Correspondence, and Disciplinary Actions. However, the Board heavily depends on their Standing Committees, Working Committees, Chairs, Team Leaders, Assistance and Advisors for operations, investigations, research, communications, working diligence and recommendations for the organization to prosper.
- The Board of Directors serves the membership of the organization in an effort to promote, encourage and preserve the quality and versatility of the Boykin Spaniel Breed.
- Most of all, has a keen sense of Dedication and Commitment to the Boykin Spaniel Breed and the BSCBAA.

❖ **ATTENDANCE POLICY AND REMOVAL**

- BOARD members are expected to attend regular monthly board meetings once per month.
- Please report expected absence prior to meeting to the Executive Administrator or Secretary or designated BOARD member.
- Any BOARD member may be removed for just cause, upon affirmative vote of a majority of all members of the Board. Cause shall be presumed to exist if a Board member has failed to be in attendance without explanation at more than fifty (50) percent of the meetings of the BOARD held during any continuous twelve (12) month period.

❖ LINES OF COMMUNICATION

- The BSCBAA is structured as a committee-run organization and heavily depends on their Standing and Working Committees, Committee Chairs, Committee Members, Team Leaders, and Team Members. BSCBAA proposals and agenda items are generated through our various committees' work and then presented to the Board for discussion or a vote.
- Please refer to the Committee Chairs and Team Leaders listed on the BSCBAA website: boykinspanielclub.us
- If a team member presents a proposal, it must be worked through their team, then communicate to the committee chair & members, then any other committee that may be affected by this decision and weigh their suggestions, then ask officers for suggestions of language, final approval may need to go through Legal & Compliance, then proposal is presented in writing to the Executive Administrator and/or Secretary or designated BOARD member to present to the Board in writing at least one (1) week prior to the Board meeting of the current month.
- When presenting proposals or agenda items, please follow the above required steps, and present first to the appropriate committee, then present in writing to the BSCBAA email address: contact@theboykinspanielclub.com.



❖ BOARD MEETINGS AND AGENDA

- The Board of Directors work under the guidance of the BSCBAA Constitution and By-Laws, BSCBAA Code of Ethics, BSCBAA Best Practices & Standing Rules and the BSCBAA Business Calendar. *Please see ADDENDUM II: BSCBAA Business Calendar.*
- The BSCBAA Board meetings are presently scheduled every 2nd (second) Monday of the month at 7:00 PM CT/ 8:00 PM ET.
- Meetings are through video-conferencing calls and presently we use Zoom.

- An invitation from the club's email for calendar reminders will be sent out for acceptance in the beginning of each new yearly term. This is usually sometime in the month of March or soon after the Annual Meeting. If you accept the iCalendar reminder, it will automatically be placed on your phone or computer calendar with reminders each month.
- The Zoom call will have a consistent Meeting ID and Password for each monthly Board meeting and new ones will be distributed with the new incoming board members. Each month there will be a link provided through email to join the meeting, or you may join in by signing in and using the ID & password provided.
- The BSCBAA requests that all BOARD members attend the monthly scheduled BOARD meetings.
- The Executive Administrator and/or Secretary or Designated BOARD member will send out a meeting agenda, usually on the Saturday or Sunday before the Monday meeting which adheres to the following:
 - Roll Call
 - Call to Order
 - Report of Executive Administrator or Secretary
 - Report of Membership Secretary
 - Report of Treasurer
 - Report of Committees
 - New Business (there will be no new business unless submitted through proper channels, in writing, one week prior to meeting). Please refer to Lines of Communication in this document about proposals and agenda items.
 - Adjournment
- There will be a text reminder sent to you 45-30 minutes just before the night of the meeting. If you cannot make the meeting, it is preferable to email or text the day before the meeting that you will not be attending. If something comes up at the last minute, you may reply back to the text on the day of the meeting.
- It is requested that you join in early because the meetings generally run smoothly, consistently, and quickly. If you are late, you just may miss it all. We appreciate your time and understand life's inconsistency, which is why we try to stay on task and keep you a relatively short period of time.
- Special BOARD Meetings may have to be scheduled under exigent circumstances with short notice, and these are very rare. Notification will be sent by email and/or text. We may also have to have a time-sensitive vote via email; these are also very rare.
- Executive Session Meetings: To address and discuss personnel matters, matters regarding membership discipline or expulsion, legal matters or receive legal advice or to address other matters as from time to time the board deems it necessary.
- Parliamentary Authority: rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Board's meetings in cases they are applicable and in which they are consistent with Bylaws and other special rules the BSCBAA has adopted.

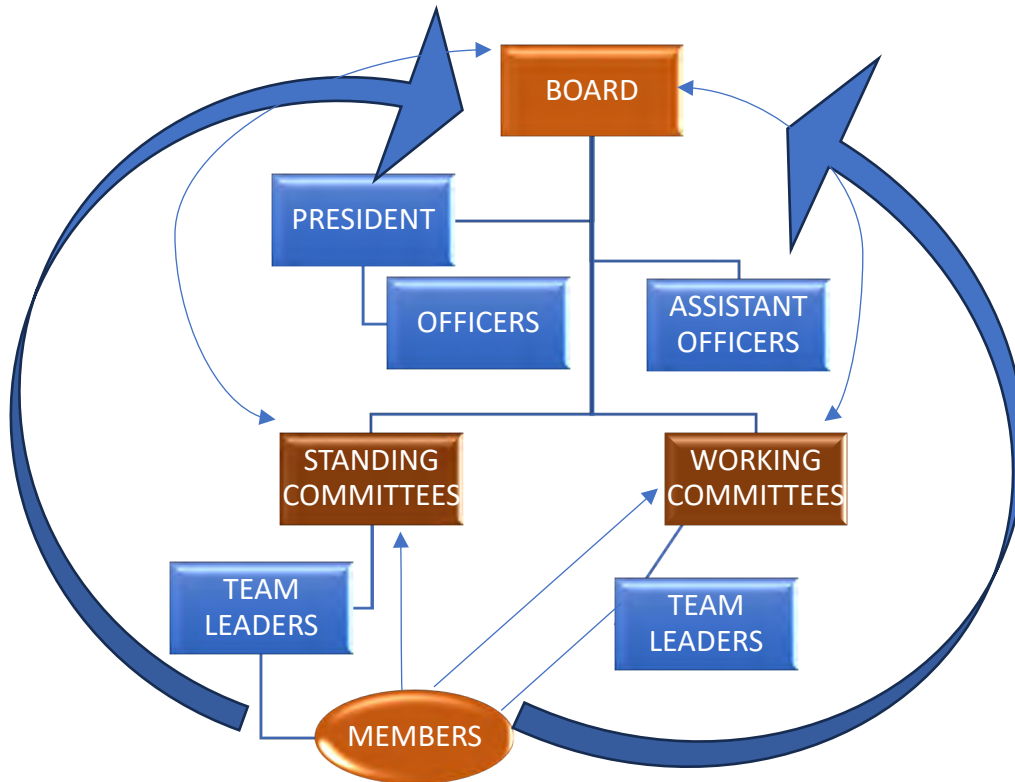
❖ **BOARD OFFICERS AND DELEGATE AND OTHERS**

- Four (4) officers are chosen from among the fifteen Board of Directors members, the officers, consisting of the President, Vice-President, Secretary, and Treasurer. The officers

- are elected by majority vote from the current ten (10) remaining BOARD members and the five (5) incoming BOARD members. They will serve one (1) year term and may serve successive one-year terms if re-elected. The BOARD may adopt advisors and executive administrators to assist the officers with duties as determined by the BOARD. This is a customary practice with the administrative duties for secretary, treasurer, membership, and legal advisors. We commonly have an Executive Administrator, Membership Secretary, Assistant Treasurer and Accountant and other legal advisors which are reaffirmed yearly.
- President Duties: will preside at all meetings of the BSCBAA and of the BOARD. The President shall break tie votes at Board meetings. The President may participate as a non-voting member of all BSCBAA Committee meetings. The President assigns committee chairs and will establish standards of operation and reports.
 - Vice-President Duties: shall have the duties and exercise the powers of the President in case of the President's death, absence, or incapacity. Shall be responsible for audits and reviews. The VP may participate as a non-voting member of all BSCBAA Committees unless he/she is serving as a named member of the committee.
 - Secretary Duties: shall keep records of all meetings of the BSCBAA and of all votes taken by mail or electronic means. Must coordinate with the Membership Secretary and Executive Administrator. Coordinate with President and Communication Committee Chair on BSCBAA Annual Meeting Presentation and processing officers and committee chair reports for the annual meeting.
 - Membership Secretary: this position is not voted on and is not an official officer but is reaffirmed yearly. They shall be responsible for collecting all members' contact information and recording interest. They shall keep up with each member's payment and provide notices of payment or lapses. Manages Membership List, Recruitment, Renewals, Welcomes, Acknowledgements & Application Processing & other correspondence. Encourage new members to become involved with the BSCBAA. Receive and process incoming new members and sponsors' applications and present each month to the Board for election of new members. Must coordinate with the Executive Administrator and Secretary for monthly reports to the BOARD.
 - Executive Administrator (EA): this position is reaffirmed and works on the behalf of the President and the Board. Provide notices of BOARD meetings, arranges, and coordinates the Zoom video-conference meetings. Will help with providing notices to committee chairs, team leaders, and membership. Coordinates with all formal officers, informal officers, and all committee chairs on a monthly basis to process reports to the BOARD and monthly agendas. Coordinates with Secretary and President on BSCBAA Annual Meeting Presentation and processing officers and committee chair reports for the annual meeting. Provide help with recording for minutes of meetings and at the Annual Meeting. The EA distributes notices through email and text of schedules of meetings and provides agenda, minutes, financial reports, committee reports, and other agenda items to present to the BOARD monthly meeting. Also, provides assistance with email inquiries and help with other BSCBAA business assimilation.
 - Treasurer: shall collect and receive all money due or belong to BSCBAA. The treasurer shall report at every monthly meeting on the condition of BSCBAA's finances. File Tax report and

shall prepare yearly budget for the Board to approve. Required to collaborate with Assistant Treasurer and Accountant if the Board has provided such assistance.

- Assistant Treasurer: shall assist in collecting, receiving, paying bills and reporting money on behalf of the BSCBAA. He/she is required to work with the Treasurer and the Accountant.
- Accountant: shall help with collection & dissemination of records, budgets, tax reports, and financial reports for the BSCBAA and communicate with the Treasurer and Assistant Treasurer
- Legal advisors, parliamentarians, & other consultants or advisors may assist and/or be invited to join Board meetings as needed.
- Delegate: The BOARD will be responsible for selecting the delegate to the AKC. Shall be responsible for representing the BSCBAA's interest to the AKC at their delegate meetings, keeping the Board informed of emerging affairs and seeking guidance in all matters on which they vote on behalf of BSCBAA's interest. The BSCBAA Delegate is expected to submit a report following each meeting they attend.



COMMMITEES

The BSCBAA is structured as a committee-run organization and heavily depends on their Standing and Working Committees, Committee Chairs, Committee Members, Team Leaders, and Team Members. Committee Chairs are recommended by the President of the BSCBAA Board of Directors. The committee chair should recommend committee membership, and the Board may recommend additional committee members. The Board shall be aware of all committee appointments. All committee appointments shall be reviewed and reappointed annually.

❖ **STANDING COMMITTEES**

- **LEGAL & GOVERNANCE** – The Legal and Governance Committee (L&GC) is established as a Standing Committee and is subject to the final authority of the Boykin Spaniel Club and Breeders Association of America (BSCBAA) Board of Directors (“Board”). The Legal and Governance Committee’s primary function is to oversee the activities of the following four (4) BSCBAA L&GC administrative teams:
 - **Constitution & By-Laws:**
 - Interprets C&B and Coordinates and Recommends Changes, as necessary.
 - **Compliance:**
 - Ensures that our corporation adheres to external rules and internal controls. Ensures that operations are fair, efficient, and transparent. Ensures the BSCBAA stay in compliance with the By-Laws, Confidentiality Policies, BSCBAA Agreement, Code of Ethics, Standing Rules, other Legal agreements, any previous settlement agreements, and non-disclosure agreements.
 - **Best Practices & Standing Rules**
 - To write, update, and maintain the set of BSCBAA Standing Rules & Best Practices in coordination and collaboration with the BSCBAA Board of Directors, Committee Chairs and Club stakeholders.
 - **Privacy & Confidentiality**
 - Establish & Interpret: privacy & confidentiality of our members and others. Writes, updates, and maintains the Privacy Policy and Terms of Use & Service for our website, content, license, warranties, trademarks, logos, copyrights, etc. Also, ensure other BSCBAA Policies are being followed and updated, as necessary. Terms, Mission, Social & News Policies are posted on our website along with other BSCBAA documents. [\(See our website Download Page\)](#)

The Legal & Governance Committee will provide recommendations on all current and upcoming BSCBAA events, projects, public documents, displays, logos, website, functions, auctions, social & news forums, and other forms of communication are in compliance and adherence to all BSCBAA legal agreements, BSCBAA Constitution & By-Laws, Code of Ethics, Standing Rules, Policies, settlement agreements, privacy & confidentiality agreements and non-disclosure agreements. It is recommended that if there are any compliance/legal questions arise in other committees or during planning of events that consultation is made with the Legal & Governance Committee and/or Compliance Committee for clarification.

- **NOMINATING COMMITTEE** – The Nominating Committee is established as a Standing Committee and is subject to the final authority of the Boykin Spaniel Club and Breeders Association of America (BSCBAA) Board of Directors (“Board”). The Nominating Committee’s primary function is to present a slate of nominees for the BSCBAA Board of Directors incoming term each year.

- The Nominating Committee (NC) has been established to allow for regular interaction with future members of the Board of Directors. The Nominating Committee Chair is reaffirmed each year by the Board of Directors. The NC Chair, with assistance from the Board and Officers, will affirm a committee on or before the September Board of Directors' meeting, preferably at the September monthly BOARD meeting. The committee shall consist of three (3) voting members with one being the Chair and the other two preferably from different areas of the USA, and two (2) alternates (non-voting), all members in good standing, no more than one of whom may be a member of the current Board of Directors. The NC may conduct its business by email, or other electronic means. The slate of nominees must be presented to the BOARD on or before December BOARD meeting and presented to the membership by email and/or newsletter. Additional nominations of eligible members may be made by written petition signed by five (5) members addressed and received, on or before 30 days after membership notification of the slate of Directors. If no valid additional nominees are received, the NC's slate of nominees shall be declared elected at the time of the Annual Meeting.
- **PAST PRESIDENTS' COUNCIL** – The Past Presidents Council (PPC) is established as a Standing Committee and is subject to the final authority of the Boykin Spaniel Club and Breeders Association of America (BSCBAA) Board of Directors ("Board").
 - The PPC has been established to maintain an atmosphere of continuous information and past precedents for the benefit of the Board of Directors. Chaired by the immediate Past President and Members include BSCBAA past presidents in good standing of no more than five including chair as recommended by the PPC Chair. Others may be included as deemed necessary by PPC Chair.
- **AUDIT COMMITTEE** – The Audit Committee (AC) is established as a Standing Committee and is subject to the final authority of the Boykin Spaniel Club and Breeders Association of America (BSCBAA) Board of Directors ("Board").
 - The AC has been established to ensure constant ability to monitor BSCBAA Business.

❖ **WORKING COMMITTEES**

- **COMMUNICATIONS COMMITTEE** - The Communications Committee (CC) is established as a Working Committee and is subject to the final authority of the Boykin Spaniel Club and Breeders Association of America (BSCBAA) Board of Directors ("Board"). The CC is established to manage overall communication through social media, email blast, newsletter, website, flyers, brochures, articles, and other forms of communication with BSCBAA membership. CC coordinates with BOARD on advertisement guidelines and various organizable materials for communication to the membership and public. The CC oversees activities of the following three (3) BSCBAA CC Administrative teams:

- **Technology & Publications (T&P):**
 - Manages, designs, publishes, and coordinates the Newsletter, Website, Domains, Hosting, General Club Flyers, AKC Registered Flyers, AKC Media communications, Gazette Articles, Meet the Breed Flyers, Club Brochures, Social Media Sites, and other news media outlets. Establish Social Media & News Policies and updates, as necessary. Organizes, collects, and publishes AKC Titles & coordinates with Awards Chair. Collects & stores AKC Studbook data. Coordinates with CC Chair, BDP, SMP, & BOARD on advertisement guidelines, national specialty news, Breeder Directory guidelines & publications, & other committee guidelines, policies, and charters. Coordinate with Executive Administrator, Secretary and President on BSCBAA Annual Meeting Presentation and processing officers and committee chair reports for the annual meeting. Provide help with recording for minutes of meetings and at the Annual Meeting. *See ADDENDUM III: Advertisement Policies.*

- **Breeder Directory Program (BDP):**
 - Manages Breeder Directory Program and coordinates with the T&P chair with updated material and publications and with treasurer. Coordinates with the AKC about breeder list and BSCBAA membership. The Breeder Directory Program has a form application for interested parties. *See ADDENDUM IV: BDP Application.* Also, visit [our BDP website page](#).

- **Sales & Merchandise Program (SMP):**
 - Manages Sales Program & coordinates with the CC Chair, T&P and Treasurer on BSCBAA Merchandise Store and other dedicated events. Also, coordinates various sales using Zeffy campaigns. Must coordinate with Treasurer and other committee chairs with various events throughout the year.

- **EDUCATION & STANDARD COMMITTEE** - The Education & Standard Committee (E&S) is established as a Working Committee and is subject to the final authority of the Boykin Spaniel Club and Breeders Association of America (BSCBAA) Board of Directors (“Board”). The E&S is responsible and accountable for Conformation Judges Education, Junior Showmanship and for defining the Boykin Spaniel Breed Standard so that breeders and judges will have a clear understanding of the breed. Coordinates with CC Chair & T&P on design, managing, and publication of materials. The E&S is established to oversee activities of the following three (3) BSCBAA E&S Administrative teams:
 - **Breed Standard (B&S):**
 - Manages the Breed Standard including Staffing of Changes to the Standard. Coordinates the creation of Breed Flyer, illustrated Judges Card and Canine College. Coordinates with the JE Team leader & E&S Chair.
 - **Judges Education (JE):**
 - Manages the Judges Education Presentation, Study Guides, Mentoring Programs & Coordinates Judges Education Events. JE Team Leader must coordinate with

the B&S team leader & E&S Chair. Coordinates with the CC Chair for publication of material, flyers, and judges' cards.

- **Junior Showmanship (JS):**
 - Develops & Manages the Junior Showmanship Program and coordinates with the E&S Chair. Coordinates with the Awards Chair & Communication Chair for junior recognition awards and news media publication.

- **SHOW COMMITTEE** - The Show Committee is established as a Working Committee and is subject to the final authority of the Boykin Spaniel Club and Breeders Association of America (BSCBAA) Board of Directors ("Board").
 - The Show Committee is responsible and accountable for Scheduling Conformation Show Events, Coordinating & Planning Conformation & Companion Events, Supported Entries and National Specialty Events (*NS Guidelines & Application presented upon request*).
 - Receiving and Processing future National Specialty applications to present to the Board for vote.
 - Hosting and overseeing the Annual National Specialty.
 - Must establish, create, and continue to update the Guidelines for BSCBAA National Specialty.
 - Also, in charge of distribution of guidelines to the appropriate bid NS Team leader recipient for each year.
 - Assess, survey and collect data for each NS and update NS guidelines according to outcomes of strategies used that were successes & the ones that were not successes.
 - There needs to be a minimum of one Show Member as a member of the NS Team with each NS event and that Show member is responsible in keeping all parties updated with progress reports to the CC Chair, Show Chair, EA, Secretary and BOARD.
 - The NS Team with assistance and approval from Show Chair(s) must provide NS bid highlights in writing to contact@theboykinspanielclub.com (EA & Secretary) to be presented in Board Agenda for the upcoming BOARD meeting at least one week in advance for approval to proceed forward with NS planning event.
 - The NS Team and Show Chair must provide upfront NS prelim budget to the BOARD & Treasurer for approval to proceed forward with event.
 - The Show Chair(s) must provide guidance and share with the NS Team Leader previous historical budgets, present estimations, common practices, customary awards, traditional occurrences, and NS expectations.
 - The NS Team Leader with the Show Chair (s) must submit final record of Profit/Loss Spreadsheet to the BOARD & Treasurer within three weeks of conclusion of NS event.

- The Show Committee oversees the recording of the actual results of the NS and Supported Entries and reporting and coordinating with the CC Chair for distribution of results to preserve historic record.
 - Coordinates regularly with CC Chair & T&P on designs, updates, website, social media campaigns, and publication of materials needed for all show events.
 - Coordinates and submits to the Executive Administrator and Secretary for BOARD monthly and yearly reports.
 - The Show Committee must be accountable for the show budget.
- **HUNT & FIELD (H&F) COMMITTEE** - The Hunt & Field Committee is established as a Working Committee and is subject to the final authority of the Boykin Spaniel Club and Breeders Association of America (BSCBAA) Board of Directors (“Board”).
- The Hunt & Field Committee is responsible and accountable for Scheduling, Registering Events, Planning & Hosting Club Hunt Test & Field Trial Activities, and BSCBAA WD/WDX Ratings Tests.
 - Working & Managing the Field Qualities Statement & Other Administrative Elements of Hunt Test & Field Trial Activities.
 - Promote programs to collaborate with breeders and owners to enhance, promote and preserve the rich hunting heritage and ability of the Boykin Spaniel.
 - The H&F Committee oversees the recording of the actual results of events and reporting and coordinating with the CC Chair for distribution of results to preserve historic record.
 - The H&F Committee members should assist other BSCBAA members in various regional areas with presenting budget estimations, common practices, recording of results and final record of Profit/Loss Spreadsheet.
 - The H&F Committee must be accountable for event budget and must provide upfront budgets to the BOARD & Treasurer for approval to proceed forward with event.
 - The H&F Committee must be accountable and submit final Profit/Loss Spreadsheet to the BOARD & Treasurer for each H&F event offered.
 - The H&F should provide guidance to the NS Team Leader on any H&F event for nationals in the areas of budget, equipment, judges, bird procurement, grounds & facilities, awards, and organization. H&F may assist NS Team Leader in presenting budgets.
 - Coordinates regularly with CC Chair & T&P on designs, updates, website, social media campaigns, and publication of materials needed for H&F events.
 - Coordinates and submits to the Executive Administrator and Secretary for BOARD monthly and yearly reports.
- **HEALTH & GENETICS (H&G) COMMITTEE** - The Health & Genetics Committee is established as a Working Committee and is subject to the final authority of the Boykin Spaniel Club and Breeders Association of America (BSCBAA) Board of Directors (“Board”).

- The Health & Genetics Committee is responsible and accountable for Scheduling, Registering Events, Planning & Hosting Club Health & Genetic Activities, Seminars, Presentations, and Zoom Webinars.
 - Working and Managing the Health & Genetic Statement, the Health & Genetic Boykin Spaniel recommended Tests & Chic Program Requirements, coordinating with the OFA & Other Administrative Elements of Health & Genetic Activities.
 - Promote programs to collaborate with breeders and owners to enhance, promote and preserve the health of the Boykin Spaniel.
 - The H&G is established to Maintain Health & Genetics Statements for Website Pages & social media platforms and Making Code of Ethics Recommendations.
 - Creating slideshow Presentations, Recording & Reporting Health & Genetic Concerns & Advising the BSCBAA BOARD on Health & Genetic matters.
 - The H&G Committee oversees and recommends to the Board the donation funds to the AKC Canine Health Foundation and proposes amounts of funds and which organizations we allocate funds to from the Pro Plan Grant Program Purina's Contribution Funds that focus on the interest of research and education in the field of pet health.
 - The recording of the H&G business, reporting and coordinating with the CC Chair for distribution of results to preserve historic record.
 - Coordinates regularly with CC Chair & T&P on designs, updates, websites, social media campaigns, and publication of materials needed for H&G events and statements.
 - Coordinates and submits to the Executive Administrator and Secretary for BOARD monthly and yearly reports.
 - The H&G Committee must be accountable for budgets and must provide information to the BOARD & Treasurer.
- **AWARDS COMMITTEE** - The Awards Committee is established as a Working Committee and is subject to the final authority of the Boykin Spaniel Club and Breeders Association of America (BSCBAA) Board of Directors ("Board").
- The Awards Committee is responsible and accountable for AKC Title data, establish worthy awards, establish rules & requirements of each award, organize, assimilation of Boykin Spaniel Achievements, and prestigious Boykin Spaniel accomplishments in companion, performance, and conformation events on a yearly basis.
 - The formal recipient (AKC Signed Agreement) of the AKC Titles and Studbook Data is required to be a member of the Awards Committee (AC) and this person must help organize, disseminate, and collaborate data yearly for the Awards Committee.
 - The AC will Calculate Data, Organize, Gather & Verify Titles & Awards & Membership, and Present annually the BSCBAA Multi-Titled Awards, BSCBAA Multi-Medallion Award, Strauss Award, BSCBAA Versatile Award, and the BSCBAA Prestigious Award.

- The awards may be updated, altered, added, or changed according to the sign of the times, events of the previous year(s) results, the membership numbers, and consider new added-titled events established by the AKC for the upcoming year.
 - The AC will also work on BSCBAA Hall of Fame (implement at a future date), outlining qualifications and requirements of achievements for such an award.
 - Promote programs to collaborate with breeders and owners to enhance, promote and preserve the rich hunting heritage and the versatile ability of the Boykin Spaniel.
 - The Yearly BSCBAA Awards will be mailed or presented in person to each recipient by April or May in the following year. The AKC records may be several months behind before the BSCBAA receives them. This is the reason for delay in distribution.
 - The Awards Committee will present recipients of awards at the annual meeting in the slide presentation with the understanding that it may be an incomplete list. If the Annual Nationals are on or before the end of March (there will be no guarantees of results or awards being ready).
 - The Awards Committee oversees the recording and reporting and documentation of each year's Membership's Boykin Spaniels awards and achievements.
 - The Awards Committee will work with the CC Chair for distribution of results to preserve historic record.
 - The Awards Committee will coordinate regularly with CC Chair, T&P, and Newsletter Editor, on designs, updates, website, social media campaigns, and publication of materials needed for BSCBAA Awards.
 - Coordinates and submits to the Executive Administrator and Secretary for BOARD monthly reports.
 - The Awards Committee must be accountable for a yearly budget and present to the BOARD & Treasurer if there are any changes or unusual necessary orders.
- **AKC LIAISON & LICENSING (ALL) COMMITTEE** - The ALL Committee is established as a Working Committee and is subject to the final authority of the Boykin Spaniel Club and Breeders Association of America (BSCBAA) Board of Directors ("Board").
- The ALL Committee is responsible and accountable for communicating, resolving, questioning, interacting, collaborating, cooperating, and being the face of the BSCBAA for the AKC.
 - They are responsible for investigating and weighing the pros and cons and then implementing procedures to qualify the BSCBAA of complete AKC Membership.
 - The ALL Committee is part of the Legal & Governance Committee and resides over the Best Practices & Standing Rules Team.
 - This committee is responsible for creating, disseminating to the appropriate persons, continuously updating this living document, *BSCBAA Best Practices and Standing Rules Policies*.

- The ALL Committee must coordinate and communicate all reports, findings, and recommendations with the BSCBAA Board of Directors.
 - The ALL Committee is responsible for recommending updates, amendments, or changes to the BSCBAA Constitution & By-Laws, Code of Ethics, BSCBAA Confidentiality & BSCBAA Agreement, Best Practices & Standing Rules, and other important documents and policies. These important documents must process through the direction of the ALL Committee working hand in hand with the Legal & Governance Committee and the BOARD.
 - The ALL Committee will be responsible for creating pertinent membership surveys, Calculate Data, Organize, Gather, Verify, Record Historic Events; arrange voting procedures, report results, and present findings to the BOARD and to the AKC.
 - The ALL Committee will submit an appropriate nominee for the position of BSCBAA Delegate coordinating with the Nominating Committee to present to the BSCBAA BOARD for a vote when this is necessary.
 - The ALL Committee is responsible for providing all necessary documents, reports, and fees that are required by the AKC. Coordinates with the Legal & Governance, Executive Administrator, Secretary, BSCBAA Officers and BOARD members to process any necessary documents.
 - Promote programs to collaborate with breeders and owners to enhance, promote and preserve the rich hunting heritage and the versatile ability of the Boykin Spaniel.
 - The ALL Committee will coordinate regularly with CC Chair & T&P on document designs, updates, website submissions, social media campaigns, and publication of materials needed for committee.
 - Coordinates and submits to the Executive Administrator and Secretary for BOARD monthly reports.
 - The ALL Committee must be accountable for a yearly budget and present to the BOARD & Treasurer.
- **LEGISLATION COMMITTEE** - The Legislation Committee is established as a Working Committee and is subject to the final authority of the Boykin Spaniel Club and Breeders Association of America (BSCBAA) Board of Directors (“Board”).
- This committee is responsible for monitoring, communicating & advising the membership on upcoming and current Legislative Activities. Corresponds and communicates with the AKC Governments Relation Team and AKC Legislative Alerts. **Currently this committee is vacant.**

BSCBAA DONOR ACKNOWLEDGMENT LETTER GUIDELINES

The IRS requires that a tax-exempt organization send a formal acknowledgment letter for any donation that is more than \$250. The donor will use this letter as proof of his or her donation to claim a tax deduction.

The BSCBAA Donor Acknowledgement Letter should include the following:

1. The written letter must be on the BSCBAA's Letterhead.
2. Tax-exempt status statement: Statement that the Boykin Spaniel Club & Breeders Association of America, Inc. is a 501c3 tax-exempt organization. Include our non-profit EIN # [REDACTED]. **Only submit number after donation has been obtained.**
3. Our organization name should be written out fully in the body of letter (**Boykin Spaniel Club and Breeders Association of America**) as the charity and name of the donor.
4. Date the contribution/donation was received.
5. Contribution Details:
 - a. For cash, checks or credit card: The amount of the contribution that was received.
 - b. For non-cash gifts: A description (but not the value) of the non-cash contribution.
6. Statements – Good Faith Estimates of Value of Goods or Services.
At this time BSCBAA's workforce is minimal and we cannot provide this service. Only (c) applies with small gifts of intangible benefits.
 - a. Include a statement that no goods or services were provided by the organization in exchange for the contribution, if applies.
 - b. If any goods or services were provided by the organization in exchange for the contribution, include a description and good faith estimate of the value of those goods or services. (Example: A fundraising dinner event where some of the funds received from the donor pays for the actual dinner, while the rest is a donation.)
 - c. If the goods or services that were provided to the donor were insubstantial token amount, note that, too. (Example: When a small gift is given to the donor with our logo on it like a sticker, koozie.) Provide a statement that goods or services provided in return for the contribution consisted entirely of intangible benefits.
7. You may want to include:
 - a. Tell the donor how our organization used their donation. How did it help to accomplish goals.
 - b. Let the donor know what future goals we plan to achieve with their help.
8. Key Question: Is the Donor Receiving Something in Return for their Donation?
 - a. **At this time BSCBAA's workforce is minimal and we cannot provide this service.**
 - b. When a tax-exempt entity provides a good or service in exchange for a donation of more than \$75, the nonprofit organization must 1) provide the donor with written notice of the fair market value of those goods or services received and 2) tell the donor that only a portion of the donation that exceeds the fair market value is tax-deductible. The nonprofit will make a good faith estimate of the fair market value of the item or service and inform the donor.
9. Sending Procedure:
 - a. If you send a hard copy, go through USPS followed by an email.
 - b. If sending through email only, you must have a delivery and/or read receipt.



THE BOYKIN SPANIEL CLUB & BREEDERS ASSOCIATION OF AMERICA

PO Box 502, HEMPSTEAD, TX 77445

EMAIL: CONTACT@THEBOYKINSPANIELCLUB.COM

WEBSITE: BOYKINSPANIELCLUB.US

FACEBOOK: FACEBOOK.COM/BOYKINSPANIELCLUB/

INSTAGRAM: INSTAGRAM.COM/BSCBAA/

Sample Donation Ask Letter

March 19, 2025

The Boykin Spaniel Club and Breeders Association of America, Inc. (BSCBAA) host many different events throughout the year. We are a 501c3, non-profit organization whose objectives are to adhere to ethical standards in preserving, encouraging and promoting quality in the breeding of healthy purebred Boykin Spaniels and strive to hone their hunting instincts and versatility. We are diligent in education, preservation, protection, providing financial support to canine research, Boykin Spaniel rescue program and advancement of the interests of the breed.

We are asking for your extended help with our efforts in education, fundraising, national events, health & genetics committee, semi-annual hunt test and National Specialties. Join us as Boykins Spaniels and their owners along with other canine enthusiasts and prospective partners from across the United States participate in many of our events.

Please let us know if you are interested in donating. We are looking for gift certificates, gift baskets, Boykin Spaniel swag, financial support, sponsors for awards, etc.

As a 501c3, we are happy to issue an acknowledgment donation letter with our Federal Tax Identification Number (EIN) following the receipt of your qualifying generous contributions.

If you are interested in this opportunity, please send an email to contact@theboykinspanielclub.com or simply notify the person (BSCBAA representative) contacting you presently.

Please feel free to visit our website for more information, details, schedule of events at a glance and as always, the best of all things Boykin Spaniel! Website: BoykinSpanielClub.us

We are truly grateful for your consideration,

Mike McMahon
2025-2026 BSCBAA President

BSCBAA Motto *"Dedicated to All the things you do with your Boykin Spaniel!"*

OFFICERS:

President: Mike McMahon
V. President: Ginger Hurley
Secretary: Stacy Fox
Member Sec: Ginger Hurley
Treasurer: Kathleen Yeaman
A. Treasurer: Daniel Swantner
Executive Adm: Roslin Copeland

BSCBAA BOARD OF DIRECTORS

Class 2026 BOD:

Cassandra Jacobsen
Mike McMahon
Tim Pullian
Carl Schwenker
Kathleen Yeaman

Class 2027 BOD:

Becky Burns
Rachel Frey Hawkins
Chelsey Lancaster
Liz Nugent-Hefner
Micah Smith

Class 2028 BOD:

Collin Conrad
Patrick Doyle
Stacy Fox
Lauren Herrera
Ginger Hurley

BSCBAA COMMITTEE CHAIRS

Past President:
Mike McMahon

Legal & Governance:
Mike McMahon

Communications:
Roslin Copeland

Education & Standard:
Ginger Hurley & Jackie DeAngelo

Show:
Jackie DeAngelo & Ginger Hurley

Hunt & Field:
Barbara Bobrowich

Health & Genetics:
Bill Howard, DVM

Awards:
Sue McMahon

AKC Liaison & Licensing:
Sue McMahon & Ginger Hurley



**THE BOYKIN SPANIEL CLUB &
BREEDERS ASSOCIATION OF AMERICA**

PO Box 502, HEMPSTEAD, TX 77445

EMAIL: CONTACT@THEBOYKINSPANIELCLUB.COM

WEBSITE: BOYKINSPANIELCLUB.US

FACEBOOK: FACEBOOK.COM/BOYKINSPANIELCLUB/

INSTAGRAM: INSTAGRAM.COM/BSCBAA/

Sample Thank You Donation Letter

Date

(Recipient's Address) Company Name
Specific Recipient's Name, Recipient's Title
Street Address
City, State Zip Code

Person's Name:

On behalf of the Boykin Spaniel Club and Breeders Association of America, Inc., we thank you for your generous contribution for the use of **Descriptions of contribution(s)**. *No goods or services were provided in exchange for your contribution.*

The Name of Event was held on **Date** at **Place of Event** your contributions added to a very successful **venture/event**. **Explain how their contribution has helped.**

As a 501c3 we are happy to issue our Federal Tax Identification Number (EIN) **██████████**.

If you need further assistance or have questions, please send an email to contact@theboykinspanielclub.com.

Please feel free to visit our website for more information, details, schedule of events at a glance and as always, the best of all things Boykin Spaniel! Website: BoykinSpanielClub.us

We are truly grateful for your contributions to our organization.

Mike McMahon
2025-2026 BSCBAA President

BSCBAA Motto **"Dedicated to All the things you do with your Boykin Spaniel!"**

OFFICERS:

President: Mike McMahon
V. President: Ginger Hurley
Secretary: Stacy Fox
Member Sec: Ginger Hurley
Treasurer: Kathleen Yeaman
A. Treasurer: Daniel Swantner
Executive Adm: Roslin Copeland

**BSCBAA
BOARD OF DIRECTORS**

Class 2026 BOD:

Cassandra Jacobsen
Mike McMahon
Tim Pullian
Carl Schwenker
Kathleen Yeaman

Class 2027 BOD:

Becky Burns
Rachel Frey Hawkins
Chelsey Lancaster
Liz Nugent-Hefner
Micah Smith

Class 2028 BOD:

Collin Conrad
Patrick Doyle
Stacy Fox
Lauren Herrera
Ginger Hurley

**BSCBAA
COMMITTEE CHAIRS**

Past President:
Mike McMahon

Legal & Governance:
Mike McMahon

Communications:
Roslin Copeland

Education & Standard:
Ginger Hurley & Jackie DeAngelo

Show:
Jackie DeAngelo & Ginger Hurley

Hunt & Field:
Barbara Bobrowich

Health & Genetics:
Bill Howard, DVM

Awards:
Sue McMahon

AKC Liaison & Licensing:
Sue McMahon & Giner Hurley



BSCBAA CLUB BUSINESS CALENDAR per Bylaws & Standing Rules

Date	Milestone/Event	Timing
JANUARY 1 st	BSCBAA fiscal year	The BSCBAA fiscal year shall begin on January 1st and end on December 31st.
JANUARY 1 st	Membership Dues	Dues are payable on or before the first of January of each year. After 60 days unpaid member automatically terminated; Board may grant an additional 90 days of grace (150 days after January 1, approx. May 31).
JANUARY 30 th	Publish January Newsletter	Publish on website; deadline for submission December 30
JANUARY, FEBRUARY OR MARCH	Annual Shooting Event	Fundraiser Women & Co-ed Shooting Event in Texas
FEBRUARY/MARCH	BSCBAA AKC Spring Hunt Test	Application Paperwork Due 3 months prior to test date.
FEBRUARY, MARCH or APRIL	Annual Meeting	The Annual Meeting of the Club shall be held in February, March or April, as practical as set by Board of Directors and in conjunction with the National Specialty if possible. A club celebration is recommended with NS and Annual Meeting different from NS but around same time period.
FEBRUARY, MARCH or APRIL	National Specialty	Conformation w/All Breed Show and Hunt Test and other performance events if possible. Show Committee Chair(s) & BOD Approval required.
Within 30 days of the Annual Meeting	Annual Meeting – Club Property	Each retiring Officer shall turn over to his successor in office, all properties and records relating to that office, within 30 days.
Annual Meeting	1 st Board Meeting of new term	The first meeting of the Board shall be held immediately following the Annual Meeting. Officers will be elected. Times & Dates of other Monthly BOD meetings are designated by the President or by a simple majority vote of the Directors.
Monthly (presently)	Other Board Meetings	Written notice of each scheduled BOD meeting shall be sent by the Secretary, or EA, to each Director at least 14 days prior.
2nd Board Meeting	Committees	Reauthorization of Committee Chairs as recommended by the President and affirmed by the BOD. The BOD may recommend committee members. The committee membership shall be discussed, but Chairs must have time to assess & update their members following their charter.
By APRIL BOD Meeting	Committee Members	The Board shall be aware of all committee appointments & members.
APRIL 30 th	May Newsletter	Deadline for submission to newsletter
By MAY BOD Meeting	Confidentiality & BSCBAA Agreements	These two documents must be signed & returned for all Board Members & Committee Chairs.

Date	Milestone/Event	Timing
MAY 30th	Published May Newsletter	Publish on website; deadline for submission April 30
JULY	AKC National Championship Medallions	Order AKC Medallions for the AKC Nationals in December. Conformation, Agility, Obedience/Juniors Showcase & RACH.
JULY 1st	Annual Photo Contest	Begin sending in entries in July through Sept. 15 th
AUGUST 30	September Newsletter	Deadline for submissions to newsletter
SEPTEMBER BOD Mtg.	Date of Annual Meeting	The Board of Directors shall choose a date for the upcoming Club Annual Meeting by September.
SEPTEMBER BOD Mtg.	Board seats Nominating Committee	A Nominating Committee shall be chosen by the Board of Directors on or before September
SEPTEMBER 15th	Annual Photo Contest ends	Contest begins July 1-September 15 for entries for BSCBAA Calendar
SEPTEMBER 30th	Publish September Newsletter	Publish on website; deadline for submission August 30
SEPTEMBER/OCTOBER	Fall Festival	Fundraiser Boykin Fall Festival - Optional
OCTOBER/NOVEMBER	BSCBAA AKC Fall Hunt Test	Application Paperwork Due 3 months prior to test date.
NOVEMBER 30 (on or before December's BOD meeting)	Nominating Committee submits nominees for publication	Notification of nominees to BSCBAA membership through email or newsletter, on or before the December Board meeting.
30 days after membership notification/ Designated Date	Additional nominations	Additional nominations must be received w/in 30 days of club notification to Club's PO Box
30 days after membership notification/ Designated Date	Additional nominations NOT received	If no valid additional nominees are received by the Secretary on or before designated date, the nominating committee's nominees shall be declared elected at the time of the Annual Meeting and no balloting will be required.
40 days prior to Annual Meeting	Additional nominations Received	Mail ballots to members for additional Board nominees 40 days prior to the Annual Meeting

Date	Milestone/Event	Timing
30 days prior to Annual Meeting	Notice of Annual Meeting	Send 30 days prior to Annual Meeting through email and/or newsletter
10 days prior to Annual Meeting	Election Inspectors count votes for additional Board nominees	10 days prior to Annual Meeting
after JULY 1st	New Member Dues	New Member Dues paid after July 1st will be assessed at one-half of the yearly dues
Prior to OCTOBER 2 or prior to establishing Dues structure	BSCBAA Budget	The Board shall approve a budget for the coming fiscal year prior to establishing a membership dues structure.
Prior to OCTOBER 2 or prior to the sending of renewal notices	Dues Established	Prior to the sending of renewal notices, membership dues shall be set by the Board of Directors for each type of membership.
OCTOBER 2 – DECEMBER 31	Membership Dues Notice	During the last 90 days of the calendar year, the Treasurer, in coordination with the Secretary, shall send to each member a statement of his dues for the ensuing year.
DECEMBER	Yearly Club Calendars	Yearly Club Calendars go on sale
DECEMBER 30th	January Newsletter	Deadline for submission to newsletter
DECEMBER 31st	BSCBAA fiscal year	The BSCBAA fiscal year shall begin on January 1st and end on December 31st.

PRECEDENCE AND AUTHORITY

Section 1. Order of Precedence. The order of precedence for Club operations shall be as:

- a) Club Constitution and Bylaws
- b) South Carolina and Federal Statutes
- c) American Kennel Club Rules and Policies
- d) Club Policies, Best Practices and Standing Rules
- e) Robert's Rules of Order, Newly Revised

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any other special rules of order the Club may adopt.





THE BOYKIN SPANIEL STANDARD
EMAIL: news@TheBoykinSpanielClub.com
Newsletter Editor: **Roslin Copeland**

NEWSLETTER ADVERTISEMENT GUIDELINES
Effective as approved by the BSCBAA BOD July 2012, updated July 2022

Advertisement Guidelines:

1. **THE BOYKIN SPANIEL STANDARD** is an issued newsletter for the Boykin Spaniel Club & Breeders Association of America (BSCBAA). The newsletter is published electronically via TheBoykinSpanielClub.com website. An email blast is sent out to every BSCBAA club member with a direct link to the newsletter.
2. **THE BOYKIN SPANIEL STANDARD** is published in **January, May and September (the publication months may change)**. The publishing date is generally around the 15th up to the end of the mentioned months.
3. **THE BOYKIN SPANIEL STANDARD** requires that all advertisements be submitted by the last day of the previous month issue date with payment received by the Treasurer before or as of that date. For example, the last date for submissions for the January issue is **December 30**, the May issue is **April 30** and the September issue is **August 30**. If submission or payment arrives late, the late submissions will appear in the following newsletter. Mark calendars and submit ads to news@TheBoykinSpanielClub.com.
4. As of the date of this policy, Advertisement Prices per issue are: **¼ page for \$15, ½ page for \$25, Full page for \$40, subject to change at the discretion of the BOD.**
5. Payment for newsletter advertisement is made to the BSCBAA and mailed to the current BSCBAA Treasurer. Contact news@TheBoykinSpanielClub.com for payment mailing information.
6. All advertisement submissions must be **"PRINT READY"**.
7. The BSS BSCBAA lawsuit settlement is forever a legal obligation of the BSCBAA. In strict adherence to the requirements of the settlement language, we do not use, the "Boykin Spaniel Society" or any of its marks, phrases, slogans, etc., in any documentation, articles or newsletters and must continue to do so. This includes advertisements, brags, etc.

Requirements to Advertise in the BOYKIN SPANIEL STANDARD:

1. An advertiser may submit advertisement to the editor by email or flash/media drive or dropbox link. Email is the preferred option, but if different media, the flash drive must be received by the editor by the deadline.
2. The advertisement and payment must be submitted by the submission deadline which is the 30th day of the month prior to the month's publication (see #3 above).
3. The advertisement for submission must be **"PRINT READY"**. **"PRINT READY"** means the submitted print file meets the following criteria for print; before you send your document to the editor, make sure your file meets the following criteria:

- a. File is in proper format (RTF, PDF, Word, Publisher, PowerPoint or TIF - or High-Resolution JPG, GIF or PNG).
 - b. Final file/image has enough resolution (300 dpi minimum at 100% size including bleeds). This ensures a high-quality ad/image. Images saved from Internet web pages are usually low-resolution, 72 dots per inch JPG, PNG or GIF files and are not considered print-ready.
 - c. Contains only high-resolution image data; low-resolution appears muddy and out of focus.
 - d. Has any and all desired links placed in advertisement.
 - e. Includes all fonts if not in PDF or picture format.
 - f. The layout is created at the correct and final size to be printed, and the document size in the desktop publishing program matches the size of the final published piece.
 - g. Does not require any additional modifications or tweaks before being added to newsletter.
4. All submissions must include copyright consent/release. Any photos included must be fully described, dated, with a copyright release from the photographer or owner of the photo.
 5. All products or services for advertisements that are of appropriate content may be submitted to the editor for approval.
 6. An advertiser that represents themselves as a kennel or seller of dogs/puppies or participates in a dog stud service must be:
 - a. A continuing and current member of the BSCBAA in good standing for at least one FULL year.
 - b. Operate in accordance with the BSCBAA Code of Ethics.
 - c. A breeder of pure-bred Boykin Spaniels and may breed one other breed.
 - d. A current member and participant of the BSCBAA Breeder Directory Program and current with all BDP fees.



**THE BOYKIN SPANIEL CLUB
& BREEDERS ASSOCIATION OF AMERICA, INC.**
BREEDER COORDINATOR: RACHEL FREY
PO BOX 502, HEMPSTEAD, TX 77445
EMAIL: contact@theboykinspanielclub.com

BREEDER DIRECTORY PROGRAM (BDP) APPLICATION

Requirements to participate in the Breeder Directory Program as agreed upon by the BOD of the BSCBAA:

1. Listed breeders in the Breeder Directory Program must be a member in good standing of the BSCBAA.
2. Listed breeders must register all Boykin Spaniel litters with the AKC.
3. Listed breeders must be a continuing and current member of the BSCBAA for at least one year.
4. Listed breeders must operate in accordance with the BSCBAA Code of Ethics and follow all health and DNA screening tests.
5. Listed breeders must breed purebred Boykin Spaniels and may breed one other breed.

Breeder Directory Program Advertisement Listing Expectations:

1. Breeders will be listed on the BSCBAA website with maximum of following: logo, kennel name, two representative's names, one phone number, one email, website URL, and one social platform.
2. Breeders will be listed in *The Boykin Spaniel Standard* (BSCBAA newsletter) and the BSCBAA website.
3. Breeders will pay an annual fee of \$100 pay here [Boykin Spaniel Club & Breeders Association of America Memberships 2026](#) (listed at bottom of membership page) and listings will be for one year and prorated in the first year based on quarters.
4. Breeders will be listed in the following order: according to the date you join the BDP (annually without lapses), the Breeder's combined total number of years breeding Boykin Spaniels plus the number of years as a BSCBAA member in good standing.

Please print or type and email to contact@theboykinspanielclub.com. Fillable form for your convenience.

APPLICANT INFORMATION

Kennel Name:	Website URL and/or one social media page:
Last Name (s) Only two will be published – list primary first:	First Name (s) Only two will be published – list primary first:
Street Address (address will not be published):	City:
State:	Zip:
Phone (s): Only one will be published – please list primary first:	Email (s): Only one will be published – please list primary first:

Answers to the following questions will not be published:

How many years have you been a member of the BSCBAA?	How many years have you been breeding Boykin Spaniels?	How many BS litters do you average per year? What is the puppy-age when you begin to send them home?
Do you breed other than Boykin Spaniels? If so, what breed(s)?	Do you sell started and/or finished Boykin Spaniels?	Do you rescue Boykin Spaniels and provide home placement?
Do you test & disclose results to your buyers of the required OFA Health Testing for Boykin Spaniels in your BS breeding program?	Do you breed only OFA eye certification of NORMAL & do you breed only OFA Hip/PennHip Mild or better for both sire & dam in your BS breeding program?	Do you test & disclose results to your buyers the Required DNA testing with a reputable Genetic Lab on both sire & dam in your BS breeding program?

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I attest I have read the BSCBAA Code of Ethics and I agree to abide by the BSCBAA and AKC rules, by-laws and Code of Ethics.

If this application leads to being enlisted in the BSCBAA's Breeder Directory Program, I understand that false or misleading information in my application may result in immediate removal from the Breeder Directory program and forfeiture of annual fee.

Signature(s):	Date:
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