

**THE AFGHAN HOUND CLUB OF AMERICA, INC.**  
**POLICIES, PROCEDURES AND STANDING RULES**



**REVISED July 2002 – July 16, 2024**

## **FOREWORD**

May, 2022

*The Constitution and By-Laws of the Afghan Hound Club of America, Inc. govern the business of the club. Amendments to the Constitution and By-Laws may be enacted following the requirements outlined in Article VII of that document. This process involves mail balloting by all members in good standing and approval by the American Kennel Club.*

Policies, procedures and standing rules provide the details and the precedents for the conduct of that business. Unlike constitutional and by-law changes, however, policies, procedures and standing rules may be changed simply by action in any meeting of the general membership or of the Board of Directors.

Policies, procedures and standing rules enacted by the general membership may only be changed by the general membership, not by the Board of Directors. On the other hand, policies, procedures and standing rules enacted by the Board of Directors may be changed subsequently by either the Board of Directors or the general membership.

Policies and Procedures were approved by the Board of Directors and introduced in March, 1981. Prior to that time the Club was governed by the Constitution and ByLaws and Standing Rules.

This document was reviewed in its entirety by the AHCA Board of Directors in May, 2022. Obsolete references were deleted and policies were updated where appropriate. Information in parentheses at the end of a policy, procedure or standing rule indicates when a rule was originally enacted. Beginning numbers found in parentheses indicate this policy, procedure or standing rule is cross-referenced.

For an accurate depiction of all policies, procedures and standing rules of the AHCA, this document should be supplemented by the minutes of all board and general membership meetings held subsequent to the latest revision date, as well as the Constitution and By-Laws.

Portions of the Afghan Hound Club of America Constitution and By-Laws, as they apply to certain documents, have been included at the beginning of those documents. In the event of conflict between the policies, procedures and standing rules, and the AHCA Constitution and By-Laws, the latter will prevail.

Updated May, 2022

## **TABLE OF CONTENTS**

<b>DOCUMENT 120</b>	<b>NOMINATION OF OFFICERS AND DIRECTORS</b>	10
121.0	ELECTION OF THE NOMINATING COMMITTEE	11
122.0	MATERIALS TO BE PROVIDED TO THE NOMINATING COMMITTEE	11
123.0	NOMINATING COMMITTEE OPERATING POLICES & PROCEDURES	12
124.0	FINAL BALLOTING PROCEDURE	13
125.0	RECORDING SECRETARY NOTIFICATION TO MEMBERSHIP	13
126.0	NOTICE OF ELECTION (Unopposed Slate)	14
127.0	REPORT OF NOMINATIONS (If Additional Nominations are Made)	14
128.0	SUMMARY OF DATES AND DEADLINES	15
129.0	P & P's GOVERNING NOMINATIONS AND CAMPAIGNS	15
<b>DOCUMENT 130</b>	<b>- ELECTION OF OFFICERS AND DIRECTORS</b>	16
131.0	GENERAL POLICIES	17
132.0	CONSTRUCTION/FORMAT OF THE ELECTION BALLOT	18
133.0	ACCOUNTING FIRM/TELLER PROCEDURES	19
134.0	HANDLING OF THE VOTES	19
135.0	ELECTION OF OFFICERS/DIRECTORS/OTHER BALLOTS	19
<b>DOCUMENT 140</b>	<b>- JOB DUTIES OF OFFICERS</b>	20
141.0	TREASURER	21
142.0	CORRESPONDING SECRETARY	24
143.0	RECORDING SECRETARY	26
	OFFICERS APPENDIX	29
	T 1 - Summary of AHCA Treasurer Duties	29
	C 2 – Corresponding Secretary Certificate of Appreciation	30
	C3 – Corresponding Secretary Letter of Appreciation to Club	31
<b>DOCUMENT 150</b>	<b>- MEMBERSHIP APPLICATION &amp; PROCESS</b>	32
151.0	MEMBERSHIP CHAIR (& COMMITTEE) RESPONSIBILITIES	33
152.0	P&P'S CONCERNING MEMBERSHIP APPLICATIONS	33
153.0	APPLICATION REQUIREMENTS FOR REGULAR MEMBERSHIP	33
154.0	APPLICATION REQUIREMENTS FOR ASSOCIATE MEMBERSHIP	34
155.0	SPONSORSHIP OF APPLICANTS	34
156.0	APPLICATION PROCESS	35
157.0	APPLICANT ACCEPTANCE	35

158.0 WRITTEN OBJECTIONS TO AN APPLICANT .....	35
159.0 APPLICANT REJECTION .....	36
160.0 GUIDELINES FOR LIFETIME MEMBERSHIP .....	37
161.0 GUIDELINES FOR HONORARY MEMBERSHIP .....	37
MEMBERSHIP APPENDIX.....	38
MA 1 Applicant Cover Letter .....	39
MA 2 Membership Application Form .....	40
MA 3 Certification Statement.....	42
MA 4 -Sponsor Letter .....	43
MA 5 Sponsor Form .....	44
MA 6 New Member Letter .....	45
MA 7 New Member End of Year Letter .....	46
MA 8 Applicant Rejection Letter .....	47
MA 9 Associate Membership Sponsor Form.....	48
MA 10 New Associate Member Letter.....	49
MA 11 New Associate Member End of Year Letter .....	50
MA 12 Associate Applicant Rejection Letter.....	51
MA 13 Lifetime Membership Certificate .....	52
<b>DOCUMENT 200 - THE AHCA BOARD OF DIRECTORS .....</b>	<b>53</b>
201.0 – BOARD STANDING RULES, POLICIES & PROCEDURES.....	54
205.0 – PROCEDURES FOR CONDUCTING BOARD BUSINESS .....	56
206.0 CONDUCTING BOARD BUSINESS .....	56
207 THRU 209 - <i>nonexistant</i> . .....	58
210.0 MEMBERS .....	59
211.0 MEMBERSHIP MEETINGS .....	60
<b>DOCUMENT 300 – COMMITTEES &amp; JOB DUTIES OF COMMITTEE CHAIRS</b> .....	<b>62</b>
301.0 AKC DELEGATE .....	62
302.0 AKC GAZETTE COLUMN.....	63
303.0 AWARDS ( <i>See Document 600</i> ).....	63
BUDGET & FINANCE - <i>Eliminated</i> (B 06/10).....	63
304.0 BREEDERS CUP ( <i>See Document 900</i> ).....	63
305.0 CANINE HEALTH .....	63
306.0 COMPLAINTS .....	64
307.0 EDUCATION .....	65

307.1 Breed and Judges Education .....	65
307.2 Afghan Hound Breed Education.....	65
307.3 Meet the Breeds / AKC National Championship dog show .....	65
307.4 Judges Education .....	65
308.0 GIVING BACK MENTOR PROGRAM.....	66
309.0 INVENTORY .....	66
IT COORDINATOR <i>Eliminated.</i> (B 06/06; B 06/10).....	66
310.0 JUNIOR SHOWMANSHIP.....	66
311.0 LEGISLATIVE AFFAIRS .....	67
312.0 AHCA ARCHIVES .....	67
313.0 NATIONAL SPECIALTY SHOW – <i>see also Document 800</i> .....	68
313.1 Mailing List Compilation - <i>Eliminated (B 11/01/2012)</i> .....	68
313.2 Judges Hospitality ( <i>See also Section 700</i> ) .....	68
313.3 Show / Board Liaison.....	68
313.4 National Events Budget Liaison: .....	68
314.0 PARLIAMENTARIAN .....	68
MEMBERSHIP – <i>See Document 150</i> .....	69
315.0 PERFORMANCE & COMPANION EVENTS, Title recognition and Family Dog Program.....	69
315.1 – PERFORMANCE EVENTS.....	69
315.2 COMPANION EVENTS, TITLE CERTIFICATION & FAMILY DOG.....	72
315.2.A Agility .....	72
315.2.B Obedience .....	72
315.2.C Rally.....	72
315.2.D Triathlon .....	73
315.2.E. Versatility Award.....	73
316.0 PUBLIC EDUCATION .....	75
REGIONAL CLUBS <i>See Document 400</i> .....	75
RESCUE – <i>See Document 500</i> .....	75
317.0 SOCIAL MEDIA .....	75
318.0 AHCA STATISTICS .....	77
319.0 TOPKNOT NEWS.....	78
320.0 WAYS AND MEANS/MERCHANDISE FOR NATIONAL SPECIALTY ....	79
321.0 AHCA WEBSITE.....	79

COMMITTEE FORMS APPENDIX .....	80
CA 1 Committee Budget Letter .....	80
CA 2 Judges Study Workshop Certificate .....	81
CA 3 Young Sportsman Scholarship Award .....	82
CA 4 Young Sportsmanship Activity Sheets.....	83
CA 5 Triathlon Rules .....	84
CA 6 Versatility Award .....	87
CA7 AKC NLCC Afghan Hound Breed Finalist Trophy Application.....	88
<b>DOCUMENT 400 - REGIONAL CLUBS</b> .....	89
401.0 DATE CONFLICTS BETWEEN AHCA EVENTS / REGIONAL SHOWS...	90
402.0 REGIONAL CLUB CHAIR GUIDELINES .....	90
REGIONAL CLUB APPENDIX.....	91
RCA 1 - Parent Club Consent Form .....	91
RCA 2 Medallions Offered for Regional Clubs .....	92
RCA 3 Best of Winners Trophy Application.....	93
RCA 4 Parade of Rescue Trophy Application.....	94
RCA 5 Junior Award Certificate & Medallion Form .....	95
RCA 6 Best Junior Medallion Redemption Form.....	96
RCA 7 Best Junior Handler Certificate .....	97
RCA 8 Regional Show Approval.....	98
RCA 9 Suggestions for Regional Clubs.....	101
<b>DOCUMENT 500 - RESCUE</b> .....	104
RESCUE APPENDIX .....	105
RA 1 Rescue Angel Certificate.....	105
RA 2 Rescue Policy & Guidelines.....	106
RA 3 Rescue Adoption Agreement.....	110
RA 4 Rescue Adoption Application .....	112
RA 5 Release of Dog to AHCA Rescue .....	116
RA 6 Introduction of AHCA Rescue to Shelter.....	117
<b>DOCUMENT 600 - AWARDS</b> .....	118
600.10 HOUND SHOW SUPPORT.....	118
601.0 NATIONAL SPECIALTY CLASS TROPHIES ( <i>Also See Doc.800</i> ).....	120
602.0 NATIONAL SPECIALTY TROPHIES & JUDGES' GIFTS – 2" Medallion	121
603.0 NATIONAL SPECIALTY TROPHIES - BRONZES.....	122

603.1 Garry Newton 6” Sculptured Bronze.....	122
603.2 Terry Chacon 3" Sculptured Bronze.....	123
604.0 ANNUAL AWARDS PRESENTED AT ANNAL AWARDS DINNER.....	124
605.0 VERSATILITY AWARD .....	125
606.0 ANNUAL AWARDS DINNER CERTIFICATE AWARDS .....	125
607.0 ADDITIONAL AHCA 2” MEDALLION AWARDS .....	126
608.0 AWARDS OFFERED FOR REGIONAL CLUBS .....	126
AWARDS APPENDIX .....	127
AA 1 Annual Awards Winner Letter of Notification .....	127
AA 2 Annual Jr. Handler Winner Letter of Notification.....	128
AA 3 Award of Merit Certificate.....	129
AA 4 Obedience / Rally Award Certificate .....	130
AA 5 Hound Show Trophy Application .....	131
<b>DOCUMENT 700 - NATL. SPECIALTY CONFORMATION JUDGES .....</b>	<b>132</b>
701.0 POLICIES.....	132
702.0 THE OFFICIAL BALLOT & INSTRUCTIONS.....	134
703.0 COUNTING THE BALLOTS FOR JUDGES .....	134
704 THRU 709 – non-existent.....	134
710.0 CONFORMATION JUDGES FOR NATIONAL SPECIALTY .....	135
711.0 JUDGES FEES AND ASSOCIATED EXPENSES .....	136
712.0 GUIDELINES FOR NATIONAL SPECIALTY JUDGES.....	137
NATL. SPECIALTY JUDGE AGREEMENTS APPENDIX.....	138
JCA 1 Conformation Judge Contract #1 .....	138
JCA 2 Conformation Judge Contract #2.....	139
JCA 3 Sweepstakes/Triathlon Conformation Judge Contract .....	140
JCA 4 Obedience and Rally Judge Contract.....	141
JCA 5 Agility Judge Contract .....	142
JCA 6 Lure Coursing Judge Contract .....	143
JCA 7 Junior Showmanship Judge Contract.....	144
<b>DOCUMENT 800 - NATIONAL SPECIALTIES .....</b>	<b>146</b>
800.0 GENERAL POLICIES CONCERNING THE NATIONAL SPECIALTY ....	146
801.0 NATIONAL SPECIALTIES AND REGIONAL CLUBS .....	147
802.0 DUTIES OF THE SHOW CHAIRPERSON.....	148
803 NOTES REGARDING COMPETITION AND CLASSES .....	149

804.0	GROUNDS AND HOTEL POLICIES .....	150
805.0	NATIONAL SPECIALTY TROPHY CHAIRPERSON .....	150
806.0	TROPHIES AND AWARDS .....	151
807.0	OBEDIENCE/RALLY TROPHIES AND AWARDS .....	152
808.0	LURE COURSING TROPHIES AND AWARDS.....	153
809.0	AGILITY TROPHIES AND AWARDS .....	153
820.0	SPECIALTY CATALOGS.....	154
830.0	AUCTIONS .....	154
840.0	ADVERTISING AND MEMORABILIA .....	155
850.0	VENDORS.....	155
	AHCA VENDOR/ARTIST CONTRACT.....	157
	NSA -1 REGIONS FOR NATL. SPEIALTY & BREEDES CUP ROTATION ..	158
	NSA 2 - ADDITIONAL SPECIALTY SHOW INFORMATION .....	159
851.0	- AGENDA FOR THE ANNUAL AWARDS DINNER .....	168
852.0	GUIDELINES FOR SUBMITTING NATL SPECIALTY PROPOSAL.....	170
	The AHCA Policies & Procedures .....	170
	Host Hotel & Conformation Judging.....	170
	Lure Coursing .....	171
	Agility Trial .....	171
	Obedience and Rally .....	171
	Miscellaneous But Important.....	171
	<b>DOCUMENT 900 - BREEDERS' CUP.....</b>	<b>172</b>
901.0	VENUES.....	173
902.0	SHOW DATES.....	173
903.0	ELIGIBILITY.....	173
	903.1 Multiple Sired Litters.....	173
904.0	THE PEDIGREE .....	173
905.0	ENTRY .....	174
906.0	- ENTRY SCHEDULE & SUPPLEMENTAL NOMINATIONS .....	174
907.0	PREMIUM LISTS .....	175
908.0	JUDGE SELECTION .....	175
909.0	JUDGES NOMINATIONS .....	175
910.0	CLASSES OFFERED FOR DOGS AND BITCHES.....	176
911.0	PRIZES AWARDED.....	176



912.0 CASH AWARDS.....	176
913.0 AHCA BC SHOW COMMITTEE .....	177
914.0 SHOW COMMITTEE/AHCA BOARD OF DIRECTORS INTERACTION	177
915.0 GENERAL RECOMMENDATIONS .....	177
BREEDERS' CUP APPENDIX .....	178
BCA 1 Duties of the Breeders' Cup Show Chairperson.....	178
BCA 2 Duties of the Breeders' Cup Show Secretary .....	179
BCA 3 Breeders' Cup Proposal Guidelines .....	180
BCA 4 Breeders' Cup Judge Contract.....	181
<b>DOCUMENT 1000 - RECOMMENDED PRACTICES .....</b>	<b>182</b>
BREEDING CONSIDERATIONS.....	182
SELLING AND SALES CONTRACTS .....	183
ADVERTISING.....	184
SPORTSMANSHIP .....	184
BIOLOGICAL DEFECTS.....	185
<b>DOCUMENT 1100 - Copyright, Agreements &amp; Ownership Info &amp; Records.....</b>	<b>186</b>
CERTIFICATE OF INCORPORATION .....	187
ENTITY INFORMATION .....	188
ORIGINAL CLASS DEFINITIONS .....	189
THE COMPLETE DOG BOOK.....	190
THE ROAD I TOOK TO YOU .....	192
SHINING DOG SHADOWY WOLF.....	193
A RETROSPECTIVE VIEW OF AFGHAN HOUNDS IN AMERICA .....	195

## **DOCUMENT 120 NOMINATION OF OFFICERS AND DIRECTORS**

### **CONSTITUTION and BY-LAWS**

#### **ARTICLE IV**

#### ***The Club Year, Voting, Annual Elections & Nominations***

**SECTION 4. Nominations and Ballots.** *No person may be a candidate in a Club election who has not been nominated in accordance with these By-Laws. The Nominating Committee shall be chosen by the Board of Directors before August 1st. The Committee shall consist of five members and two alternates, all members in good standing, one of whom shall be a member of the current Board of Directors. The Board shall name a Chairman for the Committee. The Nominating Committee may conduct its business by mail, electronic means or other hard copy.*

*(a) The Nominating Committee shall nominate from among the eligible members of the Club, one candidate for each office and for each position of the Board of Directors to be elected in that year, and a candidate for the Delegate to the American Kennel Club. A written letter of consent to be nominated with an agreement of understanding of Article III, Sections 3 and 5 of the By-Laws to the Constitution shall be required. The Committee shall then submit its slate of candidates to the **Recording Secretary** who shall mail the list to each member of the Club on or before October 15, so that additional nominations may be made by the members if they so desire.*

*(b) Additional nominations of eligible members may be made by written petition addressed to the **Recording Secretary** and received at his/her regular address on or before November 15th, signed by five members. A written letter of consent to be nominated with an agreement of understanding of Article III, Sections 3 and 5 of the By-Laws to the Constitution shall be required. Except for the position of Delegate, no person shall be a candidate for 800 one position.*

*(c) If no valid nominations are received by the **Recording Secretary** on or before November 15th, the Nominating Committee's slate shall be declared elected and no balloting will be required.*

*(d) If one or more valid additional nominations are received by the **Recording Secretary** on or before November 15th, he/she on or before December 1st, shall mail to each member in good standing a ballot listing all of the nominees for each position in alphabetical order together with a blank envelope and a pre-addressed return envelope marked "Ballot" and bearing the name of the member or members, if husband and wife, to which the ballot(s) was sent. So that the ballots may remain secret, each voter, after marking his/her ballot, shall seal it in the blank envelope which in turn shall be placed in the second envelope addressed to the independent election monitor. The inspectors of election shall check the returns against the list of members whose dues are paid for the current year prior to opening the outer envelopes and removing the blank envelopes, and shall certify the eligibility of the voters as well as the results of the voting which shall be announced in the manner provided in Section 3.*

### **DOCUMENT PURPOSE AND SCOPE**

120.1 This document defines the Nominating Committee election process, Nominating Committee procedures, nomination of candidates by the membership at large, final balloting procedure and calendar dates and deadlines. This document (120) was revised in its entirety June 14, 1998. The dates of any subsequent changes are noted as those changes were adopted.

**121.0 ELECTION OF THE NOMINATING COMMITTEE**

121.1 The Nominating Committee is elected by the AHCA Board of Directors before August 1 each year. Normally, the committee is elected at the second board meeting of the year.

121.2 The Nominating Committee is composed of five members, all in good standing, only one of which shall be a member of the Board of Directors. Two alternates (designated first and second) are also elected who will serve as full members of the Committee only if in the judgment of the Chairperson, with the concurrence of the president, one or two elected committee members cannot participate.

121.3 The board members will elect the committee via secret ballot.

121.4 The board shall also elect a Nominating Committee chairperson from among the committee members. Preferably, but not necessarily, the Chairperson should not be the board member selected (from constitution).

*NOTE: The board should exercise care to ensure that Nominating Committee members represent the various geographic regions of the club membership and that they are active enough in club affairs to select nominees of merit. With the possible exception of the board member, committee members shall not serve on the Nominating Committee more than once every five years.*

121.5 The **President** shall notify the committee members within three (3) days of their selection by the board and shall advise the club's officers and directors of those accepting within five (5) days of the acceptance of all members.

**122.0 MATERIALS TO BE PROVIDED TO THE NOMINATING COMMITTEE**

122.1 Each member of the committee, including alternates, shall have on hand or be provided with the following materials by the **Corresponding Secretary** within seven (7) days after committee election (B 3/20):

- a) Copy of Constitution and By-Laws available from the club Website (B 3/20)
- b) Copy of this policy and guideline section (Documents 120 -140) available from the club Website (B 3/20)
- c) List of Committee members with addresses and telephone numbers
- d) Current AHCA Membership List
- e) Those positions requiring nominees from the committee
- f) AHCA stationery as deemed necessary by the chairperson

122.2 The Nominating Committee may conduct its business by mail, phone, fax, e-mail, on-line computer or in-person meetings so long as the procedures in Section 123.0 below are followed. The committee should perform its duties promptly. Final balloting for nominees for office is normally conducted via a conference phone call, which shall be held at a time, prearranged by the chairperson as described in Section 123.0.

122.3 Expenses incurred, normally postage and telephone charges, will be reimbursed to the AHCA. Committee members who must submit expense listings, with supporting documents, directly to the **AHCA Treasurer** at his/her home address.

### **123.0 NOMINATING COMMITTEE OPERATING POLICES & PROCEDURES**

**It is crucial to the integrity of the Nominating Committee's assignment that discussions take place and decisions be made by the entire committee in session. It is the responsibility of each committee member to independently put forth the names of qualified candidates to consider in open committee discussions, which should take place in at least two conference telephone calls.**

123.1 The chairperson must solicit from incumbents a written consent of their desire to be re-nominated for another term for the same office or position, or of their desire to be considered for another elected position, along with their biography. (If the current **President** has served for at least the previous two terms in that office, he/she shall not be the Nominating Committee candidate for that position for a third successive term.) It must be made clear that this consent does not constitute an automatic selection by the Nominating Committee; however, incumbents must be considered as potential candidates, or as part of the candidate pool, if no position has been specified in their consent notice. The chairperson should receive this written consent by Aug. 24. A biographical questionnaire should be sent with the consent form.

123.2 The chairperson will inform other committee members, in writing, of those incumbents consenting to re-nomination, the office(s), if any, for which they have consented, and will reconfirm the offices and positions open for nomination. This must be accomplished by Sept. 1.

123.3 The committee members will review the materials received from the chairperson. Each member, including the chair, should select one candidate for each open office or position - either from the incumbent listing provided or from those members in good standing set forth in the membership roster. The committee member must solicit a letter of consent and a biography from those candidates who are not incumbents (if any); said letter of consent should reference the office(s) for which the candidate is consenting and/or feels qualified, but may instead state that he/she is consenting to any office the committee may choose. As often as possible, potential candidates should be encouraged to be willing to accept a nomination for more than one position allowing the Nominating Committee some flexibility in compiling a slate.

123.4 The committee members must forward their proposed candidates to the chairperson along with letters of consent and biographies, by September 7. The chairperson will provide to each member a written list of nominated candidates for each specific office by Sept. 14. This communication will also set forth a tentative time and date for the first of two conference telephone calls to be held by the committee. This first conference call should be planned for no later than Sept. 20. The purpose of this first conference call is to open discussion regarding candidates and the slate. In this first conference call meeting, members must determine if suitable and acceptable candidates are available for consideration for each office. Also at this time, the committee should determine the time for its final conference call (no later than Oct. 2). This period allows the members of the Nominating Committee to research current candidates, and, as needed, to recruit additional candidates, collect appropriate acceptances for new candidates or offices not previously accepted.

123.5 If committee members have additional candidates to submit for consideration following this first conference call, they must forward those names to the chairperson, along with letters of consent and biography, if any are required, by Sept. 24. The chairperson will once again consolidate the members' selections and provide to each committee member by Sept. 30 a list of proposed candidates for each specific office. During the second (and final) conference call, additional candidates not on this list may be considered, as well, providing that their acceptance of nomination, in writing, has been received by the committee member who is nominating them.

123.6 Any committee member who cannot be available for the conference calls must immediately contact the chairperson who must arrange another time mutually agreeable to all members

123.7 No proposed candidate may be submitted for nominations and voted on by the Nominating Committee if they have not previously submitted a letter of consent to be nominated, and a biography to the Nomination Committee for examination (B 10/23/2014)

#### **124.0 FINAL BALLOTING PROCEDURE**

(a) The second conference call serves as the opportunity to discuss all candidates and formulate the final slate of nominations. At the beginning of the conference call, the chairperson will inform the committee of the names of all candidates for all offices (some people may be nominated by more than one person for more than one office). Prior to committee balloting for each position, discussion should be encouraged for those positions where there may be more than one suggested nominee. That discussion should include an examination of the suitability of a particular candidate for a particular position within the scope and perspective of the entire slate.

(b) Following discussion regarding each position, balloting will begin. Nominees for those offices which are standing for election should be considered and voted on in this order (as applicable): President, Corresponding Secretary, Recording Secretary, Treasurer, First Vice President, Second Vice President, Director, Director (two different positions), AKC Delegate.

(c) At conclusion of the balloting, the chairperson will ask if there are further comments or questions. Reconsideration of any votes may be made at this point, following Parliamentary Procedure requirements. A recapitulation of the balloting and votes will be made before closing the conference call.

(d) After the committee has agreed upon a slate, the Chairperson shall inform (via telephone) each nominee of the position he/she has been selected to fill as well as the names of all other persons on the proposed slate. At this time the Chairperson shall also inform each nominee that he/she has 72 hours to withdraw his/her name from the slate, if he/she chooses. If a nominee should withdraw his/her name from the slate at this time, the committee shall reconvene and fill that position. If no nominee withdraws, the Nominating Committee shall be dissolved.

124.1 The chairperson will send the Nominating Committee's slate of officers and directors, and include the biographies of the Nominating Committee candidates, and the tally of ballots to the Recording Secretary so as to be received by Oct. 5. The results may be provided to the Recording Secretary so that preparation for the notification to the club can begin. (B 6/23/2012)

124.2 The chairperson will notify and thank nominated and eliminated candidates in writing by Oct. 5. (B 6/23/2012)

#### **125.0 RECORDING SECRETARY NOTIFICATION TO MEMBERSHIP**

125.1 The final tally of the ballots submitted by the Nominating Committee chairperson is to be retained until after the installation of officers in the event that a challenge is made of procedures or results. In no instance is the notice defined below to be mailed before receipt in writing of the Nominating Committee's slate and the tally of ballots.

125.2 On or before Oct. 15 the **Recording Secretary** shall mail a notice to the general membership of the Nominating Committee's slate of officers and directors along with brief biographies of the candidates. This notice of nomination of officers and directors should state that the Nominating Committee (chairperson must be named) has selected the following candidates for office and will list the offices and candidates in the following sequence, as applicable: President, Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, followed by Directors in alphabetical order, and Delegate to AKC. (B 6/23/2012)

125.3 The notice will invite additional nominations by quoting verbatim Article IV, Section 4 (b), (c) and (d) of the AHCA by-laws.

**126.0 NOTICE OF ELECTION (Unopposed Slate)**

126.1 If no valid additional nominations are received by Nov. 15, the Nominating Committee's slate shall be declared elected effective Feb. 1 and no balloting will be required.

126.2 Notice of this situation shall be sent to the membership no later than Jan. 10 by the **Corresponding Secretary**. This notice will also list the elected officers and board members.

**127.0 REPORT OF NOMINATIONS (If Additional Nominations are Made)**

127.1 If additional valid nominations are received, they must include a biography for that nominee. The **Recording Secretary** must mail a report of nominations to the general membership. Such a report is not to be confused with the ballot. Its purpose is to inform the membership of all candidates and their sponsors. (B 6/23/2012)

127.2 This report is to be constructed as follows:

- a) Opening paragraph (example): Additional nominations for office have been received in accordance with Article IV, Section 4 (b) of the by-laws of the Afghan Hound Club of America. In keeping with established policy, a complete listing of all candidates for office, along with the Nominating Committee members and other sponsors, is being provided for your information.
- b) Caption: "Nominating Committee" followed by a listing of members with chairperson first and so identified. (B 6/23/2012)
- c) Caption: "Additional Nominations": The office or position receiving the additional nomination is to be listed followed on the same line by the nominee's name. Below each nominee's name the petitioning sponsors are to be listed beneath the caption "Sponsors of the Above." If the petition contains more than the required five sponsors, a maximum of six sponsors may be listed on this report.
- d) This report must close with the statement "You will receive your official ballot shortly."
- e) If more than one additional nominee has been petitioned for a single office, the nominees are to be presented in alphabetical order. The offices themselves are to be listed in identical sequence to the Nominating Committee's slate insofar as is possible.

127.3 This report may be mailed with the official ballot and must be mailed not later than Nov. 25. (B 6/23/2012)

**128.0 SUMMARY OF DATES AND DEADLINES**

*NOTE: The dates listed throughout the document and summarized below are suggested guidelines as outside limits. It is expected that most of these tasks can be completed earlier.*

Solicitation of Consent from Incumbents	August 10
Receipt of Consent from Incumbents& BIO	August 24
Update of Committee by Chairperson	September 1
Committee Members Candidates Consent& Bios to Chairperson	September 7
Update of Committee by Chairperson	September 14
First Conference Call for Discussion of Candidates	September 17
Additional Candidates to Chairperson	September 24
Update of Committee by Chairperson	September 30
Final Balloting Conference Call	October 2
Formal Slate, Biographies and Tally to Recording Secretary	October 5
Notice of Slate to General Membership	October 15
Bios of Slate Nominees to General Membership	October 15
Receipt of Additional Nominations, if Any	November 15
Notice of Nominations (Additional Nominations)	November 25
Notice of Election (Unopposed Slate)	January 10

(B 6/23/2012; B10/23/2014)

**(See also 131.4)**

**129.0 P & P's GOVERNING NOMINATIONS AND CAMPAIGNS**

129.1 In any written media supporting a nominated candidate, it is not appropriate for officers and directors to sign their names over their position on the board (e.g., John Doe, President, AHCA) as this may be taken to imply board endorsement. However, it is acceptable for any member of the Board to cite their specific board experience with regards to any candidates, including themselves.

129.2 Members of the Nominating Committee may not petition (sponsor) additional nominations from the general membership for the current election. (B 6/23/2012)

## **DOCUMENT 130 - ELECTION OF OFFICERS AND DIRECTORS**

### **CONSTITUTION and BY-LAWS ARTICLE IV**

**SECTION 3. Annual Election.** *The election of Officers, Directors and Delegate shall be conducted by mail ballot. Ballots to be valid must be received on or before January 5th, at the designated address. The nominated candidate receiving the greatest number of votes for each office shall be declared elected. A report of those persons elected, by position, shall be prepared by the Corresponding Secretary, and communicated to the general membership by mail on or before February 1st. Newly elected Officers and Directors will normally succeed to office on February 1. In the event the election is not complete by February 1, the retiring Officers and Directors shall continue in their respective positions until the election can be certified.*

### **CONSTITUTION and By-LAWS ARTICLE III Directors and Officers**

**SECTION 1. Board of Directors.** *The Board shall be comprised of the President, First Vice-President, Second Vice President, Corresponding Secretary, Recording Secretary, Treasurer and six other persons all whom shall be members in good standing who are residents of the United States. The Officers shall be elected for two and the other board members shall be elected for three year terms as provided in Article IV and shall serve until their successors are elected. General management of the Club's affairs shall be entrusted to the Board of Directors.*

**Transition:** *At the first election following adoption of this By-Law amendment, the President, First Vice President, Recording Secretary and Delegate shall be elected for two year terms. The remaining Officers shall be elected for one year terms. In the following year, the Second Vice President, Corresponding Secretary and Treasurer shall be elected for two year terms and the Officers shall alternate in that pattern for election in succeeding years. Each year, two of the six members of the Board of Directors who are not Officers shall be elected for a term of three years.*

### **SECTION 2. Terms of Office.**

(a) **Officers.** *The President, Vice Presidents, Secretaries and Treasurer shall be elected for two year terms as provided in Article IV. They shall serve in their respective capacities with regard to both the Club and its meetings and the Board and its meetings.*

(b) **Board Members:** *Each year, two of the six members of the Board who are not Officers shall be elected for a term of three years.*

(c) **Delegate.** *The Delegate shall be elected by the membership for a term of two years.*

## **130.0 DOCUMENT PURPOSE AND SCOPE**

130.1 This document defines the requirements for election of officers and directors via mail ballot as established in the AHCA Constitution and By-Laws.



**131.0 GENERAL POLICIES**

131.1 The election and balloting procedures outlined herein are to be followed only if additional valid nominations are received after publication of the nominating committee slate.

131.2 Election ballots, when required, must be mailed no later than December 1 so as to allow the minimum 30-day period from date of mailing to the ballot return deadline date of January 5. Ballots are to be constructed and mailed by the **Recording Secretary**.

131.3 Completed ballots are to be forwarded by the membership directly to a certified public accounting firm, or Ballot Counting Firm, previously approved by the board of directors and which has been engaged by the **Recording Secretary**. (B 6/16)

131.4 As soon as the **Recording Secretary** has written confirmation of election results from the CPA or Ballot Counting Firm, these results should be transmitted Electronically, or by Fax, or Express Mail to the **Corresponding Secretary**. The **Corresponding Secretary** should immediately notify the **President** and all candidates by telephone, with written confirmation to follow. The **Recording Secretary** should refer any inquiries (other than inquiries from board members) to the **Corresponding Secretary**. An election bulletin to the general membership must be mailed on or before February 1 by the **Corresponding Secretary**. This notice should include a copy of the election tally sheet. (B 02/89, B 6/16)

131.5 The teller's report, worksheets, ballots, outer (returned) envelopes, unopened and/or invalid envelopes bearing names of members are to be retained by the **Recording Secretary** for 30 days.

**132.0 CONSTRUCTION/FORMAT OF THE ELECTION BALLOT**

132.1 The ballot communication shall contain the following data in a “heading”

- Date (of mailing)
- To: Members of the Afghan Hound Club of America
- From: Name -, Recording Secretary
- Subject: Ballot for Election of Officers and Directors

132.2 Constitution/instructions statements (i.e. body of the letter section):

*“The following candidates have been nominated in accordance with Article IV, of the By-Laws of the Afghan Hound Club of America, Inc. Please vote for only one candidate for each of the offices listed below except as may be directed for board member positions.”*

*“After completing the ballot, detach at the dotted line and seal in the smaller blank envelope provided. Insert the blank envelope in the larger pre-addressed return envelope also provided.”*

*“Your ballot must be received on or before January 5, year, to be counted.”*

132.3 Ballot:

The offices and positions being contested are to be listed in the following sequence and underlined: president, first vice president, second vice president, recording secretary, corresponding secretary, treasurer, board members and delegate to the AKC. **NOTE: Normally two board positions are open. The statement “Vote for no more than two” should follow the board member caption.**

Names of candidates are to be listed in alphabetical order following the specific office or position caption. These listings must be double-spaced with a “check box” appearing after each name.

132.4 Mailing procedures for election ballots:

Two ballots are to be sent to husband and wife members who have the same mailing address (one of these may be a “ballot” only, i.e. no heading and narrative); otherwise, only the single ballot is to be mailed.

Enclose one smaller blank envelope in which the ballots are to be sealed, or two blank envelopes if husband and wife.

Enclose a larger envelope addressed to the accounting firm, in which the blank envelope (ballots) are to be returned. This envelope must bear the name of the member or members, if husband and wife, to which the ballots were sent. A club mailing label may be used for this purpose.

Ballots are to be sent only to members whose dues have been paid and who are in good standing with the club.

### **133.0 ACCOUNTING FIRM/TELLER PROCEDURES**

Checks name(s) on pre-addressed envelopes against current membership list provided by **Recording Secretary**. Sets aside unopened and marks *invalid*, any envelopes not matching the list for subsequent delivery to **Recording Secretary**. Checks off receipts on membership roster.

Opens the pre-addressed envelope. Checks number of ballots received with number of names on outside envelope. If matching, or if only one has been received out of an allowable two, sets outer envelope aside for accumulation with others and subsequent delivery to the **Recording Secretary**. (If more ballots have been received than indicated as allowable by the outer envelope, the outer envelope, blank envelope and ballots are to be stapled together, marked invalid and set aside for delivery to **Recording Secretary**.) Blank envelopes for valid ballots may be discarded.

Opens the blank envelopes which contain the ballots.

The ballot votes are accumulated on a tally worksheet which lists all open offices and names.

When all votes received through January 5 have been tallied and double-checked, a summary report listing the offices and candidates and the number of votes cast for each is to be prepared on the accounting firm's letterhead. This report is structured like the ballot.

### **134.0 HANDLING OF THE VOTES**

134.1 In the event of tie votes for any office or position, a run-off ballot must be mailed to the general membership by January 20.

134.2 This ballot and the mailing are constructed as outlined in the sections above. However, wording of the narrative text and subject lines may be varied to reflect the tie vote outcome and the necessity for a run-off election. Only the contested offices will be listed on the ballot.

134.3 Run-off ballots must be received by February 24 at the accounting firm/teller's address. Counting is to be conducted according to the procedures set forth in Section 133.0 above.

**(See also 142.7)**

### **135.0 ELECTION OF OFFICERS/DIRECTORS/OTHER BALLOTS**

135.1 If Jan. 5 falls on a Sunday or legal holiday observed by the federal offices of the U.S. Government, the ballots shall be counted after mail delivery on the next following business day. This provision is to become applicable following the next revision of the club's constitution and by-laws. (B 02/88)

135.2 Other ballots, whether of the membership or the board, should be scheduled so that the last day for the receipt of ballots does not fall on a date when there is no mail delivery. If a ballot deadline is inadvertently scheduled to fall on a day when there is no mail service, the next business day shall become the deadline. (B 04/88)

## **DOCUMENT 140 - JOB DUTIES OF OFFICERS**

### **CONSTITUTION and BY-LAWS**

#### **ARTICLE III**

#### **Directors and Officers**

##### **SECTION 3. Duties.**

(a) **The President** shall preside at all meetings of the Club and of the Board and shall have the duties and powers appurtenant to the office of President in addition to those particularly specified in these By-Laws.

(b) **The Vice President**, in order of office, shall have the duties and exercise the powers of the President in case of the President's death, absence or incapacity.

(c) **The Recording Secretary** shall keep a record of all meetings of the Club and of the Board and of all votes taken, and of any other matters of which a record shall be ordered by the Club or the Board, and keep a roll of the members of the Club, and carry out duties as are prescribed in these By-Laws.

(d) **The Corresponding Secretary** shall have charge of the correspondence, notify members of meetings, notify Officers and Directors of their election to Office, notify new members of their election to membership, and carry out such duties as are prescribed in these By-Laws.

(e) **The Treasurer** shall collect and receive all moneys due or belonging to the club. Moneys shall be deposited in a bank approved by the board, in the name of the club. The books shall at all times be open to inspection by the board and report shall be given at every meeting of the condition of the club's finances and every item of receipt or payment not before reported, and at the annual meeting an accounting shall be rendered of all moneys received and expended during the previous fiscal year. The Treasurer shall be bonded in such amount as the Board of Directors shall determine.

**SECTION 4. Vacancies.** Any vacancies occurring on the Board or among the offices during the year shall be filled until the next annual election by a majority vote of all the remaining members of the Board; except that a vacancy in the office of President shall be filled automatically by (in order of precedence) the First or Second Vice-President, and the resulting vacancy in the office of Vice-President shall be filled by the Board.

### **DOCUMENT PURPOSE AND SCOPE**

140.1 Nominated candidates should be made aware of the duties and responsibilities prior to accepting a nominated position. (B 07/02)

140.2 The Club business is run on a fiscal year basis; whereas, the taxes are filed on a calendar year. (B 07/02)

**141.0 TREASURER**

141.1 The Treasurer is the officer responsible for the Club's funds and its receipts and disbursements. An accounting for the fiscal year is made to the membership at the Annual Meeting and interim reports are given to the Board of Directors at each of its meetings. (B 02/87; B 10/80)

141.2 The Treasurer shall be bonded for \$75,000. On election, the Treasurer arranges to be bonded, arranges for a checking account at a local bank, has checks printed and obtains the appropriate signatures for access to this account. (B 06/10)

141.3 The Treasurer shall be allowed to transfer funds from the checking accounts to money market accounts and back to checking accounts at his or her discretion. (B 02/87)

141.4 An annual CPA "review" of the club's financial records is approved in lieu of a full audit due to cost considerations. The Treasurer's records should be available for audit at any time. (B 10/83)

141.5 The Treasurer is responsible for calendar year figures needed for the Internal Revenue Service 990 form (tax exempt organizations) which must be filed by May 15<sup>th</sup> of the following year. The Board of Directors has given approval to have a CPA complete this report.

141.6 The Treasurer shall be responsible for keeping all current insurance policies, which include general liability and officers and directors' insurance policies, and related correspondence. Expired insurance policies and correspondence will be held for seven (7) years and then destroyed. (B 06/10)

141.7 The Treasurer sets up an accounting system for receipts and disbursements - subdivided so that all Club projects are clearly indicated, as well as keeps rescue funds separate from general funds. (B 06/00)

141.8 The Treasurer receives checks and cash collected by the committee chairpersons and reimburses them for expenses incurred, the appropriate receipts having been received. Officers' expenses are also reimbursed in the same manner. Deposits to the checking account and reimbursements should be done promptly. Expenditures of committee funds must be approved by the committee chairperson prior to payment. Expenditures exceeding the \$100.00 allowance for each committee must be approved by the Board. (B 11/00)

141.9 The Treasurer works with the Show Chairperson for the Annual National Specialty and the Breeders' Cup. Together they plan the format for receipts, disbursements and accounting. A copy of the previous treasurer's report as it pertains to the National Specialty and the Breeders' Cup will be sent to the incoming chairs of these events upon their selection. The final report of these events is signed by the respective chair and treasurer and becomes a section of the Treasurer's Annual Report. (B0 6/06) The Treasurer will maintain copies of all contracts for hotel and event locations. (B 06/10)

141.10 Dues billing for new memberships will be performed by the Treasurer in accordance with By-Laws Article I, Section 2. Annual billings for dues will be sent by the Treasurer November 1<sup>st</sup>. (B 06/10)

141.11 The Treasurer bills the membership for dues on November 1, to be paid by February 1. A second notice of dues payable will be mailed to all members who have not paid dues by February 1. (B 10/10) Unpaid members will be dropped from the membership directory April 5. Any member who has not paid dues by May 1 must re-apply for membership. There will no longer be member reinstatements. (B 11/01; B 05/31 & 6/1/13; B10/23/2014)

141.11.1 A member in good standing is a member who has paid their dues by February 1, has no outstanding debt to the AHCA, and is not under suspension by the AHCA or AKC. (B 3/10/2011)

141.11.2 Payment for Dues will not be accepted if the member has any outstanding debts to the AHCA. (B-11/1/2012)

141.12 The dues notice will include a box for voluntary contributions as follows:

Membership fee section

You may also include a voluntary contribution to the AHCA Rescue Fund:

\$5  \$10  \$15  \$25  \$50  Other  Total paid (B 10/91)

and/or the AHCA Rescue Charitable Trust (Tax Deductible)

\$5  \$10  \$15  \$25  \$50  Other  Total paid (B 05/31 & 06/01/13)

and/or the AHCA ARCHIVES:

\$5  \$10  \$15  \$25  \$50  Other  Total paid (B 06/00)

and/or the AHCA Young Sportsman Scholarship fund:

\$5  \$10  \$15  \$25  \$50  Other  Total paid (B 8/01)

and/or the health fund

\$5  \$10  \$15  \$25  \$50  Other  Total paid (B 5/07)

The dues notice shall also include an update section for directory information. All changes to the Membership Directory are due to the **Recording Secretary** by April 1<sup>st</sup>. (B 6/10)

The dues notice shall include a section requesting whether the member will accept electronic Premium Lists. If the member does not accept electronic Premium Lists it will be mailed to the member at no charge, including postage. (GM 10/21/2014)

141.13 Upon receipt of member's dues payment, the Treasurer shall note such payment and continue the member on the Club's active rolls for the current fiscal year. After new members are elected at Board of Directors meetings, they are notified by the **Membership Chair**, who includes a dues bill prepared by the Treasurer (dues may be prorated depending upon the month of election). Dues are remitted to the Treasurer, at which time membership pins are sent. (B 11/00; B 06/20)

141.14 The Treasurer shall create and maintain for circulation to the Board, event chairs and show secretaries for the National Specialty and Breeders' Cup, a list of persons who have delinquent accounts with the AHCA. "Delinquent accounts" shall include bounced checks and any other debt owing the Club. Those individuals shall be prohibited from participating in any event of the Club unless the delinquency and any fees incurred by the Club as a result of the delinquency are settled in cash. A "Returned Check Fee" of \$35 (B 05/07) will be charged for returned checks. (B 03/02)

When an individual ("payor") writes a check payable to AHCA or affiliates ("payee") on an account with insufficient funds, the payor will be notified by the AHCA Treasurer by telephone, email, or correspondence sent by regular US mail. The payor must satisfy the outstanding debt along with any fees imposed by the bank. The entire debt must be resolved within twenty (20) calendar days of notification.

Failure of the payor to satisfy the debt within the time frame prescribed in this policy will result in forfeiture of rights to participate in all AHCA events including, but not limited to: auctions, seminars, dinners, and exhibition at specialties hosted by the AHCA. Once the debt is satisfied by the payor, those rights may be restored.

Habitual abusers (more than once of this policy) will be subject to permanent forfeiture of check writing privileges. If the payor is prohibited from writing checks due to habitual abuse of this policy, the payor will be required to use a banker's check, cash or PayPal to satisfy all transactions with the AHCA. (B 5/2024)

*(See also 141.11.2)*

141.15 The new, enamel-faced Club pins will be sent to new members when they join, and will be available to present members on a one-time basis at no charge. It is AHCA policy that club emblems may be worn only by members. Spouses or partners of members should not wear AHCA jewelry if that person is not also a member. If a member wishes additional pins, they may be purchased at a cost of \$15. Pins may be presented to new members at the Annual Awards Dinner if they are present, including new members accepted at the Special Board meeting before the Annual Meeting. (B 10/92; B 03/93)

141.16 The Treasurer shall charge a \$35 fee for all returned checks. (B 05/07) A \$5 fee shall be charged for all declined credit cards. (B 06/10)

141.17 The informational flyer will be mailed out by the American Kennel Club with each new registration of an Afghan Hound. The initial fee for set-up will be \$150.00 and the Club will be assessed \$.03 per flyer by the AKC on a quarterly basis. (B 03/02)

141.18 The Treasurer will obtain the AHCA Rescue Charitable Trust Treasures reports from the AHCARCT and provide these reports to the Board of Directors. (B 02/09)

141.19 *Deleted* (B 5/14)

141.20. The treasurer should provide access to the bank statements and contact the Officers and Members of the Board on a monthly basis. (B 05/21)

**(See also 201.10, 211.5, 300.3; 312.7; 313.2; 501.1; 711.3; 800.6; 802.3; 900.2; 914.2; BCA2(9))**

## **142.0 CORRESPONDING SECRETARY**

142.1 The Corresponding Secretary is the individual who has responsibility for handling the Club's general correspondence with members, fanciers, officers and the public. In addition, s/he has responsibility for discrete duties with respect to elections, the National Specialty and membership, as more fully set forth below.

142.2 Correspondence received by the Corresponding Secretary which will require board action shall be mailed to each member of the board 14 days in advance of the board meeting when the matter is to be considered. (B 02/87)

142.3 The Corresponding Secretary, in response to credible inquiries from the general public shall send Recommended Practices, contact information for local AHCA members, the name and contact information of the nearest all-breed club and specialty club, Q&A, the current issue of Topknot News, and other pertinent materials. (B 11/98)

142.4 New member applicants rejected will be so notified by the Corresponding Secretary. Remedial actions available to the applicant (as defined in the by-laws and/or these policies) may be, but are not required to be, supplied with the notice of rejection.

142.5 Notices of applicant rejection may state only that the motion for acceptance failed to gather the affirmative votes of 2/3 of the directors. In no instance is the actual vote information to be supplied to anyone, either by the membership committee or members of the Board of Directors.

142.6 Immediately upon receipt of the annual election of officers report, the Corresponding Secretary will notify officers and directors of their election to office. The Corresponding Secretary will send out election results to the general membership no later than February 1 (By-Laws, Article IV, Section 3). This notice should include a copy of the election tally sheet. (B 02/89; B 02/06)

142.7 It is the responsibility of the **Corresponding Secretary** to secure the hotel meeting room for all board meetings, making arrangements for continental breakfast and lunch.

142.8 Before the first Board Meeting of the calendar year the Corresponding Secretary shall:

- a) Send notice of meeting to all directors at least 14 days prior to meeting.
- b) Check with **President** about who will prepare the agenda for the meetings.
- c) Send out Corresponding Secretary's report two weeks before meeting for board review, including any correspondence requiring board action.

142.9 Following each board meeting the **Corresponding Secretary** shall write thank you letters to all outgoing board members and committee chairmen.

142.10 *missing from P&P's provided in 2020 from prior chair*

142.11 Before the Annual Meeting, the Corresponding Secretary shall:

- a) Ensure that the notice of Annual Meeting is sent to all members one month in advance (include agenda notice). This may be accomplished through the club newsletter.
- b) Check with **President** about agenda (and assure that appropriate numbers are printed and available for members).
- c) Prepare Corresponding Secretary's report for membership with a copy to the **Recording Secretary**.



- d) Write to all committee chairmen requesting their annual report.

142.12 Miscellaneous duties of the **Corresponding Secretary**:

- a) If requested the **Corresponding Secretary** will notify All-Hound Clubs of the procedure for requesting a Best of Breed medallion. (B 07/02)
- b) The **Corresponding Secretary** is responsible for sending cards and/or flowers to members or their families during illness or death. (B 03/96)
- c) The **Corresponding Secretary** is the primary contact for the AKC Outstanding Sportsmanship Award. (B 07/19)
- d) The **Corresponding Secretary** is responsible for sending a Certificate of Appreciation and letter to clubs and/or individuals in appreciation for the work they have done (B 06/20)

142.13 One copy of the “Intro” booklet is sent free to each new member by the Corresponding Secretary. Others requesting the booklet shall receive a free copy, but with a notation requesting a donation of \$5 to cover printing and mailing costs.

**(See Also 141.13; 820.5)**

**143.0 RECORDING SECRETARY**

143.1 It is the responsibility of the **Recording Secretary** to record all activities of the Club's Annual Meeting. In connection with that responsibility, the recording secretary shall:

- a) Request approval of the minutes of the previous meeting at each Annual Meeting; provide a copy of the approved Annual Meeting minutes to the Archivist and AHCA Website Administrator. (B 07/2024)
- b) Circulate a sign-in sheet at the Annual Meeting; this is to be attached to the approved minutes when they are provided to the ARCHIVES.

143.2 It is also the responsibility of the **Recording Secretary** to record meetings of the Board. In connection with that responsibility the **Recording Secretary** shall:

- a) Ask for approval of the minutes of the previous meeting at each board meeting. Within 7 days of approval, provide a copy of the approved Board Meeting Minutes to the Archivist and AHCA Website Administrator. (B 07/2024)
- b) All corrected and approved minutes stay with the **Recording Secretary**. (B 03/02)

143.3 The **Recording Secretary** shall oversee all mail ballots for those issues on which the membership votes, including:

- a) All ballots, except those for election of officers and directors and election of National Specialty judges, are returned to the **Recording Secretary** for tabulation.
- b) Ballots received by the **Recording Secretary** should be tabulated by a committee of three AHCA members.

**(See also 125.2; 127.1; 128.0; 131.2-5; 132.1; 133.0; 131.4; 141.12)**

143.4 The **Recording Secretary** shall also record any other matters ordered by the club or the board and keep a roll of the members of the club. S/he shall:

- a) Notify the **Treasurer**, **Corresponding Secretary** and **Topknot News Editor** of address changes at least quarterly.
- b) Prepare a new roster by June 1. This may be mailed with the Topknot News if one is to be mailed around this time; otherwise, the **Recording Secretary** must mail it to the membership. (B 03/00)

143.5 The **Recording Secretary** has responsibility to receive and tabulate nomination of judges for the National Specialty. S/he must:

- a) Send a Judges Nomination form to all members. This may be included as an insert sheet in Topknot News or mailed separately.
- b) Report results to the Board at the next Board meeting so a ballot for election of judges may be prepared.
- c) Present suggestions for the CPA to count ballots for Board approval.

**(See also 701.7, 702.3; 703.1; 703.6-8; 710.3; 711.3)**

143.6 The **Recording Secretary** shall prepare and mail ballots for election of judges for the National Specialty. With respect to that process the **Recording Secretary** shall:

- a) Ensure that ballots are be returned to a board-approved CPA or counting firm within 21 days of date of mailing.
- b) Call the judges elected according to the CPA's tabulation beginning with the judge who received the most points; follow up with a letter requesting written confirmation within 30 days.
- c) Copy the **Show Chairperson** on all correspondence to the judges.

143.7 The **Recording Secretary** shall conduct the election of officers and directors as described in Policies and Procedures Documents 120 and 130. S/he shall:

- a) Present suggestions for a CPA or accounting firm at the Board Meeting when the nominating committee is elected.
- b) Provide each member of the nominating committee with the necessary materials within seven days of their election.
- c) Receive the formal slate and tally of the nominating committee by October 5.
- d) Mail the notice of the slate to the membership by October 15.
- e) Receive any additional nominations per the Constitution and By-laws, Article IV, Section 4(b) by November 15.
- f) Mail the election ballots by December 1; ballots must be returned to a board-approved CPA on or before January 5 to be valid.
- g) Provide the CPA or counting firm with a current roster, a copy of the Constitution and By-Laws and the pertinent Policies and Procedures documents as soon as the ballots have been mailed; also note the addresses of the **President**, the **Corresponding Secretary** and the Recording Secretary for receipt of the summary report of election which he must prepare.
- h) Instruct the CPA or counting firm to send the bill directly to the **Treasurer**.
- i) Retain all the paperwork pertaining to the election for 30 days or until the board authorizes its disposal.

143.8 Mail the **Treasurer's** report to the membership with the annual minutes.

143.9 Submit petitions for amendments of the Constitution and By-Laws to the membership for a vote, along with the recommendations of the board, within three months of the date they were received by the **Corresponding Secretary**.

- a) Ballots for amendments to the Constitution and By-Laws or the Standard must be returned to the Recording Secretary within 30 days of the date of mailing.
- b) Amendments to the Constitution and By-laws or the Standard must be submitted to the AKC for approval.

143.10 The **Recording Secretary** is responsible for sending contracts to all judges. Copies of signed contracts should be sent to the **Show Chairperson** who will distribute copies to **Treasurer, Superintendent** and **Show Secretary**. (B 10/99)

143.11 It is the responsibility of the **Recording Secretary** to send all relevant changes in Policies and Procedures to the current **Show Chairperson**. (B 06/92)

143.12 Fees for the **Recording Secretary** to copy and mail these items to members:

- Labels (\$15)
- Policies and Procedures document (\$25)
- Board minutes (\$10)

143.13 All time-sensitive materials mailed by the Recording Secretary shall only be sent to the membership using First Class mail. (B 03/21)

*(See also 201.6; 210.3; 210.7; 701.1; 701.10-12)*

## **OFFICERS APPENDIX**

### **T 1 - Summary of AHCA Treasurer Duties**

#### **Accounts paid by the AHCA Treasurer**

##### **National Specialty Show:**

All Judges expenses - See items as listed in Policies and Procedures  
 Hotel facilities  
 Judges lodging according to P & Ps  
 Judges lunches and dinners according to P&Ps  
 Breeders Symposium - \$500.00  
 Trophies - \$2,000.00 per year from AHCA general fund if necessary  
 The Jr. Showmanship Winner receives two (2) (Jr. & one guest) free dinners at the Annual Awards Dinner

##### **Breeders' Cup:** See Breeders' Cup Section

##### **General throughout the year:**

Committee Chair budgets  
 Young Peoples Scholarship Fund - \$500.00/year (If shortage from donations, AHCA will make up shortage to reach the \$500.00.)

##### **Monthly**

Provide access to the bank statements to the Officers and Members of the Board

##### **Quarterly:**

CD Rom earnings to Morris Animal Foundation  
 Dues donations to ARCHIVES, Rescue and Scholarship Fund

##### **Annually:**

Insurance:  
     General Liability  
     Officers/Directors  
     Treasurer's Bonding

#### **INCOME:**

Membership Application Fee	\$25 effective 5/1/2013 (B 03/01/2013)
Membership Dues	\$50 per person effective 2014 (B 03/01/2013)
New Member Dues	Same as above w/ no dues payable for present year if approved during final quarter
Copies of Board Minutes	\$10.00 per copy/per meeting
Constitution & By-Laws	\$5.00 per additional copy
Policies & Procedures	\$25.00 per copy
Mailing Labels	\$15.00 to members
Official Club Educational Material	Free to AHCA members. \$10.00 to Non-members.
AHCA Club Pin	\$15.00 to members only after receiving first pin.

**C 2 – Corresponding Secretary Certificate of Appreciation**

*Afghan Hound Club of America, Inc.  
Certificate of Appreciation*

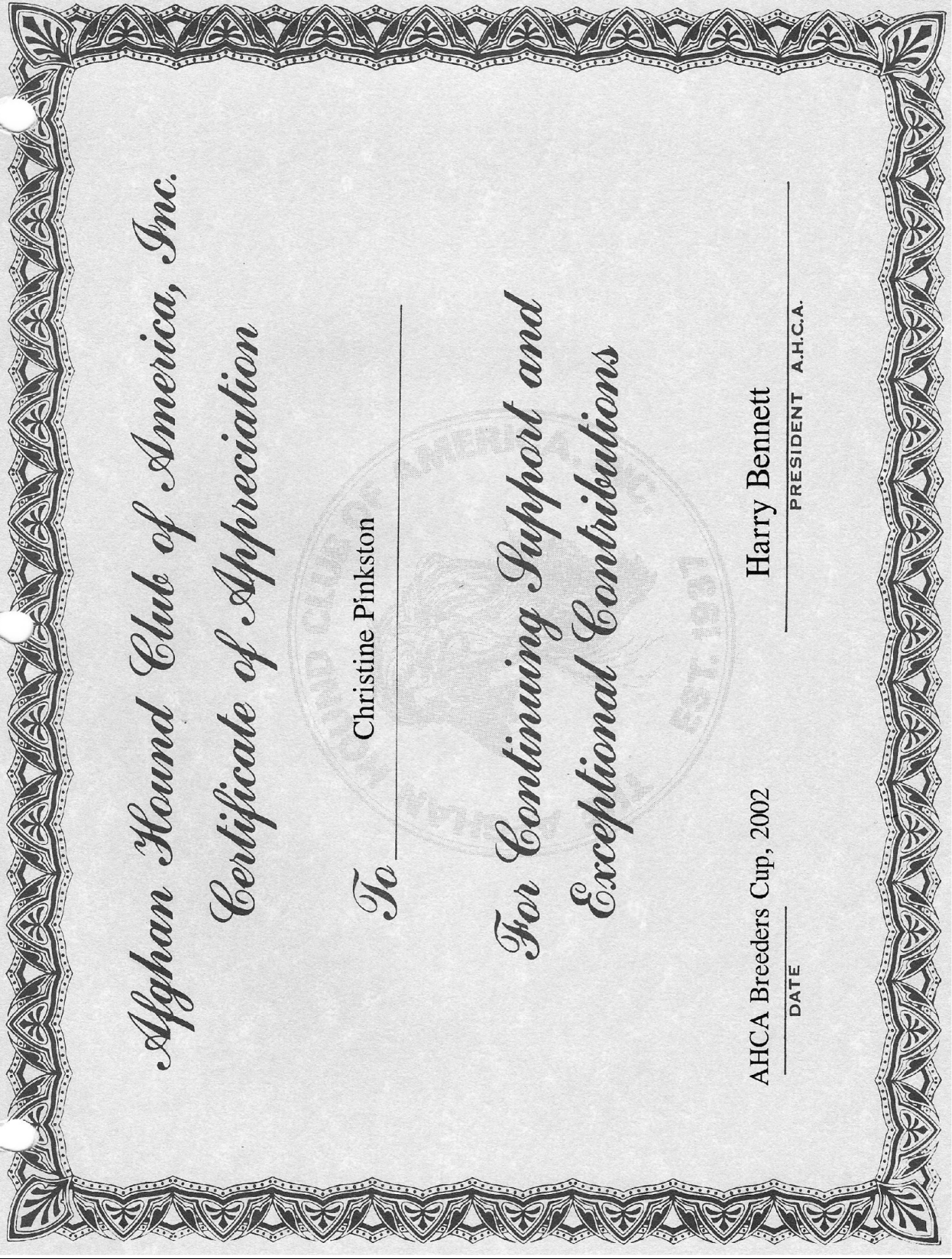
To \_\_\_\_\_  
Christine Pinkston

*For Continuing Support and  
Exceptional Contributions*

AHCA Breeders Cup, 2002  
\_\_\_\_\_ DATE

Harry Bennett

\_\_\_\_\_  
PRESIDENT A.H.C.A.



**C3 – Corresponding Secretary Letter of Appreciation to Club**  
(B 06/2020)

**AFGHAN HOUND CLUB OF AMERICA INCORPORATED**

(date)

(Club Name)

Club Officer

Address

City, State, Zip

Dear (Club Officer)

The Board of Directors and the entire membership of the Afghan Hound Club of America extend a genuine thank you to the (club name) for allowing us to hold the (event name) in conjunction with your Specialty Show. The magnitude of work your club undertook to support the AHCA (event name) was tremendous.

Please accept the enclosed Certificate of Appreciation from us for a terrific job well done.

Bravo!

Sincerely,

(Name of Corresponding Secretary)

AHCA Corresponding Secretary

cc. AHCA Board of Directors

## **DOCUMENT 150 - MEMBERSHIP APPLICATION & PROCESS**

### **(The Election to Membership Process)**

#### **CONSTITUTION and BY-LAWS**

#### **ARTICLE I**

#### **Membership**

**SECTION 1. Eligibility.** *There shall be four types of membership open to all legal residents of the United States of America who are eighteen years of age or older and in good standing with the American Kennel Club, who subscribe to the purposes of this Club, and who conform to the Election to Membership process (Section 3).*

- a) **Regular Membership.** *Enjoys all the privileges of the Club including the right to vote and hold office.*
- b) **Honorary Membership.** *By a 2/3 majority vote, the Board may elect an honorary member. Honorary members will not be required to pay dues and are not eligible to vote or hold office.*
- c) **Life Memberships.** *By a 2/3 majority vote the Board may confer a life member. Life members will not be required to pay dues, but are eligible to vote and hold office.*
- d) **Associate Membership.** *Entitled to all club privileges except voting and office holding.*

**SECTION 2. Dues.** *-Membership dues shall be established by the Board of Directors, consistent with the principle that dues shall be as low as feasible for the prudent fiscal management of the organization. In any year when the Board has not adjusted the membership dues by January 1, the previous year's dues shall continue to be in effect. Dues are payable on or before the first day of the fiscal year (February 1). No member may vote whose dues are not paid for the current year.*

**SECTION 3. Election to Membership.** *Each applicant for membership shall apply on a form which has been approved by the Board of Directors and which shall provide that the applicant agrees to abide by these Constitution and By-laws, the rules of the American Kennel Club, the standards for membership and any code of ethics approved by the membership. The application shall carry the endorsement of two members in good standing (husband and wife are to be considered as only one membership for this purpose) and shall provide such information as the Board may specify. The applicant shall remit a non-refundable processing fee with the membership application.*

*Affirmative votes of 2/3 of the Directors present at a meeting or 2/3 of the entire Board voting by mail or other hard copy shall be required to elect an applicant. The voting may be by secret ballot at any meeting of the Board or by secret vote of the Directors by mail. Dues are payable immediately upon notification of acceptance to membership.*

*An application which has received a negative vote by the Board may be presented by one of the applicant's endorsers at the next meeting of the Club, and the applicant may be elected to membership by a favorable vote of 75% of the members present.*

#### **DOCUMENT PURPOSE AND SCOPE**

150.1 This document defines membership committee responsibilities and the operating policies to be observed by the Board of Directors and the general membership in initiating and processing applications for membership.



**151.0 MEMBERSHIP CHAIR (& COMMITTEE) RESPONSIBILITIES**

- a) Serves as membership information source for applicants as well as club members.
- b) Distributes membership application forms, Constitution and By-laws and Recommended Practices upon request.
- c) Receives completed application forms, processing fees and sponsors' letters.
- d) Follows up with applicants, as required, to complete missing information or inform applicants that they do or do not qualify.
- e) Prepares photocopies of completed application forms and sponsors' letters and distributes same to each board member prior to Board Meeting.
- f) Obtains additional or follow-up information from applicants or sponsors as may be directed by the Board.
- g) Maintain a file of membership applications and related correspondence for a period of one year after disposition.
- h) Arranges for the AHCA Membership Applications to be available at our national events. Applications will be available at the show Secretary's table.

**152.0 P&P'S CONCERNING MEMBERSHIP APPLICATIONS**

152.1 The board will act as the membership committee to vote on applications for membership. (B 02/7/98, B 07/02)

152.2 Members who allow their memberships to lapse and later decide to renew, will be considered on a case-by-case basis. In any case, if the lapse occurred more than one year previous, that person must re-apply on current forms. (B 11/98)

**153.0 APPLICATION REQUIREMENTS FOR REGULAR MEMBERSHIP**

153.1 Applicants must be at least 18 years of age who have maintained an active participation in the breed for a minimum of seven consecutive years. Active participation is defined as owning and/or exhibiting Afghan Hounds and/or active participation in a local Afghan Hound Specialty Club. (B 09/29/2013)

153.2 Membership is restricted to legal residents of the United States. Applicants who are not U.S. citizens must provide proof of residency if requested by the Board of Directors. The Board of Directors and the applicant's sponsors will be responsible for verifying information on an applicant's residency. (B 02/87; B 06/87; B 09/07; B 06/10)

153.3 Prospective membership applicants will be sent a membership application and in addition a copy of the Constitution and By-laws and the Recommended Practices. These articles may be downloaded from the AHCA Website. (B 06/10)

153.4 Prospective members must apply on the Application for Membership form approved by the Board of Directors. All questions must be answered, and the applicant must certify that he has read and subscribes to the constitution and by-laws and the recommended practices. (B 6/10)

153.5 Husband and wife applicants must each prepare an individual application for membership.

153.6 A processing fee of \$25 must accompany each application form. The fee is non-refundable. (B 07/02; B 03/1/2013)

**154.0 APPLICATION REQUIREMENTS FOR ASSOCIATE MEMBERSHIP**

154.1 Applicants must be at least 18 years of age. (B 03/18)

154.2 Membership is restricted to legal residents of the United States. Applicants who are not U.S. citizens must provide proof of residency if requested by the Board of Directors. The Board of Directors and the applicant's sponsors will be responsible for verifying information on an applicant's residency.

154.3 Prospective membership applicants will be provided a membership application and in addition a copy of the Constitution and By-laws and the Recommended Practices. These articles may be downloaded from the AHCA Website.

154.4 Prospective members must apply on the Application for Membership form approved by the Board of Directors. All questions must be answered, and the applicant must certify that he has read and subscribes to the constitution and by-laws and the recommended practices.

154.5 Husband and wife applicants must each prepare an individual application for membership.

154.6 A processing fee of \$25 must accompany each application form. The fee is non-refundable.

**155.0 SPONSORSHIP OF APPLICANTS**

155.1 Two letters of sponsorship from AHCA regular members in good standing must be submitted for each applicant. The sponsorship letters are to be forwarded directly to the membership chairperson. No action will be taken on an application unless both sponsoring letters have been received.

155.2 Letters of sponsorship must originate from separate households; that is, letters from a husband and wife or two persons residing in the same household do not constitute two letters of sponsorship for an applicant. However, a single sponsoring letter may apply to husband and wife applicants.

155.3 At least one of the sponsors must have visited the applicant's home and have viewed the facilities provided for housing dogs. The acceptability and/or nature of such facilities must be referenced in the sponsorship letter. Sponsors should be more than passing acquaintances of the applicant. Sponsorship should not be taken lightly.

155.4 Members of the Board of Directors may sponsor applicants for membership. For regular membership, only one sponsorship letter may originate from a member of the board of directors for an applicant. (B 03/04; B 09/18)

155.5 AHCA members may encourage persons they feel meet the requirements to apply for membership. Sponsorship of applicants for regular membership is limited to two (2) households per calendar year. Sponsorship for Associate Membership are unlimited. For the purpose of determining the number of applicants a member has sponsored in any particular year, the calendar year shall be the year in which the sponsor signed the sponsorship form. (B 02/09, B 03/18)

155.6 Sponsorship of a prospective new member requires that the sponsoring member be a Regular Member of the AHCA continuously from the time the application is submitted until it is either accepted or rejected by the board.

155.7 A letter is to be published in the Topknot News **Members Only Page** annually in the first issue of Topknot News outlining the responsibilities for sponsoring a new member for AHCA membership. Sponsors must be fully committed to supporting any applicant they recommend. (B 11/85, B 7/02)

### **156.0 APPLICATION PROCESS**

156.1 Each application will undergo a first reading by the Board of Directors. The first reading consists of a detailed review of the application and sponsoring letter data. An application which does not contain all of the essential information required shall not be eligible for its first reading until that application has been completed. The membership chairperson/committee may be directed to secure additional information. No application may be accepted or rejected at the first reading.

156.2 Each applicant's name will appear in the **Members Only Page** in the first AHCA Topknot News published after the first reading. The purpose is to notify the general membership of the application so they may make appropriate comments. This mailing must be done no later than 21 days before the next scheduled Board Meeting to allow for adequate time for response by the general membership.

156.3 The second reading will normally be held at the first Board Meeting following the first reading. A motion for acceptance to membership will normally be accepted by the chair and voted upon. ***In the event that necessary information is still not present, or that negative comment requiring investigation has been received, the application will be automatically tabled until the next Board Meeting. An application should be tabled only once.***

156.4 Associate Members in good standing who have met the requirements for Regular Membership must submit a new application along with required sponsorship letters and application fee.

156.5 Regular Members in good standing who wish to alter their membership to Associate Membership status may do so by written letter to the Membership Chairperson.

### **157.0 APPLICANT ACCEPTANCE**

157.1 New members will be notified by the President, by email, within 72 hours after the conclusion of the Board Meeting at which they are accepted (B 09/11)

- a) The **Membership Chairperson** will mail official notification to the new member and will include the first dues notice. (B 09/11; B 05/31; B 06/01/13)
- b) No dues are payable for the current year if applicants are approved during the last three (3) months of the year. (B 06/20)
- c) The **Membership Chairperson** will send the new Member information to the Topknot News Editor.
- d) Web Administrator will add new member(s) to the AHCA Website, and the **Corresponding Secretary** will notify the Facebook Moderator with new members (B 06/20))

**(See also 141.13)**

### **158.0 WRITTEN OBJECTIONS TO AN APPLICANT**

158.1 When there are written objections to an applicant for membership in the AHCA, the board will table the application until the next Board Meeting. When this occurs, the applicant should be written by the **Corresponding Secretary** and advised that his or her application has been tabled until the next Board Meeting. (B 007/81; B 10/87; B 06/98)

158.2 When a written objection to an applicant is received, the Board of Directors shall notify the applicant's sponsors of the substance of the objection and shall request that they investigate the matter further. ***In no event are copies of any objection letters or the names of those objecting to be given to the sponsors, the applicants or any persons not serving either on the board or the membership committee.*** For an objection to an application to have validity, it must be supported by first person observation or other objective information. Hearsay comments are not acceptable. (B 06/10)

158.3 No AHCA member involved in membership investigations, or any other matters should represent themselves to be acting in an official capacity for the Board of Directors unless officially so designated by the Board of Directors.

**159.0 APPLICANT REJECTION**

159.1 Rejected applicants will be so notified by the **Corresponding Secretary**. Remedial actions available to the applicant (as defined in the by-laws and/or these policies) may be, but are not required, to be supplied with the notice of rejection:

- a) Notices of rejection may state only that the motion for acceptance failed to gather the affirmative votes of 2/3 of the directors. In no instance is the actual vote information to be supplied to anyone, either by the membership committee or members of the Board of Directors.
- b) As an alternative to the remedial action defined in the by-laws, Article 1, Section 3, the applicant may resubmit his/her application after one year from notice of rejection. If no appreciable change in application form data has taken place, the board may elect to reactivate the previously submitted form rather than require a new application to be prepared. The application form may be updated by a letter.

**160.0 GUIDELINES FOR LIFETIME MEMBERSHIP**

- a) Must have been an AHCA member who has contributed significantly to the AHCA.
- b) Member for 20 years in good standing with AHCA and AKC.
- c) Minimum 65 years of age.
- d) A committee to nominate candidates for Lifetime membership may be appointed by the Board at the first meeting of the fiscal year and shall consist of two board members and 1 current Lifetime member. This committee shall submit names for potential Lifetime Membership to the board for a Board vote at the summer meeting. The Board may also nominate additional candidates at the summer Board Meeting. A two-thirds vote is required for approval of Lifetime Memberships. (B 09/16)
- e) Lifetime members shall have equal rights, privileges and standing as do regular members, including voting and holding office.
- f) Lifetime Members will receive a 2" AHCA Gold Medallion with the words "Lifetime Member" engraved on the back. A Lifetime Membership Certificate will also be presented.
- g) Two complimentary tickets to the Annual Awards Dinner will be given to the inductee for the year the Lifetime Member Award is made.
- h) The **President** of AHCA will make the presentation at the Annual Awards Dinner.

**161.0 GUIDELINES FOR HONORARY MEMBERSHIP**

160.1 The Constitution also allows for Honorary Memberships. A 2/3 majority vote of the Board of Directors is required to approve such standing. Honorary members are not required to pay dues and are not eligible to vote or hold office.

161.2 Annually the Board of Directors will consider and examine potential applicants for Honorary Membership into the AHCA (B 01/03)

-  
**MEMBERSHIP APPENDIX**

- MA 1 - Applicant Cover Letter
- MA 2 - Membership Application Form
- MA 3 – Certification Statement
- MA 4 - Sponsor Letter
- MA 5 - Sponsor Form
- MA 6 - New Member Letter
- MA 7 - New Member End of Year Letter
- MA 8 - Applicant Rejection Letter
- MA 9 – Associate Membership Sponsor Form (B 06/20)
- MA 10 – New Associate Member Letter (B 06/20)
- MA 11 – New Associate Member End of Year Letter (B 06/20)
- MA 12 – Associate Application Rejection Letter (B 06/20)
- MA13 – Lifetime Membership Certificate

## **MA 1 Applicant Cover Letter**

Dear Applicant:

The Afghan Hound Club of America, Inc. is composed of breeders, owners, and fanciers of the Afghan Hound who are dedicated to the protection and preservation of the Afghan Hound. It is desired that all applicants are sincerely interested in these objectives. The Club is responsible for preserving and protecting the standard for the Afghan Hound as approved by the American Kennel Club. For this reason, Membership is restricted to United States residents, eighteen years of age or older who have maintained an active participation in the breed for a minimum of seven (7) years. Active participation is defined as owning and/or exhibiting Afghan Hounds and/or active participation in a local Afghan Hound Specialty Club.

Husband and wife applicants must each prepare an individual application for membership. In addition to completing the enclosed application and signing the certification statement, two letters of sponsorship from AHCA members are required. The Membership Chairperson will send the sponsorship forms to the applicant's sponsors. Letters of sponsorship must originate from separate households. A single sponsoring letter may apply to husband and wife applicants. These must be forwarded directly to the Membership Chair by the sponsors. At least one of these letters of sponsorship shall be written by a member who has visited your home and who will describe and vouch for the acceptability of the facilities for housing your dogs. Sponsors should be AHCA members who have had a long time relationship with the applicant.

Your completed application (or applications) should be sent to the Membership Chair. It must be accompanied by a nonrefundable processing fee of twenty-five dollars per application. The check shall be made out to the AHCA. This fee is not refundable in the event of a non acceptance nor is it applied to dues should the applicant be accepted.

When all necessary materials have been received, the application will be presented by the Membership Chair to the Board of Directors at its next regular meeting for a first reading. After a second reading at the next subsequent Board Meeting, a motion for acceptance is voted upon by the Board. Acceptance to membership requires the affirmative vote of two thirds of the Board members present at the meeting. The result of this vote will be communicated to the applicant promptly by the Corresponding Secretary.

Should there be further questions, please contact the Membership Chair.

Sincerely,

**MA 2 Membership Application Form**

Next scheduled Board Meeting \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

Kennel Name: \_\_\_\_\_ Email: \_\_\_\_\_

Sponsors: \_\_\_\_\_

\_\_\_\_\_

I. A. When did you first become associated with Afghan Hounds? \_\_\_\_\_  
Please specify activities citing dates if involvement. \_\_\_\_\_

B. Name of your first Afghan Hound: \_\_\_\_\_

Date Acquired: \_\_\_\_\_ (09/11)

II. List individually by name, sex and year acquired, each of the Afghan Hounds you own or co-own which are usually under your care (puppies under the age of six months need not be listed individually.) If you have puppies under 6 months, please list how many: \_\_\_\_\_

NAME	AGE	SEX	YEAR ACQUIRED
_____			
_____			
_____			
_____			

III. Do you now own or co-own (and have under your care) dogs of other breeds?: Yes \_\_\_ No \_\_\_  
If yes, please list the name of the breed and the number of dogs you own in each breed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV. Do you belong to a regional Afghan Hound Specialty Club? Yes \_\_\_ No \_\_\_  
If yes, list the name of the club and indicate any offices you have held or any major contributions you have made to If you do not belong to a Regional Specialty Club, would you like to receive information on the Regional Specialty Club in your area?

\_\_\_\_\_

Are you a member of any all-breed clubs? If yes, list the name of the club and indicate any offices you have held or any major contributions you have made to the organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Have you ever been suspended from a dog club? Yes \_\_\_ No \_\_\_  
Have you ever been suspended from privileges of the AKC? Yes\_\_\_ No \_\_\_\_\_  
If yes is the answer in either of the above cases, please explain:

---

---

---

V. How many litters of Afghan Hounds have you bred or co-bred? \_\_\_\_\_

Have you consigned dogs to retail or wholesale outlets or a commercial intermediary? Yes \_\_\_ No \_\_\_

List your five most recent litters indicating the whelping date and the name of the sire and the dam of each litter:

---

---

---

---

---

VI. List individually by name, age, sex and year acquired each/some of the Afghan Hounds that you now own or co-own but which are not usually in your care:

---

---

---

---

---

VII. Prior to breeding, do you X-ray your breeding stock? Yes \_\_\_ No \_\_\_\_\_  
Do you usually register those X-rays with OFA? Yes \_\_\_ No \_\_\_  
Do you have your dog's eyes examined by a Board-Certified Ophthalmologist? Yes \_\_\_ No \_\_\_  
Comments:

---

VIII How many years have you been exhibiting Afghan Hounds? \_\_\_\_\_  
How many shows do you attend each year – on the average? \_\_\_\_\_  
How many shows do you attend yearly as a spectator? \_\_\_\_\_As an exhibitor? \_\_\_\_\_As a judge? \_\_\_\_\_

IX. We would like to have your thoughts on the following questions: (Please summarize your answers in the space provided.)

A. What plans do you have for your Afghan Hounds?

---

B. What are your primary interests in dog activities for the next few years?

---

---

---

C. How will your plans contribute to the Afghan Hounds?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. What contributions have you made to canine welfare in general in the past five years?

\_\_\_\_\_  
\_\_\_\_\_

E. How can you contribute to the Afghan Hound Club of America?

\_\_\_\_\_  
\_\_\_\_\_

F. What particular interests and talents or skills can you bring to the Parent Club?

\_\_\_\_\_  
\_\_\_\_\_

**MA 3 Certification Statement**

I have read and subscribe to the Recommended Practices of the Afghan Hound Club of America, Inc.

\_\_\_\_\_ (please initial)

I have read and subscribe to the Constitution and By-Laws of the Afghan Hound Club of America, Inc. and I specifically meet the eligibility requirements in Article I.

\_\_\_\_\_ (please initial)

I would be willing to provide documentation regarding any of the information submitted in the application if requested.

\_\_\_\_\_ (please initial)

I will accept any dog of my breeding, or which I raised or sold, if and when there is a need for this dog to be returned to someone, and/or it becomes a rescue dog. I will not rely on others to place dogs I produce, own, sell or have purchased previously.

\_\_\_\_\_ (please initial)

I hereby certify that all of the answers and statements in this application are true.

\_\_\_\_\_ (please initial)

I understand that my name, address and telephone number will be published in the club roster upon my acceptance into membership.

\_\_\_\_\_ (please initial)

*The Board of Directors regrets, but finds it necessary that the undersigned agrees that should their application be denied that they are not entitled to any explanation from the Board of Directors. That they further agree not to hold the Afghan Hound Club of America, its officers, Board members, and members from any harm or injury they may claim for such a denial. They will reimburse the AHCA, its officers, Board members, or members, for the cost of defending any actions that may be initiated relating to the denial of their membership application, including reasonable attorneys' fees, if applicable. (B 3/2012)*

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please return application to AHCA Membership Chairperson**

**MA 4 -Sponsor Letter**

Date: \_\_\_\_\_

Dear

Your name has been submitted by \_\_\_\_\_ as a sponsor for membership in the Afghan Hound Club of America. When preparing your sponsorship form (enclosed), please be guided by the following information quoted from Afghan Hound Club of America's Policies, Procedures and Standing Rules regarding membership and sponsors:

1. The sponsorship form is to be "forwarded directly to the chairperson".
2. The "acceptability and/or nature of facilities must be referenced" in your recommendation if you have visited the applicant's home.
3. "Sponsors should be more than passing acquaintances of the applicant - sponsorship should not be taken lightly".
4. The form enclosed is designed "to ensure the sponsors are fully committed to supporting any applicant they recommend".

Membership is restricted to United States residents, eighteen years of age or older who have maintained an active participation in the breed for a minimum of seven consecutive years. Active participation is defined as owning and/or exhibiting Afghan Hounds and/or active participation in a local Afghan Hound Specialty Club

A copy of the application is included.

Should you have any questions, please feel free to contact me. I look forward to your response.

Sincerely,

AHCA Membership Chair

**MA 5 Sponsor Form**

1. Name of applicant you wish to sponsor: \_\_\_\_\_
  
2. How long have you known the applicant? \_\_\_\_\_
  
3. How long has the applicant been involved with Afghan Hounds? \_\_\_\_\_
  
4. In what aspects of the Afghan Hound fancy has the applicant participated?  
(breeding, showing, coursing, obedience agility, judging, rescue, public information, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Has the applicant been a member of an all-breed club or specialty club? Yes \_\_\_ No \_\_\_  
(if yes, describe his/her contributions.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Have you visited the applicant's home? Yes \_\_\_ No \_\_\_  
(If YES, please describe and vouch for the applicant's dog-care facilities and your knowledge  
of the applicant's dog-care practices.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
7. Additional comments (Include contributions you feel the applicant can make to the AHCA.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am fully committed to supporting \_\_\_\_\_ for membership, and can,  
without reservation, recommend the applicant for membership in the Afghan Hound Club of America, Inc.

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please return to the AHCA Membership Chairperson**

**MA 6 New Member Letter**

Date

XXXXXXXXXXXXXX  
address

Dear XXXXXXXXXXX,

The Afghan Hound Club of America would like to welcome you as a new member to our organization! We look forward to working with you.

Please return the form below, along with a check for your dues, to the Treasurer, \_\_\_\_\_  
\_\_\_\_\_.

Sincerely,

Membership Chair  
\_\_\_\_\_

**20 DUES STATEMENT**

Name:

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\$50.00 Per Person - All checks payable to the AHCA**

**Please remit to AHCA Treasurer**

**You may include a voluntary contribution to one of the following:**

the AHCA Rescue Fund:	___ \$5	___ \$10	___ \$15	___ \$25	___ \$50	___ Other	\$ _____
and/or the AHCA Rescue Charitable Trust (Tax Deductible)	___ \$5	___ \$10	___ \$15	___ \$25	___ \$50	___ Other	\$ _____
and/or the AHCA Archives (formerly Library):	___ \$5	___ \$10	___ \$15	___ \$25	___ \$50	___ Other	\$ _____
and/or the AHCA Young Sportsman Scholarship fund:	___ \$5	___ \$10	___ \$15	___ \$25	___ \$50	___ Other	\$ _____
and/or the health fund	___ \$5	___ \$10	___ \$15	___ \$25	___ \$50	___ Other	\$ _____
<b>TOTAL PAID</b>							\$ _____



**MA 8 Applicant Rejection Letter**

Date:

XXXXXXXXXX  
XXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXX

Dear XXXXXXXX;

Your application for membership in the Afghan Hound Club of America did not receive an affirmative vote of 2/3 of the Board of Directors.

You may resubmit your application for membership one year from today. If no appreciable change in the application form data has taken place, you may ask the Board of Directors to reactivate your previously submitted form rather than prepare a new application. Your application form may be updated by letter at the time you reapply for membership.

Sincerely,

XXXXXXXXXXXXXXXXXX  
Corresponding Secretary

cc: XXXXXXXXXXXX, AHCA Membership Chair

**MA 9 Associate Membership Sponsor Form**

1. Name of applicant you wish to sponsor: \_\_\_\_\_

2. How long have you known the applicant? \_\_\_\_\_

3. How long has the applicant been involved with Afghan Hounds? \_\_\_\_\_

4. In what aspects of the Afghan Hound fancy has the applicant participated?  
(breeding, showing, coursing, obedience agility, judging, rescue, public information, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Has the applicant been a member of an all-breed club or specialty club? Yes \_\_\_ No \_\_\_  
(if yes, describe his/her contributions.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Have you visited the applicant's home? Yes \_\_\_ No \_\_\_  
(If **YES**, please describe and vouch for the applicant's dog-care facilities and your knowledge of the applicant's dog-care practices.)  
(If **NO**, please conduct a live video walk-through of the applicant's dog-care facilities and your knowledge of the applicant's dog-care practices.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Additional comments (Include contributions you feel the applicant can make to the AHCA.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am fully committed to supporting \_\_\_\_\_ for membership, and can, without reservation, recommend the applicant for membership in the Afghan Hound Club of America, Inc.

\_\_\_\_\_  
Signature of Sponsor  
Phone: \_\_\_\_\_

\_\_\_\_\_  
Date  
Email: \_\_\_\_\_

**Please return to the AHCA Membership Chairperson**



**MA 10 New Associate Member Letter**

DATE: \_\_\_\_\_

XXXXXXXXXXXXX  
address

Dear XXXXXXXXXX,

The Afghan Hound Club of America would like to welcome you as a new associate member to our organization! We look forward to working with you.

Please return the form below, along with a check for your dues, to the Treasurer,  
\_\_\_\_\_.

Sincerely,

Membership Chair

---

**20\_\_ DUES STATEMENT**

**Name**

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**\$50.00 Per Person - All checks payable to the AHCA**

**Please remit to:**

**AHCA Treasurer**

**You may include a voluntary contribution to one of the following:**

the AHCA Rescue Fund:

\_\_\_ \$5 \_\_\_ \$10 \_\_\_ \$15 \_\_\_ \$25 \_\_\_ \$50 \_\_\_ Other \$ \_\_\_\_\_

and/or the AHCA Rescue Charitable Trust (Tax Deductible)

\_\_\_ \$5 \_\_\_ \$10 \_\_\_ \$15 \_\_\_ \$ 25 \_\_\_ \$50 \_\_\_ Other \$ \_\_\_\_\_

and/or the AHCA Archives (formerly Library):

\_\_\_ \$5 \_\_\_ \$10 \_\_\_ \$15 \_\_\_ \$ 25 \_\_\_ \$50 \_\_\_ Other \$ \_\_\_\_\_

and/or the AHCA Young Sportsman Scholarship fund:

\_\_\_ \$5 \_\_\_ \$10 \_\_\_ \$15 \_\_\_ \$ 25 \_\_\_ \$50 \_\_\_ Other \$ \_\_\_\_\_

and/or the health fund

\_\_\_ \$5 \_\_\_ \$10 \_\_\_ \$15 \_\_\_ \$ 25 \_\_\_ \$50 \_\_\_ Other \$ \_\_\_\_\_

**TOTAL PAID** \$ \_\_\_\_\_



**MA 12 Associate Applicant Rejection Letter**

Date

XXXXXXXXXX

address

Dear XXXXXXXXX,

Your application for associate membership in the Afghan Hound Club of America did not receive an affirmative vote of 2/3 of the Board of Directors.

You may resubmit your application for associate membership one year from today. If no appreciable change in the application form data has taken place, you may ask the Board of Directors to reactivate your previously submitted form rather than prepare a new application. Your application form may be updated by letter at the time you reapply for associate membership.

Sincerely,

XXXXXXXXXXXXXX

Corresponding Secretary

cc: XXXXXXXXXXXX, AHCA Membership Chair

MA 13 Lifetime Membership Certificate

**In Recognition**

**The Afghan Hound Club of America, Inc.**

**Awards to**

---

**Lifetime Membership**



---

DATE

---

President

## **DOCUMENT 200 - THE AHCA BOARD OF DIRECTORS**

### **CONSTITUTION and BY-LAWS**

#### **ARTICLE II**

##### **Meetings**

**SECTION 3. Board Meetings.** *The first meeting of the Board of Directors shall be held as soon as possible following the certification of the election. Other meetings of the Board shall be held at such times and places as are designated by a majority vote of the Board. Written notice of each such meeting shall be mailed by the Corresponding Secretary to each member of the Board at least 14 days prior to the date of the meeting. The quorum for a Board Meeting shall be a majority of the Board voting in person, by mail, fax or telephone conference call.*

**SECTION 4: Board Business.** *The Board of Directors may also conduct business by telephone conference call, mail and fax provided it does not conflict with any other provisions of these Bylaws. Responses must be received from a majority (quorum) of the Board members for the results of the ballot to be valid. Items voted upon by telephone conference call, mail and fax must be confirmed in writing by the Recording Secretary to all board members within seven days.*

#### **ARTICLE III**

##### **Directors and Officers**

**SECTION 4. Vacancies.** *Any vacancies occurring on the Board or among the offices during the year shall be filled until the next annual election by a majority vote of all the remaining members of the Board; except that a vacancy in the office of President shall be filled automatically by (in order of precedence) the First or Second Vice-President, and the resulting vacancy in the office of Vice-President shall be filled by the Board.*

##### **SECTION 5. Termination of Office.**

- a) *(a)Any officer may resign his/her position of office upon written notice to the President or Corresponding Secretary and be effective upon receipt of notice.*
- b) *Attendance is expected at all board meetings. If an officer or director misses two consecutive meetings without just cause, he/she shall be removed from office. This termination may be overturned by a 2/3 majority of the Board members present or a 2/3 majority vote of the Board by other hard copy.*
- c) *Performance of specified duties is expected. If an officer or director fails to perform the duties of office without just cause a 2/3 majority vote of the Board members present or a 2/3 majority vote of the Board may terminate him/her from office by other hard copy.*
- d) *Any vacancy shall be filled according to Article III, Section 4.*

### **DOCUMENT PURPOSE AND SCOPE**

200.1 This section of the policies and procedures volume is used to record general standing rules not readily applicable to other sections or subjects.

200.2 Since the standing rules/procedures and guidelines are subject to change, they should not be printed in the same booklet as the Constitution and By-Laws. (B 6/92)

200.3 The Terry Chacon 3" Sculptured Bronze Medallion will be given to all outgoing Board Members for their service to the Board. This is a one-time award for a board member regardless of the number of terms served. (B 9/11; B 09/16)

**201.0 – BOARD STANDING RULES, POLICIES & PROCEDURES**

201.1 The Board will meet three times per year. (B 06/98)

201.2 Board minutes are the sole and official record of board business. Tape recordings of Board Meetings are allowed solely as an aid to ensuring accuracy in recording motions and votes by the **Recording Secretary** and are not to be distributed, used for any other purpose, or copied for any reason. The **Recording Secretary** shall retain the tapes of the meeting until the minutes of the meeting have been approved. Thereafter the tapes may be destroyed. (B 07/19/81) Board minutes must be provided to Board members no later than three weeks following the Board Meeting. (B 06/76)

**(See also 314.0)**

201.3 Board discussions and the specific voting positions of other board members are confidential and are not to be disclosed to non-board members of the AHCA or to others. (B 07/19/81)

201.4 Business to be brought before the Board Meeting should be received by the **Corresponding Secretary** not less than 21 days prior to the meeting. (B 11/95)

201.5 Prior to the close of each Board Meeting the date and location of the next Board Meeting will be determined. (B 07/02)

201.6 **Board Meeting Minutes:** The approved and corrected minutes of AHCA Board Meetings are available to AHCA members by written request submitted to the **Recording Secretary** along with a check for \$10, payable to the AHCA, for each meeting's minutes being requested. The fee is to cover copying and mailing costs. **The approved and corrected minutes are to be provided to the Archivist and Club Website Administrator within 7 days of date of approval.** (B 06/92; B 07/02; B 01/03; B 07/2024) **Record of votes taken in Board Meeting Minutes should reflect those voting against a particular issue and those who have abstained. This excludes any votes taken during executive session.** (GM 09/16)

201.7 AHCA Officers and Directors insurance will be purchased through the AKC. (B 11/98; B 06/10)

201.8 Moved to Awards Section 600,.10 thru 600.12 (B 10/19)

201.9 Every attempt shall be made to hold each Board Meeting in conjunction with an Afghan Hound Specialty and/or Breeders' Cup. (B 06/03)

201.10 The AHCA, its Board members, officers, or representatives shall not accept any form of transactional payments for the benefit of third parties, including members. This includes but is not limited to: processing credit or debit card payments for the benefit of a third party, cashing checks for individuals or vendors, purposely accepting checks for more than the amount of purchase with the intent to give "cash back" to the purchaser and/or third party. (B 07/21)

**(See also 160.2; 305.1)**

THIS PAGE INTENTIONALLY LEFT BLANK

## **205.0 – PROCEDURES FOR CONDUCTING BOARD BUSINESS**

### ***CONSTITUTION and BY-LAWS***

#### ***Article II***

#### ***Section 4***

***Board Business.*** *The Board of Directors may also conduct business by telephone conference call, mail and fax provided it does not conflict with any other provisions of these Bylaws. Responses must be received from a majority (quorum) of the Board members for the results of the ballot to be valid. Items voted upon by telephone conference call, mail and fax must be confirmed in writing by the Recording Secretary to all board members within seven days.*

### **DOCUMENT PURPOSE AND SCOPE**

205.1 This document defines the policies and procedures to be followed in accomplishing AHCA board business through mail or any hard copy medium balloting.

## **206.0 CONDUCTING BOARD BUSINESS**

206.1 Board Business is defined as ***resolution of any matter or question which is not within the authority of any board or committee member to resolve through independent action.*** In matters of policy, neither the AHCA By-laws nor any portion of the policies and procedures documents authorizes individual action; and therefore, resolution by the collective board is required.

206.2 All Board business requiring resolution between scheduled Board Meetings is to be accomplished via written ballots, prepared for a stated resolution (equivalent to a motion) and executed as defined in this document. Use of mail ballots should be limited to emergencies which, due to time-critical factors, cannot wait until the next regular Board Meeting.

206.3 Non-binding, informal polling of the board is allowed in certain instances and may be performed in written form (not a formal ballot) or by telephone.

206.4 Mail ballots must be forwarded to all board members. Balloting of less than the entire Board of Directors is specifically disallowed.

206.5 Mail ballots are to be prepared, mailed and recorded by the **Corresponding Secretary**.

206.6 Matters requiring mail ballots may be initiated by the **President** by directive to the **Corresponding Secretary**. Any board member may also initiate a mail ballot resolution to the **Corresponding Secretary**. Such requests must be seconded by another board member. If these conditions are met, the **Corresponding Secretary** must distribute the mail ballot within ten days.

206.7 Mail ballots must provide for four voting alternatives: Yes (or Approve); No (or Disapprove); Abstain; Hold for Discussion. Wording of the resolution should match the Yes (Approve) /No (Disapprove) / Abstain / Hold for Discussion options offered.



206.8 Ballots must be signed by the responder and be received by the **Corresponding Secretary** on or before the 21<sup>st</sup> day after the date of mailing. Unsigned ballots or ballots received more than 21 days after mailing will not be counted.

206.9 If a majority of the members returning valid ballots have voted in favor of the resolution, it shall be deemed legally enacted and incorporated into the official proceedings of the club; otherwise, it shall be deemed defeated. Four votes for "Hold for Discussion" will, however, cause the resolution to be held for discussion at the next Board Meeting; and the vote taken, even if approved, is null and void.

206.10 To accomplish official incorporation into club proceedings, the **Corresponding Secretary** will provide the **Recording Secretary** at the next meeting with a ballot listing total valid votes for each of the voting alternatives. The **Recording Secretary** will then reference the voting resolution, outcome and date in the next meeting minutes and attach the ballot summary to these minutes.

206.11 **Emergency Telephone Voting:** The issue to be voted upon must be of such a nature that it cannot wait until the next scheduled Board Meeting. Whenever possible, a conference call is to be used for an emergency and, if not feasible, then individual members are to be called and it will constitute an official vote but not a meeting on a single issue, and that action is to be ratified at the next Board Meeting. If it is a complicated issue, a written notice is to be mailed to each board member, if time permits. The **President** will be allowed to make a telephone conference call and/or poll in the event of an emergency. (B 02/90)

**207 THRU 209 - nonexistent.**

NOTE: There were no Sections 206 thru 209 in P&Ps provided as being up to date EOY 2020.

**210.0 MEMBERS**

210.1 The club's dues shall be fifty dollars (\$50) per individual for associate and regular memberships. (B 10/99; B 03/01/2013; B 03/2018)

210.2 Unpaid members will be dropped from the Membership Roster on June 1st. (B 03/02)

210.3 Any member may order a copy of the Constitution and By-Laws at a cost of \$5. Copies of the standing rules, Policies and Procedures document are available free of charge on the Afghan Hound Club of America Website. Requests for these materials should be addressed to the **Recording Secretary**. (B 06/98; B 07/02; B 02/19)

210.4 Rosters and mailing labels are available to members only for non-commercial use. Mailing labels are available to regional clubs for the purpose of mailing premium lists. The fee for mailing labels is \$15, payable to the AHCA and sent to the **Recording Secretary**. (B 02/88; B 06/92; B 07/02)

210.5 The parent club logo shall not be used in conjunction with private sales or personal communications. (B 03/04)

210.6 The Membership Directory shall be printed by the **Recording Secretary** and will include the AHCA committee chairs for that year.(7/02) The AHCA member mailing list is the responsibility and duty of the **Recording Secretary**, from this point forward, to share with the Corresponding Secretary and the Treasurer. (B 11/01/2012)

*(See also 141.15; 211.5-6; 305.1; 305.2; 305.2.1)*

**211.0 MEMBERSHIP MEETINGS**

**CONSTITUTION and BY-LAWS**

**ARTICLE II**

**Meetings**

**SECTION 1. Annual Meeting.** *The Annual Meeting of the Club shall be held in conjunction with the Club's Specialty Show if possible, at a place, date, and hour designated by the Board of Directors. Written notice of the Annual Meeting shall be mailed to each member by the Corresponding Secretary at least 30 days prior to the date of the meeting. The quorum for the Annual Meeting shall be 10% of the members in good standing.*

**SECTION 2. Special Club Meetings.** *Special Club meetings may be called by the President; by a majority vote of the members of the Board who are present at a meeting of the Board or who vote by mail; or by the Corresponding Secretary upon receipt of a petition signed by 10% of the Club's members in good standing. Such meetings shall be held at such place, date and hour as may be designated by the Board of Directors. Written notice of such meetings shall be mailed by the Corresponding Secretary at least 14 days and not more than 30 days prior to the meeting. The notice of the meeting shall state the purpose of the meeting, and no other club business may be transacted. The quorum for such a meeting shall be 10% of the members in good standing.*

**ARTICLE IV**

**SECTION 2 Voting.** *At the Annual Meeting or at a special meeting of the Club, voting shall be limited to those members in good standing who are present at the meeting, except for the annual election of Officers, Delegate and Directors, amendments to the Constitution and By-laws, and amendments to the standard for the breed, which shall be decided by written ballot cast by mail. Voting by proxy shall not be permitted. The Board of Directors may decide to submit other specific questions for decision of the members by written ballot cast by mail or in accordance with AKC's procedure on Electronic Balloting for the AKC Parent Clubs.*

**GENERAL POLICIES**

211.1 Three (3) hours shall be allocated for the Annual Meeting at the time of National Specialties. (GM 10/86)

211.2 Only members in good standing may attend the Annual Meeting. (B 07/02)

211.3 Roll call at Annual Meetings or Special Meetings may be accomplished by circulating a sign-up sheet. (B 10/79)

211.4 Business requiring a vote must be submitted, in writing, to the Corresponding Secretary 30 days before the Annual Meeting in order to be placed on the agenda. No votes will be taken at the Annual Meeting unless they are on the agenda. Items not submitted to the Corresponding Secretary 30 days prior to the Annual Meeting will be placed on the agenda as "New Business - For Discussion Only." (B 06/98; B 07/02; B 11/04)

211.5 A complete copy of the minutes of the Annual Meetings of the club shall be sent to all members along with a summary of the Treasurer's report. (B 11/81; B 07/11)

211.6 All AHCA events will be held in smoke-free environments. (B 10/94)

THIS PAGE INTENTIONALLY LEFT BLANK

## **DOCUMENT 300 – COMMITTEES & JOB DUTIES OF COMMITTEE CHAIRS**

### ***CONSTITUTION and BY-LAWS***

#### ***ARTICLE V***

##### ***Committees***

***SECTION 1.*** *The Board may each year appoint standing committees to advance the work of the Club in such matters as dog shows, trophies, annual prizes, membership and other fields which may well be served by committees. Such committees shall always be subject to the final authority of the Board. Special committees may also be appointed by the Board to aid it on particular projects.*

***SECTION 2.*** *Any committee appointment may be terminated by a majority vote of the full membership of the Board upon written notice to the appointee; and the Board may appoint successors to those positions whose service has been terminated.*

### **GENERAL POLICIES**

300.1 The President appoints the committee heads annually. All committee leads must be Regular or Lifetime Members. (B 03/18)

300.2 Each committee chair shall be allotted a budget of \$100 unless otherwise indicated. The Board of Directors upon request shall consider additional expenditures. (B 10/02)

300.3 No reimbursements will be made by the **Treasurer** unless accompanied by a receipt. This is required by the AHCA CPA. (B 07/02)

300.4 It is the responsibility of the committee heads to notify the AHCA Web Administrator and the Topknot News Editor with information they wish listed on their respective sections of the Website. (B 07/02; B 10/02)

300.5 The President shall be an ex-officio member of every committee and, as such, the President shall not chair a committee. (B 06/03)

### **301.0 AKC DELEGATE**

301.1 The duties of the AKC Delegate are:

1. Attend quarterly AKC Delegates Meetings.
2. Issue a report of each quarterly meeting for publication to the AHCA Membership. This may be accomplished through Topknot News.
3. Seek instruction from AHCA Board of Directors on relevant matters.
4. Vote as directed by the AHCA Board of Directors.
5. Report to AHCA membership at the Annual Meeting.
6. Work with appropriate delegates committees to further the interest of Afghan Hounds.
7. Work with and consult with AKC staff as appropriate on relevant issues and as requested by The AHCA Board of Directors.
8. Present relevant issues to the delegate body and participate in discussions as appropriate.
9. Respond to correspondence as needed and requested.

301.2 Special Note:

1. All expenses associated with the above duties are the responsibilities of the AKC Delegate.
2. It is highly desirable for the AKC Delegate to attend additional sessions such as the Delegate's Caucus, Delegate's Forum, Open Special Committee Meetings and the Parent Club Committee session.

**302.0 AKC GAZETTE COLUMN**

Responsible for submitting informative and educational Afghan Hound articles to the American Kennel Club Gazette publication.

**303.0 AWARDS (See Document 600)**

**BUDGET & FINANCE** - *Eliminated* (B 06/10)

**304.0 BREEDERS CUP (See Document 900)**

**305.0 CANINE HEALTH**

Annual Budget is \$500

305.1 Role and Responsibilities:

1. Create and disseminate Afghan Hound Health Surveys.
2. Receive the completed surveys and deliver them to the proper sources.
3. Deliver survey results to the AHCA Membership and the Canine Health Foundation.
4. Work with the AHCA Board to determine the direction of genetic disease research of the Afghan Hound and to work as liaison between the AHCA and the Canine Health Foundation to determine the best means of funding that research.
5. Attend as many Seminars on Canine Health matters as is feasible and report back to the AHCA Board the findings, as well as to report on relevant funding sources and research opportunities.
6. Attend the Parent Club Canine Health Foundation Conference as the AHCA representative / liaison and disseminate the findings to the AHCA Board and membership.
7. Be responsive to the needs and questions of the AHCA Board and membership regarding health issues.
8. A Canine Health Table shall be set up at every National Specialty Show where informational materials on Health Care are available. This table is to be arranged by the Canine Health Chairperson and should be manned by committee health members at all hours the show is in progress.
9. Make recommendations to the board of the AHCA as to the donation of funds towards ongoing Health studies. The amount and final recipient will be determined by the board. (B 06/06)
10. The Canine Health Chair will coordinate with the Breed Symposium Chair on possible topics and provide assistance to the Symposium chair when topics are canine health related. (B 02/07)
11. The Health Chair should be in touch with the Rescue Chair to gather specific information on health issues of rescue dogs to see if particular trends exist. Emergency needs are exempt. (B 09/11)

305.2 Any money received for the Canine Health Foundation must be donated to studies supported by AKC and the Canine Health Foundation. (B 05/31; B 06/01/13)

**(See also 830.1)**

## **306.0 COMPLAINTS**

### **CONSTITUTION and BY-LAWS**

#### **ARTICLE VI**

#### **Discipline**

**SECTION 1. American Kennel Club Suspension.** Any member who is suspended from the privileges of the American Kennel Club automatically shall be suspended from the privileges of this Club for a like period.

**SECTION 2. Charges.** Any member may prefer charges against a member for alleged misconduct prejudicial to the best interests of the Club or breed. Written charges with specifications must be filed in duplicate with the **Corresponding Secretary** together with a deposit of \$25 which shall be forfeited if such charges are not sustained following a hearing.

The **Corresponding Secretary** shall promptly send a copy of the charges to each member of the Board or present them at a Board Meeting, and the Board shall first consider whether the actions alleged in the charges, if proven, would constitute conduct prejudicial to the best interests of the Club or the breed. If the Board considers that the charges do not allege conduct which would be prejudicial to the best interests of the Club or to the breed, it may refuse to entertain jurisdiction.

If the Board entertains jurisdiction of the charges it shall fix a date of a hearing by the Board, or a Committee designated by the Board, not less than 3 weeks nor more than 6 weeks thereafter. The **Corresponding Secretary** shall promptly send one copy of the charges to the accused member by certified mail together with a notice of the hearing and an assurance that the accused member may personally appear in his/her own defense and bring witnesses if he/she wishes.

**SECTION 3. Board Hearing.** The Board or Committee shall have complete authority to decide whether counsel may attend the hearing, but both complainant and accused member shall be treated uniformly in that regard. Should the charges be sustained after hearing all the evidence and testimony presented by complainant and accused member, the Board or Committee may by a majority vote of those present suspend the defendant from all privileges of the Club for not more than six months from the date of the hearing. And, if it deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such case, the suspension shall not restrict the defendant's right to appear before his fellow members at the ensuing Club meeting which considers the recommendation of the Board or Committee.

Immediately after the Board or Committee has reached a decision, its findings shall be put in written form and filed with the Corresponding Secretary. The **Corresponding Secretary**, in turn, shall notify each of the parties of the decision and penalty, if any.

**SECTION 4. Expulsion.** Expulsion of a member of the Club may be accomplished only at the Annual Meeting of the Club following a hearing and upon recommendation of the Board or Committee as provided in Section 3 of this Article. The accused member shall have the privilege of appearing in his/her own behalf though no evidence shall be taken at this meeting. The President shall read the charges and the findings and recommendations, and shall invite the accused member, if present, to speak on his/her own behalf. The members present shall then vote by secret written ballot on the proposed expulsion. If the expulsion is not so voted, the suspension, if it has not already expired, shall stand.

306.1 The AHCA board will not hear complaints against members by non-members. (B 09/82)

306.2 Effective January, 2003: The Board of Directors dissolved the Complaints Committee and all complaints will be handled by the **Corresponding Secretary** in accordance with the Constitution and By-Laws. (B 01/03)

306.2.1 The Board of Directors will only address member complaints if the complaints are submitted in writing and signed by the member. (B 11/1/2012)



### **307.0 EDUCATION**

#### **307.1 Breed and Judges Education**

The AHCA shall strive to hold Breed and Judges Education in conjunction with all AHCA events. (B 03/97)

- a) In-ring observations for judging will not be allowed during national events (B 07/84; B 07/19)
- b) AHCA discourages in-ring observation of Afghan Hound judging at all shows (GM 10/19)

#### **307.2 Afghan Hound Breed Education**

Registration fees for the Afghan Hound Breed Symposium must cover the cost of the meal plus tax and gratuities. Any fund raising efforts to cover expenses shall be matched up to \$500. (B 02/01; B 09/2017)

- a) The Show Chairperson will consult with the Health Chair and determine the date and time of the Breed Symposium and will arrange for the meeting room and basic meal arrangements. (B 06/11; B 09/2017)
- b) All financial considerations for the event are the responsibility of the National Show Chair. (B 09/07)
- c) The cost of the meal for attendees will be \$20 with any additional cost to be subsidized by the AHCA. (B 02/07; B 06/2016)

#### **307.3 Meet the Breeds / AKC National Championship dog show**

There will be a budget of up to \$500 for Meet The Breeds Education (B 3/8/08, B 6/10, B 09/17)

#### **307.4 Judges Education**

A dedicated time for the Judges Educational Seminar is to be set aside at all National Specialties. (2/98)  
The Judges Educational Seminar is open to any approved judges, prospective applicants thereof, and any Afghan Hound breeder who is otherwise fully qualified (see AKC site for present requirements to apply to judge) but not necessarily applying to judge the breed. The registration fee is \$25.00; AHCA member discounted fee is \$20.00. This is by pre-registration ONLY. Registration must be received ten (10) days prior to the seminar. (B 03/05)

- a) Duties: Compile materials that will be used for Judges' Education Seminars which are presented by the AHCA. (B 10/03)
- b) These materials will be distributed at the discretion of the AHCA Judges' Education Committee. (B 10/03)
- c) Any item presented as "An official publication of the AHCA is subject to board approval. (B 10/03)
- d) All official club educational materials are sent free of charge to prospective new judges and a free copy will be sent to all seminar chairs upon request. Upon request a Judges Education Coordinator is available to arrange proper AHCA presentations with Judges Education groups around the country. Any materials provided by the presenter will be at presenter's expense (B 03/96; 11/01; B 07/02)

AHCA discourages in ring observational judging of Afghan Hounds (GM 10/19)

### **308.0 GIVING BACK MENTOR PROGRAM**

308.1 Chairperson will coordinate and manage a volunteer roster of AHCA members in good standing, who will serve as mentors to current Afghan Hound owners. (B 07/02; B 01/03)

- a) Mentors should be given printed guidelines as to what type of questions they will be expected to encounter. This will include, but is not limited to, the following: grooming and bathing questions, training, exhibiting, obedience, coursing and agility information. Mentoring should not include vet care. (B 01/03)
- b) Printed Material: If printed material is used by this committee, a copy shall be sent to the Corresponding Secretary for insertion into the P&P appendix.
- c) Roster of Mentors: The Roster of Mentors will be listed on the AHCA Website and will be listed by geographic region of the country. Mentors' email address and telephone number will be listed.
- d) A Link to the AHCA Corresponding Secretary/Breeder Referral shall be posted in the Mentor Section of the AHCA Website.

308.2 – Deleted (B 07/21)

### **309.0 INVENTORY**

309.1 The Inventory Chairperson shall maintain an inventory of all AHCA items and will notify the Board of Directors when reprints are necessary.

309.2 The Inventory Sales Table at the National Specialty Show will adjoin the Show Secretary Table. (B 03/01/2013)

**IT COORDINATOR** *Eliminated.* (B 06/06; B 06/10)

### **310.0 JUNIOR SHOWMANSHIP**

310.1 The AHCA will offer a 2” *Bronze Medallion* depicting the Club Emblem suspended from a Purple Ribbon, when the inventory of the 2” Gold Tone Medallion by Garry Newton has been depleted, for Best Junior at all regional Specialties where Jr. Showmanship is offered. Two or more juniors must compete to get the medallion. A certificate for the medallion will be presented in the ring to the winner. The winner will send the certificate to the Awards Chairperson to receive this medallion. (B 02/01; B 09/17; B 10/19)

*See Appendix in Regional Club Section for medallion, certificate and Redemption Letter.*

310.2 A Young Sportsman Scholarship will be given annually of \$500.00. The AHCA will make up the difference between donations and the minimum. A space for donations will be placed on the annual dues notice. (B 09/17) The deadline for the application is August 1. (B 08/01)  
This scholarship is only to be awarded for further education. (B 02/07)

310.3 The Junior Showmanship Chairperson should send the Awards Chairperson the names and addresses of the winners of the annual awards. (B 10/02)

310.4 The AHCA will offer a 2” Gold Tone Medallion depicting the Club Emblem for Reserve Best Junior suspended from a Rose and Gray ribbon for Reserve Best Junior at all regional Specialties where Jr. Showmanship is offered. A Letter of Redemption for the medallion will be presented in the ring to the Reserve winner. The Reserve winner will send the Redemption Letter to the Awards Chairperson to receive this medallion. (B 06/20)

*See Appendix in Regional Club Section for medallion and Redemption Letter*

*(See also 806.1)*

### **311.0 LEGISLATIVE AFFAIRS**

311.1 Monitor dog legislation and send timely reports to the membership via Topknot News. The Topknot News Editor will decide as to what will be contained in Topknot News based on reports received. (B 10/02)  
The legislative chair will also serve as the AKC Liaison on legislative affairs. (B 09/06)

### **312.0 AHCA ARCHIVES**

(B 10/2014)

The AHCA ARCHIVES was founded in 1971. Certificate of Incorporation of the Afghan Hound Club of America, Inc. in New York State, dated November 17, 1950 and the Club Seal are contained in the AHCA ARCHIVES files.

312.1 The annual AHCA Archives Budget must not exceed \$1,250.00 (B 01/03)

312.1 "Special Projects" must be approved by the Board of Directors prior to beginning the project. A recommendation of the proposed project along with the proposed budget must accompany the Special Project request. (B 01/03)

312.2 All materials other than those with published mailing rates for renting ARCHIVES videos are to be mailed by regular mail only. (B 07/02; B 10/02)

312.3 The Archivist shall be responsible for keeping the club's articles of incorporation, the corporate seal and the club's expired insurance policies. (B 02/88)

312.4 Approved and Corrected Board & Annual Membership Minutes are sent to the Archivist. (B 07/2024)

312.5 The AHCA Archivist is to be provided with two full pages in the National Specialty Catalog in which to advertise or list programs and materials available through the AHCA ARCHIVES. (B 04/88)

312.6 Any catalogs left over after a National Specialty should be sent to the AHCA archivist. (B 04/88)

312.7 Policies for renting videos from the AHCA ARCHIVES:

1 When single videos are rented by someone who lives outside the USA or when an American wants to take a rented video to a foreign country a one hundred dollar (\$100) deposit check against loss or damage must be sent.

2. If two videos are rented or a set of five to six (5 to 6) videos (such as videos of the AHCA National Specialty Shows) are rented to someone who lives outside the USA or an American wants to take two (2) videos or a set of five to six (5 to 6) videos to a foreign country, then a deposit check for two hundred dollars (\$200) against loss or damage must be sent to the Archivist, who will send the check to the AHCA **Treasurer**.

3. When the video or videos are returned to the ARCHIVES undamaged and complete, the Archivist will inform the **Treasurer** and the **Treasurer** will refund the entire deposit to the renter.

4. Rental fees and postage fees are not in any way affected by the required deposit against lost or damage.

5. Renting videos from the AHCA ARCHIVES to people within the USA: Videos rented from the AHCA ARCHIVES must be returned via Registered mail to the ARCHIVES no later than six (6) weeks after receiving the video.

**Note: Updated ARCHIVES materials for Regional Clubs use may be found on the AHCA Website.**

**313.0 NATIONAL SPECIALTY SHOW – see also Document 800**

**313.1 Mailing List Compilation - Eliminated\_ (B 11/01/2012)**

**313.2 Judges Hospitality (See also Section 700)**

- a) Judges Hospitality consists of taking each National Specialty Show Conformation Judge (Regular and Sweepstakes/Triathlon) to breakfast, lunch and dinner at an expenditure of not more than \$100 per day, per judge. (B 11/04) The number of days this applies to will be stated in each Judges contract. (B 07/14)
- b) Beginning in 2005, the Judges' Hospitality Chair will be reimbursed each night s/he takes judges to dinner for expenses up to \$50 per night. (B 11/04)
- c) The AHCA will grant a complimentary dinner for each judge and his/her guest at the Annual Awards Dinner. All other meals will be at the expense of the guest.

**(See also 711.3)**

**313.3 Show / Board Liaison**

The Show/Board Liaison will work between the AHCA Board of Directors and the National Show and Breeders' Cup Chairpersons.

*The Board of Directors will supply each Show Chairperson with a copy of Document 8 of these Policies & Procedures along with a cover letter from the Board stating these Policies & Procedures are the guidelines and rules that must be followed when chairing a National Specialty Show.*

**(See also 401.1; 800.2)**

**313.4 National Events Budget Liaison:**

This chairperson will consult with the National Specialty Show and Breeders' Cup Chairpersons regarding budgeting for the event. (B 10/23/2014)

**314.0 PARLIAMENTARIAN**

**CONSTITUTION and BY-LAWS**

**ARTICLE X**

*Roberts Rules of Order, revised, shall govern the proceedings of this club in all cases to which they are applicable, and in which they are not inconsistent with this Constitution and By-Laws.*

314.1 The Parliamentarian is an individual skilled in parliamentary law, able to locate references in an authoritative volume of parliamentary rules of order within a reasonable length of time. Generally, the parliamentarian is a consultant who advises the presiding officers, officers and committees on matters of parliamentary procedure. No one in the Club can hire a Parliamentarian outside the Club without Board Approval (GM 04/88)

**MEMBERSHIP – See Document 150****315.0 PERFORMANCE & COMPANION EVENTS, Title recognition and Family Dog Program**

Corresponding secretary must receive and sign applications for Performance and Companion events.  
(B 04/16; B 10/19)

**315.1 – PERFORMANCE EVENTS**

- a) The AHCA Performance Events Chairperson coordinates all lure coursing activity of the club, as well as all Performance Events per AKC's designation that Afghan Hounds qualify to compete in. Board approval is required prior to establishing dates and sites for trials. All lure coursing trial applications must be signed by an Officer of the club before submission. (B 10/88; B 06/17)
- b) The AHCA Performance Events' Chairperson should file regular written reports to the board through the AHCA Corresponding Secretary (B 10/88; B 06/17)
- c) The AHCA official ASFA delegate receives all correspondence, ballots, etc. He/she votes on ballots as instructed by the AHCA Board of Directors. The board designates a voting delegate to each ASFA convention who is willing to attend at his/her own expense. Only the registration is paid by the AHCA. (B 06/92; B 06/17)
- d) The AHCA Veterans Class shall have the same age limit of seven (7) for AKC and ASFA (after 1/11) Field Trials. (B 10/05; B 06/10)
- e) AHCA National Specialty
  - a. The Performance Events Chairperson and the National Specialty Show Chairperson jointly select the Field Trial Chairperson for a National Specialty.
  - b. The National Specialty Show Lure Coursing Entry Fees will be determined by the show chair and approved by the board of directors. (B 06/06)
  - c. AKC and ASFA Lure Coursing events are held on the same day. Starting in 2008 the AKC Field Trial will run as a morning event and the ASFA Trial will run in the afternoon of that day. The two events will alternate this order in years thereafter. (B 09/07)
  - d. ASFA offers a plaque for the ASFA BOB winner at the National Specialty Show. After the AHCA ASFA National Specialty Show Lure Coursing is scheduled (approved) by ASFA, the plaque will be sent to the AHCA delegate to make sure that it is at the National Specialty. The ASFA BOB plaque must be mentioned in the Premium List under awards and trophies. This information should be forwarded to the person(s) creating the Premium List. (B 11/04)
  - e. Each year a 2" Bronze Plated medallion suspended from a red, white and blue ribbon will be offered to the Afghan Hound Breed Finalist at the AKC National Lure Coursing Championship. There must be at least two Afghan Hounds in competition at the event. The AHCA Performance Events Chair is responsible to provide Form CA7 (AKC NLCC Afghan Hound Breed Finalist Trophy Notification Application) to the AHCA Awards Chair, who will mail the award to the recipient. (B 03/08; B 03/22) \
- f) AHCA Annual Awards
  - a. Awards for top placing Afghan Hounds from the AKC Lure Coursing Top 20 & ASFA Top 20 Trial Results for the prior year will be awarded at the Annual Banquet. (B 11/95; B 10/02; B 06/17)
  - b. An award for highest combined Bowen points totaling all dogs defeated in lure coursing in both AKC and ASFA for the prior year will be awarded at the Annual Banquet. (B 06/17)
  - c. ASFA provides an Award Plaque to be presented to the top placing ASFA coursing hound whose owner is also a member of the AHCA. This plaque is given to the AHCA delegate at the ASFA ACOD (convention) each year. The recipient of this award can be determined by checking the official Top Twenty listing for the last year on the ASFA Website ([www.ASFA.org](http://www.ASFA.org)) and cross-referencing this with the AHCA membership list. This ASFA Plaque is to be awarded at the AHCA Annual Awards Dinner. If the recipient of this plaque will not be in attendance at the dinner, an announcement will be made at the dinner and the plaque will be shipped to the recipient. (B 11/04)

- d. The Statistics Chairperson should send the Awards Chairperson the names and addresses of the winners of the annual awards. (B 06/10)

THIS PAGE PURPOSELY LEFT BLANK  
(

**315.2 COMPANION EVENTS, TITLE CERTIFICATION & FAMILY DOG**

The AHCA Companion Events Chairperson coordinates all Companion Sports, Title Recognition and Family Dog Programs Events per AKC's designation that Afghan Hounds qualify to compete in. (B 03/21).

**315.2.A Agility**

- a) The Award will be based on the published statistic gathered by the AHCA Companion Events Chairperson. The Chairperson shall use the results for the calendar year (title and points awarded January through December) as provided by the AKC in determining all awards.
- b) The Companion Events Chairperson should send the Awards Chairperson the names and addresses of the winners of the annual awards.

**315.2.B Obedience**

- a) It is the responsibility of the Companion Events Chairperson to tabulate and determine the top winners for the year for Obedience. The subscription to the Awards issue of the AKC Gazette will be taken from the Companion Events budget. (B 10/02; B 06/10; B 08/17)
- b) The Award will be based on the published statistics gathered by the AHCA Companion Events Chairperson. The Chairperson shall use the results for the calendar year (title and points awarded January through December) as provided by the AKC in determining all awards.
- c) The Companion Events Chairperson should send the Awards Chairperson the names and addresses of the winners of the annual Obedience awards. (B 10/02; B 08/17)
- d) Effective January 1, 2007, a new rating system to be designated the AHCA Obedience Rating System was put into place. (B 02/07, B 08/17)
  - 1 There will be Obedience Awards for the following:
    - Best Novice Dog
    - Best Open Dog
    - Best Utility Dog
    - Best Obedience Dog
  - 2 These awards will be determined by using the highest three (3) obedience scores for the year for each dog in each class in the calendar year beginning January 1<sup>st</sup> and ending on December 31<sup>st</sup> of the same year.
  - 3 They will be recognized with a *Certificate Award* at the Annual Awards Dinner at the National Specialty.
  - 4 The Best Obedience dog for the year will be determined in the following manner:  
The highest ranked Afghan Hound as listed in Front & Finish under the Delaney System. If no dog qualifies under that system, the Novice dog will use his actual score, the Open dog will receive his actual score plus 15 points, and the Utility dog will receive his actual score plus 30 points. This award will be presented at the Annual Awards Dinner. (B 08/17; B 06/20)

**315.2.C Rally**

- a) It is the responsibility of the Companion Events Chairperson to tabulate and determine the top winners for the year for Rally. The subscription to the Awards issue of the AKC Gazette will be taken from the Companion Events budget. The award will be based on the published statistic gathered by the AHCA Companion Events Chairperson. The Chairperson shall use the results



for the calendar year (title and points awarded January through December) as provided by the AKC in determining all awards. (B 06/17)

- b) The Companion Events Chairperson should send the Awards Chairperson the names and addresses of the winners of the annual Rally awards.
- c) A Certificate Award will be awarded at the Annual Awards Dinner to:
  - a. Best Rally dog, Best Intermediate Dog, Best Advanced Dog, Best Rally Excellent Dog, Best Rally Choice Dog, Best Rally Master Dog and Best Rally Dog for the year. Awards will be determined by using the highest three rally scores of the year for each dog in each class in the calendar year beginning January 1st and ending December 31st. Only scores from the Advanced, Excellent, Choice and Master classes will be used in calculating Top Rally Dog statistics. (B 02/2007; B 03/01/2013; B 08/2017; B 03/2018; B 04/16/2024)
  - b. Best Rally Dog will be determined by using the Rally Advanced dog's actual score, and the Rally Excellent Dog will receive his actual score plus 15 points. The Rally Choice Dog will receive his actual score plus 17.5 points. The Rally Master Dog will receive his actual score plus 20 points.  
(B 02/2007; B 03/01/2013; B 08/2017; B 03/2018; B 04/16/2024)
  - c. In the event of a tie, matching awards will be given.

#### **315.2.D Triathlon**

- a) The AHCA shall offer a Triathlon Event of Conformation, Obedience (and/or Agility and/or Rally) and Lure Coursing beginning in 1998. (GM 10/97) This competition will be open to dogs with AKC and ILP numbers. (B 02/98) See Appendix for Triathlon Rules.
- b) The Triathlon Chairperson is responsible for organizing the event, tabulating and recording scores of participants and posting scores on a board in a public location. (B 04/01)
- c) The Triathlon Chairperson should notify the person in charge of Ribbons and Rosettes at the National Specialty Show that the Triathlon is a "Special Attraction" only. Approval for holding this Special Attraction must be received from AKC but there is no color requirement for ribbons or rosettes presented at the National Specialty show. (B 10/02)
- d) No placement markings are to be included in the show catalog for the conformation portion of the Triathlon Event. Only scorings may appear. (B 10/03)

**(See also 800.10)**

#### **315.2.E. Versatility Award**

- a) This award is presented to acknowledge any Afghan Hound that has achieved three (3) titles in three (3) different events recognized by the American Kennel Club (AKC) and/or the American Sighthound Field Association (ASFA). (B 03/02)
- b) Copies of the certificates will be required from the owner/breeder or handler.
- c) The *Recognition Of Excellence In Versatility Award* will be presented at the Annual Awards Dinner. (B 10/02). The physical award can be mailed to recipients and a certificate can be presented at the Annual Awards Dinner (B 03/17)
- d) The Companion Events Chairperson should send the Awards Chairperson the names and address of the recipients of the Versatility Awards (B 09/29/2013)



**316.0 PUBLIC EDUCATION**

316.1 The Public Education Chairperson coordinates public relations for the AHCA. (B 3/96, B 7/02)  
Public Education is now a part of Breed Education. (B 02/06)

**REGIONAL CLUBS See Document 400****RESCUE – See Document 500****317.0 SOCIAL MEDIA**

Afghan Hound Club of America (AHCA) social media accounts are designed to promote activities and interest to the Parent Club and to perpetuate an ongoing dialog with the Afghan Hound Fancy at large. Moderators and participants are to remember that participation on social media is a public representation of themselves, The Afghan Hound Club of America, the American Kennel Club and the American Afghan Hound Community.

**317.1 Accounts**

- a) All social accounts created by, for, or on behalf of the Afghan Hound Club of America are the sole property of the AHCA.
- b) All social media accounts created by, for, or on behalf of the Afghan Hound Club of America shall be transferable from one social media chair to the next.
- c) All passwords to social media accounts are the sole property of Afghan Hound Club of America.
- d) Those entrusted with the passwords are considered account “moderators”. Passwords shall be given to presiding Social Media Chair, upon approval by the AHCA Board.
- e) At least two people should have access to official AHCA account passwords and act as Social Media moderators/administrators. It is recommended that the Social Media Chair and Web Administrator act in these roles.

**317.2 Posts**

- a) Moderators shall regularly update the Parent Clubs’ social media accounts.
- b) Participants are invited to share photos, discuss and comment on topics of general interest to AHCA members, including AHCA activities and Afghan Hounds.
- c) Social media accounts should not publicly post any person’s private information, including home address, telephone numbers, or date of birth.
- d) All messages and postings by participants must include the full name (first and last) of the posting individual.
- e) The AHCA may establish reasonable restrictions on length, style, and frequency of messages.
- f) The AHCA social media accounts and their participants will adhere to the AHCA Recommended Practices.

**317.3 *The following types of messages or postings are not permitted:***

- a) Those that contain offensive, abusive, harassing, disrespectful, defamatory, obscene or otherwise unsuitable language.
- b) Those that are personal attacks, demeaning, derogatory or could be construed as slanderous in nature of any individual.
- c) Those that disparage any product, company, individual or bloodline.
- d) Those that are divisive in nature and not related to dogs (e.g. religion, politics, social issues, etc.)
- e) Those that The AHCA Moderator or the AHCA Board of Directors deem harmful to the Parent Club, American Kennel Club, any Regional Specialty Club or individual fancier.

**317.4 Advertising and posting advertisements**

- a) Classified advertisements by AHCA members are NOT allowed on any AHCA-related social media platforms, unless it is the direct purpose of that social media platform (i.e.: a “Items for sale by AHCA members” group on Facebook).
- b) Classified advertisements or posts may not be placed for soliciting judging assignments.
- c) Participants may not post advertisements of behalf of their business, company or third party.
- d) The AHCA and their members are encouraged to post information pertaining to their regional clubs and advertising their events.

317.5 Endorsements

The AHCA will not endorse or comment upon services on its social media site. The AHCA will not entertain or allow its membership to discuss the quality of services of any business, person, or entity supporting the Club or its membership.

317.6 Posting Information from Other Sources

When posting information from other sources, all users must ensure that they have permission from the author, photographer, or source to do so. Such postings should credit the author, photographer or source, and should include the source's copyright notice if required.

317.7 Enforcement

- a) Violations of this policy will be determined by the current Social Media Chairperson and a member of the AHCA Board of Directors.
- b) Messages or posts in violation of this policy may be edited or removed to ensure that they adhere to posting standards.
- c) Members who violate this policy will be given a warning. Repeat offenders may be denied access to all of the Club's social media platforms for a period of 30 days. A violating member's ban can be extended to 6 months with a majority vote from the AHCA board.
- d) Members who have violated this policy three or more times can be denied access to all social media platforms indefinitely with a majority vote from the AHCA board. Members that have been denied access can apply to be reinstated by appealing to the Board in writing.

### **318.0 AHCA STATISTICS**

This committee is formed to maintain records for the AHCA of Titles and Awards. These records should be archived, and a record kept by the statistician. A backup copy should be filed with the Assistant Archivist annually. (B 08/02, B 01/03) There will be a permanent hard copy of all awards presented at the Annual Awards Dinner put into the archives, posted on the Website and published in Topknot News. (GM 09/06)

This Committee consists of all/any committees who maintain records in order to determine the recipient awards presented at the annual award dinner.

318.1 The Awards Chairperson is the person to receive notification of all awards. (B 06/08)

#### **I The awards presented at the Annual Awards Dinner are:** (B 08/17)

- a. The Top-Producing Sire for that year - from club records kept by the Statistician
- b. The Top-Producing Dam for that year - from club records kept by the Statistician
- c. The Top-Winning Dog in breed competition - from the AKC Website
- d. The Top-Winning Bitch in breed competition - from the AKC Website
- e. The Top Winning Afghan Hound in the National Owner Handler System - from the AKC Website
- f. The Top Junior Handler - from the Chairperson of Junior Showmanship
- g. The Top Lure Coursing dog in AKC- from the Performance Chairperson
- h. The Top Lure Coursing dog in ASFA – from the Performance Chairperson
- i. The Top Lure Coursing dog – combined AKC & ASFA– from the Performance Chairperson
- j. The Top Obedience Dog - from the Companion Events Chairperson
- k. The Top Agility dog - from the Companion Events Chairperson
- l. The Top Rally Dog – from The Companion Events Chairperson

#### **II AHCA records kept up to date:**

These include:

- a. National Specialty Judges and BOB
- b. High in Triathlon at National Specialty
- c. Obedience, Rally, Agility High In Trial at National Specialty
- d. Lure Coursing Best of Breeds (AKC & ASFA & Best in Event)
- e. Top-Producing Sires and Dams - all time.
- f. Top-Producing Breeders/Owners - all time

*Note – Companion and Performance Events held in conjunction with the AHCA Specialty Show:*

*ASFA Lure Coursing began in 1980*

*AKC Lure Coursing began in 1993*

*Agility Trials began in 1994.*

*Rally Trials began in 2005*

**(See also 604.2; 604.3; 604.4)**

### **319.0 TOPKNOT NEWS**

319.1 The newsletter of the AHCA shall be entitled “Topknot News” and shall be published three times a year, each publication date falling within six (6) weeks after Board Meetings so as to include all news from that meeting. In the event that the Editor is not a member of the Board, the **Recording Secretary** shall provide a copy of the minutes to the **President** who will edit them and provide them to the Editor for inclusion in Topknot News in the Members Only Section. The completed issue must then be previewed by the **President and the First Vice President, and must be pre-approved by them, in its entirety, prior to printing.** Total Topknot News costs cannot exceed \$2,500 per issue. A printer’s price quote must also be submitted with the publication at the time of review. Reprints of articles, photos, ads, etc., cannot be published in Topknot News unless permission has been granted. Committee reports must take priority over feature articles to inform the membership how the AHCA is functioning. No article may be printed in Topknot News that pertains to an official AHCA Committee unless it has been pre-approved by that Committee Chair prior to publication. (B 06/00; B 05/31; B 06/01/13; B 07/2024)

319.2 Paid classified advertisements may be accepted in the Topknot News (articles for sale, etc.). 1/8 of a page will be offered at \$50/issue or \$125/year. (B 11/81; B 06/16)

319.3 Only one copy of Topknot News will be mailed per household. (B 06/11)

#### **319.4 DUTIES OF TOPKNOT NEWS EDITOR**

1. Contents: Every issue will contain:

- a) Highlights of Board minutes - motions and other actions, no discussion included.
- b) List of approved Regional Specialties.
- c) Information from Committee Chairmen on upcoming Breeders' Cups and National Specialties.
- d) A message from the **President**
- e) Delegate's report and other committee reports as needed (Committee Chair list after 1st meeting of the year).
- f) Memorials or announcements of deceased members, announcements as needed by officers or chairmen.
- g) Materials of interest and/or educational value.
- h) A separate insert sheet for *members only* with new members nominated and voted in, address changes and any other information for members only.

***(See also 141.11;154.7; 155.2)***

2. Other Duties of Editor:

1. Solicit articles and reports (see above).
2. Layout publication.
3. Include *Members Only Page* in copies mailed only to AHCA members.
4. Fold, seal, stamp, address and mail.
5. Inform members of membership changes via *Members Only Page*. (B 05/31, B 06/1/13)
6. Report to Board at each meeting.
7. Send receipts to **Treasurer** for reimbursement and keep record of expenses.
8. Provide to the AHCA Website Administrator for inclusion on the AHCA Website. (B 07/2024)  
Delete minutes and treasurer's report prior to Website publication.
9. (600.8) A permanent written record of all awards presented at the Annual Awards Dinner will be the responsibility of the Awards Chair. The record will be submitted to the ARCHIVES , posted on the Website and published in Topknot News. (GM 09/06; B 03/1/2013)

**320.0 WAYS AND MEANS/MERCHANDISE FOR NATIONAL SPECIALTY**

320.1 This chairperson is responsible for developing new fund-raising projects and for coordinating fund raising projects that are national in scope and not directly related to National Specialties.

320.2 All sales table items (shirts, mugs, posters, etc.) produced for a particular National Specialty shall not be reduced in price for that show. They may be offered at a reduced price in following years. (B 08/95)

320.3 Income for all memorabilia shall be credited to the show at which they are sold, no matter for which show the items were produced. (B 06/98)

*(See also 201.10)*

**321.0 AHCA WEBSITE**

321.1 The AHCA Website shall include general information on the National Specialty and the Breeders' Cup, annual award winners, in addition to the generic information about the Afghan Hound. (B 11/95)

321.2 The AHCA Website Administrator shall, within 7 days of receipt, upload to the AHCA Website Club documentation provided by Officers and Committee Chairs, including updates to Statistics, Club Documents (Constitution, By-Laws, Standing Policies, Policies and Procedures, Club Newsletter [Topknot News]) and any approved Minutes. Minutes will be available to Members only. (B 07/2024)

A Breeders Directory will not be included on the Website inquiries will be directed to the **Corresponding Secretary**, who will refer inquiries to members in good standing in the area from which the inquiry originates. (B 10-99)

*(See also 300.4)*

## COMMITTEE FORMS APPENDIX

### CA 1 Committee Budget Letter

Dear Committee Chairperson,

Welcome to your position of Committee Chairperson for the new AHCA fiscal year February 1 - January 31. Below please find the directives for the Committee Chairpersons as stated in the current Policies and Procedures to help you in your position.

Per Policies and Procedures:

Section 141.8 The Treasurer receives checks and cash collected by the committee chairpersons and reimburses them for expenses incurred, the appropriate receipts having been received. Officers' expenses are also reimbursed in the same manner. Deposits to the checking account and reimbursements should be done promptly. Expenditures of committee funds must be approved by the committee chairperson prior to payment. Expenditures exceeding the \$100.00 allowance for each committee must be approved by the Board. (B 11/00)

Section 300.2 Each committee chair shall be allotted a budget of \$100 unless otherwise indicated. The Board of Directors upon request shall consider additional expenditures. (B 10/02).

Section 300.3 No reimbursements will be made by the Treasurer unless accompanied by a receipt. This is required by the AHCA CPA.

If you have any questions, just give me a call and if it's out of my jurisdiction I'll be sure to bring it before the Board.

Sincerely,

Treasurer



CA 2 Judges Study Workshop Certificate

*Afghan Hound Club of America, Inc.*

*This certifies the attendance of*

\_\_\_\_\_

*at the* \_\_\_\_\_ *National Specialty Show*

*Judges Study Workshop*

*Presenter* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Judges Education Coordinator* \_\_\_\_\_



### **CA 3 Young Sportsman Scholarship Award**

**This Scholarship is open to all young people (age 16-20) participating in conformation, companion or performance events with Afghan Hounds. (B 10/19)**

The **Young Sportsman** is a unique individual. This special person is able to balance school and the sport of dogs. This individual is a full-time student in high school or college and participates in conformation, companion or performance events for Afghan Hounds. The **variety** of the activities is important. A \$500.00 scholarship will be awarded to the Young Sportsman who has demonstrated outstanding characteristics in these areas.

#### **Eligibility Requirements:**

1. Must be a U.S. citizen or a permanent legal resident.
2. Must be a student at an accredited institution (school transcript).
3. Must be between the ages of 16-20 years of age.
4. Demonstrate activity by completing Activity Form (see attachment).
5. 650 word essay discussing experiences and interest in the Afghan Hound. (B 03/18)
6. 3.0 GPA (B 03/18)
7. Nominated by a letter of recommendation from one (1) AHCA MEMBER NOT IN THE SAME HOUSEHOLD and a letter of recommendation from one (1) advisor, teacher or person from a religious affiliation. A brief overview why they recommend the Young Sportsman for this scholarship. (B 03/8/08)

#### **Criteria for awarding scholarship:**

1. Academic achievement and potential in dog related activities
2. Level of activity (see activity form)
3. Letters of recommendations
4. Deadline is AUGUST 1<sup>st</sup> sent to Junior Chairperson (The Young Sportsman Scholarship Award will run from August 1 to July 31 annually.)
5. This Scholarship is only awarded for further education.

#### **Scholarship Committee:**

1. Junior Chairperson
2. Two (2) AHCA Members chosen by the Board of Directors
3. The Young Sportsman will be notified of his award and the award shall be made at the Annual Awards Dinner.
4. This scholarship is awarded only once to any individual.

#### **Funding:**

A box for donations will be added on the AHCA dues notice.

**If more than \$500.00 is collected an additional scholarship will be awarded. If \$500.00 is not collected the Afghan Hound Club of America will cover the balance. If for some reason funding becomes a problem the AHCA Board of Directors will re-evaluate the purpose of the scholarship and set new funding guidelines.**

**Monies will be sent directly to the school of the Young Sportsman's choice to be used for books or tuition.**



## **CA 5 Triathlon Rules**

### **AFGHAN HOUND CLUB OF AMERICA TRIATHLON**

#### **PURPOSE**

To recognize those Afghan Hounds participating in Lure Coursing, Agility, Obedience, Rally, and Triathlon Conformation during the Afghan Hound Club of America National Specialty.

#### **ELIGIBILITY**

Open to all Afghan Hounds that have reached the age of 1 year old and have an AKC number, or an ILP/PAL number. All dogs entered must participate in Triathlon Conformation, Lure Coursing and one of the following: Obedience, Rally or Agility. If they fail to participate in any event, they are no longer eligible for the Triathlon. If they participate and they are dismissed or disqualified from any event, the score shall not count, and they shall be no longer eligible for the Triathlon. All eligible participants will be eligible for placements, first through fourth, however the Triathlon winner must achieve a qualifying score in both (1) Obedience, Rally, or Agility and (2) Lure Coursing. Placements will then be awarded according to the highest score.

#### **TRIATHLON CHAIR DUTIES**

Reviewing all entries to ensure the dogs are entered properly and participate in the correct events.

Tabulate all scores and placements according to the Rules and Regulations of the Triathlon. Post Scores and placements in a timely manner on a sturdy board that is easily accessible for everyone to view.

#### **RULES**

The scoring for the Triathlon is based on scores earned in the following events:

- (1) Obedience, Rally, or Agility (If a dog enters more than one of these events, the highest score will be used)
- (2) Lure Coursing; and
- (3) Triathlon Conformation.

Scores of these three sections will each have a 100 points base score.

The highest scores for all three sections will be added together.

The dog with the highest point total, which has qualified in each of the three sections will be declared High in Triathlon.

In the event of a tie, see the tie breaker rules below.

At the conclusion of all judging applicable to Triathlon, High in Triathlon winner (if applicable) and Placements will be announced and awards presented.

### **OBEDIENCE**

The obedience score will be 1/2 of the total points earned in a regular, preferred, or optional obedience class, or 100 points maximum. Beginner Novice Class scores will not count towards Triathlon. The following point deductions shall be applied in calculating the total score: Preferred Novice, deduct 10 points. If the dog enters more than one class, the higher score will be used in scoring this dog for the Triathlon.

### **RALLY**

The rally score will be 100% of the total points earned in Rally Advanced, Excellent, Choice or Master Class.

### **AGILITY**

The Agility score will be 100% of the total points earned in any Jumpers or any Standard class for dogs that receive a qualifying score.

For dogs that do not receive a qualifying score, but essentially complete the course, the following shall apply:

\*Novice classes - receive a 5 point reduction per error, with a maximum score of 50 points.

\*Open, Excellent, or Master classes - receive a 5 point reduction per error, with a maximum score of 65 points.

If a dog enters more than one class, the higher score will be used.

### **TRIATHLON CONFORMATION**

All competing dogs will be brought into the ring as a group to be gaited around the ring. After being gaited, they will exit the ring and will be brought back in individually to be examined and scored against the breed standard as interpreted by the judge. No placements will be awarded, as the dogs will not be judged against each other, but rather how closely each dog fits the standard. Each dog may leave the ring after they have been examined and scored. Judging will be based on a 100-point system with each dog eligible to receive a score of 70– 100.

### **LURE COURSING** (the only changes are layout)

- The ASFA Lure Coursing score will be 1/4 of the points earned in the ASFA Lure Coursing Trial plus 22%. ASFA Lure Trial entrants must be entered in one of the following stakes: Open, Field Champion or Veteran.
- The AKC lure coursing score will be 1/2 of the points earned in the AKC Lure Coursing Trial plus 22%. AKC Lure Coursing entrants must be entered in one of the following stakes: Open, Special or Veteran.

Since the AHCA offers both ASFA and AKC coursing if a dog enters both and runs in both, the higher score will be used to determine the dog's Triathlon score.

**TIE BREAKER**

There will be no Bonus Points awarded for placements. The Total of the raw Scores will be used. In the case of a tie, placements will be utilized for tie breaker points. Placements will be given points as follows:

Dogs in Class	1 <sup>st</sup> Place	2 <sup>nd</sup> Place	3 <sup>rd</sup> Place	4 <sup>th</sup> Place
1	1			
2	2	1		
3	3	2	1	
4 or more	4	3	2	1

In the event there is no resolution, Best In Event (Lure Coursing), High In Trial (Obedience, Rally or Agility), and highest score in Triathlon Conformation will be utilized.

(Revised B 06/2010; B 09/2011; B 04/2016; B 06/2016; B 06/2018; B10/2019; B 03/2022; B 05/2022; B 04/2024)

## **CA 6 Versatility Award**

### **RECOGNITION OF EXCELLENCE IN VERSATILITY AWARD**

**Purpose:** This Award is to acknowledge any Afghan Hound(s) that has achieved three (3) titles in three (3) different events recognized by the American Kennel Club and /or the American Sighthound Field Association.

**Eligibility:** Any Afghan Hound that has achieved a title in three (3) of the following companion and performance events is eligible. You may not use two (2) titles from the same event to qualify for this award. Example – CD CDX; NA, OA; RA, RE

Conformation: AKC Champion of Record (CH)

Obedience: AKC Companion Dog of Record (CD) or Rally Advance (RA) but not one of each

Lure Coursing: AKC or ASFA Field Champion (F.CH)

Agility: AKC Novice Agility (NA) or AKC Novice Agility Jumpers (NAJ)

Tracking: AKC Tracking Dog (TD)

**Qualification:** In order to receive acknowledgement of this Award, the owner of the dog must send photocopies of the certificates issued by the AKC/or ASFA acknowledging completion of these titles. These certificates must be sent to the Afghan Hound Club of America, Inc. Companion Events Chairperson no later than 30 days prior to the Annual Awards Dinner of the respective year in order to be recognized at the Annual Awards Dinner.

**Notification:** Notification of such award being offered will be published in Topknot News and on the AHCA Website. Beginning in 2002, it will be the responsibility of the Companion Events Chairperson to notify, in writing, the eligibility for this award by any person who has received an AKC Companion Dog or AKC Novice Agility Title or AKC Novice Agility Jumpers Title. This award will be retroactive to 1987. (Revised B 01/10)

**CA7 AKC NLCC Afghan Hound Breed Finalist Trophy Application**

Date: \_\_\_\_\_

To: AHCA Awards Chairperson  
[Name, Address & Email address of AHCA Awards Chair]

The AHCA offers a trophy for Afghan Hound Breed Finalist at the AKC National Lure Coursing Championship each year. There must be at least two Afghan Hounds competing at the event in order for the trophy to be awarded.

In accordance with P & P 315.1.e) Application for this trophy will be sent to the Awards Chair by the Performance Chair after the event.

Afghan Hound Breed Finalist – The Afghan Hound Club of America offers a 2” Bronze Plated Medallion depicting the club emblem, suspended from a red, white and blue ribbon.

Please send the trophy to the following address:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
The AHCA Performance Events Chairperson  
[Name] Chair



## **DOCUMENT 400 - REGIONAL CLUBS**

### **POLICIES RELATING TO REGIONAL CLUBS**

400.1 The AHCA Board will consider approval of up to 4 shows a year on 2 'show dates' for Regional Clubs based upon the recommendation of the Regional Club Chair and taking into account the club's past performance, leadership, financial status, and manpower. AHCA record of compliance can be found on the AHCA Website. (B 10/03; B 05 /07; B 06/08; B 09/17)

400.3 The distance required between regional specialties held on the same weekend shall be 500 air miles. (AKC Ruling, 06/17)

400.4 The existing guidelines should be used by the Regional Club Review Committee to assist and provide support to regional clubs. Specialty Show date approval is not dependent on the extent of the Regional Club information packet. (GM 11/00)

400.5 AKC requires Parent Club consent for each Specialty Show date applied for. Each Regional Club must send an information packet to the Regional Club Chair to receive the Parent Club Consent Form and other Award Request forms. This packet should be sent any time prior to and in keeping with AKC deadlines for Show date application. (B 06/98; B 08/02) Clubs not providing their completed packets to the Regional Club Chair at least 28 weeks prior to their show closing date will be fined \$50 by the AHCA. (B 06/09; B 06/10)

400.6 Activity Guidelines for Regional Clubs are to be reviewed annually by the board and communicated to the regional clubs by the AHCA Regional Club Chairperson. (GM 04/88)

400.7 The 2" AHCA Silver-plated Medallion shall be awarded for Best of Winners trophies awarded at Regional Specialties if the contribution of the trophy is recognized in the premium list of the regional club and the premium list sent to Awards Chairperson who will receive all such requests. (B 06/91)

400.8 AHCA Best of Winners trophies will equally be contributed to Regional Clubs using the short form premium list upon submission to the Awards Chairperson of the trophy list as it will be published in the catalog. A copy of the actual tear sheet from the catalog should be sent after the Regional Specialty Show. (B 09/06/84)

400.9 A 2" White Enamel Medallion suspended from a red, white and blue ribbon will be offered to the Regional Clubs and at the National Specialty for each entry in their Parade of Rescue if the contribution of the trophy is recognized in the premium list and the number required for the show is sent to the Awards Chairperson. (B 09/07; B 03/20)

400.10 Prepare Regional Clubs' date approvals, including any dates approved since last meeting.

400.11 Regional Specialty Clubs are advised to print the Afghan Hound Standard in their show catalogs and place the copyright symbol ( © ) in front of the words "September 14, 1948." (B 06/03)

400.12 If a regional club requests that a non – AKC licensed judge to judge their regional specialty, the president shall review the application and put it in front of the board of directors for a vote in their discretion. (B 09/18; B 03/01/2013)

**(See also 201.8; 201.9; 201.10; 201.11; 310.1; 801.3)**

**401.0 DATE CONFLICTS BETWEEN AHCA EVENTS / REGIONAL SHOWS**

**401.1** When the Board of Directors approves a site and date for a national event the **Corresponding Secretary** will contact the Regional Club Chair to reference which Regional Clubs have a conflicting date. The **Corresponding Secretary** will notify any and all of these clubs of the conflicting date giving clubs the option to remain on that same date, apply for a different date for that year, or pass on holding a Specialty Show. (B 06/10)

(801.2) When the National Specialty Show is held in conjunction with Regional Club Specialty Shows the National may be scheduled before or after the Regional Specialty shows. (GM 11/03; GM 09/17)

(900.7) If the local Specialty Show gives up their regularly scheduled Sweepstakes Classes for the Breeders' Cup, the AHCA will pay that Regional Club \$1.00 per entry. (B 10/02)

**402.0 REGIONAL CLUB CHAIR GUIDELINES**




1. It is the responsibility of the Regional Club Chair to receive, and review, all Regional Club Specialty Show giving information packets to grant Specialty Show Approval.
  - a. All Regional Club packets must contain all of the required information before Specialty Show approval is granted.
  - b. The Regional Club Chair will send the signed Parent Club Consent Form, and all other necessary Forms, to the Regional Clubs once approval has been granted.
  - c. The Regional Club Chair should help, and advise, Regional Clubs when necessary.
2. Annually, Regional Club Chair is responsible for supplying the Recording Secretary with the complete name, addresses, phone numbers, and email addresses of the current Corresponding Secretary for each Regional Club so this information may be published in the annual AHCA Membership Directory. The deadline for submitting this information to the Recording Secretary is April 1<sup>st</sup>.
3. The Regional Club Chair is responsible for submitting the information on the Regional Specialty Shows to Topknot News for publication.

This list should include:

  1. Name of the Regional Specialty Show
  2. Show Date
  3. Regular Class Judge (s)
  4. Junior Showmanship Judge
  5. Sweepstakes Judge
  6. Show Secretary Name and complete address
  7. Location of the Regional Specialty Show



**RCA 2 Medallions Offered for Regional Clubs**

<p><b><u>Garry Newton Medallion:</u></b> (310.1)          The AHCA will offer a 2” <i>Bronze Medallion</i> depicting the Club Emblem suspended from a Purple Ribbon, when the inventory of the 2” Gold Tone Medallion by Garry Newton has been depleted, for Best Junior at all regional Specialties where Jr. Showmanship is offered. A certificate for the medallion will be presented in the ring to the winner. The winner will send the certificate to the Awards Chairperson to receive this medallion. (B 02/01; B 06/17)</p>	
<p><b><u>AHCA 2” Silver Plated Medallion:</u></b>(400.7) The 2” AHCA Silverplated Medallion shall be awarded for <b>Best of Winners</b> trophies awarded at Regional Specialties if the contribution of the trophy is recognized in the premium list of the regional club and the premium list sent to Awards Chairperson who will receive all such requests. (B 06/91)  <i>Premium List: The AHCA offers a Silverplated Medallion (2”) depicting the Club Emblem, Suspended from a Red, White &amp; Blue Ribbon.</i></p>	
<p><b><u>2” White Medallion:</u></b>(400.9) A 2” White Enamel Medallion suspended from a red, white and blue ribbon will be offered to the Regional Clubs for each entry in their <b>Parade of Rescue</b> if the contribution of the trophy is recognized in the premium list and the number required for the show is sent to the Awards Chairperson. (B 09/07)</p>	

### RCA 3 Best of Winners Trophy Application

Date: \_\_\_\_\_

Club: \_\_\_\_\_

Show Date (s): \_\_\_\_\_

The AHCA offers a trophy for Best of Winners at your Specialty Show. Application for this trophy must be received at least one month before the date of your show and must be accompanied by your Premium List which contains a description as follows:

**Best of Winners – The Afghan Hound Club of America offers a silver-plated medallion (2”) depicting the club emblem, suspended from a red, white and blue ribbon.**

If your Premium List refers to a separate trophy list available upon request, a copy of the trophy list containing the above Best of Winners description must be included with your Premium List and this Best of Winners Trophy Application.

Please send your Premium List (and trophy listing, if necessary) along with your trophy application to:

[Name, Address, Phone & Email address of Trophy Chairperson]

Name and Address where your club wishes this trophy mailed:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email address \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
The AHCA Regional Clubs Division  
[Name] Advisory Chair

**RCA 4 Parade of Rescue Trophy Application**

**Date:** \_\_\_\_\_

**Club:** \_\_\_\_\_

**Show Date(s):** \_\_\_\_\_

The AHCA offers a trophy for Parade of Rescue at your Specialty Show. Application for this trophy must be received after entries close for your show and must be accompanied by your Premium List which contains a description as follows:

**Parade of Rescue – The Afghan Hound Club of America offers a 2” White Enamel Medallion depicting the club emblem, suspended from a red, white and blue ribbon.**

If your Premium List refers to a separate trophy list available upon request, a copy of the trophy list containing the above Parade of Rescue description must be included in your Premium List and this Parade of Rescue Trophy application.

Please send your Premium List (and trophy listing, if necessary) along with your trophy applications to:

AHCA Awards Chairperson  
[Name, Address & Email address of AHCA Awards Chair]

Name & Address where your club wishes trophy mailed:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

How Many Medallions Needed: \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
The AHCA Regional Clubs Division  
[Name] Advisory Chair

**RCA 5 Junior Award Certificate & Medallion Form**

Date: \_\_\_\_\_

Dear \_\_\_\_\_

We are pleased that your Regional Club is offering classes in Junior Showmanship at your upcoming Specialty Show. The AHCA offers a BEST JUNIOR AWARD CERTIFICATE and a 2 inch Bronze Medallion to the winner.

\

After entries close and there are more than one entry in the Junior Showmanship classes, please notify the AHCA Regional Clubs Division Advisory Chairperson at which time the Certificate as well as letters of redemption for the Medallions will be sent to your Club Show Secretary.

There must be at least 2 juniors who actually compete the day of the show to receive the medallions.

**Sincerely,**

\_\_\_\_\_  
The AHCA Regional Clubs Division  
[Name] Advisory Chair

**RCA 6 Best Junior Medallion Redemption Form**

**CONGRATULATIONS JUNIOR!**

To receive your 2 Inch Bronze Medallion award for Best Junior Handler at

The \_\_\_\_\_ specialty show

On \_\_\_\_\_

**Please fill out the bottom portion and send to:**

**Afghan Hound Club of America, Awards Chairperson**  
[Name, Address & Email Address of AHCA Awards Chair]

-----  
**Please send the Best Junior Handler 2 inch bronze medallion to:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Specialty Show:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Sincerely,

\_\_\_\_\_,  
**The AHCA Regional Club Division**  
\_\_\_\_\_, **Advisory Chair**



RCA 7 Best Junior Handler Certificate


*Afghan Hound Club of America, Inc.*  
*Regional Clubs Division*

*Junior Showmanship Best In Specialty Show*  
*AHCA Bronze Medallion Award*

*Specialty Show* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Awarded To:* \_\_\_\_\_

*Judge* \_\_\_\_\_ *Regional Clubs Division Chair* \_\_\_\_\_



## **RCA 8 Regional Show Approval**

### **Afghan Hound Club of America, Inc. Guidelines & Recommended Practices for Regional Specialty Show Approval**

The Afghan Hound Club of America Regional Club Division has designed this guide for use by Regional Clubs to understand the AKC and AHCA Guidelines for receiving Specialty Show Date Approval. (Amended July 2009)

### **Regional Specialty Show Date Approval** **How it Works**

The Afghan Hound Club of America is licensed by the American Kennel Club. The American Kennel Club asks all Parent Clubs to define areas that will assist Regional Clubs in representing their breeds in their given areas. This includes, as in our case, promoting education, participating in the welfare of the Afghan Hound as well as holding a Specialty Show annually under the AKC Rules and Regulations. (*See AKC Rules Applying to Dog Shows, Chapter 2, Section 12.*)

The AHCA Board of Directors, in cooperation with the AKC, established these guidelines for Specialty Show Date Approval. In 1995, the AHCA membership endorsed these guidelines for all Regional Clubs. Each Regional Club must submit an information packet to the AHCA in a timely manner to adhere to AKC deadlines. This packet should detail that club's activities over the previous twelve (12) month period and include information for the upcoming Specialty Show of which date is being requested.

This packet is reviewed by the AHCA Regional Clubs Division and a **PARENT CLUB CONSENT FORM** is sent out to the named Specialty Show Chairperson. The PC consent form, the completed show application and the applicable fee are sent by the Show Chairperson to the AKC. AKC Application for Show/Trial (event fees are on page 6) can be obtained at <http://images.akc.org/pdf/events/AEVT02.pdf>.

Once Parent Club Approval for specialty show date (s) is received by the Regional Club, they may proceed to advertise those plans in public venues.

The AHCA offers a medallion for **Best of Winners** at a Regional Specialty Show upon request. Along with the consent form the AHCA Regional Clubs Division (RCD) will send an application form for this award. The Regional Club Specialty secretary must send this application and a Premium List SHOWING THIS AWARD LISTING.

**(Best of Winners** – The Afghan Hound Club of America, Inc. offers a Silver-Plated Medallion (2”) Depicting the Club Emblem Suspended from a Red, White & Blue Ribbon) to the AHCA Awards Chairperson to receive this medallion.

THE AHCA offers a medallion and Certificate for **Best in Junior Showmanship** at a Regional Specialty Show upon Request. If a Regional Club is offering classes in Junior Showmanship a letter of instruction will be sent along with the consent form and Best of Winners request form and the Parade of Rescue form. This letter instructs that the Regional Club secretary notify the AHCA RCD Chairperson after entries for the Specialty are closed showing that there are **2 or more Juniors competing the day of the show** in Junior Showmanship. The RCD Chairperson will send to the Regional Club a certificate for presentation to the Junior in the ring as well as a letter for the redemption of the medallion if there are 2 or more Juniors competing the day of the show. The Best Junior will send this letter to the AHCA Awards Chairperson to receive the medallion.

The AHCA offers medallions for each **Parade of Rescue** entry at a Regional Specialty Show upon request. Along with the consent form the AHCA Regional Clubs Division will send an application form for this award. The Regional Club Specialty secretary must send this application and a copy of the **Judging Program SHOWING THIS AWARD LISTING** to the AHCA Chairperson to receive the number of medallions needed.

\* Note: A sample of the *Parent Club Consent Form, Best of Winners Medallion Trophy Request Form, Parade of Rescue Medallion Trophy Request Form, Junior Showmanship Classes Acknowledgement Form and Compliance Form* are found in the back of this booklet. **Exact language to be printed in the Premium List can be found on the trophy application letters in this booklet.**

## **AHCA GUIDELINES FOR REGIONAL CLUB SPECIALTY SHOW DATE APPROVAL**

The AKC and the AHCA are aware that Regional Clubs may not always have a productive year. If a Regional Club decides not to hold a Specialty Show in a given year or even if the Specialty Show Approval is denied, that show date is protected for one (1) calendar year. A Regional Club must not allow a Specialty Show to lapse for two (2) consecutive calendar years. In this case AKC may give the Regional Club's show date to another club if it is applied for. In the event of a Regional Club's decision to not hold a Specialty Show in a given year, that club must still submit an information packet to the AHCA Regional Clubs Division.

The show/trial application is due to the AKC 18 weeks prior to the CLOSING DATE of the Specialty Show. The closing date is two and one half weeks prior to the Specialty Show. The Regional Club information packet must be sent to the AHCA Regional Clubs Division Chairperson at least 28 weeks prior to the CLOSING DATE, allowing enough time for review and return mailing of forms, so the Regional Club will meet its deadline with the AKC as well as any superintendent/show secretary. The Regional Club will be responsible for any additional fees imposed (extra postal fees, AKC faxing fees) because of lateness. **THE AHCA WILL IMPOSE A FINE OF \$50 ON ANY REGIONAL CLUB THAT HAS NOT PROVIDED ITS INFORMATIONAL PACKET TO THE AHCA REGIONAL CLUBS DIVISION CHAIRPERSON AT LEAST 28 WEEKS PRIOR TO THE CLOSING DATE. APPROVAL FORMS WILL NOT BE ISSUED UNTIL SAID \$50 FINE IS PAID.**

The Regional Club should not hold up its application to AKC because of an incomplete judging panel. The judging panel is required by AKC 18 weeks prior to the CLOSING DATE of the Specialty Show (for the club to be in compliance with Chapter 2, Section 9 and Chapter 4, Section 1 of the Rules Applying to Dog Shows, respectively).

It is important that the Regional Club supplies appropriate documentation on the information submitted. Photographs are welcome and will be returned upon request.

### **GUIDELINES:**

- 1.) **The Name of the Regional Club.**
- 2.) **AHCA Statement of Compliance (This form can be reprinted from AHCA Website)**
- 3.) **Up-to-date Membership List with names, addresses, email addresses and telephone numbers. Please also note who are Officers & Board Members.**
- 4.) **Number of active members in the Regional Club, number of meetings per year and average number of members in attendance per meeting.**
- 5.) **Current bank statement, submitted by the Regional Club Treasurer.**
- 6.) **Changes in the Regional Club Constitution and By-laws, if any.**
- 7.) **Minutes of at least three (3) membership meetings held within the past year. Include the meetings containing the nomination and election of Officers and Board of Directors. *When a club is sanctioned by the AKC, it is expected to run its meetings according to its Constitution and By-laws. Minutes are a form of record and must be taken accordingly.***
- 8.) **List the name of all judges: Sweepstakes, Regular Class, Jr. Showmanship and Obedience. *This information will be included in the next issue of the AHCA Topknot News to assist your Club with publicity information.***
- 9.) **List the Show Chair for the upcoming Specialty Show. Include address, email address and phone number.**
- 10.) **List the name, address, email address and telephone number of your Show Secretary.**
- 11.) **Show Location and Date**

**Additional information:**

**IMPORTANT:** When your Club elects new Officers and Directors, please submit this information, within 30 days of your election, to the AHCA Corresponding Secretary. (Be sure to include each officer and director name, address and telephone number and email address). This will help the AHCA maintain current information on who to contact in your Club and where to send your Club’s copy of the AHCA publication *Topknot News*.

**SUBMIT REGIONAL CLUB INFORMATION PACKET FOR SHOW DATE APPROVAL TO, AND FOR INFORMATION ON REGIONAL CLUBS, PLEASE CONTACT:**

**The AHCA Regional Clubs Division (RCD)**  
 [Name, Address, Phone # and Email of Chairperson]

**AHCA Statement of Compliance:  
 Education Activities for Clubs & the Public**

Please check off the items that your club has participated in during the past year.

**CLUB NAME:** \_\_\_\_\_

	<b>ACTIVITY</b>	<b>DATE</b>
	Offered AKC National Owner Handled Series at your Specialty	
		6
	Offered 4-6 Month Beginner Puppy Show	
	Independent Conformation Match	
	Obedience, Rally, Agility, Lure Coursing. Match or Trial. Circle all that apply	
	Offered a Canine Good Citizen Test	
	Judges Education: National or Regional	
	Offered a New Exhibitor Briefing	
	Conformation, Obedience, Rally or Agility training classes. Circle all that apply	
	Rescue: Foster, Transport, Monetary Donation. Circle all that apply	
	Meet The Breeds. Where:	
	Put on a Health Clinic. Where, what type	
	Use of Permit (provisional) Judge – one approved for no more than 1 Group	
	Education Program at Club Meeting. What Type:	

## **RCA 9 Suggestions for Reginal Clubs**

### **Suggestions to aid Regional Clubs build a well rounded, interested and strong membership.**

#### **Membership Programs:**

*The purpose of membership programs is to educate, entertain and cultivate a continued interest in the Afghan Hound.*

**Discussions on the Afghan Hound Standard of Points.**

**Grooming discussions and grooming demonstrations for the novice.**

**Programs on Veterinary Medicine.** *Ask a local veterinarian to speak at one of your meetings on general health care and how to care for the aging Afghan Hound.*

**Invite a state legislator to one of your meetings to get them acquainted with the sport of purebred dogs.**

**Utilize the AHCA LIBRARY.** *The AHCA Library contains several interesting films and videos available for only a small rental fee and the cost of mailing. A list of AHCA Library Material can be found on the AHCA Website:*

**Obedience, Agility and Conformation training classes.**

**Mini Seminars on The Afghan Hound Standard, Obedience, Agility and Lure Field Trials.**

**Programs on genetics, inbreeding, line breeding, etc.**

**A program on frozen semen and artificial insemination.**

**Internet Clinic.** *Show members how to use the Internet and locate dog related information.*

**\* Supply documentation of these events.** *Flyers, meeting notices containing the Membership Program, photos, photos, etc.*

#### **Public Education:**

*It is important that Regional Clubs become Canine Ambassadors for the sport of purebred dogs. The American Kennel Club has stressed the importance of Public Education and has booklets and pamphlets available on how to promote Public Education.*

*AKC Clubs Development Department  
8051 Arco Corporate Drive  
Raleigh, NC 27617  
(919) 233-3718*

**<http://www.akc.org/clubs-delegates/promote/media-resources/club-media-templates-and-ideas-for-publicity/>**

**Afghan Hound Information Booths.** *Set up Information Booths at local fairs, Kennel Club All Breed Dog Shows and have a Welcome Booth at your Specialty Show. **Advertise your events** in the Newspapers and hand out Afghan Hound Information Packets to newcomers and interested persons. Include a write up on your club to include in all your Afghan Hound packets.*

**Invite a public legislator to be a Trophy Presenter at your Specialty Show.** *Contact the media. The media is always interested in what state legislators are doing!*

**Therapy** -*Take your Afghan Hounds to Nursing Homes, Hospices, Schools, Hospitals, etc.*

**Grooming and Health Care Seminars for the general public.** *Advertise in the local newspapers and spend a day in the park talking to the public providing helpful hints on successful grooming and health care.*

**AKC Breed Flyer.** *This form can be downloaded from the AKC Website:*

**\* Supply documentation of these events.** *Copies of flyers, newspaper ads, photos, etc.*

**AKC Breed Information.**

<https://www.akc.org/dog-breeds/afghan-hound/>

**Rescue Involvement:**

*Regional Club breed involvement includes the responsibility for the welfare of the Afghan Hound.*

**Hold a Rescue Match or Event.** *Acquaint persons interested in the Afghan Hound with the value and pleasure of owning a rescued Afghan Hound.*

**Hold an Art Auction.** *At your Specialty Show hold an art auction and donate the proceeds to your club's rescue treasury or to AHCA Rescue.*

**Each year the AHCA will provide your Regional club, free of charge, 20 copies of the booklet "Introduction to the Afghan Hound" to be used in your club rescue program.** *Write to the AHCA Librarian, Helen Stein [BeanieSue@aol.com](mailto:BeanieSue@aol.com) to receive your 20 copies. Your letter requesting the 20 copies must specify they will be used only in rescue.*

**\* Supply documentation of these events.** *Copies of flyers, newspaper ads, photos, etc.*

**For more ideas on rescue contact: AHCA RESCUE**

[Name, Address, Phone #, Email address of AHCA Rescue Chair]

**RESCUE HOT LINE: 877-237-3728**

**AHCA LIBRARY FOR REGIONAL CLUB USE**

Regional Clubs may wish to use the AHCA Library as part of a Regional Club activity program. This material allows clubs to view AHCA National Specialty Shows and presents useful information on the sport of purebred dogs as well as videos on the Afghan Hound.

**For a complete listing of material available for rental, please visit the AHCA Website:**

<https://afghanhoundclubofamerica.org/index.php/regional-clubs/media-library>

**All rented materials are sent Insured, Priority Mail with proof of Delivery.**

**\*IMPORTANT NOTICE: It is a condition of Rental that all material is RETURNED to the AHCA Library via Insured Priority Mail with proof of Delivery.**

Rental Fee & Postage must accompany order.

Regional Clubs are asked to make all checks payable to AHCA.

Please include contact information for the rental (name, address and phone number).

**Send Check or Money Order (payable to the AHCA) to:**

**AHCA LIBRARY**

[Name, Address, Phone #, Email address of AHCA Archivist]

### **Helpful Hints**

1. Have a current copy of the “*AKC Rules Applying to Dog Shows*” on hand. This will clarify *all* AKC requirements for your Club Specialty Show paperwork and deadlines concerning the AKC.
2. Do not include your AKC Paperwork, or the AKC \$25 Show Fee, with your Regional Club Information Packet. It is the responsibility of the Regional Club Secretary to mail your Specialty Show application paperwork, and show fee, directly to the AKC.
3. Check off each Guideline as it is applicable in the Regional Club Information Packet. This will eliminate omissions. If you mark up your *Guideline Booklet*, let us know this and we will send you a new one for next year.
4. Develop a Club Scrapbook containing The Regional Club’s activities and events during the year. Make it fancy. Include flyers, photos, etc. Bring it to the AHCA National Specialty Show for display. Be proud of the Regional Club by showing it off to people from across the country and around the world!
5. The AHCA Website has a very Special Section for Regional Clubs Activities and Events. Submit photos, slides or negatives of these events and activities and we will list your Club Name and the Event/Activity with the photo. The AHCA wants to showcase our Regional Clubs to the world! (All photographic material submitted will be returned to your Club upon request.)

## **DOCUMENT 500 - RESCUE**

### **DOCUMENT AND SCOPE**

501.1 Funding for rescue shall be on a fiscal year basis and the Rescue Chair shall be responsible for maintaining the records of the disbursement of those funds. (B 10/89) The club **Treasurer** shall maintain the rescue account. (B 8/02)

501.2 Rescue reimbursement limit shall be \$400. All dogs must be micro chipped in order to receive reimbursement. (B 9/11)

501.3 Checks received by the Rescue Chair shall be forwarded to the **Treasurer**. (B 8/02)

501.4 The AHCA Rescue Chair will make the "Intro" booklet available at no charge to parent club members and Regional Clubs which provide bona fide rescue services. The booklet will be available for use only in connection with rescue service and subject to a maximum of twenty (20) copies per year per individual or club. (B 07/83)

501.5 The immediate past Rescue Chairperson will receive an award of a 6" sculptured bronze at the Annual Awards Dinner, providing the person served in that capacity for at a twelve month period, retroactive 2002. (B 10/16/03)

501.6 The Rescue Guidelines are to be updated on the Website so that they are always current. (B 09/11)

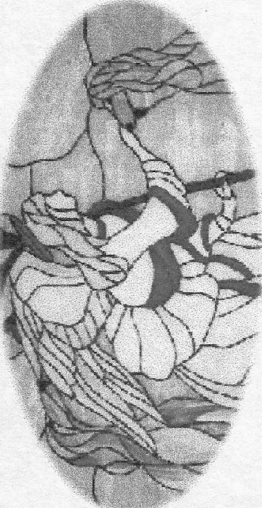
*(See also 141.19; 304.1; 830.1)*



# RESCUE APPENDIX


## RA 1 Rescue Angel Certificate

**Afghan Hound Rescue**  
*Herewith Designates*  
*Mildred McGillicutty*



**An Afghan Hound Rescue Angel**

In recognition her rescue of Audrey the Afghan Hound from the Smithville Animal Shelter . Mildred took Audrey into her home, healed her, loved her, and cared enough to help find the right home for her. Mildred's generous actions, greatness of heart and kindness of spirit truly warrant this recognition.



Doug Vinson  
Rescue Chairman  
Afghan Hound Club of America

## **RA 2 Rescue Policy & Guidelines**

### **AHCA National Policy for Rescue Guidelines**

#### **AHCA Rescue Policy and Guidelines for Afghan Hound Rescue**

##### ***MISSION STATEMENT***

The mission and purpose of Afghan Hound Rescue:

1. Provide for and promote the welfare, protection and humane treatment of Afghan Hounds.
2. Encourage responsible owners to retain their Hounds rather than give them up, and offer advice, training and support to attain that end whenever possible.
3. Assist Afghan Hound owners who must give up their Hounds in returning them to the responsible breeder or finding suitable new homes when possible.
4. Provide rescue assistance to Afghan Hounds given up by their owners, found stray, in distress, or in animal shelters.
5. Return strays to the owners or breeders if they can be found and are willing and able to Take them back.
6. Find good homes for the remainder where they may live out their lives as pets.
7. Educate people about Afghan Hounds, their unique qualities and their proper care.
8. Provide mutual physical, mental and emotional support to all Afghan Hound rescuers.

##### **Always coordinate with the AHCA Rescue Chairperson**

***RECOMMENDED GUIDELINES – these are only general, recommended guidelines. Every rescue situation is unique and the AHCA Rescue Chairperson has absolute authority and discretion in every rescue. Coordinate your efforts with the Rescue Chairperson to be certain your actions are consistent with current rescue policy and to determine what veterinary care expenses might be eligible for reimbursement.***

**1. You and Shelters:** Administratively, the easiest rescues are those that you acquire from an Animal Shelter or Pound. With these dogs, no owner has come to recover the dog, nor is there an identifiable breeder. Nevertheless, there are things to consider.

Develop an openly honest, friendly and working relationship with Animal Shelters, City Pounds and local Humane Societies. Become a volunteer or assist when you can. Shelter staff and volunteers can be some of your strongest supporters if they know and trust you.

Shelter standard operating procedures may differ slightly from City to City, County to County and State to State. Become familiar with the policies of the Shelters in your area. Know whether a facility is a "kill" or "no kill" operation, and what their track record is in working with rescue groups.

When dealing with a "kill" shelter, speed is essential in getting a dog out before its "clock" runs out. Don't fault the Shelter staff for the policies you encounter. They hate to see animals perish too. Comply with their requirements, and obtain whatever records and information they can or will provide with the dog, and always thank them for supporting you. Ask the Shelter staff if the dog was checked for a tattoo or microchip. Find out what medical care the animal received while at the shelter.

You may need to take the dog to a Veterinarian for microchip scanning or inoculations if not already received while in the Shelter, or follow-up care if required. If the Hound is intact, spaying or neutering will follow after any other medical problems are taken care of and you've had a chance to evaluate the animal.

**2. Strays:** If an Afghan Hound is found stray and turned over to you instead of Animal Control, comply with State and local laws on holding strays. Time requirements vary from none to up to 90days, according to the circumstances and local laws. In the meanwhile, have the Afghan Hound vetted but do not spay or neuter until you have legal control of the dog. Ask your Vet to scan for microchips and check for tattoos. If there is no identification tag, tattoo, or microchip, proceed as you would with an Afghan Hound from a shelter (see

above) after the required "holding" time is up. You may want to run "found dog" ads in the local newspapers or social media sites while in the holding period. In some locales, law requires this.

If you acquire a stray whose owner can be identified through tag, tattoo or microchip, make every effort to return the Afghan Hound to the owner. Most people do want their Afghan Hounds back. If the owner declines to take the Afghan Hound back, obtain a release form if possible and follow the procedures in Paragraph 4 below, or document the conversation declining to take the Afghan Hound back and proceed as you would with an Afghan Hound from the Shelter. The AHCA Rescue Chair may suggest you coordinate with a local attorney on required documentation.

**3. Owner Releases:** Before accepting an owner turn in, ask if the owners have papers on the Afghan Hound and are required to contact the breeder in case of returns, based on the terms of their purchase contract.

a) If so, ask them to contact the breeder about return policies. You may wish to follow up with the breeder to be certain they were contacted, and see if the breeder would like any help from Rescue in reclaiming the dog. If the breeder cannot be found or is unable or unwilling to take the Afghan Hound back, there are no impediments to treating this as a rescue. Always get a release from the former owner giving complete ownership and control of the Afghan Hound to you. A sample release form is attached. You may wish to review the sample document to see if it complies with the statutes of your Municipality and State. Some people may have lost the sales documents on the dog or purchased the Afghan Hound without a contract. If so, obtain a signed release form from the owner which permanently gives you ownership and total control of the Afghan Hound. Get medical records, shot records, medications if the dog is taking any, bedding, crates, toys and anything else that may ease the transition for the Afghan Hound. Items from "home" frequently ease a dog's anxiety in an owner release situation. Then proceed with vetting, rehabilitation and rehoming.

b) If a breeder is involved with an owner release that comes to you, and cannot or will not take an Afghan Hound back, talk to the breeder if possible, and find out why. Inform the Rescue Chairperson and the Breeder Liaison so appropriate written notification can be sent to the breeder from the Club.

*(Aside)* The situation may be permanent or temporary. If possible, cultivate a good working *relationship* with breeders and explain what rescue does, and how. Breeders can be a real asset to rescue when they learn that we are part of the same family of Afghan Hound Fanciers as they are. You can develop relations with breeders who may provide future transport, fostering, and other help for rescues as a "thank you" for your assistance to them. If a breeder is involved who can and will take an Afghan Hound back from the surrendering owner, that is part of the agreement between the owner and the breeder. You can offer to assist, but remember, you are not a party to the contract.

c) If you know the breeder and have a waiting home for the dog: Call the breeder, tell the breeder you have the dog and also a good home for the dog, and ask permission from the breeder to place this dog in the good home.

**4. Reimbursements:** The AHCA will reimburse Afghan Hound rescuers for required Shelter fees (*if the shelter does not offer reciprocity*) and imminently necessary medical treatment that is reasonably priced; which may include, but is not limited to:

- a) Initial physical examinations
- b) Vaccinations
- c) Fecal examinations and initial deworming
- d) Blood screening for heartworm
- e) Spaying / neutering when deemed medically safe (and necessary for the placement of the dog, as determined by the AHCA Rescue Chairperson)
- f) Microchipping (All dogs must have an identifying microchip **or tattoo in order to receive reimbursement for expenses, except in the extreme case of being immediately euthanized due to poor health or temperament. In these cases....contact the AHCA Rescue Chair for direction.**)

Such expenses may be reimbursed up to a maximum expenditure of \$400.00 per dog as of the date of this document. No expenses are eligible for reimbursement, regardless of medical necessity or prior approval; if it is determined other funds are/were available to mitigate the expenses. Excluded expenses include but are not limited to routine dental cleaning or treatment. Rescue will always be secondary to any other source, be it donated monies, Regional Club funds, adoption fees, or others. If funds from another source become

available after AHCA Rescue has paid expenses, AHCA Rescue must be reimbursed for the amount it already paid, to the extent allowed by the amount of funds received from that source.

Medical procedures should be determined jointly between the rescuer, the Veterinary Staff, and the AHCA Rescue Chairperson. *The AHCA Rescue Chairperson has sole discretion when determining the eligibility of expenses for reimbursement.*

If it appears that expenses bulleted at the beginning of this section (4,) may exceed the \$400.00 per dog limit, contact the Rescue Chairperson immediately to determine if the Afghan Hound in question qualifies as a "special needs case" (allowing for certain medically necessary expenses in excess of the cap, as determined by the AHCA Rescue Chairperson).

**5. Special Needs Cases:** An Afghan Hound may be considered for special needs status depending on a variety of factors which include but are not limited to the rescuer's personal assessment of the Afghan Hound, its age, general physical condition, the Hound's temperament and any behavioral issues, nature of the illness or injury, and willingness and ability of the rescuer and his or her Regional Club to conduct and participate in special fundraisers for the Afghan Hound. Such cases will be presented on the Website as stand-alone or joint special fundraising events if there are two or more Afghan Hound's involved at the same time. Final decision on AHCA funding for a special needs case rests with the Rescue Chairperson.

**6. Regional Clubs:** Regional Club rescue chairpersons should be active in rescue and in fundraising for their programs. Afghan Hound rescuers are encouraged to join regional Afghan Hound breed clubs and participate actively in their rescue activities. Regional Clubs provide a vital source of manpower and money and publicity for local rescue programs. Rescue programs, in turn, are valuable public relations assets for the Clubs that can garner much favorable publicity for the Club's activities. If you are in a local Club, go to the meetings, make friends, and be useful to the Club. The level of cooperation and enthusiasm for rescue will rise proportionately to your positive involvement with other Club activities.

**7. Selecting the Right Home:** One of your most difficult jobs is determining the right home for a specific Hound, for either permanent placement or as a foster home. Are there children? What ages? Other pets? The list of actors to consider is almost endless. To this end, a copy of a general pre-adoption questionnaire is provided for your use and modification as you see fit for your specific location. Check the information provided by the prospective adoptive or fostering family. Call the references provided and, most importantly, make a home visit, or have an experienced Afghan Hound person visit on your behalf to make sure that reality matches what is on the form. The questionnaire coupled with a home visit and much discussion will screen out most unsuitable circumstances.

**8. Contracts:** The adoption contract attached to these guidelines is provided for your use if you do not already have one. Please note that there is a mandatory "return to rescue" clause in the contract. This is a key clause for both rescuer and adopter and is binding on both. You may wish to have this contract reviewed by a local attorney to ensure that it meets the requirements of your city and state.

**9. Follow-up:** Ensure that adoptive families know that you are available at any time as their mentor on all matters pertaining to their Afghan Hound, it's behavior, health, demeanor, training, feeding, etc. Ask them to contact you weekly with "progress reports" during the first month. Afterwards, it is recommended that you contact them at least every six months. Proper follow-up can result in a potential second adoption or future foster home for your program.

**10. Adoption donations:** Adoption donations should cover your average shelter fees and medical costs involved in bringing an Afghan Hound into the system. A Nation-wide survey conducted in 2001 revealed that the average costs for a combination of Shelter fees, medical evaluation, laboratory tests and spaying/neutering for our rescued Afghan Hounds exceeded \$250.00, hence a cap on expenditures that has been updated by the Rescue Chair for the increasing cost of medical care. Some Afghan Hounds will come to us in good health, already altered, and up to date on their shots. Others will not. The age of the Hound may be a factor in considering a lower adoption donation. You are in the best position to determine at what level your local donations should be. Remember, if you used AHCA Rescue funds for a particular Hound, you are

responsible to share the adoption donation with AHCA Rescue, up to and including, but not to exceed, the amount provided by Rescue toward that dog's care.

**11. Working with Others:** Most Afghan Hound rescuers find themselves working alone to cover large geographic areas. Unfortunately, there simply aren't enough rescuers for the number of abandoned Afghan Hounds, Nation-wide. There are solutions to this problem, however. Get acquainted with your nearest AHCA Rescue volunteers by phone, email or in person, and support them in any way you can. Sure, the nearest other Afghan Hound rescuer may be 300 miles away, but she, or he, is a part of our Nation-wide network of rescuers. If they need help, offer it. Split transportation runs, share ideas, trade home visits and just be there for them! We all need a shoulder to lean on or a hand up from time to time. This is very stressful work and to succeed at it, we have to operate as a team.

Throughout the United States there are a large number of other breed-specific and all-breed or all-species rescue groups. They can be your greatest assets in getting the job done. Get acquainted with them. Introduce yourself, offer to help them (then do it) and you will begin to develop the network you need to cover far more territory than you can alone. Certainly, you may find yourself picking up or fostering a Borzoi, Irish Wolfhound or a Greyhound occasionally, but the amount of help you receive in return will be worth the small effort expended. Link up with an organization that develops and executes all-volunteer rescue transportation runs from one end of the country to the other. Check the Website for other National Breed Clubs, visit your local Shelters or go to the Adopt-A-Pet section of your nearest large pet store and introduce yourself as a rescuer to the staff and volunteers. It works! Cultivate the people in your Club and those who have adopted Afghan Hounds from you. They are always a valuable resource to both promote your program and provide help innumerable other ways; picking up from Shelters, making home visits, fostering, transporting, fundraising. The possibilities are endless and limited only by your own initiative.

**12. General Comments:** The Afghan Hound Club of America supports the rescue program through fundraising efforts, voluntary Club donations, and individual contributions. It should be the goal of each rescue group or, if not affiliated with a Regional Club, individual rescuer to become self-sustaining. There is no guarantee that there will be sufficient donations in a given year to support the demands placed upon the system. You can help. Raise funds for your own program first. Then, help raise funds for the National program by encouraging Club donations and sales of fundraising items from the AHCA Rescue Website  
Dated: [date]

[insert name of rescue chair

AHCA RESCUE

[www.afghanhound.net](http://www.afghanhound.net)

[insert contact information]

(B 3/2012)

**RA 3 Rescue Adoption Agreement**

Page 1

**AFGHAN HOUND CLUB OF AMERICA RESCUE COMMITTEE  
ADOPTION AGREEMENT**

Registered Name: \_\_\_\_\_  
(AKC, UKC, FCI, etc.)

Call Name: \_\_\_\_\_ Registry & Number: \_\_\_\_\_

Tattoo: \_\_\_\_\_ Microchip: \_\_\_\_\_

Gender: \_\_\_\_\_ Color/Pattern: \_\_\_\_\_

I hereby certify that I have on this date taken possession of the above referenced Afghan Hound with the understanding that this animal will be kept solely and exclusively as an inside house pet and will not, under any circumstances, be tied or chained, used as an attack dog, for breeding, professional racing, hunting, research or experimentation. (I understand that field or obedience trials and other competitive events sanctioned by a recognized canine organization such as the American Kennel Club, American Sighthound Field Association, breed club, or kennel club are not prohibited).

I agree to keep a collar bearing identification on this Afghan Hound at all times, and to license this dog in accordance with the laws in the jurisdiction in which I reside. I agree to restrain the dog either by leash or fence when it is outdoors. I promise to notify \_\_\_\_\_ immediately should the dog be lost or stolen.

I understand there will be a transition period for the Afghan Hound as it adjusts to living in my home. I agree I will give the dog adequate time to adjust, and I understand this may take up to six weeks. If there are any problems whatsoever at any time after adoption, I will call \_\_\_\_\_ immediately to discuss solutions, which may include changes in the way I care for the Hound. I agree that if, for any reason at any time, I am unable to keep the Afghan Hound, or if I choose not to have a pet anymore, I will return the dog to \_\_\_\_\_. I understand an agent of Afghan Hound Rescue may make inquiry about this Afghan Hound at any time and that if the condition of the Hound is unsatisfactory, the Hound may be reclaimed by Afghan Hound Rescue (AHR).

I understand the adoption fee is a donation that covers only the cost of transportation, veterinary services (including vaccinations, neutering or spaying, if required), and care and feeding, and is non-refundable. I agree to keep the Afghan Hound in good health and to provide care which includes, but is not limited to, adequate food, water and shelter, annual physical examinations, current vaccinations, dental care, worming, and overall good general care. I understand all veterinary expenses for the Afghan Hound, other than those stated above, are solely my responsibility. I agree to provide the Hound heartworm preventative either monthly or daily on a year-round basis.

In the event of my relocation to a new address, I agree to contact AHR immediately and provide them with my new address, telephone number and email.

I agree that if I violate or otherwise fail to comply with any of the above provisions, ownership of the Afghan Hound will revert to AHR, which shall immediately be entitled to possession of the Afghan Hound. If I fail or refuse to convey possession of the Hound to AHR, I will be liable for all legal costs incurred by that entity in obtaining possession of the Afghan Hound.

Page 2

I hereby release and hold harmless the Afghan Hound Club of America, its Rescue Committee (AHR), its officers, agents, members and volunteers from any liability concerning this Afghan Hound including, but not limited to, any claims for property damage or bodily injury caused by the Afghan Hound.

_____	_____
Owner:	Agent, AHR:
Name: _____	Name: _____
Street: _____	Street: _____
City/State/Zip: _____	City/State/Zip: _____
Telephone: _____	Telephone: _____
Date: _____	

**RA 4 Rescue Adoption Application**

Page 1

**AFGHAN HOUND RESCUE  
AFGHAN HOUND CLUB OF AMERICA ADOPTION APPLICATION**

Please complete the entire form and return it to:

OR TO THE RESCUE PERSON YOU ARE WORKING WITH

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/County/State/Zip \_\_\_\_\_

Do you rent/own? \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Previous address if less than three years at present address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How long at previous address? \_\_\_\_\_

Do you live with a relative/roommate? \_\_\_\_\_

How many people are living in your home? \_\_\_\_\_

What ages and genders? \_\_\_\_\_

Have you ever owned an Afghan Hound ? \_\_\_\_\_ How long? \_\_\_\_\_

Why do you want to adopt an Afghan Hound? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you currently own any other pets? \_\_\_\_\_ If "yes," what kind and what are their histories:

\_\_\_\_\_  
\_\_\_\_\_



Page 2

How old are your pets? \_\_\_\_\_

Are they spayed/neutered? \_\_\_\_\_ Declawed? \_\_\_\_\_

What kind of temperament do they have? \_\_\_\_\_

Do they get along well with other animals? \_\_\_\_\_

If you have had pets in the past, please list the kind here:

---

---

---

What happened to your last pet(s)? (i.e. died, put down, ran away, etc..) Please explain the circumstances:

---

---

---

---

Do you have a fenced yard? \_\_\_\_\_ If "yes," please describe the type of fencing (i.e. split rail, chain link, stockade as well as the height) and the size of the yard:

---

---

May we visit your home? \_\_\_\_\_

How will you exercise the dog? (i.e. walks in the park, jogging with you, on a treadmill, running the dog in a fenced yard or other secure area, etc.) \_\_\_\_\_

---

Where will the dog spend the majority of its time? (i.e. in a kennel building, outside, in the house, etc.)

---

---

Where will the dog sleep? \_\_\_\_\_

Who will be primarily responsible for the care of the dog? (i.e. you, your spouse/significant other, child(ren), roommate, etc. etc.)

---

---

Page 3

Are you willing to assume responsibility for all medical care for this dog including annual preventative shots, heartworm prevention, etc.? \_\_\_\_\_

Do you understand that the adoption fee will cover the cost of spay/neuter, well checks and shots for your pet? \_\_\_\_\_

Are you willing to accept responsibility for an Afghan Hound that may need additional training perhaps for housebreaking, barking, lead training, chewing, etc.? \_\_\_\_\_

\_\_\_\_\_

What correction methods will you use for inappropriate behavior? \_\_\_\_\_

\_\_\_\_\_

Do you have a preference of sex/age/color/behavior characteristics? If so, please indicate. If you would like to consider any rescue Afghan Hound, just answer "None" \_\_\_\_\_

What sort of Afghan Hound do you prefer? (Active, Sedentary, Mellow, Athletic, etc.) \_\_\_\_\_

How would you describe your lifestyle? Active, sedentary, etc.? Please explain.

\_\_\_\_\_

\_\_\_\_\_

How often do you travel? If you travel, who will care for your dogs when you are away? (Boarding Kennel, neighbor,, etc.?) \_\_\_\_\_

Please give the name/address/phone number your veterinarian(s).

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

May we contact your veterinarian? \_\_\_\_\_

Please provide the names/addresses/phone numbers and e-mail of two references who know of your pet ownership and who we may contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Email: \_\_\_\_\_

Page 4

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Years Acquainted: \_\_\_\_\_

Email: \_\_\_\_\_

Is there any other information that you would like for us to consider as we review your application?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I affirm that the information provided is true, complete, and correct to the best of my knowledge.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

County of \_\_\_\_\_

State of \_\_\_\_\_

**RA 5 Release of Dog to AHCA Rescue**

I \_\_\_\_\_ hereby forever waive, release and give up all claims to ownership of one (color) \_\_\_\_\_, (sex) \_\_\_\_\_, (breed) \_\_\_\_\_ approximately \_\_\_\_\_ years old, named \_\_\_\_\_.

I also specifically give permission to (name) \_\_\_\_\_ or any agent of Afghan Hound Rescue or such person as they shall designate, to have this dog examined by a qualified Veterinarian and to take such medical steps are recommended, including neutering, spaying, or euthanizing this dog, if recommended by a Veterinarian.

I specifically understand this animal will never be used for breeding and therefore waive forevermore any rights to stud or puppy fees or claims for damages should injury or death occur during or as a result of the medical procedures of a Veterinarian or accident while in the care of Afghan Hound Rescue or any future owner with whom Afghan Hound Rescue may place this animal.

Signature) \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
(Typed or Printed Name)

**RA 6 Introduction of AHCA Rescue to Shelter**

**SIGNED COPY PROVIDED UPON REQUEST**

Dear Rescue Volunteer / Shelter Management:

This is to introduce you to the Afghan Hound Club of America Rescue Program. The purpose of Afghan Hound Rescue is to rescue stray, abandoned, relinquished and/or impounded Afghan Hounds. Veterinary care is provided according to the dog's needs, always including neutering or spaying. Since sighthounds in general, and Afghan Hounds in particular, do not cope well in shelter and kennel environments, our dogs are placed in loving foster homes where their health and temperament are evaluated. The dogs are then matched to appropriate new homes. All adopting families are screened for suitability. We require signed adoption agreements that specify, among other things, that the adopter will care for the dog as an indoor pet in a loving and responsible manner, and will abide by all dog-related laws.

As National Chairperson of the Afghan Hound Club of America Rescue Committee, I am furnishing my name and contact information at the bottom of this letter. Please call, fax or email me if I can provide you with any information or assistance. I am normally available during most evenings after 7:00 P.M., Eastern Standard Time. If I am unable to answer the phone, please leave your name and a telephone number where I can reach you during the following evening.

The Rescue Volunteer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Is an approved volunteer for our program, sponsored by the Afghan Hound Club of America, AKC parent club for the breed known as the Afghan Hound.

[insert name of chair]

Chairperson, Rescue Committee

AHCA Rescue

[insert address]

[insert telephone number]

[insert email address]

Afghan Hound Club of America Rescue Website:

[www.afghanhound.net](http://www.afghanhound.net)

## **DOCUMENT 600 - AWARDS**

600.1 The Awards Chairperson is responsible for supplying the Annual Awards Dinner Master of Ceremonies with a list of names of the National Specialty Winners including complete ownership. (B 10/02)

600.2 The Awards Chairperson shall be responsible for supplying the 6" Garry Newton Sculptured Bronze to the National Specialty Chairperson and to the Chairperson of the Breeders' Cup upon instruction of the Board. (B 05/90; B 06/91)

600.3 The Awards of Merit Certificates awarded at the National Specialty Show are kept with the Awards Chairperson. (B 10/02)

600.4 The Awards Chairperson is responsible for the following awards at the National Specialty Show:  
 The AHCA Best of Breed Gold Plated Medallion  
 The AHCA Best Of Opposite Sex Silver Plated Medallion  
 The AHCA Winners Dog & Winners Bitch Silver Plated Medallion  
 The AHCA Bronze Plated Medallions for Veterans

600.5 Winners of annual awards need not be present at the National Specialty dinner to receive the trophies. These awards shall be mailed by the AHCA. (B 06/98)

600.6 The Junior Showmanship, Performance Events and Companion Events Chairs should send the Statistics Chairperson the names and addresses of the winners of the annual awards. (B 10/87; B 06/10; B 06/17)

600.7 Following the National Specialty for which a poster is designed, the Awards Chairperson may at his or her option destroy all posters except for a minimum of three (3) posters to be held for sale at future shows. (B 2/87; B 10/10)

600.8 A permanent written record of all awards presented at the Annual Awards Dinner will be the responsibility of the Awards Chair. The record will be submitted to the archives, posted on the AHCA Website, and published in Topknot News. (GM 09/06)

600.9 The National Specialty Medallions for entries in the Parade of Rescue will be A 2" White Enamel Medallion suspended from a White Ribbon. (B 09/07, B 03/20)

*(See Also 310.1;; 315.1 (f); 315.10; 315.17; 317.;318; 319;808.1)*

### **600.10 HOUND SHOW SUPPORT**

The AHCA does not normally support the entry at all-breed shows. (3/81) However, the AHCA will support the entry at AKC Hound Group shows with a BOB trophy, a 2" AHCA Medallion depicting the Club emblem. (6/00) The Hound Club must contact the AHCA Corresponding Secretary for the correct procedure when requesting the medallion from the Parent Club. (B 10/02; B 10/10)

*(See AA5 for Hound Show Trophy Application)*

600.11 Individuals retiring from cumulative 10 years or more service on the Board will receive the 6" Garry Newton Sculptured Bronze at the Annual Awards Dinner in their final year of service if they decide to not be placed in nomination by the nominating committee or at the Annual Awards Dinner following their retirement. This award shall be a one-time award. (B 06/98; B 09/16; B 10/19)

600.11 a Individuals retiring from less than 10 years or more service on the Board will receive the 3" Terry Chacon Sculptured Bronze at the Annual Awards Dinner in their final year of service if they decide to not be

placed in nomination by the nominating committee or at the Annual Awards Dinner following their retirement. This award shall be a one-time award (B 10/19)

600.11 b Presidents retiring from less than 10 years or more service on the Board will receive the 6” Garry Newton Sculptured Bronze at the Annual Awards Dinner in their final year of service if they decide to not be placed in nomination by the nominating committee or at the Annual Awards Dinner following their retirement. This award shall be a one-time award (B10/19)

600.12 The Board may annually recognize with a Club award, the outstanding Rescue efforts of an individual or group. The President will contact the Rescue Chair to select candidates for this award. The award shall be presented at the Annual Awards Dinner. (B 07/94; B 07/02; B 06/10; B 10/19)

***(NOTE: The cost of medallions for judges' gifts will not be charged to the trophy fund. They will, however, have to be ordered ahead of time. Discuss this with the AHCA Awards Chairperson so that both individuals are aware this has been done and the 2” AHCA bronze medallions for Veterans have also been ordered.)***

**601.0 NATIONAL SPECIALTY CLASS TROPHIES (Also See Doc.800)**

All trophies must be awarded in the show ring by the judge.

**Black & Gold Medallion Suspended on Ribbon:**



**Awarded to the Following:**

**(See also 806.3)**

**Non-regular classes** shall receive Medallions suspended on ribbons colored as required for Non-Regular Classes. (B 03/01/2013)

**Regular classes**

**First** – Medallion Suspended on Blue Ribbon

**Second** – Medallion Suspended on Red Ribbon

**Third** – Medallion Suspended on Yellow Ribbon

**Fourth** – Medallion Suspended on White Ribbon

**Fifth** – (AKC Coursing) Medallion suspended on Pink Ribbon

**NBQ** – (ASFA Coursing) Medallion Suspended on Green Ribbon

**Conformation** – First thru Fourth Place in Regular Classes

**Junior Showmanship Classes** – First thru Fourth Place

**Triathlon Class Winners** – First thru Fourth Place

**Obedience** – First thru Fourth Place

**Rally** – First thru Fourth Place

**Agility Classes** – First thru Fourth Place

**AKC Field Trial Classes** – First thru Fifth Place

Open

Open/Veteran

Specials

Single Stakes

**ASFA Field Trial Classes** – First thru NBQ Place

Open

Veteran

Field Champion

First Place only:

Kennel Stake

Breeder Stake (B 03/01/2013)



## **602.0 NATIONAL SPECIALTY TROPHIES & JUDGES' GIFTS – 2” Medallion**

All trophies must be awarded in the show ring by the judge.

### **AHCA 2” Medallion depicting the Club Emblem**



These Medallions are ordered through the Awards Chairperson.(B 10/87)

(806.1) The 2” AHCA Medallions depicting the Club Emblem shall be given as trophies at National Specialties based on:

Gold-plated Medallion for Conformation Best of Breed Suspended from a Purple & Gold Ribbon. (B 03/20)

Silver-plated Medallion for Best of Opposite Sex Suspended from a Red & White Ribbon

Silver-plated Medallions for Winners Dog and Winners Bitch Suspended from a Blue & White Ribbon

Bronze-plated for Veterans. Other trophies for these classes may also be given.

*Premium List: Each Veteran will receive the 2” Bronze Medallion depicting the Club Emblem Suspended from a Red, White and Blue Ribbon.*

(600.9) The National Specialty Medallions for entries in the Parade of Rescue will be A 2” White Enamel Medallion suspended from a White Ribbon. (B 9/07, B 3/20)

(806.2) The 2” AHCA Gold-plated Medallion depicting the Club emblem is for the AHCA National Specialty Conformation Best of Breed Award only. (GM 10/97, B 3/20)

(711.5) Companion, Performance and Junior Showmanship judges will receive a gift of the 2” AHCA Bronze Medallion. (B 06/98; B 06/00; 11/01; B 06/17)

(711.6) The Triathlon judge shall receive lunch for two on the day of the show and a 2” AHCA Bronze Medallion. (B 10/02)

(711.7) Each judge will receive only one judge’s gift, no matter how many assignments are judged. (B 03/02)

AKC Lure Field Trial Judges  
Obedience Judge  
Rally Judge  
Junior Showmanship Judge

ASFA Lure Field Trial Judges  
Agility Judge  
Triathlon Judge

## **603.0 NATIONAL SPECIALTY TROPHIES - BRONZES**

All trophies must be awarded in the show ring by the judge.

### **603.1 Garry Newton 6” Sculptured Bronze**



#### **Awarded to the Following:**

(amended (B 9/11))

#### **Conformation:**

**Best of Breed**  
**Best of Opposite Sex to Best of Breed**  
**Winners Dog**  
**Winners Bitch**  
(B 05/31; B 06/01/13)

**Obedience - Highest Qualifying Scoring Dog in Regular Classes (B 09/18)**

**Rally – Highest in Rally to be Qualifying Scoring Triple Qualifying Score (Highest Qualifying Combined Score in Master, Advanced B & Excellent B Classes) or, if none, Highest Combined Score in 2 of any of the following 3 classes: Advanced B, Excellent B, Master Rally Classes (B 03/01/2013; B 03/2018; B 09/18; B 07/2024)**

**Agility - Highest Qualifying Scoring Dog in Regular Classes**

**Lure Coursing Best in Event (AKC & ASFA Run-Off Winner) (B 05/31 & 06/01/13)**

**Triathlon Highest Qualifying Score**

*(See also 600.11; 600.11.b; 711.4; 800.4; 915.5)*

**603.2 Terry Chacon 3" Sculptured Bronze**

All trophies must be awarded in the show ring by the judge.



**Awarded to the Following:**

(B 9/11)

- Reserve Winners Dog**
- Reserve Winners Bitch**
- Best Bred By Exhibitor**
- Best Puppy**
- Best Junior Handler**
- Best NOHS (B 10/19)**
- Best In Sweepstakes**
- Best Opposite Sex to Best In Sweepstakes (B 9/11)**
- Best In Veteran Sweepstakes**
- Best Opposite Sex to Best In Veteran Sweepstakes**
- Best of Breed - ASFA Lure Coursing**
- Best of Breed - AKC Lure Coursing**
- (B-5/31&6/1/13)**

**And Awarded to the Following with competition entered in the class:**

- Best Stud Dog**
- Best Brood Bitch**
- Best Brace**
- Best in Breeders Class**
- (B 06/20/2023)**

**(See also 600.11.a; 604.1.1; 800.4)**

## **604.0 ANNUAL AWARDS PRESENTED AT ANNUAL AWARDS DINNER**

### **AHCA 2" Bronze Medallion depicting the Club Emblem**



604.1 The AHCA 2" Bronze Medallion, engraved with the year, shall be awarded annually to the owner(s) of:

- a) The Top Producing Sire
- b) The Top Producing Dam
- c) The Top Winning Dog in Breed Competition
- d) The Top Winning Bitch in Breed Competition
- e) The Top AKC Lure Coursing dog
- f) The Top ASFA Lure Coursing dog
- g) The Top Agility dog.
- h) The Top Obedience dog
- i) Top Rally dog
- j) Top AKC NOHS (GM 09/17)

604.1.1 Beginning in 2014 the small Garry Newton bronze will be awarded to the **Top Junior Handler** each year during the Annual Awards Dinner. When the inventory of the small Garry Newton Bronze has been depleted, the 3" Terry Chacon bronze will then be awarded to the Top Junior Handler at the Annual Awards Dinner. (B 02/22/2014)

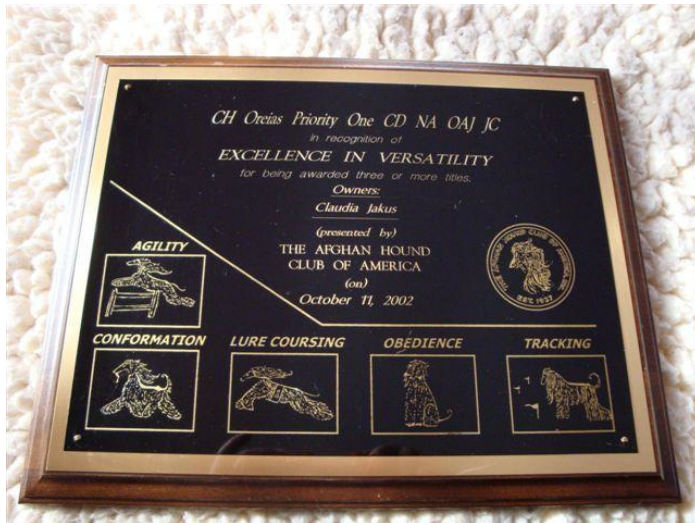
604.2 Awards will be based on the published statistics gathered by the AHCA Statistics Committee. When there are multiple owners of a dog or bitch, only one medallion will be awarded. (B 06/92)

604.3 The AHCA shall use results for the calendar year (title awarded January through December) as provided by the American Kennel Club in determining all awards including Top Dog, Top Bitch, Top Producing Dog and Top Producing Bitch. (B 05/90; B 07/06)

604.4 Names of breeders, as well as owners, of each top dog award shall also be announced and recognized. (B 03/04)

**(See also 310.3; 315.1; 315.4; 315.9; 315.13; 315.17)**

## **605.0 VERSATILITY AWARD**



(See also 315.26 – 30)

## **606.0 ANNUAL AWARDS DINNER CERTIFICATE AWARDS**

*See Section 315 for Performance & Companion Certificate Awards)*

## **607.0 ADDITIONAL AHCA 2” MEDALLION AWARDS**

### **AHCA 2” Medallion depicting the Club Emblem**



The Awards Chairperson is responsible for the following awards:

#### **Gold Plated Medallion:**

*(See 160.0 f)*

#### **AHCA 2” Silver Plated Medallion:**

*(See 400.7)*

#### **AHCA 2” Bronze Medallion:**

*(See 600.10; 915.5)*

## **608.0 AWARDS OFFERED FOR REGIONAL CLUBS**

*(See Document 400 – Regional Club Appendix)*

# AWARDS APPENDIX

## AA 1 Annual Awards Winner Letter of Notification

Date

Dear Afghan Hound Owner,

Your Afghan Hound has achieved the top ranking for the year in the category listed below. A presentation will be made for this achievement at the Annual Awards Dinner presenting you with a 2" Bronze Medallion, depicting the AHCA logo, with the year of this achievement engraved on the back of the medallion.

Please provide the following information for the presentation:

The Names of all owners as documented on the dog's AKC registration form and the name of the person who will be accepting the award.

If more than one person owns the Afghan Hound only one (1) Medallion will be awarded.

If you cannot attend the Annual Awards Dinner your Medallion will be mailed.

(Please select one category below)

top producing sire  
top producing dam  
top winning dog in breed competition  
top winning bitch in breed competition  
top AKC lure coursing  
top ASFA lure coursing  
top obedience  
top rally  
top agility

Sincerely,

AHCA Awards Chair

**AA 2 Annual Jr. Handler Winner Letter of Notification**

Date

Dear Jr. Handler,

The Afghan Hound Club of America will be awarding you a 2” Bronze Medallion with the club log and the year (date) engraved on the back as the top Jr. Handler for the year at the Annual Awards Dinner. Please notify the Awards Chairperson if you will be attending the Annual Awards Dinner. If you are unable to attend, please send the name of the person you wish to accept this award on your behalf at the banquet.

Sincerely,

AHCA Awards Chair



AA 3 Award of Merit Certificate

*Afghan Hound Club of America, Inc.*



*Award of Merit*

To \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Judge

\_\_\_\_\_  
Date

**AA 4 Obedience / Rally Award Certificate**

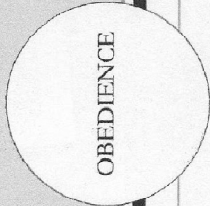


AFGHAN HOUND CLUB OF AMERICA

*Congratulations on your achievement in the following event:*

DATE

Signature of AHCA president



**AA 5 Hound Show Trophy Application**

**Hound Show Trophy Application**

**Date:** \_\_\_\_\_

**Club:** \_\_\_\_\_

The AHCA offers a 2” Bronze Medallion for Best of Breed at your Hound Show. Application for this trophy must be received at least one month before the date of your show and must be accompanied by your Premium List which contains a description as follows:

**Best of Breed - The Afghan Hound Club of America offers a 2” Bronze Medallion depicting the club emblem, suspended from a red, white and blue ribbon.**

If your Premium List refers to a separate trophy list available upon request, a copy of the trophy list containing the above Best of Breed description must be included with your Premium List and this Hound Show Best of Breed Trophy application.

Please send your Premium List (and trophy listing, if necessary) along with your trophy application to:

**Afghan Hound Club of America, Awards Chairperson**  
[Name, Address & Email address of AHCA Awards Chair]

Name & Address where your club wishes this trophy mailed:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_, AHCA Awards Chair

## **DOCUMENT 700 - NATL. SPECIALTY CONFORMATION JUDGES**

### **DOCUMENT PURPOSE AND SCOPE**

700.1 This document sets forth the process for selecting judges for the AHCA National Specialty show, from the initial nomination by members through voting/ranking by the membership of the final slate of judge nominees. Obedience, Rally, Junior Showmanship, Agility, and Lure Coursing judges' selection is not covered by this procedure. Selection of these judges is by recommendation of each specific event chairperson with approval of the Board of Directors. ( B 03/84; B 07/14)

700.2 Constitution and By-Laws references: None.

### **701.0 POLICIES**

701.1 Each member of the club, upon official notification, has the opportunity of proposing one name for Judge of the AHCA National Specialty show (unless the Board determines two Judges are necessary, in which case each member may choose two names) and one name for Judge of the Sweepstakes/Triathlon normally held as part of the National Specialty activities. The members' proposals must be received by the **Recording Secretary** within 21 days after mailing date of the official notification. (B 07/14)

701.2 Although persons without AKC "Regular Status" to judge Afghan Hounds are not eligible to judge regular Conformation classes at a National Specialty, those with "Permit Status" are eligible to judge Sweepstakes/Triathlon, Junior Showmanship, Obedience, Rally (B 03/2012), Agility, and Lure Coursing. (B 02/87; B 07/23; B 07/14)Conformation

701.3 To be eligible for nomination, Sweepstakes/Triathlon Conformation Judges shall have owned Afghan Hounds for at least seven (7) years prior to the time of their nomination; and the nominators shall be required to indicate on the nominating sheet the date at which the nominee acquired his or her first Afghan Hound. (B 10/83; B 07/14)

701.4 Official notification forms for the nomination of judges shall be on a distinctively colored separate sheet and may be enclosed with the member's copy of the Topknot News or the AHCA Membership Directory. A marked or colored envelope addressed to the **Recording Secretary** shall also be enclosed. As an alternative, the form may be a three-fold, self-mailer. The official notification sheet will be the nomination form and will contain the dates and location of the National Specialty, the due date for receipt of nominations and the rules applying to eligibility of judges. The names of judges who are ineligible to judge the National Specialty, due to having judged in the last seven years (B 3/18), shall be distributed at the time judges' nominations are solicited, with a notation that Permit judges and persons with AKC "Regular Status" to judge Afghan Hounds are not eligible. Judging of Obedience, Rally (B 03/2012), Agility, Junior Showmanship, Sweepstakes/Triathlon Conformation, and Lure Coursing during the preceding seven years will not make a judge ineligible to judge regular classes, and judging regular classes during the preceding seven years will not make a judge ineligible to judge these other events during the seven years following. (B 10/87; (B 07/89; B 03/01/2013; B 03/18; B 07/23; B 07/14)

The rules are:

- a. To be automatically on the final slate, proposed candidates must receive a minimum of four nominations.
- b. The six (6) Specialty and six (6) Sweepstakes/Triathlon Conformation nominees receiving the most nominations (equal to or greater than the minimum of four) will be presented to the membership for final balloting. (B 05/07; B 07/14)
- c. If the proposal process produces a list of less than six (6) names with at least four nominations, the top six nominees will be listed. In the event this process produces more than six nominees, the Board will complete the slate of six (6) nominees for Specialty judge and/or Sweepstakes/Triathlon Conformation judge as they see fit. The Board may complete the list from candidates proposed by members who did not meet the four nomination minimums, or they may nominate others. No more than six (6) names

for Sweepstakes/Triathlon Conformation judge and for Regular Class judge shall be included on the ballot. (B 05/07; B 07/14)

- d. The members proposing judging candidates, on the Nomination Form, must clearly identify their candidates as to Sweepstakes/Triathlon Conformation or Regular Class judge. Please provide the nominated candidate's current working telephone number, or email address, on the Nomination Form, beneath the candidate's name. (B 11/1/2012; B 07/14)
- e. Provisional judges are not eligible except for Sweepstakes/Triathlon Conformation if still classed as provisional at time of notification. Also not eligible are judges who have judged regular conformation classes at the National Specialty within seven years of the projected date of the show for which judges are being selected. This means that they shall be eligible to judge the eighth year following their previous assignment. (This should be stated as a year in the notification, e.g. "if they have judged more recently than 20\_\_\_\_.") (B 11/81; B 10/88; B 03/2018; B 07/14)

701.5 Method of voting for selection of judges for National Specialties shall be a straight ballot. Instructions are to vote for no more than two in the regular classes or for one in sweepstakes. (GM 11/95)

701.6 Ballots to be counted must be received by the entity designated to count the ballots within 21 days from the mailing date as appearing on the instruction letter.

701.7 Following the compilation of the results of the voting, judges will be contacted in order, according to the number of votes received, to ascertain their willingness to accept the assignment. (GM 11/98) This policy and procedure refers to the actual voting for the judges, not the nominations. Results for the election of judges for the National Specialty Show are released by the official CPA to the President, Recording Secretary and the Corresponding Secretary and are not released publicly. (B 10/23/2014)

701.8 The number of judges to be contacted is to be determined each year by the board of directors according to the scope of the show being planned.

701.9 If it is determined that two judges are needed, the judge who places first on judges' balloting shall be given the assignment of Intersex judging. The judge receiving the second highest total of votes will be given the choice of Dog or Bitch classes, with the remaining class then assigned to the Intersex judge. (B 11/98; B 06/16)

701.10 The **Recording Secretary** is responsible for sending contracts to all judges. Copies of signed contracts should be sent to the Show Chairperson who will distribute copies to **Treasurer, Superintendent** and **Show Secretary**. (B 10/99)

701.11 Judges must confirm their acceptance in writing within 30 days of their notification to judge in a letter mailed to the **Recording Secretary**.

701.12 If the **Recording Secretary** has not received a response from a judge within 30 days of when the judge is first contacted concerning the judging assignment, the **Recording Secretary** shall send a certified letter, return receipt requested advising the judge that if written acceptance is not received within 20 days of the date of mailing, the judge must be assumed to have declined the assignment. (B 02/88)

701.13 Should the entire list be exhausted before the judging panel is in place, the board will develop a new list via informal polling and vote on it in the manner described herein for membership balloting.

701.14 Judges should be elected at least one full year in advance of the specialty show.

## **702.0 THE OFFICIAL BALLOT & INSTRUCTIONS**

702.1 The official ballot is on AHCA letterhead with the caption "Official Ballot" with two columns of names. One column is captioned "Specialty Judges;" the other, " Sweepstakes/Triathlon Conformation." All names are listed in alphabetical order in their respective columns, triple-spaced, with a checkbox to the left for selecting the name. (B 07/14)

702.2 A cover letter accompanies the ballot (two ballots if husband and wife) and outlines the essential instructions as contained above.

702.3 Ballots need not be signed by the members; however, it is recommended that they be rendered "non-duplicable" by the **Recording Secretary** in some fashion such as a small colored stamp, colored marking, or watermarked paper, since tight controls are not in place.

## **703.0 COUNTING THE BALLOTS FOR JUDGES**

703.1 The **Recording Secretary** is responsible for constructing and mailing the official ballot, recommending the CPA, non-CPA accountant or bonded business center to count the ballots for board approval, and contacting judges for acceptance of assignments.

703.2 The entity designated for counting should prepare a tally sheet or electronic spreadsheet in advance. Each candidate's name should be entered with enough space available) to the right of each name to cover the number of ballots.

703.3 As ballots are received, they are checked for eligibility. When all ballots have been tallied, the totals of all votes are summed for each nominee. The nominee, Specialty judge and Sweepstakes/Triathlon Conformation." categories, with the most points is the first choice. (B 07/14)

703.4 The total number of ballots received, the number of unopened envelopes and invalid ballots are to be separately listed at the foot of the report.

703.5 The report is to be dated and signed with the title of signer displayed. The report is to be sent to the AHCA President, Corresponding Secretary and Recording Secretary on or within seven (7) days after the ballot deadline. All tallies, worksheets, outer envelopes, unopened invalid envelopes and invalid ballots are to accompany the report to the Recording Secretary. (B 02/12/89)

703.6 The **Recording Secretary** shall retain the tallies, worksheets etc., for a period of one year or until the completion of the National Specialty for which the judges were selected, whichever occurs later.

703.7 Judges are to be contacted by the **Recording Secretary** for acceptance, in the order of final ranking, in accordance with Section 701 above.

703.8 The **Recording Secretary** shall notify all nominated judges of their win or loss status upon receipt of the results from the accountant. (B 09/11)

## **704 THRU 709 – non-existent.**

*NOTE: There were no Sections 704 thru 709 in P&P's provided as being up to date EOY 2020.*

**710.0 CONFORMATION JUDGES FOR NATIONAL SPECIALTY**

710.1 Conformation judges for AHCA National Specialties shall be asked not to judge Afghan Hounds anywhere in the continental United States during the six months preceding the Specialty. (B 11/98)

710.3 A document explaining the procedures for giving Awards of Merit at National Specialties should be included with the letter sent by the **Recording Secretary** confirming the judge's assignment. (B 10/88)

710.4 In the event of an overload at the National Specialty, the second conformation judge shall be requested to pick up the overload of the other judge beginning with the order in which the classes are printed in the catalog. (B 07/89)

**(Also see 701.10)**

**711.0 JUDGES FEES AND ASSOCIATED EXPENSES**

711.1 Upon completion of the assignment, each conformation judge is to be paid his/her expenses not to exceed \$500 for domestic judges or \$750 for international judges. In addition, each judge is to receive lunch for himself/herself and spouse or guest the days of the show and tickets to the Annual Awards Dinner for his/her spouse or guest and himself/herself. Conformation Judges shall be provided lodging for the period of the National Specialty, not to exceed four nights unless more is necessary due to the judging schedule. Dinner will be provided for him/her and spouse or guest, not to exceed four nights (this includes the Annual Awards Dinner). (B 03/96; B 07/23)

711.2 Upon completion of the assignment, the Sweepstakes/Triathlon Conformation judge is to receive \$200 and payment for one night's lodging and lunch the day of Sweepstakes/Triathlon Conformation judging for himself/herself and his/her spouse or guest, and tickets to the Annual Awards Dinner for himself/herself and his/her spouse or guest. (B 07/30/83; B 07/2024)

711.3 Upon completion of the assignment, all companion and performance events judges and lure operator shall receive a fee of \$250.00. The Junior Showmanship judge will receive a fee of \$100.00 for judging only junior showmanship. These Judges and lure operator shall receive reimbursement for one night's lodging if needed, in an amount no more than the cost of one night at the Host hotel, lunch for two on the day(s) of their judging and two tickets to the Annual Awards Dinner. (B 10/99; B 10/02; B 06/17; B 03/31/2020; B 01/10/2023)\

When a companion or performance judge costs exceed the allowance in P&P, negotiations between the **Show Chair**, the **Treasurer**, and the **President** are allowed in order to alter companion or performance judging fees for that event. When this occurs the **Recording Secretary** should be immediately informed in order to send out the contracts in a timely manner. (B 06/09; B 06/17)

711.4 Judges Gift: Regular Conformation and Sweepstakes/Triathlon Conformation judges will be given the 6" Garry Newton Sculptured Bronze as a gift. (11/01; 07/2024)

711.5 Performance and Junior Showmanship judges will receive a gift of the 2" AHCA Bronze Medallion. (B 06/98; B 06/00; 11/01)

711.6 . (B 10/02 *Eliminated* 07/2024))

711.7 Each judge will receive only one judge's gift, no matter how many assignments are judged. (B 03/02)

711.8 The judge for the Beginning Puppy Competition will receive a free dinner at the Annual Awards Dinner and a 2" bronze medallion depicting the club logo, unless the Beginning Puppy Judge is judging another class, in which case, only one award is given. No other compensation will be given for this judging assignment. (B 05/31 & 06/01/2013; B 09/2018)

***(NOTE: The cost of medallions for judges' gifts will not be charged to the trophy fund. They will, however, have to be ordered ahead of time. Discuss this with the AHCA Awards Chairperson so that both individuals are aware this has been done and the 2" AHCA bronze medallions for Veterans have also been ordered.)***



**712.0 GUIDELINES FOR NATIONAL SPECIALTY JUDGES**

712.1 In addition to the Best of Breed award, the Best of Breed judge of a National Specialty may at his or her discretion present up to five (5) Awards of Merit. (06/85)

*Note: Awards of Merit are kept with the Awards Chairperson.*

712.2 In presenting Awards of Merit, the judge should keep a sufficient number of dogs in the ring for final Best of Breed judging (ten might be a good number); announce to handlers that they must remain in the ring until award winners have been selected; place BOB, BOW and BOS and award ribbons for those placings; and then present no more than five Awards of Merit winners from any dogs except the BOB, BOW and BOS dogs. (B 07/89)

712.3 The AHCA will not allow "observers" in the rings during National Specialties. (B 07/84)

**(See also 710.3; 800.9)**

**NATL. SPECIALTY JUDGE AGREEMENTS APPENDIX**

**JCA 1 Conformation Judge Contract #1**

(B 07/23)

[date]

[judge's name &  
Address]

Dear \_\_\_\_\_,

Thank you for agreeing to judge the dog classes at the 20\_\_\_\_ Afghan Hound Club of America National Specialty to be held in [City], [State]. The show will take place from [day of week], [date] through [day of week], [date]. The dog classes will be judged on [day of week], [date].

According to the Policies and Procedures of the Afghan Hound Club of America, Inc. the following conditions apply to this assignment:

1. Conformation judges for the AHCA National Specialty may not accept an assignment to judge Afghan Hounds anywhere in the continental United States during the six months preceding the Specialty.
2. Each conformation judge will be paid his/her expenses not to exceed (*Option 1 if judge lives in USA: \$500.00*) (*Option 2, if Foreign judge \$750.00*) upon completion of the assignment. In addition, each judge receives lunch for himself/herself and a spouse or guest the days of the show. Dinner will be provided for him/her and a spouse or guest for four nights, which include the Annual Awards Dinner on [day of week] evening, [date]. Lodging will be provided for the period of the National Specialty, not to exceed four nights, unless more is necessary due to the judging schedule.

I am enclosing two copies of this letter. Please sign one and return it to me in the enclosed addressed envelope. Keep the other copy for your records.

Sincerely,

AHCA Recording Secretary

I accept the judging assignment under the conditions described in this letter.

\_\_\_\_\_  
[judges Signature & AKC #]

\_\_\_\_\_  
date

## **JCA 2 Conformation Judge Contract #2**

[date]

[judge's name &  
Address]

Dear \_\_\_\_\_,

Thank you for agreeing to judge the bitch classes and intersex at the 20\_\_\_\_ Afghan Hound Club of America National Specialty to be held in [City], [State]. The show will take place from [day of week], [date] through [day of week], [date]. The bitch classes will be judged on [day of week], [date]. Intersex will be judged on [day of week], [date].

According to the Policies and Procedures of the Afghan Hound Club of America, Inc. the following conditions apply to this assignment:

- 1 Conformation judges for the AHCA National Specialty may not accept an assignment to judge Afghan Hounds anywhere in the continental United States during the six months preceding the Specialty.
- 2 Each conformation judge will be paid his/her expenses not to exceed (*Option 1 if judge lives in USA: \$500.00*) (*Option 2, if Foreign judge \$750.00*), upon completion of the assignment. In addition, each judge receives lunch for himself/herself and a spouse or guest the days of the show. Dinner will be provided for him/her and a spouse or guest for four nights, which include the Annual Awards Dinner on [day of week] evening, [date]. Lodging will be provided for the period of the National Specialty, not to exceed four nights unless more is necessary due to the judging schedule.

I am enclosing two copies of this letter. Please sign one and return it to me in the enclosed addressed envelope. Keep the other copy for your records.

Sincerely,

AHCA Recording Secretary

I accept the judging assignment under the conditions described in this letter.

---

[judges Signature & AKC #]

---

date

(B 07/23)

**JCA 3 Sweepstakes/Triathlon Conformation Judge Contract**  
(B 07/2024)

[date]

[judge's name &  
Address]

Dear \_\_\_\_\_,

Thank you for agreeing to judge the Sweepstakes and Triathlon Conformation classes, \*(as well as Junior Showmanship) at the 20\_\_ AHCA National Specialty to be held in [City], [State]. The show will take place from [day of week], [date] through [day of week], [date]. The Sweepstakes and Triathlon Conformation will be judged on [day of week], [date], and the Junior Showmanship competition on [day of week], [date].

According to the Policies and Procedures of the Afghan Hound Club of America, Inc., the following conditions apply to this assignment:

1. Sweepstakes/Triathlon Conformation judges for the AHCA National Specialty are asked not to judge Afghan Hounds during the six months preceding the Specialty.
2. The Sweepstakes/Triathlon Conformation judge is to receive a fee of \$200.00 upon completion of the assignment, one night's lodging, lunches for two days for himself/herself/ and a spouse/guest and tickets to the Annual Awards Dinner on [day of week], [date] for himself/herself and a spouse/guest.

I am enclosing two copies of this letter. Please sign one and return it to me in the enclosed addressed envelope. Keep the other copy for your records.

Sincerely,

AHCA Recording Secretary

I accept the judging assignment and conditions described in this letter.

\_\_\_\_\_  
[judges Signature & AKC #]

\_\_\_\_\_  
date

**\*Note: sometimes Jr. Show judge is a different person – see JCA7**

**JCA 4 Obedience and Rally Judge Contract**

(Rev. B 2/15/2023)

[date]

[judge's name &  
Address]

Dear \_\_\_\_\_,

Thank you for agreeing to judge the Regular and Non-regular Obedience classes, and the Rally Classes at the 20\_\_ AHCA National Specialty.. The show will be held in [City], [State]. The show will take place from [day of week], [date] through [day of week], [date].

The obedience and rally classes will be judged on [day of week], [date].

Upon completion of this assignment, the Afghan Hound Club of America, Inc. offers an honorarium of \$250.00 for judging both trials and one night's lodging. Lunch is provided for you and a guest on the day of your judging assignment. You will also receive two tickets to the Annual Awards Dinner on [day of week], [date].

I am enclosing two copies of this letter. Please sign one and return it to me in the enclosed addressed envelope. Keep the other copy for your records.

Sincerely,

AHCA Recording Secretary

I accept the judging assignment and conditions described in this letter.

\_\_\_\_\_  
[judges Signature & AKC #]

\_\_\_\_\_  
date

**JCA 5 Agility Judge Contract**

(Rev. B 2/15.2023)

[date]

[judge's name &  
Address]

Dear \_\_\_\_\_,

Thank you for agreeing to judge the Agility at the 20\_\_ AHCA National Specialty.. The show will be held in [City], [State]. The show will take place from [day of week], [date] through [day of week], [date].

Agility classes will be judged on [day of week], [date]..

Upon completion of this assignment, the Afghan Hound Club of America, Inc. offers an honorarium of \$250.00 for judging and one night's lodging. Lunch is provided for you and a guest on the day of your judging assignment. You will also receive two tickets to the Annual Awards Dinner on [day of week], [date].

I am enclosing two copies of this letter. Please sign one and return it to me in the enclosed addressed envelope. Keep the other copy for your records.

Sincerely,

AHCA Recording Secretary

I accept the judging assignment and conditions described in this letter.

\_\_\_\_\_  
[judges Signature & AKC #]

\_\_\_\_\_  
date

**JCA 6 Lure Coursing Judge Contract**

(Rev. B 2/15/2023)

[date]

[judge's name &  
Address]

Dear \_\_\_\_\_,

Thank you for agreeing to judge the AKC and ASFA lure coursing trials at the 20\_\_ Afghan Hound Club of America National Specialty. The show will be held in [City], [State]. The show will take place from [day of week], [date] through [day of week], [date]

The lure coursing trials will be held on [day of week], [date]..

Upon completion of this assignment, the Afghan Hound Club of America, Inc. offers an honorarium of \$250.00 for judging both trials. Lunch is provided for you and a guest on the day of your judging assignment. You will also receive two tickets to the Annual Awards Dinner on [day of week], [date].

I am enclosing two copies of this letter. Please sign one and return it to me in the enclosed envelope. Keep the other copy for you records.

Sincerely,

AHCA Recording Secretary

I accept the judging assignment and conditions described in this letter.

\_\_\_\_\_  
[judges Signature & AKC #]

\_\_\_\_\_  
date

## **JCA 7 Junior Showmanship Judge Contract**

[date]

[judge's name &  
Address]

Dear \_\_\_\_\_,

Thank you for agreeing to judge the Junior Showmanship classes at the 20\_\_ Afghan Hound Club of America National Specialty. The show will be held in [City], [State]. The show will take place from [day of week], [date] through [day of week], [date]

Junior Showmanship will be held on [day of week], [date]..

Upon completion of this assignment, the Afghan Hound Club of America, Inc. offers an honorarium of \$100.00 for judging. Lunch is provided for you and a guest on the day of your judging assignment. You will also receive two tickets to the Annual Awards Dinner on [day of week], [date].

I am enclosing two copies of this letter. Please sign one and return it to me in the enclosed, addressed envelope. Keep the other copy for your records.

Sincerely,

AHCA Recording Secretary

I accept the judging assignment and conditions described in the letter.

---

[judges Signature & AKC #]

---

date



This page intentionally left blank.

## **DOCUMENT 800 - NATIONAL SPECIALTIES**

### **800.0 GENERAL POLICIES CONCERNING THE NATIONAL SPECIALTY**

800.1 The Board of the Afghan Hound Club of America shall have the responsibility for selecting the show site and dates, in accordance with existing guidelines, and the Show Chairperson for its National Specialty. Thereafter, the Show Chairperson, working closely with the AHCA Events Coordinator, will have primary responsibility for the event. Notwithstanding the foregoing, the National Specialty must be held during the months of September, October or November, and shall run for a maximum of four (4) days, plus one day for Lure Coursing. (B 06/98; B 05/03/2014; B 11/15/2022)

800.1.1 The AHCA National Specialty Show Chairperson, with the help of the Board Liaison, will submit a recommend list of Show Superintendents and Show Secretaries to the Board of Directors. This list should include their resume, credentials, and prices. The Board of Directors, in conjunction with the Show Chairperson, will make the final approval, of the Superintendent/Secretary for that National, with the current President executing the contract. (B 7/15/2012) The Superintendent/Show Secretary contract shall state that the Superintendent/show Secretary is responsible for displaying the AKC banner at our National Specialty show. (B 10/23/2014)

a) Eliminated (B 07/13/2021)

800.1.2 A banner with the AHCA logo and the Afghan Hound Club of America, Inc., name shall be displayed. (B 10/23/2014)

800.1.3 The AHCA National Specialty Show Chairperson will appoint all committees for the National, with the exception of the established committee heads such as Judges Education, etc. These Committee heads will be responsible for fulfilling the duties of their committee. Each Committee must refer to P&P's for complete details of their Committee description.

800.2

- a) The Corresponding Secretary shall notify all the regional specialty clubs near the site (within 500 miles) of a National Specialty as far in advance as possible of the date selected by the parent club for its National Specialty.
- b) The regional clubs should submit a proposal back to the Regional Club Chair within 30 days if they wish to be considered to hold their own regional specialty in conjunction with this event.
- c) The board shall review all the submitted proposals and select the regional club(s) to be invited to participate in the national event.
- d) The show Chairperson for the national specialty shall invite the regional club(s) to participate and shall be the liaison between the regional club(s) and the board.
- e) The Regional Club Chair shall notify all regional club(s) that submitted proposals of the decision of the board within 15 days.
- f) The corresponding Secretary shall notify all other regional clubs of the date of the national specialty as soon as possible should the national specialty dates conflict with their usual regional club date.
- g) The parent club will make every effort to approve a date change for the regional clubs should a conflict occur. (9/08)

800.3 The following will be listed in the National Premium List and Show Catalog: *“The current President, the Show Chairperson, Co-Show Chairperson and members of the Bench Show Committee, and members of their household, shall not exhibit, nor cause to be exhibited, dogs they own, or co-own, in competitive classes at this National Specialty Show.”* (B 03/94; B 07/94; B 04/01; B 11/04; B 07/15/2012)

800.4 The 6” Garry Newton Sculptured Bronze will be awarded to the Chairperson of National Specialties and a Show Secretary volunteering FULL superintendent duties and services. These awards shall be made at the Annual Awards Dinner. Certificates of Appreciation will be sent by the **Corresponding Secretary** to Assistant Show Chairpersons and volunteer Show Secretaries acting in name only the days of the show. (B 06/98; B 07/02). Assistant Show Chairpersons otherwise will receive the 3” Chacon Bronze Medallion (B 09/11)

800.5 The AHCA will advance \$1,000.00 to the National Specialty Show Chairperson for initial expenses. (B 5/04) The Show Chairperson must advise all committee heads for the National Specialty Show that they must submit ALL receipts within 60 days or they will not be reimbursed. (B 11/04)

800.6 Other than Hotel deposits per contracts, no expenses are to be submitted to the **Treasurer** for payment prior to completion of the preceding National without previous approval from the board. (B 10/02)

800.7 Any expense associated with the national specialty that exceeds \$1000 will be approved by the **Treasurer** and the AHCA **President**. If a consensus cannot be met, then the board of directors will be involved in the decision. (B 09/18)

800.8 No advertising, promotion, donation or solicitation of funds for a National specialty show shall occur until the opening of the preceding of the National specialty show. Dates and locations for upcoming National Specialties and Breeders' Cups should be posted as soon as they are available. (B 10/02; B 03/18; B 09/19; B 07/20/2023)

800.9 The price charged at the Annual Awards Dinner covers actual cost to the club of the dinner, flowers, decorations, favors, etc. (B 03/96) Dinner prices should take into account any fees charged by the caterer for reservations after the caterer's cut off day. The Show chair may increase the dinner fee to cover any additional charges (B 09/18). No complimentary tickets are to be issued for the Annual Awards Dinner, other than for judges, the show chair, the AHCA President, and any newly elected lifetime member as provided under 159.0. (B 03/08)

800.10 The Triathlon Chairperson shall not be eligible to judge any of the Triathlon Events. (B 10/02)

800.11 Twenty-one (21) days prior to the summer Board Meeting a draft of the completed Premium List must be mailed to the Corresponding Secretary for distribution to the Board of Directors for review. (B 10/02)

800.12 The show Chairperson will decide on the show sponsorship, with suggestions from the board. (B 07/02; B 11/1/2012)

800.13 The following statement shall be published in all premium lists and show catalogs for AHCA events:  
The Afghan Hound Club of America reserves the right to take corrective action against any individual(s) who engage in inappropriate conduct prejudicial to the interest of the sport of purebred dogs, or the Club, as determined by Club officials, and/or the Event Committee. Individuals who engage in disruptive or aggressive conduct at any event during the National Specialty will be subject to corrective action, including discipline and/or expulsion from the event. Should the Event Committee determine that expulsion is the appropriate course of action, refunds will not be given.  
(B 10/21)

*(See also 201.10, 211.1; 21.6; 306.1; 306.2306.4; 313.2; 313.3)*

#### **801.0 NATIONAL SPECIALTIES AND REGIONAL CLUBS**

801.1 Equal weight shall be given to holding National Specialties standing alone or with Regional Specialties and as a part of all breed show circuits. (GM 04/88; B 10/99)

801.2 When the National Specialty Show is held in conjunction with Regional Club Specialty Shows the National may be scheduled before or after the Regional Specialty shows. (GM 11/03; GM 09/17)

801.3 The parent club and its individual members put on the National Specialty independently of Regional Clubs. The AHCA will endeavor to work with Regional Clubs and their Specialties. The Premium List for the National may be combined with Regional Specialty Premium Lists as a joint mailing with a division of expenses, if the regional club is using the same superintendent. (B 06/98; B 10/99; B 07/02; B 06/06)

*(See also 401.1)*

## **802.0 DUTIES OF THE SHOW CHAIRPERSON**

802.1 It is strongly recommended that the appointed National Show Chairpersons and/or Assistant Show Chairpersons attend the prior National Specialty Show. (B 6/06) National events show chairperson and/or assistant national events show chairpersons shall not create any activity or action not specifically stated in their responsibilities agreed to in the Contract unless approved by the board of directors. The board will not be responsible for any agreement signed or any financial obligations of such an event not approved (by the Board of Directors). (B 06/06)

802.2 The Show Chairperson should recommend to the board charges for entries, catalog advertising and catalog sales. Members shall be charged \$5 less than non-members for catalog advertisements.

802.3 Receipts from show catalog sales, admissions, and sales of other merchandise should be accounted for separately and balanced against any inventory by the chairpersons involved with the **Treasurer's** assistance and supervision. The Show Chairperson or his/her designee must assure that an accounting procedure is in place to compare receipts and inventory at the close of each show day and to ensure appropriate cash management. (B 06/84)

- a) The show chair shall provide to the **Treasurer**, at least two weeks prior to the start of any event, a detailed list of individuals who have made reservations to attend the event. The list will contain at a minimum the Name of the individual, status as far as having paid or still owing for the event, any appropriate information pertaining to reserved seating, and any other pertinent event specific information (B 03/20)

802.4 The charging of admission to non-exhibitors at National Specialties shall be left to the discretion of each show chairperson based on the expected revenue and the ability to police gate admissions at the site involved. Exhibitors are entitled to two (2) free passes for each dog entered when an admission charge is made. (B 01/82)

802.5 The Show Chairperson is responsible for seeing that a copy of the catalog with a placement insert sheet is sent to each past president and to the AHCA archivist. (B 03/96)

802.6 The Show Chair shall appoint only parent club members as committee chairs. However, under special circumstances, exceptions to this policy may be presented to and approved by the Board. (B 03/99)

802.7 Each judge scheduled to officiate at the National Specialty Show should be given contact information to be used in the event the judge experiences an unexpected delay in arriving at the show site on the day of the show. Such information should include a cell phone number for the show Chairperson or assistant show Chairperson. Making this information available will assist clubs in making decisions whether or not to delay judging or have an emergency change of judge. (AKC Policy, Effective 2002).

802.8 The selection of the vendor to supply rosettes and items for sale at the National Specialty will be up to the show chairperson. It is recommended that consideration be given to previously used vendors when their performance has been satisfactory. (B 06/98)

802.9 The National Specialty Show Chairperson must present a draft copy of the Premium List for examination and approval by the Board of Directors to the Corresponding Secretary in time for the Summer Board Meeting.

*(See also 141.9; 201.10, 143.6; 306.2; 315.8; 800.10)*

**803 NOTES REGARDING COMPETITION AND CLASSES**

803.0 BREEDERS CLASS: The Breeders Class is a multiple entry class consisting of 3-5 dogs regardless of sex. This class is open to all breeders. All dogs entered must have at least one breeder in common who must be present. The individual dogs comprising the entry must be from at least two different combinations of parents but need not be owned or handled by the breeder. Entrants must be entered individually in some other conformation, performance, or companion class. ONE dog must be pre-entered in the class. Other 2-4 dogs' armband numbers must be submitted to the ring steward the day of the event. (B 08/26/20)

803.1 Stud Dog and Brood Bitch shall be competitive classes, with the number of get entered limited to a maximum of four. (B 10/87)

803.2 The Parade of Veterans and Competitive Veteran classes will be offered at the National Specialty. A Veterans Sweepstakes may be offered at the National Specialty (GM 09/06; GM 09/18).

803.3 Veterans entered in The Parade of Veterans, Veterans Sweepstakes and Competitive Veteran classes can be spayed or neutered. Entrants in The Parade of Veterans are precluded from entering any competitive conformation classes. (GM 09/18)

803.4 Field Trial Class: The AHCA shall offer a Field Trial Class in conformation competition beginning with the 1998 National Specialty. (GM 10/97)

803.5 Triathlon: The AHCA shall offer a triathlon event of conformation, obedience and lure coursing beginning in 1998. (GM 10/97). This competition will be open to dogs with AKC & ILP numbers. (B 02/98; B 10/02)

803.6 The Junior Showmanship class is offered free. (B 06/98; B 03/18)

803.7 There is no additional Entry Fee for Dogs entering the Triathlon Competition. (B 10/02)

803.8 35% of the total entry fees for Puppy and Veteran Sweepstakes will be retained by the club for expenses. (B 11/1/2012; B 05/31 & 06/01/13)

803.9 The first page of the Lure Coursing Premium List shall state if the Lure Coursing Field is enclosed by boundaries and if so what type of boundaries. (B 03/04)

803.10 Permission must be granted by the American Kennel Club to hold an ASFA Field Trial in conjunction with the National Specialty Show. (AKC Directive)

803.11 Parade of Rescue entries will be offered for free to all qualified entrants (B 03/18)

803.12 Champions of Record may be allowed to compete in Sweepstakes Classes held along with the National Specialty Show (GM 10/19)

*(See also See 315.1; 400.9; 800.9; 805.5)*

(

**Parade of Veterans**

"Eligibility: Open to all dogs and bitches 7 years of age or older.(B 03/05/05) These entries will not be judged in conformation competition. Each dog will be presented a Rosette with its name inscribed. A 2" AHCA Bronze Medallion depicting the Club Emblem, suspended from a Red, White and Blue Ribbon is also offered by the Afghan Hound Club of America, Inc.

VETERANS IN THIS PARADE WILL BE ALLOWED TO COMPETE IN VETERAN SWEEPSTAKES AND NOT BE ALLOWED TO COMPETE IN ANY REGULAR OR NON-REGULAR CONFORMATION CLASS AT THIS SHOW, but may compete in Obedience, Rally,

and Agility, one or both Lure Trials and the Triathlon. The dog **MUST BE PRESENT IN THE RING** in order to receive the award. NOTE: Please send a one page resume of dog to Superintendent, to be read over the Public Address System while the dog is in the show ring." (B 03/01/2012)

#### **804.0 GROUNDS AND HOTEL POLICIES**

804.1 The show site at National Specialties is to be defined as including the grounds, parking and, when applicable, the hotel facility where the show is held. In addition to being held financially accountable for damage to property at the show site, exhibitors will be subject to disciplinary action under AKC rules and regulations. (B 10/88)

804.2 Hotel Contracts must be approved by the Board of Directors and signed by the **President**. (B 02/01) Once the contract is signed by the President a copy of that signed contract shall be sent to the **Treasurer**. (09/08)

804.3 A \$150 refundable damage deposit payable to the hotel shall be required of guests registering with dogs at hotels hosting National Specialties. This deposit may be in cash or by credit card imprint. It will be refunded following satisfactory inspection of the guest's room by the hotel. The hotel policies and the AHCA policies regarding the hotel shall be included in the Premium List. (B 06/98; B 07/02)

(See also 800.6)

#### **805.0 NATIONAL SPECIALTY TROPHY CHAIRPERSON**

805.1 It is the responsibility of the National Specialty Chairperson to make sure sufficient funds are collected to pay for trophies. All funds collected for National Specialty events and trophies must cover the cost of mailing, incidentals (flowers, decorations for trophy table, catalogs to be mailed, etc.). (B 03/96; B 10/23/2014)

The National Specialty Trophy Chairperson is responsible for the following list of items that must be deducted from the total amount of money collected for trophies before the trophies are ordered:

- a) All expenses incurred in collection (postage, printing, etc.);
- b) All costs of engraving of the "Sunny Shay Memorial Trophy for Best of Breed" and any other trophies that require engraving (you will have to have the trophies that need to be engraved shipped to you so that you can have them suitably engraved);
- c) All shipping costs;
- d) The cost to any artisan for materials required to make trophies that s/he has agreed to make for the show;
- e) The cost of 2" AHCA Bronze medallions for Veterans actually awarded at the show will be charged to the trophy budget;
- f) The cost of all decorations for the trophy table;
- g) The cost of catalogs given to those who donate \$50 or more, and for the cost of mailing catalogs to those who donated \$50 or more to the trophy fund and paid for a catalog to be mailed to them. (B 10/23/2014)

(See 805.4)

805.2 The AHCA shall have a general trophy fundraiser rather than listing individual trophies sponsored by individual donors. (B 09/82)

805.3 All trophy donors will be thanked collectively on a separate page in the catalog. (B 03/96; B 06/20)

805.4 A free catalog will be given for a minimum trophy donation of \$50. (B 06/10) The printer's cost of

Approximately \$15 per catalog shall be covered by the trophy donation fund. (B 11/95; B 10/02) Catalogs will be mailed upon request at an additional charge to cover the cost of mailing. (B 05/04)

805.5 A 2” Bronze Medallion is to be awarded to each Veteran entered in Parade of Veterans at the show. This information must be printed in the Premium List and Show Catalog as follows (B 03/01/2013):

*(NOTE: The cost of medallions for judges' gifts will not be charged to the trophy fund. They will, however, have to be ordered ahead of time. Discuss this with the AHCA Awards Chairperson so that both individuals are aware this has been done and the 2” AHCA bronze medallions for Veterans have also been ordered.)*

805.6 **Performance Event Expenses** – With the exception of Coursing Ability Tests, any income brought in for performance events held outside of the National will be earmarked to offset expenses for performance events at the National. (B 11/01/2012; B 05/31 & 06/01/13; B 05/03/2014)

805.7 **Companion Event Expenses** – Any income brought in for companion events held outside of the National will be earmarked to offset expenses for companion events at the National. (B 10/19)

#### **806.0 TROPHIES AND AWARDS**

806.1 The 2” AHCA Medallions depicting the Club Emblem shall be given as trophies at National Specialties based on:

- a) Gold-plated Medallion for Conformation Best of Breed Suspended from a Purple & Gold Ribbon. (B 03/20)
- b) Silver-plated Medallion for Best of Opposite Sex Suspended from a Red & White Ribbon
- c) Silver-plated Medallions for Winners Dog and Winners Bitch Suspended from a Blue & White Ribbon
- d) Bronze-plated for Parade of Veterans, suspended from a Red, White and Blue Ribbon; and Best Junior Handler, suspended from a Red, White and Blue Ribbon
- e) Gold Tone- for Reserve Best Junior Handler, suspended from a Rose and Gray Ribbon. .

These Medallions are ordered through the Awards Chairperson.(B 10/87; B 10/19)

Other trophies for these classes may also be given.

806.2 The 2” AHCA Gold-plated Medallion depicting the Club emblem is for the AHCA National Specialty Conformation Best of Breed Award only. (B 10/97; B 03/20)

806.3 The AHCA shall offer Class Placement trophies consisting of Black and Gold Medallions suspended on Blue Ribbon for 1<sup>st</sup>, red ribbon for 2<sup>nd</sup>, yellow ribbon for 3<sup>rd</sup>, white ribbon for 4<sup>th</sup>, and pink ribbon for 5<sup>th</sup> place in AKC Lure Coursing, and a green ribbon for NBQ in ASFA Lure Coursing. Non-Regular Classes shall receive Black and Gold Medallions suspended on ribbons colored as required for Non-Regular Classes (B 10/05; B 03/01/2013)

806.3.1 First through 4<sup>th</sup> placements in all events at the National Specialty Shows will receive a rosette and a medallion. First place only, in all conformation events, may receive an additional trophy. (B 11/1/2012)

806.4 Effective 2005: The AHCA may offer additional trophies for major awards other than the class placement medallions. (B 03/04)

806.5 When possible, the trophy Chairperson should finalize the trophy order after entries have closed in order to only order trophies as required by the entries.

806.6 The “Sunny Shay Memorial Trophy for Best of Breed” at the National must appear in the Premium List, and the Show Catalog, and be on display at the National Trophy Table. The Trophy Chair is responsible for any engraving to be completed prior to sending it to the next National. (B 10/23/2014)



*(See also 600.1; 600.2; 600.3; 600.4)*

## **807.0 OBEDIENCE/RALLY TROPHIES AND AWARDS**

### **Obedience**

- a) HIT rosette will be the same size as BOB.
- b) Rosette will be offered for Highest Scoring in the Optional Titling/Non-Regular classes. (B 05/31 & 06/01/13)
- c) Rosette will be offered for Highest Scoring Champion of Record.
- d) Previous HIT winners and owners will be listed in the catalog.
- e) The 2<sup>nd</sup> - 4<sup>th</sup> placements will be awarded rosettes. (B 06/93; B 03/01/2013)

### **Rally:**

1. A Dark Green Qualifying Score Ribbon will be given to each dog receiving a Qualifying Score.
2. A high combined Rally Advanced B and Excellent B Rally will be awarded. To receive this award, a dog must receive a qualifying score in both classes.
3. Previous High Rally and/or High Combined Advanced B and Excellent B winners, and owners, will be listed in the catalog. (B 03/01/2013)

In the event of a tie, matching awards will be given.



**808.0 LURE COURSING TROPHIES AND AWARDS**

- a) Best In Event rosette will be the equivalent to that offered for conformation BOB. (B 5/31&6/1/13)
- b) Rosettes and trophies will be offered 1-4 and NBQ For ASFA and 1-5<sup>th</sup> for AKC.
- c) Rosette will be offered for High Scoring AKC Champion of Record in Event.
- d) Rosette will be offered for Oldest Qualifying Veteran in Event. (B 03/01/2013)

808.1 ASFA offers a plaque for the ASFA BOB winner at the National Specialty Show. After the AHCA ASFA National Specialty Show is scheduled (approved) by ASFA, the plaque will be sent to the AHCA delegate to make sure that it is at the National Specialty. The ASFA BOB plaque must be mentioned in the Premium List under awards and trophies. This information should be forwarded to the person(s) creating the Premium List. (B 11/04)

**809.0 AGILITY TROPHIES AND AWARDS**

- a) High In Trial Rosette will be the same size as BOB
- b) Trophies and Rosettes are offered in all Regular Classes
- c) Qualifying Ribbons will be given to each dog attaining a Qualifying Score

(B 10/23/2014)

**810.0 TRIATHLON TROPHIES AND AWARDS**

- a) High In Triathlon Rosette will be the same size as OB
- b) Trophies and Rosettes are offered for High in Triathlon and for all placements in Triathlon, and will be equivalent to those offered for Conformation and for other Companion and Performance Events.

(B 07/2024)

## **820.0 SPECIALTY CATALOGS**

**\*\*\*Note: AKC requires the Premium List and Show Catalog contain the AKC Logo. The AKC Logo should appear with the AKC Secretary Certification on the first, second or third page of the Premium List.**

820.1 The AHCA archivist is to be provided with two full pages in the National Specialty Catalog in which to advertise or list programs and materials available through the AHCA ARCHIVES. (B 04/88)

820.2 Any Afghan Hound magazine that gives substantial advance publicity concerning our National Specialty will receive a free, full-page ad in our catalog. (B 02/80)

820.3 Any catalogs left over after a National Specialty should be sent to the AHCA archivist. (B 04/88)

820.4 A tear sheet will be provided to advertisers (no longer a free catalog). (B 11/95)

820.5 The catalogs of AHCA events (Specialty and Breeders' Cup) will contain a Memorial page to recognize members deceased since the last event. The **Corresponding Secretary** is responsible for maintaining a list of memorials to the Breeders Cup and the National Specialty Show Chairperson. (B 10/02)

820.6 The ASFA Lure Coursing entries at the National Specialty Show are not printed in the show catalog. The ASFA catalog must be printed separately because it is not an AKC Event. ASFA catalog (or a listing of entrants and results) is necessary so that these results can be archived. Submitting the entrants and the ASFA results to the archives is the responsibility of the Show Chairperson. (B 01/03)

820.7 The Show Chairperson must submit catalog documentation of the ASFA winners to the ARCHIVES. This information must also be made available at the Annual Awards Dinner. (B 01/03)

820.8 At the completion of the show a marked catalog of all events is sent to the Topknot News editor in order that winners may be published in the next edition of Topknot News. (B 10/03)

820.9 The next year's National Specialty Show will receive a one page ad at no cost in the current National Specialty catalog. (B 10/03)

**Also See 802.2, 805.4, 810.0**

## **830.0 AUCTIONS**

830.1 Auctions: All items for auction at the National will be auctioned on the Art Auction night. The income on two or more of the specific auction items (this can include equipment – tubs, decorations, etc.) designated for The Canine Health Foundation and the AHCA Rescue must be clearly identified during the auction, stating that the proceeds of these items are one-half for CHF & one-half for the AHCAR. If no donated items are specifically designated for the Canine Health Foundation or the AHCAR then it is the responsibility of the show Chairperson to choose which, if any, items should be so designated. (B 07/06; B 05/31 & 06/01/13; B 06/16; B 09/18)

830.2 In addition to the live art auction, a separate silent auction table can be set up with proceeds going towards a specific fundraising effort. (B 09/18).

830.3 An Artist may, at their request, donate one original work, with an appraised value of \$500.00 or more toward the art auction, with no reserve placed on the piece. 40% of the proceeds of these items will be paid back to the donor. The balance of the items must be donated to the AHCA in their entirety. Artists must request this arrangement at the time of donation, otherwise, it will be assumed that the item is being donated to the AHCA, with no compensation due to the artist. (GM 09/14/17)

830.4 The Auction Chair will establish the necessary control plan to assure that any item sold will not be allowed to be physically removed from the immediate auction area until the amount the item was sold for has been paid to the AHCA Treasurer and a receipt has been issued by the AHCA Treasurer. The control plan must be reviewed with, and approved by, the AHCA Treasurer prior to the beginning of the event.  
(B 08/20)

**840.0 ADVERTISING AND MEMORABILIA**

(308.2) *Eliminated* (B 07/13/2021)

(319.0) WAYS AND MEANS & THE NATIONAL SPECIALTY SHOW

(319.1) This chairperson is responsible for developing new fund-raising projects and for coordinating fund raising projects that are national in scope and not directly related to National Specialties.

(319.2) All sales table items (shirts, mugs, posters, etc.) produced for a particular National Specialty, shall not be reduced in price for that show. They may be offered at a reduced price in following years. (B 08/95)

(319.3) Income for all memorabilia shall be credited to the show at which they are sold, no matter for which show the items were produced. (B 06/98)

**850.0 VENDORS**

850.1 The Vendor Chairperson (B 03/12) shall assign and reserve vendor space at the National Specialty based on seniority. Space will be awarded to previous vendors first, members second and then others on a first-come, first-served basis. (B 06/92)

850.2 Any materials for sale by individuals must be sold at a booth, following vendor guidelines. (B 01/03) AHCA Rescue tables do not fall under the umbrella of the Vendor Chair and the placement of the AHCA Rescue Vendor Area be at the discretion of the AHCA National Chairperson. (GM 10/21/2014)

850.3 Vendors may have crated dogs inside their booth space if room permits. (B 09/11) The Vendor Chair and the Show Chair together will decide whether dogs will be allowed in the booths (B 05/2014)

850.4 Vendor Artist Contract form:  
The Afghan Hound Club of America, Inc.  
National Specialty Show Vendor/Artist Contract  
Date  
Location  
Description of the show site and the Vendor/Artist area.

A. Vendor/Artist booth space at the National Specialty will be awarded based on seniority: Space to previous Vendor/Artists first, members second and then others on a first-come, first-served basis. All reservations and fees must be received NO LATER THAN (Date) \_\_\_\_\_

1. Booth Size: Booth size will be 10' x 10' and will include one table and two chairs. Fees for booth space will be dependent on facility charges for the event. If electricity and phone lines are available and you want these services, you must request one, or both of these services when you submit your contract.\ There is an extra fee for these services. Vendor space will be available for setup on (Date) \_\_\_\_\_ from (Time) \_\_\_\_\_ (you will be notified of the date and time by the Vendor Chair closer to the National Specialty date). Only Vendor/Artists and Show Committee members will be allowed in the Exhibition ring area at indoor National Specialty Shows during set up.

2. Cost of Booth to be determined by the National show chair. In addition to their booth space fee, each Vendor/Artist will be required to donate a basket of items or artistic piece, valued at no less than \$50.00. Artist donations must include one piece of their artwork. These donated baskets

will be raffled off at the Artist Wine and Cheese Party (“Vendor/Artist Party”) on (Date) \_\_\_\_\_  
(Time) \_\_\_\_\_ to raise money for the AHCA National Specialty and pay for the cost of the Vendor/Artist Party. This will be a fabulous event to showcase your sales items and artwork. This Vendor/Artist Party is optional at the discretion of the Show Chair. You will be notified \_\_\_\_\_ weeks prior to the National Specialty of the date and time of this event.

*B. The following rules will be strictly enforced:*

1. Booth space is the responsibility of the undersigned. The booth must be manned at all times during show hours. Show hours will be published at a later date.
2. No more than two vendors are permitted per booth. No sharing or subletting of booth space is allowed unless prior arrangements have been made with the Vendor Chairpersons and permission has been granted.
3. Only Vendor/Artists who have signed the AHCA Vendor/Artist contact and have submitted the appropriate booth fee will be allowed to sell at this show. Selling from rooms or vehicles IS NOT allowed. A fine of \$250 will be assessed against violators.
4. [The Vendor Chair and the Show Chair together will decide whether dogs can be allowed in the booths] Vendor/Artists \_\_\_ may / \_\_ may not have crated dogs inside their booth space if room permits.(B 05/03/14)

*C. Guarantees:*

1. Booth Spaces will be clearly marked and defined for each Vendor/Artist. Encroachment into another vendor’s space will not be tolerated.
2. Booth Spaces will be available for the duration of the National Specialty Show in addition to the Regional Club(s) Specialty Shows held following the National. Booths must be packed up and space cleaned within three hours of the completion of all judging at the last show.

*D. To reserve your booth space, please send the following:*

1. A deposit check (amount to be determined by the vendor/show chair) made payable to AHCA to reserve your space.
2. Two copies of the signed, and dated, Vendor/Artist contract (must be signed by both parties, if you are sharing booth space).
3. You must include a self-addressed, stamped envelope.
4. The remaining amount of \$ \_\_\_\_\_ is due and payable in full by \_\_\_\_\_.

Please send 2 copies of the contract below with your check by (Date) \_\_\_\_\_  
 to: (Insert Vender/Artist Chair Name& Address) \_\_\_\_\_

**AHCA VENDOR/ARTIST CONTRACT**

All spaces will be assigned at the discretion of the Vendor Chairperson. Every effort will be made to accommodate individual requests and as many Vendor/Artists as space allows.

I (We) release the Afghan Hound Club of America from any liability for loss, theft, or any kind of damage whatsoever, to wares or property kept in the booth space. I (we) further agree to abide by the above rules and regulations as shown in this contract. I (we) agree that if any of these rules or regulations are violated, I (we) forfeit all rights to booth space and all fees paid. I (We) agree that no more than two Vendor/Artists may share a booth. I (We) agree there will be no refunds on booth space.

List names of Vendor/Artists and sign below:

Vendor/Artist # 1. \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Type of product that will be offered (i.e. Sculpture, Paintings, Snoods, Grooming Produces, Jewelry, etc.)  
\_\_\_\_\_

Vendor/Artist # 2. \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Type of product that will be offered (i.e. Sculpture, Paintings, Snoods, Grooming Produces, Jewelry, etc.)  
\_\_\_\_\_

I (We) with need (Please check one or both services if they are required):

ELECTRICITY: Yes \_\_\_ No \_\_\_ Phone: Yes \_\_\_ No \_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson's Signature

BOOTH NUMBER ASSIGNED: \_\_\_\_\_

# NSA -1 REGIONS FOR NATL. SPECIALTY & BREEDS CUP ROTATION

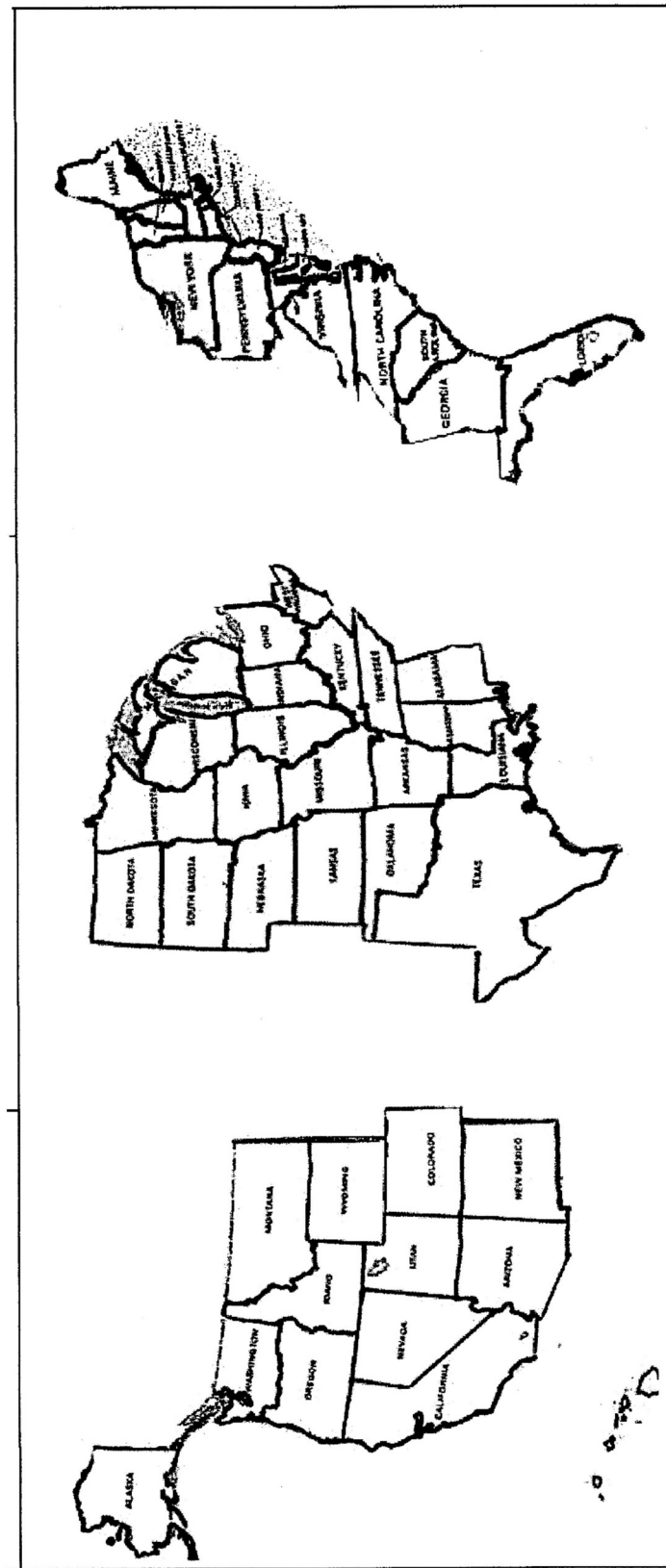
(B 03/2012; B 07/13/2021)

## AHCA Regions for National Specialty and Breeders' Cup Rotation

**WEST**  
 AHC California  
 AHC of Greater Denver  
 AHC of Greater Phoenix  
 AHC of Greater Portland  
 Evergreen AHC  
 Monterey Bay AHC  
 Northern California AHC  
 Southern Arizona AHC

**MIDWEST**  
 AHC of Austin  
 AHC of Greater Chicago  
 AHC of Greater Columbus  
 AHC of Dallas  
 AHC of Greater Houston  
 AHC of Omaha  
 AHC of Southwestern Ohio  
 AHC of St. Louis  
 Greater Detroit AHC  
 Greater Twin Cities AHC  
 Heartland AHC of Greater Kansas City  
 Midwest AHC

**EAST**  
 AHC of Northern New Jersey  
 AHA of Long Island  
 Carolina AHC  
 Colonial AHC  
 Finger Lakes AHC  
 Lehigh Valley AHA  
 Nutmeg AHC  
 Potomac AHC  
 Richmond AHC  
 Sand 'N See AHC  
 Suncoast AHC  
 Tara AHC  
 Tidewater AHC



## **NSA 2 - ADDITIONAL SPECIALTY SHOW INFORMATION**

### **1. Conflicts With Other Organizations During the National Specialty Show**

If there are conflicts with other Organizations (All-Breed Shows, Hound Group Shows, etc.) during the AHCA National Specialty Show these groups must be contacted and requested not to offer conflicting conformation classes, obedience trial classes, agility trials, lure trial events., etc. All organizations, and show giving clubs are generally willing to oblige.

### **2. Show Contracts**

#### **Show Contracts will include:**

1. Contracts with all Judges for this event. Submit copies to AKC with the Show permission forms.
2. Contract with your Official Photographer.
3. Contract with the Show Secretary/Superintendent of the Show, stating services and fees.
4. Contract with the Host Hotel.
5. Any other contracts the Show Chairperson believes necessary - Shuttle Services, Equipment Rental Companies, etc.
6. **Important** - Have all contracts available at the show in case of questions.

### **3. Club Insurance**

1. It may be necessary to carry General Liability Insurance on the Lure Coursing and Agility Events. This will depend on the location and requirements of the Park, Field, etc.
2. It will also be necessary to carry Liability Insurance on the grounds where the National Specialty Show is to be held. This will depend on the requirements of the location chosen for the show.
3. Rental equipment such as slide projectors, TV/VCRs, PA Systems, etc. will need to be insured. This insurance may be purchased, often at a lower rate, through the rental company and usually states that it will cover the "current replacement value" of the rented equipment.
4. Contact the current **Treasurer** for the name and telephone number of the AHCA Insurance Company.

**4. Premium Lists:**

**All Premium Lists will be distributed electronically unless a hard copy is requested. If a hard copy is requested there will be a \$5.00 fee to cover the cost of printing and mailing. The \$5 fee covers the cost of all Premium Lists for that year's National. (B 02/22/2014)**

**The following must appear in the Premium List:**

1. **All rights to TELEVISION, VIDEO TAPE, ADVERTISE, PHOTOGRAPH, PROMOTE or otherwise exploit this event are vested in the Afghan Hound Club of America, Inc., or in persons to whom assignments of such rights have been made in writing by the Club. All persons and animals on the Show Grounds at any time while the show is in progress, do by attending this show or participating therein, grant to the Club the right to photograph, televise, video tape, or otherwise use their likeness and voice in any manner without further release or consent.**
2. **In accordance with Chapter 16, Section 1, of the AKC Rules Applying To Dog Shows, the AHCA offers a three (3) point major for Reserve Winners at our National Specialty shows. (GM 10/21/2014)**
3. **Notice that the Annual Meeting will occur during the National Specialty will be printed in the National Specialty premium list. This notice satisfies our requirement to notify the general membership of the Annual Meeting 30 days prior. (B 08/20)**

**(See also 211.6; 800.3; 800.13; 804.3; 808.1)**

**\*\*\*Note: AKC requires the Premium List and Show Catalog contain the AKC Logo. The AKC Logo should appear with the AKC Secretary Certification on the first, second or third page of the Premium List.**



**5. Show Catalog Contents****The Show Catalog must contain the following:**

1. List of all AHCA Past Presidents and the current President.
2. President's Message.
3. Listing of all Committee Heads and all Officials officiating at this show.
4. AHCA Officers and Directors names and photographs for the current year. List Corresponding Secretary's address and zip code.
5. Name and Photograph of the current Delegate to the AKC.
6. A listing of the past AHCA Best of Breed Specialty Show Winners, including Year of National Specialty Show, Name of Winning Dog, Owners, Judge, Location and date.
7. A listing of the past AHCA Obedience High In Trial Specialty Show Winners, including Year, Name of Dog, Owner, Class and Judge.
8. A listing of the AKC Lure Field Trial Winners, held in conjunction with the AHCA National Specialty Show, including Year, Name of Dog, Owner and Judges. Include AKC and ASFA Run-off Winner for Best In Event.
9. A listing of the ASFA Lure Field Trial Winners, held in conjunction with the AHCA National Specialty Show, including Date & Location, Total Entry and Class Breakdown, Name of Dog, Owner and Judge.
10. A listing of all Agility Trial Winners, held in conjunction with the AHCA National Specialty Show, including Date & Location, Total Entry and Class Breakdown, Name of Dog, Owner and Judge
11. A listing of Triathlon Winners, held in conjunction with the AHCA National Specialty Show, including Date & Location, Total Entry and Class Breakdown, Name of Dog, Owner and Judge
12. Names and addresses of all judges officiating at this show.
13. Current Schedule of Points for the division which the National Specialty Show is being held in.
14. Attention Exhibitors - The rules pertaining to this show. It is now allowable for Unentered dogs to be on the show grounds. This must be listed (See AKC Rules Applying to Dog Shows (Chapter 11, Section 11).
15. A complete Trophy Listing and Names of Trophy Donors.
16. Judging Program
17. Photographs and Bio's of all Judges for this event.
18. The Standard for the Afghan Hound. (*\*Note - New AKC policy, effective 2002*)

**(See also 800.3; 820.5-6)**

**6. Show Equipment**

1. Ring equipment - The Obedience ring will either be set up within your conformation ring, or located in a separate area away from traffic. You are required to place signs on the ring forbidding anyone and their dog to use the ring. (AKC Obedience Regulations, Chapter 1, Section 33)
2. Tables for Trophies inside the ring.
3. Chairs, inside the ring, for the Judges and Stewards.
4. Ringside Chairs for exhibitors.
5. Pick -Up Tools and appropriate waste disposal containers.
6. An Announcer's stand and a location for the Show Secretary.
7. PA System
8. Hospitality Room where Judges may wait for their assignment to begin, or be served lunch if no other location is available.
9. A locked and secured location for equipment and trophies, etc. when the show is not going on.
10. Signs for set up, grooming area, unloading zones, RV Parking, etc.
11. Disposal containers for trash and cigarette smokers. If you show is located indoors, **NO SMOKING IS ALLOWED**. If this is an outdoor show please provide the proper containers for cigarette smokers. If you provide them they will use them.
12. If you have a host hotel, provide plastic lining to place beneath the dog's crates.
13. A quiet area ringside is designated for the Judges Study Group for tutoring aspiring judges during the Bred By Exhibitor Dog and Bred By Exhibitor Bitch classes only. Check with the Study Group to see if this will be necessary.
14. Tables and Chairs for Artists/Vendors.

7. Artists & Vendors

*(See also 850)*

1. It will be necessary to supply the Vendor Committee Head with information on available space, size of tables, number of outlets and electricity, etc., and the placement location of vendors. This information is necessary to establish the amount of vendor space which will be permitted at the show grounds.
2. It is suggested the Vendor Artist Form provided be used as a guideline. It is complete and concise.  
*(See also 850.4)*
3. If a vendor ad is placed in the National Specialty Show Catalog, the cost of the ad will be expensed out of the vendor income.
4. **Important:** Vendors areas must be locked and secured at all times when the vendors are not open for business.
5. Crated dogs may be allowed in the vendor's booth space (space allowing) and provided the dogs are quiet. (B 09/11) The Vendor Chair and the Show Chair together will decide whether dogs will be allowed in the booths. (B 05/2014)

*(See also 210.10; 850.3)*

**8. Catalogs & Catalog Advertising**

**Complimentary Advertising:**

1. One (1) page ad on the forthcoming AHCA Breeders Cup.
2. The Show Chairperson and the person in charge of Vendor/Artists Booths may elect to run a one (1) page ad listing the attending Vendors/artists. This complimentary ad is often placed in the show catalog in exchange for the vendors/artists donations to the Art Auction & Rescue Raffle which brings money into the AHCA.
3. Afghans On Line receives one (1) free page of catalog advertising and one (1) free catalog. (B 02/01/2013)

*(See also 312.6; 312.7)*

**Free Catalogs: Free Catalogs are given to the following:**

1. All Past Presidents. AHCA Past Presidents, who do not attend the show, are sent a free Show Catalog with a printed sheet listing all class placements. These are mailed at Club expense.
2. All Judges officiating at the show.
3. All Show Officials:
  - a. Official Photographer
  - b. Show Secretary
  - c. One Marked Copy for each Event Department at AKC
  - d. AKC Rep who may attend the show
  - e. One Marked Copy of all events is sent to the AKC Library Archives. This catalog must also contain all absentees.
4. Announcers Stand 1-2 Catalogs. They will use these for marking absentees, calling the next class to the ready ring, etc.
5. Stewards table, 2-3 Catalogs are needed for the Stewards Table.
6. Catalogs for Performance and Companion Chairpersons (B 10/19)
7. The AHCA ARCHIVES receives a minimum of 2 Catalogs. All unsold Catalogs are sent to the AHCA ARCHIVES.

**Catalog Pricing:**

1. Set individual Show Catalog pricing according to the cost of Printing and the number of ads you expect to receive.
2. You may list Pre-ordered Catalogs in the Premium List. Inform Committee Heads if free catalogs are given for trophy donations, catalog ads, etc., they must realize the Printer's cost of each free catalog they give will be charged back to their committee, thus reducing their income.

*(See also 805.4)*

**Paid for Catalog Ads:**

1. AHCA Members and Regional Afghan Hound Clubs receive \$5.00 off the cost of catalog advertising.
2. Collect as many ads for the National Specialty Show as possible. Catalog Advertising barely covers one/half of the cost of Catalog printing.
3. Do catalog advertising solicitation in time for people to submit their catalog ads.

**9. BREED SYMPOSIUMS AND JUDGES EDUCATION AT THE NATIONAL SPECIALTY SHOW**

*(See also 307.1; 307.2; 307.4)*

**The Judges Study Group at the National Specialty Show:**

1. The Judges Study Group is held annually at the National Specialty Show. Four (4) hours is allocated for this study group.
2. An area is set aside for judges to gait and examine dogs during the Judges Study Group. This event must not take place in the Obedience ring prior to the Obedience competition. Co-ordinate this with the Judges Study Group Chairperson.
3. A quiet area ringside is to be set aside during the Bred By Exhibitor dog and bitch classes for ringside tutoring.
4. All information on the Judges Study Group is printed in the Premium List and submitted to the AKC Gazette for publication.
5. You will need to contact the head of this Committee to discover what equipment is needed (Slide Projector, PA System, etc.) and how this event is to be set up for the attendees - Head table with theater style setting, etc.

**10. Rescue & Regional Club Meetings**

1. Time is set aside for Rescue and the Regional Club Meetings. It will be necessary to contact the committee chairs to learn if they will be holding meetings.
2. Supply a Continental Breakfast for the Rescue and Regional Club Meetings if they are held early in the morning.

**851.0 - AGENDA FOR THE ANNUAL AWARDS DINNER**

*(See also 600.1)*

**Welcome and Announcements, including:**

- No smoking.
- Turn off Cell Phones

**Introduction of the Officers and Directors and AKC Delegate:**

- President:
- 1<sup>st</sup> Vice President:
- 2<sup>nd</sup> Vice President:
- Recording Secretary:
- Corresponding Secretary:
- Treasurer:
- Board of Directors: (6)

Introduce Past Show Chairs

**Introduce President**

---

**President's Remarks and Welcome**

**President's Remembering:**

Memorials

**President Welcomes Foreign Countries:**

**President: Special Recognition of the Show Chairperson and Show Chair's remarks, etc.**

- Award 6" Sculptured Bronze to Show Chair
- Award 6" Sculptured Bronze to Volunteer Show Secretary

**President's Presentation of 6" Sculptured Bronze to Immediate Past President**

**President makes special awards such as Lifetime and Honorary Memberships, etc.**

---

**1. Annual Awards:**

- a) The Top Producing Sire
- b) The Top Producing Dam
- c) The Top Winning Dog in Breed Competition
- d) The Top Winning Bitch in Breed Competition
- e) The Top Winning AKC Natl. Owner Handled Afghan Hound
- f) The Top AKC Lure Coursing dog
- g) The Top ASFA Lure Coursing dog
- h) ASFA Trophy Presentation
- i) The Top AKC & ASFA Combined Lure Coursing dog
- j) The Top Agility dog.
- k) The Top Obedience dog
- l) The Top Novice, Open and Utility Obedience Dogs
- m) The Top Rally Dog for the year



- n) Best Rally Novice, Intermediate, Advanced, Excellent & Master Dogs for the year
- o) Recognition Of Excellence In Versatility Award
- p) The Top Junior Handler
- q) Young Peoples Scholarship Award

**2. Recognition of last Breeders' Cup Chairperson & announce Winners & Owners of the Breeders' Cup.**

**3. Introduce next Breeders' Cup Show Chair and announce date and location.**

**4. Recognition of Winners and Owners at the National:**

- Best of Breed
- Best of Opposite Sex
- 5 Award of Merit Winners
- Owner Handled Best of Breed
- Select Dog
- Select Bitch
- Best of Winners
- Winners Dog
- Winners Bitch
- Reserve Winners Dog
- Reserve Winners Bitch
- Best Puppy In Show
- Best Bred By Exhibitor in Show
- Best Stud Dog
- Best Brood Bitch
- Best Brace
- Best in Breeders Class
- Best In Sweepstakes
- Best Opposite Sex To Best In Sweepstakes
- Best Veteran in Sweepstakes
- Best of Opposite Sex Veteran in Sweepstakes
- Jr. Showmanship Winner
- Obedience Highest Scoring Dog in the Regular Classes
- Obedience Highest Scoring AKC Champion of Record in the Regular Classes
- Obedience Highest Scoring Dog in Non-Regular Class or Optional Titling Classes
- Rally Highest Combined Score in Excellent B & Advanced A
- Rally Highest Combined Triple Score
- Rally High in Trial
- Agility High In Trial Winner
- ASFA Best of Breed
- AKC Best of Breed
- Lure Coursing Best In Event
- Triathlon High in Trial Winner
- Winner of the Young Peoples Scholarship Award

**5. Remarks from all Judges (possibly seven could attend).**

**6. Introduce next National Show Chair and announce date and location.**

## **852.0 GUIDELINES FOR SUBMITTING NATL SPECIALTY PROPOSAL**

**If you would like to submit a proposal to Chair the Afghan Hound Club of America National Specialty Show here are guidelines to use in putting your proposal together. The more complete your proposal, the better your possibility of receiving acceptance by the AHCA Board of Directors.**

### **The AHCA Policies & Procedures**

*(Document 201.10)* The AHCA, its Board members, officers, or representatives shall not accept any form of transactional payments for the benefit of third parties, including members. This includes but is not limited to: processing credit or debit card payments for the benefit of a third party, cashing checks for individuals or vendors, purposely accepting checks for more than the amount of purchase with the intent to give “cash back” to the purchaser and/or third party. (B 07/21)

*(Document 401.1)* When a site and date is approved by the Board of Directors for a national event, the Board Liaison to that event will contact the Regional Clubs Director to reference which regional Clubs might have a conflicting date. The Board Liaison will notify any and all of these clubs of the conflicting date giving the club(s) the option to remain on the same date, apply for a different date for that year, or pass on holding a Specialty Show.

*(Document 800.1)* The Board of the Afghan Hound Club of America shall have the responsibility for selecting the show site and dates, in accordance with existing guidelines, and the show Chairperson (who must be a member of the AHCA) for its National Specialty. Thereafter, the Show Chairperson, working closely with the AHCA events Coordinator, will have primary responsibility for the event. Notwithstanding the foregoing, the National Specialty must be held during the months of September, October or November, and shall run for four (4) days, plus one day for Lure Coursing. (B 05/03/2014)

*(Document 800.1.1)* The AHCA National Specialty Show Chairperson, with the help of the Board Liaison, will submit a recommend list of Show Superintendents and Show Secretaries to the Board of Directors. This list should include their resume, credentials, and prices. The Board of Directors, in conjunction with the Show Chairperson, will make the final approval, of the Superintendent/Secretary for that National, with the current President executing the contract. (B 07/15/2012)

*(Document 801.2)* When the National Specialty Show is held in conjunction with Regional Club Specialty Shows the National may be scheduled before or after the Regional Specialty shows. (GM 11/03; GM 09/17)

*(Document 801.3)* The parent club and its individual members put on the National Specialty independently of Regional Clubs. The AHCA will endeavor to work with Regional Clubs and their Specialties. The Premium List for the National may be combined with Regional Specialty Premium Lists as a joint mailing with a division of expenses if the Regional Club is using the same superintendent. (B 06/98; B 10/99; B 07/02; B 06/06)

### **Host Hotel & Conformation Judging**

**Site:** Location of Host Hotel (city, distance from airport, shuttle service if available, restaurants, bars, coffee shops, etc.). Please describe the hotel and submit brochures if possible.

**Use of Facilities:** Normal size of the area which should include the show ring, spectator seating, grooming and possibly vendors is 10,000 square feet. Please include the following:

- 1 Room rate and rate based on a sliding scale; i.e. the number of rooms you expect to book
- 2 Number of hotel rooms available at this facility
- 3 Number of nights we will require use of the ballroom for such events as the Annual Awards Dinner, Breeder Symposium Dinner, Parties, etc.
- 4 Number of complimentary rooms received per number of rooms booked; the recommendation is usually four complimentary rooms per night but always get these rooms for free if you can
- 5 Clean up charge for the ballroom, etc. if required by the hotel
- 6 Ring equipment such as speakers platform, trophy table, public address system, tables and chairs necessary for vendors

- 7 Location and size of room where the dinners will be held if not held in the ballroom
- 8 Location and size of room where the vendor booths will be placed
- 9 Location and size of room for grooming
- 10 Tenting if show is held outdoors
- 11 A secure room for the storage of trophies, rosettes, etc. during the evening hours
- 12 Need for smaller rooms for meetings, such as Rescue, Regional Club, etc.
- 13 Location for Annual Meeting for approximate 75-100 people
- 14 Cost of all the above

### **Lure Coursing**

Site: Location of the field to be used for the Lure Trial (city & distance from the host hotel).

Please include the following:

- 1 Approximate size of the Lure Coursing field with minimum size of 300 ft. x 300 ft. or 2 connected football fields
- 2 Type of fencing around the field
- 3 Amount of liability insurance required by facility or city for use of the field

(803.8) The first page of the Lure Coursing Premium List shall state if the Lure Coursing Field is enclosed by boundaries and if so what type of boundaries. (B 03/04)

Equipment: Knowledgeable people in your area to assist in transport, set up and running the equipment.  
Include cost of lure trial equipment rental.

### **Agility Trial**

Site: Location of the facilities to be used for the Agility Trial (city & distance from the host hotel).

Please include the following:

- 1 Approximate size of the Agility field with a minimum size of the agility ring at 80 ft. x 100 ft. to 100 ft. x 100 ft. or a minimum of 8,000 square feet
- 2 Type of fencing around agility site
- 3 Amount of liability insurance required by facility or city where event is held

Equipment: Knowledgeable people in your area to help transport and set up the agility equipment.  
Include cost of equipment rental.

### **Obedience and Rally**

Site: Location of the Obedience Trial (city & distance from the host hotel). Please include the following:

- 1 Size of the facility for the obedience trial with a minimum size of 40 ft. x 50 ft. required
- 2 Type of fencing if this trial is held outdoors
- 3 Amount of liability insurance if required

Equipment: Knowledgeable people available to transport and set up the equipment

- 1 Use of mats or other suitable flooring, including cost of mats, if trial is held indoors
- 2 Type of fencing if trial is held outdoors
- 3 Cost of obedience equipment

### **Miscellaneous But Important**

- 1 You must have a Show Secretary/Superintendent for this event who is knowledgeable in Conformation, Obedience, Lure Coursing and Agility and include their cost or fee.
- 2 You must have an Assistant Show Chairperson and three (3) additional AHCA members who are qualified to sit on your Bench Show Committee and are familiar with the AKC Rules and Regulations. The Assistant Show Chairperson and the three additional Bench Show Committee members do not have to be local to your area.

## **DOCUMENT 900 - BREEDERS' CUP**

Original text by Duane Butherus - Update by Sharon Watson  
Approved by Board of Directors - July 2002  
Updated 2010, 2012

### **WORKING POLICIES - AHCA BREEDERS' CUP**

900.1 \$500 shall be advanced to the Breeders' Cup Chairperson for incidentals. (B 05/04)

900.2 The **Treasurer** works with the Breeders' Cup chairperson. Together they plan the format for receipts, disbursements and accounting. A copy of the previous **Treasurer**'s report as it pertains to the Breeders' Cup will be sent to the incoming chair upon selection. The final report of these events is signed by both chair and **Treasurer** and becomes a section of the **Treasurer**'s Annual Report. (B 06/06)

900.3 **Objective:** To establish an annual, national, futurity type of competition in which the winners are the dogs and their breeders.

900.4 **Title:** The Afghan Hound Breeders' Cup (AHBC).

900.5 **Frequency:** Annual.

900.6 Breeders' Cup chairpersons should be appointed at least 18 months in advance of the Breeders' Cup for which they will be responsible.

900.7 The Breeders' Cup Chairperson should work closely with the AHCA Show Liaison.

900.8 The Breeders' Cup Chairpersonship does not exclude the Chairperson from exhibiting at this event. (B 10/02)

900.9 If the local Regional Club Specialty Show gives up their regularly scheduled Sweepstakes Classes for the Breeders' Cup, the AHCA will pay that Regional Club \$1.00 per entry. (B 10/02)

900.10 The Breeders' Cup Show Secretary, and their assistant, if applicable, receive lodging for two nights and a club meal at the host hotel only and one ticket each to the banquet if applicable. (B 10/10)

*(See also 141.9; 141.14; 201.9; 313.3-4; 319.4(1)(c); 321.1; 800.8; NSA2 (8)(1))*

**901.0 VENUES**

901.1 Rotate between three fixed areas in association with established regional specialties, (or weekends in the regional area) either replacing their sweepstakes, or held independently before or after the Specialty.

*(See also 401.1)*

901.2 Annual show dates are to be within two calendar months of each other so as to make eligibility more inclusive (NOTE: if shows were separated by more than six calendar months, dogs whelped in certain calendar gaps would never be eligible). The grouping of AHBC dates will also make show planning and preparation easier (April, May, June) or (May, June, July).

An example of grouped Regional Specialties is:

WEST - AHC of California-July

MIDWEST - AHC of Greater Chicago-June

EAST - AHC of Northern New Jersey-May

901.3 Rotation of the AHBC sites would be geographically out of phase with the National specialty. (For example W=West, M=Midwest, E=East):

Year	1990	1991	1992	1993
Nat. Spec. Region	W	M	E	W
AHBC Region	E	W	M	E

901.4 Sites selected will be near major airports to facilitate travel and minimize expenses.

**902.0 SHOW DATES**

902.1 The dates for the Breeders' Cup are from March 1 to May 31 inclusive. (B 2/98; B 11/95; B 2/98)

**903.0 ELIGIBILITY**

Any Afghan Hound eligible for entry in an AKC Sanctioned show, and who is at least 6 months and less than 21 months old on the AHBC date. If eligible, a litter may be entered in multiple Breeders' cup events. Best in Breeders' Cup and Best of Opposite Sex winners will not be eligible to compete in more than one Breeders' cup event. A puppy's individual entry will not be accepted unless that puppy's litter is nominated in that year. (GM 11/00, GM 09/17)

903.0 (a) deleted (GM 03/16/2012)

**903.1 Multiple Sired Litters**

In a multiple-sired litter, each pedigree (sire) is considered a separate litter and a separate entry (B 03/04)

**904.0 THE PEDIGREE**

Will appear only in the catalog for the show at which get are entered.

904.1 Health registry information for the sire and dam may be included as an optional item on pedigrees for the Breeders' Cup and will be included in the show catalog. (B 06/05)

**905.0 ENTRY**

All entries are to be made in the name of the breeder, by that breeder. If there is more than one breeder, all must agree to the entry, although one may sign. Dogs may be exhibited by any person in good standing with the AKC.

905.1 **Entries will not be accepted unless accompanied by a minimum of a three (3) generation pedigree.** This must be printed in **bold print** in the Premium List. (B 10/97)

**906.0 - ENTRY SCHEDULE & SUPPLEMENTAL NOMINATIONS**906.1 SCHEDULE:

<u>Closing Date</u> <u>Before AHBC</u>	<u>Entry Date</u>	<u>Fee</u>
Litter Nomination	6 months	\$25
Individual Get Entries	2 months	\$25

906.2 SUPPLEMENTALNOMINATIONS:

<u>Closing Date</u> <u>Before AHBC</u>	<u>Entry Date</u>	<u>Fee</u>
Litter Nomination	2 months	\$40
Individual Get Entries	2 months	\$25
Late Supplemental Entry	3 weeks	\$50 - No pedigree will be printed.

(B 10/23/2014; B 06/20/2023)

**907.0 PREMIUM LISTS**

907.1 The show chair and show secretary will jointly determine the most effective distribution of premium lists. (B 7/20/2019)

907.2 Hotel Information must be included in the Premium List, including the name, address and telephone number for the host hotel. (B 03/99; B 10/02)

*(See Also 800.13; 905.1)*

**908.0 JUDGE SELECTION**

908.1 Judges are to be nominated and selected only by those breeders who have nominated litters by the Regular Entry Schedule, described in Section 407.1.

908.2 Any person in good standing with the AKC is eligible to judge the AHBC. This includes AKC approved judges.

908.3 If the total entry exceeds 150, a second judge will be selected by the AHCA Board of Directors if the previously selected alternate cannot serve.

**909.0 JUDGES NOMINATIONS**

a) Each breeder may nominate two names for judge when the litter is nominated, or no less than 6 months prior to the AHBC show date. One slate of two names can be nominated for each litter nominated, i.e., a breeder who nominates two litters can place two nominating ballots of two names into nomination, the two ballots not necessarily having different names.

b) The six nominees with the highest number of nominations will be presented to the nominating breeders for a vote. *NOTE: (701.7) Following the compilation of the results of the voting, judges will be contacted in order, according to the number of votes received, to ascertain their willingness to accept the assignment.* (GM 11/98) Only those who agree to accept the assignment shall be on the ballot. This list will be presented in alphabetical order in case of ties, there may be more than six names on the ballot.

c) Each entered and eligible breeder will receive one ballot of six names for each litter nominated.

d) The eligible breeders will select two judges from the list of six, ordering their selections with a (1) and (2). Any ballots not so marked will be invalid.

e) Breeders or owners of supplemental-nominated entries do not participate in the judge selection process.

f) Ballots for judges will be mailed to the eligible breeders 5 months before the show date, and are to be returned no later than 4 months prior to the AHBC show date.

g) Ballots will be counted by a) a committee of three (3) which includes two AHCA members who are not entered in the show and including the AHCA Breeders' Cup Show Secretary, or b) by a committee of 3 which includes two All-Breed Club members who are not required to own Afghan Hounds, and including the AHBC Show Secretary. Counting ballots must be done in person. Conference calls, faxes, emails, or other methods are not acceptable procedures. (B 09/07)

h) Judge selection will be announced to the participating breeders 3-1/2 months prior to the show date, and will be announced in all available publications as soon as possible thereafter. The judge selected as runner-up to the first selected and who accepts the runner-up nomination will be listed as alternate should the first judge need replacement due to an emergency or because of an overdraw.

i) Judges will receive one night's lodging and one day's meals.

**910.0 CLASSES OFFERED FOR DOGS AND BITCHES**

6-9 Months  
 9-12 Months  
 12-15 Months  
 15-18 Months  
 18-21 Months

Class winners compete for BEST IN AFGHAN HOUND BREEDER'S CUP (BIBC) and BEST OPPOSITE SEX IN BREEDERS' CUP (BOS).

**911.0 PRIZES AWARDED**

911.1 Trophies: All placements will receive trophies.

911.2 The AHCA will no longer accept "challenge" or "perpetual" trophies for the Breeders Cup. Those currently in use will not be replaced when retired. (B 03/04)

911.3 The Dewey and Reigh Abram memorial trophy remains the standing trophy and will be offered. It is a permanent trophy to be on display yearly with winners inscribed. This trophy will remain in Dorma Sue Busby's possession. A smaller replica will be presented each year. (B 04/01; B 03/04) Reggie Nesbitt has entrusted Sue Busby with the Dewey and Reigh Abram Memorial Trophy to be maintained until 2024 at which time it will be retired. Anita Richards will continue to make the smaller replica trophies for that time. (B 03/17; B 07/19).

911.4 Rosettes using the AKC sweepstakes colors will be awarded the owners of the placed Afghan Hound. These rosettes will be suitably inscribed with the AHBC logo, the AHCA logo, the placement, and the date.

911.5 The AHCA will offer a \$500 incentive bonus to the breeder of the winner of the Breeders' Cup if both the sire and dam have CHIC numbers listed on the entry form and have passing grades in the required tests for

*(See Also 600.2)*

**912.0 CASH AWARDS**

912.1 All monies awarded in the Breeders' Cup show ring is presented to the person handling the dog. The handler is responsible for turning this money over to the breeder/owners. (B 03/99)

**65% of the Total Entry Money** will be paid as cash awards.

**35% is retained by the club for expenses.**

Cash Awards are the same in all classes regardless of entry. The Award Dollars are rounded off and adjusted to fit.

**60% of the Total Award Money** is awarded in the Classes:

Class Money:

First Place - 45%

Second Place 30%

Third Place - 15%

Fourth Place - 10%

**40% of the Total Award Money is divided 6 ways (60% BIBC and 40% for BOS)**

**Breeder** of BIBC - 2/3's of 60%

**Owner** of BIBC - 1/3 of 60%

**Owner** of the sire of the BIBC - 1/4 of Breeder Award.

**Breeder** of BOS - 2/3's of 40%

**Owner** of BOS - 1/3 of 40%

**Owner** of sire of BOS - 1/4 of Breeder Award

*(See also 911.5)*



**913.0 AHCA BC SHOW COMMITTEE**

The Show Committee shall consist of the Show Chairperson - to be a member of the AHCA and preferably also of the regional club; and the Show Secretary - a member of the AHCA appointed by the AHCA Board. The Show Committee may also include any other persons selected by the Show Chairperson and/or the Show Secretary at their discretion.

**914.0 SHOW COMMITTEE/AHCA BOARD OF DIRECTORS INTERACTION**

914.1 The Secretary or the Chairperson of the AHBC will report to the AHCA Board in person or in writing at each scheduled Board Meeting during the 12 months prior to the particular AHBC show. Included in the report will be information Go to the show selection, schedules, finances, and entry status.

914.2 At the conclusion of each show, the AHBC Show Committee, in conjunction with the AHCA **Treasurer**, will present a written report to the Board of Directors which will include all pertinent information. This report is due at the Board Meeting after the AHBC show in question.

914.3 The AHCA Board of Directors may appoint a standing committee to oversee all the AHBC show plans and activities.

*(See also 401.1)*

**915.0 GENERAL RECOMMENDATIONS**

915.1 A Show Chairperson, and region, is appointed for individual shows, and should live in the general area of the show for which they are appointed and preferably belong to the regional club involved. They should be appointed at least 18 months prior to the show for which they will be responsible. Show Chairpersons are responsible for all local arrangements; trophies, hospitality, and catalog cover art.

915.2 The Show Secretary is responsible for all AHBC shows during his/her tenure, and should be appointed for a minimum of three years. An assistant secretary is highly recommended to provide continuity during any interruptions due to retirement of the Show Secretary. The Show Secretary will be responsible for all duties of a show superintendent - premium lists, entries, armbands, rosettes, communication with entrants and judges, catalog text and printing, cash awards, balloting, reports to the Board, financial records, and any other duties necessary to the carrying out of the show.

915.3 An early financial analysis should be done to see if the incurred expenses will be adequately covered by the schedule of fees. Fee schedules, etc. may need to be revised subject to approval by the Board of Directors. The AHBC shall be a line item in the AHCA budget and separate records kept of the funds. (B 06/11)

915.4 The Show Chairperson shall receive the AHCA Garry Newton ( 5") Sculptured Bronze (until they are gone). *Note: These 5" Sculptured Bronzes were cut down from the 6" Sculptured Bronze.*

915.5 Judges shall receive a gift of a 2 Inch AHCA Bronze Medallion. The Garry Newton 6" Sculptured Bronze is **not** to be given as a judge's gift.

915.6 The catalog will contain pedigrees of all entered litters. Correct information is the responsibility of the breeders entering the litters. No entry will be accepted without a three generation pedigree.

915.7 Catalogs for national events (Specialty and Breeders' Cup) shall have a Memorial page to recognize members deceased since the last event. No photographs will be used. (B 03/00)

915.8 The AHCA will advance to the Breeders' Cup Show Chairperson the amount of \$1,000 to pay for premium lists and other initial expenses. (09/08)

915.9 Beginning in 2019, any profits from the Breeders' Cup will be allocated to the general fund (B 10/19)

*(See also 201.10; 820.5; NSA2(8)(1))*

## **BREEDERS' CUP APPENDIX**

### **BCA 1 Duties of the Breeders' Cup Show Chairperson**

*Board selects city location and Chairperson 18 months prior to the event.*

1. Find site, hotel(s), Photographer etc. A copy of the hotel contract, signed by the **President**, is sent to the **Treasurer**. (B 06/10)
2. Appoint a Trophy Chair and artist. Chairmen of committees and stewards must be AHCA members, but not artist. The chair will propose a fundraising plan for trophies with the Breeders' cup proposal for board approval. (B 10/19)
3. Plan t-shirts or other sales items - not many, 2 dozen have been enough. Appoint someone to handle the sales. (optional but we need a fund raiser of some kind)
4. Appoint an Advertising Chair to solicit Catalog Ads and appoint a Hospitality Chair to plan what may be done - possibly lunch or after show snacks, etc. Arrange motel or whatever for judge. The AHCA pays for one night's lodging and one free dinner. (B 06/10)
7. Commercial sponsors? Usually a dog food company but is not necessary. If you find one they provide gifts for all entered - armbands, etc. They will receive an ad in back cover of catalog.
8. At National appoint people to pass around sheets for trophy donations. Take cash if offered but mainly pledges. Be sure to get addresses. Take 50 or so Premium Lists to the National and ask announcer to announce that Premium Lists are available at (the speakers stand) each day. (Chairperson, Trophy Chair or appointees)
9. Continue publicity through Afghan Hound Lists, etc. Submit all BC information and the Premium List to the AHCA Website for publication. (B 06/10; B 06/16)
10. Be certain all the Regional Specialties receive a Premium List for hand out and have someone there to solicit trophy donations.
11. Plan ring decorations, order trophies.
12. Correspond with judge for pick up, etc.
13. Go to show and have a good time!
14. (911.3) The Dewey and Reigh Abram memorial trophy remains the standing trophy and will be offered. It is a permanent trophy to be on display yearly with winners inscribed. This trophy will remain in Dorma Sue Busby's possession. A smaller replica will be presented each year. (B 04/01; B 03/04) Reggie Nesbitt has entrusted Sue Busby with the Dewey and Reigh Abram Memorial Trophy to be maintained until 2024 at which time it will be retired. Anita Richards will continue to make the smaller replica trophies for that time. (B 03/17; B 07/19).
15. The Show Secretary will include all information in the Premium List including all dinner and raffle information. (B 06/10)

## **BCA 2 Duties of the Breeders' Cup Show Secretary**

1. Around Labor Day (check date) or about 8 months before begin work on the Premium List. Mail to AHCA members, exhibitors who have attended the previous Breeders' Cup show, regional club members, trophy donors, and those on list known to fly or who are within driving distance. First closing should be about a week after Nat'l if possible.
2. Follow schedule in Premium List to send out judge ballots. Count them and announce judge. When judge is known, send downloaded application to AKC.
3. Order ribbons in time to get discount. Also order badges for Judge, Committee and Stewards.
4. Write to litter owners reminding them of closing for individual get entries at the lower fee. They always forget this.
5. Catalogs - Remember to check on any memorials needed. Follow previous format.
6. Pedigrees - Send as soon as entries are closed (or nearly closed).
7. Get signed confirmation from judge.
8. Figure prize money amounts, get from **Treasurer** and put in envelopes.
9. Make or obtain armbands.
10. Make judge's book.
11. Eliminated –(B 04/25/2023

## **BCA 3 Breeders' Cup Proposal Guidelines**

The Breeders' Cup should be scheduled before specialty show(s) or all-breed shows.

### **Host Hotel Information & Conformation Judging Facilities:**

**1. Name & Location of Host Hotel** (City, distance from airport, shuttle service from airport to hotel if available, restaurants, bars, coffee shops, etc). **Please describe the hotel and submit brochures if possible.**

- a) Number of hotel rooms available at this facility?
- b) Hotel Room rate and is rate based on a sliding scale. i.e. the number of rooms you expect to book?
- c) Number of complimentary rooms received per number of rooms booked? Always get rooms for free if you can. We will need one room free - "Judges will receive one night's lodging and one day's meals." "If the total entry exceeds 150, a second judge will be selected by the Board of Directors."
- d) The size of the ballroom, or area, where judging will be held? This applies to an indoor show.
- e) Number of nights required for use of the ballroom? (Breeder Symposium Dinner, Parties, etc.?) What is the cost inclusive of these activities?
- f) Does the hotel have free access to a PA System, slide projectors, screens, etc.? (This is necessary for use by participants in a Breeder Symposium.)
- g) Will a "Clean Up Charge" be required by the hotel?
- h) Are there adequate areas on the hotel grounds for exercising dogs?
- i) Location and area size where the dinners will be held if not held in the ballroom?

### **2. Distance from the host hotel to outdoor show grounds?**

- a) Distance from the host hotel to the show grounds?
- b) Is a rental car necessary for exhibitors and people attending the Breeders Cup by air?

### **3. If the show is held at the host hotel:**

- a) How will ring equipment be provided? Is there a cost to the club?
- b) Location and area size where the vendor booths will be placed?
- c) Location and area size of the grooming facilities available?
- d) Will the hotel provide the tables and chairs necessary for trophy, sales and vendors free of charge? If not, what fee are they asking?

### **An Outdoor Show:**

- a) If the show is held outdoors how will tables and chairs for trophy, sales and vendors be supplied? What is the approximate cost?
- b) Will tenting be required for grooming?
- c) What is the size and cost of the tenting required?

**BCA 4 Breeders' Cup Judge Contract**

(DATE)

(JUDGES' NAME & ADDRESS, EMAIL PHONE #)

Dear (Judges' Name),

Thank you for agreeing to judge at the (enter year) AHCA Breeders' Cup to be held in (Enter year). The show will take place on (Enter date & address)

According to the Policies and Procedures of the Afghan Hound Club of America, Inc., the following conditions apply to this assignment.

1. The Breeders' Cup judge for the AHCA is asked not to judge Afghan Hounds during the six months preceding the Breeders' Cup.
2. The Breeders Cup judge is to receive a gift of a 2" AHCA Bronze Medallion, one night's lodging and one day's meals.

I am enclosing two copies of this letter. Please sign one and return to me in the enclosed addressed envelope. Keep the other copy for your records.

Sincerely,

AHCA Breeders' Cup Show Secretary

I accept the judging assignment and the conditions described in this letter.

\_\_\_\_\_

Signature [Judge's name]

Date

## **DOCUMENT 1000 - RECOMMENDED PRACTICES**

### **For the Owner, Exhibitor, and Breeder of the Afghan Hound February 1978 - Amended January 1994 & 1999**

#### **INTRODUCTION**

Whether an owner, exhibitor, or breeder, the Afghan Hound enthusiast is often confronted with decisions and courses of action which can impact the continued improvement and preservation of the Afghan Hound breed, and the well-being of his or her individual dogs. All too often, because of inexperience or lack of forethought, the decisions made and the courses of action pursued are unfortunate ones, with lasting detrimental effects.

With these voluntary guidelines, which represent a distillation of the personal codes of conduct and concerns of its members, the Afghan Hound Club of America is setting forth acceptable practices and a number of precautions; and is directing them to any and all involved with our breed with the intent that the pitfalls be avoided and the pleasures enhanced.

#### **BREEDING CONSIDERATIONS**

It is important that breeders examine their motives before undertaking any breeding. While the zeal to produce champions is understandable, the breeder must guard against becoming insensitive to the lives produced; must understand the costs in time and money; and recognize the difficulties in placing unwanted offspring in caring homes.

- A. Breeding should be done selectively with the intention of reducing faults to a minimum and producing healthy hounds of high quality, type, and proper temperament.
- B. Breeding should be undertaken only when the breeder is in a position to properly care for the bitch and litter, and with the plan of keeping at least one puppy to, hopefully, advance and improve the breed. The breeder should recognize that it may be necessary to house offspring for a considerable length of time and be prepared to provide suitable facilities during this period.
- C. No fancier should attempt breeding until able to distinguish between the correct and incorrect. Such ability presupposes careful study of the breed standard, the basic principles of genetics, and the pedigrees of prospective stud and matron.
- D. Breeders should breed only stock which is in good health and which is physically and temperamentally sound. No dog or bitch should be bred that is known to have or is suspected of having any serious inheritable defect or disease (as listed in the Appendix).
- E. Breeders should make every effort to comply with the recommended testing and minimum recommended breeding ages set forth in the Appendix.
- F. No bitch should be bred more than twice in any three consecutive seasons. The physical and mental well-being of the bitch are the prime considerations at any time.
- G. The stud dog should be bred selectively. The owner should discourage the individual who wants to breed the pet quality bitch or one unsuitable for his stud, and explain why he does so. The stud dog owner should be certain the owner of the bitch has the necessary knowledge and facilities to care for the puppies for as long as it requires to properly place them.
- H. Stud dogs or bitches who produce offspring of consistently poor quality are of no value as breeding stock and should not be used again.

I. All bitches should be thoroughly examined by a veterinarian before breeding to determine that they are healthy, mature, and suitable for this purpose. Inexperienced breeders should seek the advice of an experienced breeder or veterinarian before attempting to mate Afghan Hounds.

J. Substitution of an alternate stud for an unwilling one or use of hormone injections or artificial insemination should not be practiced unless sufficient cause to do so exists and all parties are in full agreement; and even then, should only be performed in accordance with AKC recommendations. Such practices should not be adopted merely to fulfill the stud dog's duty or to avoid the loss of a breeding season.

K. All breeders must keep accurate and thorough breeding records in accordance with AKC requirements.

### **SELLING AND SALES CONTRACTS**

Problems resulting from sales and sales agreements are perhaps the greatest source of dissatisfaction and ill will in the breed. It is important that the seller be honest with himself and the buyer. It is equally important that all agreements and stipulations be recorded in written sales contracts.

A. Sales prices of dogs and puppies should be based on the observable quality of the individual dog as potential show or breeding specimens. Since it is costly to raise a puppy to saleable age, these costs should be reflected in the sales price.

B. No puppy should be released or shipped to a new home before the age of eight weeks.

C. Ethical breeders do not consign Afghan Hounds to pet stores, animal brokers, or commercial kennels, and do not donate them as prizes for any raffle or contest.

D. The seller should give an honest appraisal of the coat care, as well as the physical, mental, and nutritional needs peculiar to the Afghan Hound, to any prospective buyer.

E. A breeder must be discriminating in the placement of his stock and should not knowingly deal with unethical persons. A breeder should not sell to, or aid in procuring an Afghan Hound for any person whom he has reason to believe will not provide the proper care and environment, or who may use the dog in a fashion that is detrimental to the breed.

F. The new owner should be provided with at least a three-generation pedigree, a health certificate with inoculation records and booster due dates, and the name and address of the examining veterinarian. Novice buyers should also be provided with a thorough written list of instructions on diet and care.

G. Breeding arrangements in lieu of or in addition to cash payment should be held to an absolute minimum and confined to the knowledgeable purchaser seriously desirous of becoming a breeder. Such arrangements should be made only on a dog of such quality as to qualify it as show stock, and only when the breeder-seller needs to retain such animal as part of a well-planned breeding program.

H. Breeding arrangements should never be established which encourage the pet buyer to undertake a breeding program. No sales contract should compel a buyer to breed a dog or bitch; therefore, any sales contract should provide for remunerative release options as an alternative to breeding arrangements.

I. Each person who sells or places a dog should provide the new owner with a registration application, a signed transfer, or signed agreement between buyer and seller as described in the American Kennel Club rules (chapter 3). It is recommended that a sales contract be executed for every sale.

J. No owner should be forced to keep a dog he does not want or feels was misrepresented to him. Provision for such eventualities and the time periods allowed for return should be a part of the sales contract.

K. The breeder should take back any Afghan Hound that he or she has produced at any time during that Afghan Hound's life if the dog or bitch is no longer wanted by the original owner or any subsequent owner or is found in a pound or animal shelter due to not being wanted by any owner. This does not mean the breeder has to buy back the Afghan Hound from the original buyer or any subsequent owner. It simply means that the breeder is responsible for the welfare of any Afghan Hound that he or she has bred for the animal's entire life and is prepared to fulfill this responsibility.

### **ADVERTISING**

A. All advertising of puppies, adults, or stud services ought to be factual and without misleading implications. Likewise, advertising of show wins and breeding records should not be false or misleading.

B. Advertising and promotion, written and/or oral, should be confined to the specific aspects of the seller's stock and should not allude, in a derogatory way, to the methods, animals, or reputations of other breeders.

C. In discussions with contacts resulting from advertising, the seller should be extremely cautious regarding the show prospects of any dog, lest he imply that success will be automatic - - by virtue of pedigree - - for animals too young for proper evaluation. The term "guarantee", if used, should clearly mean replacement of one dog with another rather than a positive analysis of the dog(s) at hand.

D. Breeding encouragements, such as might be implied by advertisements offering "breeding stock" for sale or lease should not be made. The breeding of Afghan Hounds must never be offered or taken lightly.

### **SPORTSMANSHIP**

While sportsmanship might be strictly defined as the art of playing fair, accepting defeat without complaint and victory without boastfulness, the additional concepts of sportsmanship, when practiced, can enhance the respect afforded the Afghan Hound fancy and the pleasures of participation.

A. Every enthusiast should at all times, while at dog shows, in the show ring, traveling, or staying at hotels or motels, conduct himself in such a manner as to reflect positively on the sport of showing dogs and the Afghan Hound in particular.

B. Experienced breeders and exhibitors should willingly offer the novice advice, constructive criticism, or assistance with problems, when requested to do so.

C. Malicious criticism should never be made.



## BIOLOGICAL DEFECTS

### THE GENERAL RECOMMENDATIONS OF THE BIOLOGICAL DEFECTS COMMITTEE OF THE AFGHAN CLUB OF AMERICA, INC.

1. Afghan Hounds should not be used for breeding before the age of 24 months at the earliest.
2. Only individuals which are free from discoverable and assumed hereditary defects should be used for breeding. "Discoverable" under present circumstances includes those forms of blindness whose incipient stages can be detected via competent eye examination, joint diseases such as hip dysplasia, that are revealed through X-ray study, cryptorchidism (or monorchidism) that can be found by palpitation, and any other gross and obvious abnormality, such as heart or serious skeletal defects, pronounced as "probably hereditary" by the attending veterinarian.
3. The Orthopedic Foundation of America (OFA) and the Canine Eye Registration Foundation (CERF) certification procedures are recommended, and available to all Afghan Hounds older than 24 months, as useful detection of defects measures. Penn Hip is also recommended.
4. Individuals which themselves have been examined and checked out "clear", but which are direct parents or close relatives of afflicted dogs, must be regarded as relatively "high risk" breeding stock.
5. There seems to be a high incidence of defects from bitches which either refuse to breed readily or have difficulty in whelping and raising puppies through the weaning stage. Although there may seem to be a good "accidental" explanation, such bitches should also be regarded as relatively "high risk."
6. All contracts on co-ownership, breeding rights, or repeat breedings, should contain a clause voiding them or otherwise providing terms of settlement without breeding, if any Afghan Hound involved is, subsequent to the date of the original contract, found to be "afflicted" or definitely "high risk."
7. When, in spite of all precautions, a defect (as listed in 2. above) appears on an Afghan Hound sold for show, breeding, or even normal pet stock, the affected animal should be replaced (subject to sales contract exceptions) with one of equivalent value, but free of such defects - - or other equitable restitution made - - to better encourage buyers to seek proper examinations and to eliminate any temptation to use defective hounds for breeding.
8. Finally, when defects do occur, every attempt should be made to get as complete a diagnosis as possible and a detailed case history, and the facts should be reported fully and in confidence to this committee or its medical designate.

#### NOTE:

On October 1, 1993, Chairperson of Veterinary Information Dr. Jerry Klein reported to the AHCA Annual Meeting: "Thyroid problems have become endemic in the dog population and are just as important as any other criteria in breeding. Tests can be done at one year of age and should be done yearly thereafter. T3, T4, and free T4 should be tested. Hypothyroidism may be present with no obvious clinical signs, so testing of breeding stock is important."

**DOCUMENT 1100 - Copyright, Agreements & Ownership Info & Records**

**CERTIFICATE OF INCORPORATION**

**CERTIFICATE OF INCORPORATION of the Afghan Hound Club of America, Inc. in New York state, dated November 17, 1950 and the Club Seal are contained in the AHCA ARCHIVES files.**

**(See also 210.5)**

## **ENTITY INFORMATION**

### **NYS Department of State Division of Corporations**

### **Entity Information**

---

**Selected Entity Name:** AFGHAN HOUND CLUB OF AMERICA, INC.

<p><b>Current Entity Name:</b> AFGHAN HOUND CLUB OF AMERICA, INC. <b>Initial DOS Filing Date:</b> 11/17/1950 <b>County:</b> NEW YORK <b>Jurisdiction:</b> NEW YORK <b>Entity Type:</b> DOMESTIC NOT-FOR-PROFIT CORPORATION <b>Current Entity Status:</b> ACTIVE</p>
---

**Registered Agent**  
NONE

**NOTE:** New York State does not issue organizational identification numbers.

[ [Search Results](#) ] [ [Search the Database](#) ]

---

[ [Division of Corporations, State Records and UCC Home Page](#) ] [ [NYS Department of State Home Page](#) ]

---

CONSTITU

## **ORIGINAL CLASS DEFINITIONS**

For renewals, the Original Class code indicates the class under which the original work was classified.

- A Books
- B Periodicals
- C Lectures, sermons, addresses prepared for oral delivery
- D Dramatic or dramatic-musical compositions
- E Musical compositions
- F Maps
- G Art; models of designs for art
- H Art reproductions
- I Drawings or plastic works of a scientific or technical character
- J Photographs
- K Prints and pictorial illustrations
- L Motion picture photoplays
- M Motion pictures other than photoplays
- N Sound recordings
- X Addendum renewals

## **THE COMPLETE DOG BOOK**

**Note: The Afghan Hound Club of America, Inc. owns the Standard for the Afghan Hound. The copyright for the Afghan Hound Standard is held by the American Kennel Club.**

<b>1. Registration Number:</b>	RE-117-677
<b>Title:</b>	The Complete dog book.
<b>Edition:</b>	New rev. ed.
<b>Claimant:</b>	[Author and claimant] American Kennel Club [Proprietor of copyright in a work made for hire]
<b>Effective Registration Date:</b>	15Jan82
<b>Original Registration Date:</b>	23Aug54;
<b>Original Registration Number:</b>	A149845.
<b><u>Original Class:</u></b>	A
<b>Claim Limit:</b>	on changes, additions & revisions;
<b>2. Registration Number:</b>	RE-201-324
<b>Title:</b>	The Complete dog book; the feeding, care, and handling of pure-bred dogs, and the history and standard of every breed admitted to A K C registration.
<b>Edition:</b>	New rev. ed.
<b>Claimant:</b>	The American Kennel Club [Proprietor of copyright in a work made for hire]
<b>Effective Registration Date:</b>	5Jan84
<b>Original Registration Date:</b>	17Aug56;
<b>Original Registration Number:</b>	A724487.
<b><u>Original Class:</u></b>	A
<b>Claim Limit:</b>	NEW MATTER: "revisions and additions."

**3. Registration Number:** TX-1-646-558

**Title:** The Complete dog book : the photo., history, and official standard of every breed admitted to A K C registration, and the selection, training, breeding, care, and feeding of pure-bred dogs.

**Edition:** 17th ed., 1st print.

**Imprint:** New York : Howell Book House, 1985.

**Description:** 768 p.

**Claimant:** the American Kennel Club

**Created:** 1985

**Published:** 1May85

**Registered:** 23May85

**Previous Related Version:** Prev. reg. 1979, TX 307-301.

**Claim Limit:** NEW MATTER: "introduction, editorial revision, additional text, and new pictorial matter."

**Special Codes:** 1/B/L//A

**Copyright Information**

**THE ROAD I TOOK TO YOU**

:

<b>1. Registration Number:</b>	TXu-736-235
<b>Title:</b>	The road I took to you : a collection of afghan hound rescue stories.
<b>Description:</b>	88 p.
<b>Claimant:</b>	Rescue Committee, Afghan Hound Club of America
<b>Created:</b>	1999
<b>Registered:</b>	30Jul99
<b>Claim Limit:</b>	NEW MATTER: compilation.
<b>Miscellaneous:</b>	C.O. corres.
<b><u>Special Codes:</u></b>	1/B



**SHINING DOG SHADOWY WOLF**

**AFGHAN HOUND CLUB OF AMERICA**  
INCORPORATED



May 11, 2001

*Copy*

Mr. Gordon Miller  
551 Wikiup Drive  
Santa Rosa, CA 95403

Dear Gordon;

The Afghan Hound Club of America, Inc. would like to thank you for the transfer of title and interest for the work entitled "Shining Dog-Shadowy Wolf" to our organization. We hope to have Conni's work on CD and available this November at the Afghan Hound Club of America National Specialty Show in Houston, Texas.

It is with much pride that the AHCA is able to offer Conni's manuscript to the world of pure-bred dogs. We miss her greatly.

Sincerely,

*Barb Bornstein*

Barb Bornstein  
Corresponding Secretary

cc: Lila Wadsworth

ASSIGNMENT OF ALL RIGHTS TO "SHINING DOG - SHADOWY WOLF"

I, Gordon Miller, in my capacity as the heir of Constance Miller and the legal executor of the estate of Constance Miller (hereinafter referred to as "Assignor") hereby assign, transfer and set over to The Afghan Hound Club of America (hereinafter referred to as "the Assignee") all of the rights, title and interest for the entire world in and to the work entitled "Shining Dog-Shadowy Wolf," by my late wife Constance Miller, still unpublished as of the date of this assignment, and the copyrights therein, and the publication rights, royalties and royalty agreements related thereto.

To have and to hold the same unto the Assignee, its successors and assigns, for and during the existence of the copyrights, and all renewals and extensions thereof which may be secured under the laws now or hereafter in effect in the United States or any other country or countries, together with all causes of action for infringement, if any, and the right to sue therefor.

Assignor hereby constitutes and appoints Assignee its true and lawful attorney-in-fact, with full power of substitution, in Assignor's name, to take all steps necessary to enforce any claim or right to take renewals in and to the aforesaid copyright(s).

IN WITNESS WHEREOF the Assignor has caused this Assignment to be signed this \_\_\_\_ day of April, 2001.

Gordon W. Miller  
Gordon Miller  
551 Wiriup Dr.  
Santa Rosa CA 95403

Witness:

Kathy A. Merriam

print name and address

Kathy MERRIAM  
551 WIRIUP DR.  
SANTA ROSA, CA.  
95403

**Copyright Information****A RETROSPECTIVE VIEW OF AFGHAN HOUNDS IN AMERICA**

**1. Registration Number:** PA-704-224  
**Title:** A retrospective view of Afghan hounds in America, 1940-1980.  
**Description:** Videocassette ; 1/2 in.  
**Claimant:** [Author and claimant] Karen G. Armistead , 1926-  
**Created:** 1991  
**Published:** 2Oct91  
**Registered:** 17Mar95  
**Miscellaneous:** C.O. corres.  
**Special Codes:** 4/X

**Item 1 OF 1** V3454 P544 (COHD)  
**Date Recorded:** 22Jun00  
**Date Executed:** as of 31May00; 2Jun00  
**Assignor:** Karen G. Armistead.  
**Assignee:** Afghan Hound Club of America, Inc.  
**Note:** Agreement.  
**Document Location:** (V3454 D544 P1-2)

**AFGHAN HOUND CLUB OF AMERICA**  
INCORPORATED



*Copy*

April 25, 2001

Karen Armistead  
P.O. Box 87  
South Salem, NY 10590

Dear Karen;

The Board of Directors of the Afghan Hound Club of America would like to thank you for transferring the copyright of the audiovisual worked titled "*A Retrospective View of Afghan Hounds in America 1940-1980*" to the Afghan Hound Club of America, Inc.

It is with much pleasure that the Board of Directors has asked me to send you this letter. The effort you put into producing this wonderful video documenting the AHCA past is something we can only humbly repay with this letter. Please accept our most sincere gratitude and love from the entire membership of the Afghan Hound Club of America, Inc.

Sincerely,

Barb Bornstein  
AHCA Corresponding Secretary



*Original  
re copyright  
of "Retro Views"*

FL  
10a



DATE: December 5, 2000

Karen G. Armistead  
PO Box 87  
South Salem, NY 10590

ATTN: Karen G. Armistead

LIBRARY  
OF  
CONGRESS

COPYRIGHT  
OFFICE

We have recorded the enclosed document(s) in the official records of the Copyright Office:

Volume	3454
Page(s)	544

101 Independence  
Avenue, S.E.

The recording fee has been handled as follows:

Received	\$
Applied	\$
Refunded (under separate cover)	\$
Charged to your deposit account	\$

Washington, D.C.  
20559-6000

**KAREN G. ARMISTEAD** 8301  
 P O BOX 87  
 S SALEM, NY 10590  
 020101158 19 5200 5211 07-14-00  
 DATE 6/19/00 51-7010/2111 134

PAY TO THE ORDER OF Register of Copyrights \$ 50.00  
Fifty DOLLARS

WEBSTER BANK

Webster Plaza, Waterbury, CT 06702  
 FOR A Retrospective View Karen G. Armistead

⑆211170101⑆10 0000461857⑈ 8301 ⑆0000005000⑆

© HAWLAND

Recorded Documents  
November 1999 — 20,000

Copyright  
Office  
of the  
United  
States

THE  
LIBRARY  
OF  
CONGRESS

# Certificate of Recordation

THIS IS TO CERTIFY THAT THE ATTACHED DOCUMENT WAS RECORDED IN THE COPYRIGHT OFFICE ON THE DATE AND IN THE PLACE SHOWN BELOW.

THIS CERTIFICATE IS ISSUED UNDER THE SEAL OF THE COPYRIGHT OFFICE.

DATE OF RECORDATION

22Jun00

VOLUME

PAGE

3454

544

VOLUME

PAGE



OFFICIAL SEAL

*Marybeth Peters*

Register of  
Copyrights and  
Associate  
Librarian for  
Copyright  
Services

V3454 D544 Page 1

V3454 D544



AGREEMENT

AGREEMENT, dated as of May 31, 2000, between Karen G. Armistead, having an address at 139 Stone Meadow, South Salem, New York 10590 ("Seller"), and The Afghan Hound Club of America, Inc., a New York corporation, having a mailing address at PO Box 87, South Salem, New York 10590 ("Buyer").

WHEREAS the parties agree to the following:

Karen G. Armistead, for consideration of one dollar (\$1.00) received, does hereby transfer all right, title, and interest pertaining thereto to the copyright of the audiovisual work titled "A Retrospective View of Afghan Hounds in America 1940-1980," represented by copyright registration number PA 704-224 issued to Karen G. Armistead on March 17, 1995, to The Afghan Hound Club of America, Inc.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the date first above written.

In the presence of:

Karen G. Armistead

The Afghan Hound Club of America, Inc.

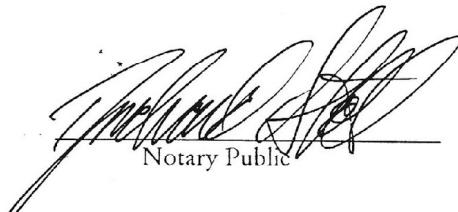
By Duane Butherus, President

KATHRYN F. CHIDSEY  
NEW JERSEY PUBLIC SERVICE  
My Commission Expires June 7, 2000

STATE OF NEW YORK, COUNTY OF NEW YORK, SS.:

On the 31<sup>st</sup> day of May, 2000, before me personally came Karen G. Armistead, to me known to be the individual described in and who executed the foregoing document, and acknowledged that she executed said document.

**RICHARD STOLL**  
Notary Public, State of New York  
No. 02515040117  
Qualified in New York County  
Commission Expires March 8, 2001

  
\_\_\_\_\_  
Notary Public

STATE OF New Jersey, COUNTY OF Hudson, SS.:

On the 2 day of June, 2000, before me personally came Duane Butherus, to me known, who being duly sworn, did depose and say that he is the President of The Afghan Hound Club of America, Inc., the corporation described in and which executed the foregoing document; and that he signed his name thereto by the order of the board of directors of the said corporation.

  
\_\_\_\_\_  
Notary Public

**KATHRYN F. CHISSEY**  
NOTARY PUBLIC OF NEW JERSEY  
COMMISSION EXPIRES 06/07/2002



Fees are effective through June 30, 2002. After that date, check the Copyright Office Website at [www.loc.gov/copyright](http://www.loc.gov/copyright) or call (202) 707-3000 for current fee information.

**DOCUMENT COVER SHEET** 

For Recordation of Documents  
UNITED STATES COPYRIGHT OFFICE

DATE OF RECORDATION (Assigned by Copyright Office) JUN 22, 2000

Month Day Year

Volume 3454 Page 544

Volume Page

FUNDS RECEIVED

Do not write above this line.

**To the Register of Copyrights:**

Please record the accompanying original document or copy thereof.

FOR OFFICE USE ONLY

**1** Name of the party or parties to the document spelled as they appear in the document (List up to the first three)  
Karen G. Armistead  
Dwane Butcherus

**2** Date of execution and/or effective date of the accompanying document May 31, 2000  
(month) (day) (year)

**3** Completeness of document  
 Document is complete by its own terms.  
 Document is not complete. Record "as is."

**4** Description of document  
 Transfer of Copyright  
 Security Interest  
 Change of Name of Owner  
 Termination of Transfer(s) [Section 304]  
 Shareware  
 Life, Identity, Death Statement [Section 302]  
 Transfer of Mask Works  
 Other

**5** Title of first work as given in the document A Retrospective View of Afghan Howards in America 1940-1980

**6** Total number of titles in document 1

**7** Amount of fee calculated \$ 50

**8** Fee enclosed  
 Check  
 Money Order

Fee authorized to be charged to:  
Copyright Office  
Deposit Account number \_\_\_\_\_  
Account name \_\_\_\_\_

**9** Affirmation: I hereby affirm to the Copyright Office that the information given on this form is a true and correct representation of the accompanying document. This affirmation will not suffice as a certification of a photocopy signature on the document. (Affirmation must be signed even if you are also signing Space 10.)  
Karen G. Armistead  
Signature 5/31/00 (May 31, 2000)  
Date 914-533-2559  
Phone Number Fax Number

**10** Certification: Complete this certification in addition to the Affirmation if a photocopy of the original signed document is substituted for a document bearing the actual signature.  
NOTE: This space may not be used for an official certification.  
I certify under penalty of perjury under the laws of the United States of America that the accompanying document is a true copy of the original document.  
Signature \_\_\_\_\_  
Duly Authorized Agent of: \_\_\_\_\_  
Date \_\_\_\_\_

Recordation will be mailed to you to address:

Name Karen G. Armistead  
Number/Street/Apt PO Box 87  
City/State/ZIP South Salem, N.Y. 10590

**YOU MUST:**  
• Complete all necessary spaces  
• Sign your Cover Sheet in Space 9  
**SEND ALL 3 ELEMENTS TOGETHER:**  
1. Two copies of the Document Cover Sheet  
2. Check/money order payable to Register of Copyrights  
3. Document  
**MAIL TO:**  
Library of Congress, Copyright Office  
Documents Recordation Section, LM-462  
101 Independence Avenue, S.E.  
Washington, D.C. 20559 6000

The recordation fee for the Document Cover Sheet is \$50 and \$15 for each group of 10 additional titles as of July 1, 1999.

\*Knowingly and willfully falsifying material facts on this form may result in criminal liability. 18 U.S.C. §1001. June 1999—20,000 WEB REV: June 1999

PRINTED ON RECYCLED PAPER