

Irish Wolfhound Club of America
POLICY MANUAL
January 17, 2021

These policies have been established by the IWCA Board of Directors to clarify and augment the club by-laws. A date in parentheses after an item represents the meeting at which the policies were voted into effect. This is intended to be a living document with updates as new policies are established. New policies will be published in IWCA meeting minutes. Updates to this document may be published as needed. Policies are not intended to override or alter any of the IWCA by-laws.

Policy manual oversight

POLICY-1 During IWCA Board meetings, when motions are passed on policies, the secretary will note in the minutes if the motion constitutes a change to an existing policy, a revocation of an existing policy or a new policy. If a policy manual update is warranted, the Policy chairman will make the change in the manual or one of the adjunct manuals (Specialty Oversight, Breeder Directory, etc.) and provide an updated copy to the Board as well as the Internet Committee for publication. (9/13/2020)

Club Governance and Administration

BOARD-1 The IWCA Board of directors are to adopt the latest edition of Robert's Rules of Order for IWCA Board meetings. (02/12/2010)

BOARD – 2 Club Logo The registered trademark artwork, more commonly known as the IWCA logo, USPTO Reg. No. 3,094,911 is to be used only on the *Harp & Hound* magazine, official club correspondence, show trophies, and show literature. All other usage, including fund-raising, must be approved by the Board of Directors. (05/15/2011)

BOARD-3 Succession of Officers Three (3) positions are critical to the ongoing function of the IWCA, Inc.; President, Secretary and Treasurer. The By-Laws provide for a successor to the President. This policy establishes the means to replace the Secretary and Treasurer should they become unavailable. At the first full Board meeting following the election, the Board will select an interim backup to the Secretary and an interim backup to the Treasurer from any sitting board member except for the President, First Vice President, Secretary or Treasurer. (01/17/2021)

BOARD-4 No member shall be paid for their services to the club. (10/05/2013)

BOARD – 5 All official IWCA business will be dated with month, day and year. (02/01/2014)

BOARD-6 The Board minutes will be published on the website within 30 days of the Board meeting and in the next *Harp & Hound* (07/30/2016).

BOARD -8 Disciplinary Board Hearing: It is expected that the complainant be in attendance at a Board Hearing. (01/20/2018)

BOARD-9 Whenever a reorganization or reassignment of duties for any Officer, Director, or Committee Chair is deemed appropriate or necessary, the Officer, Director or Committee Chair whose duties will be affected shall be included in all discussions and decisions regarding that reorganization or reassignment of duties. (08/25/2018)

BOARD-10 The IWCA board will appoint the chairmen of the standing committees by a majority vote. Following their appointments by the Board, the chairmen may select the remaining non-chairing members of the committees. The IWCA Board is to be kept apprised of the selection of all committee members on a regular basis (08/25/2018)

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BOARD – 11 IWCA Board of Directors Guidelines for Conduct will replace the Code of Conduct for the Board of Directors that was adopted 15 January 2011 (8/25/18) See ***Board of Directors Guidelines for Conduct***

BOARD-12 The financial report/budget will be announced verbally during the AGM and will also be posted on the Members Only section of the web site. (05/17/2020)

Election Policies

VOTE-1 In the eventuality of a tie for First Vice-President, on the basis of precedent, the winner will be decided by the toss of a coin. (04/19/1988, reaffirmed 04/18/90)

VOTE-2 All election results are to be posted ASAP at show headquarters and at the show site. (05/03/1995).

VOTE-3 If an electronic balloting service is not being used, ballots are to be sent to a CPA firm, and delivered to the tellers at the AGM. (01/17/2021)

VOTE-4 Establish our Record Voting Date as March 31st . (01/24/2019)

VOTE-5 The Board to select a “Supervisor of Election” at the Winter meeting to receive the results of the election from the provider and to provide election assistance to the members. The Supervisor of Election shall not be a candidate in the upcoming election and may be a board member or not. (08/24/2019)

VOTE -6 The candidates for office on the electronic ballot shall be listed in alphabetical order by office, consistent with the By-laws for the listing of names on the paper ballot. (08/24/2019)

VOTE-7 Ballots, both electronic and paper, shall be due to the balloting vendor five business days before the Annual General Meeting. (08/24/2019, amended 01/17/2021)

Regional Specialties/All breed shows

Regional -1 Regional Specialties may not be held less than 30 days prior to or after the IWCA National Specialty unless approved by the Board of Directors. All dates for Regional Specialties must be approved by the Board of Directors of the IWCA. (1/17/2021)

Regional-4 The IWCA Board may approve Regional Specialty Dates for 3 years in advance. (Date unknown)

Regional-5 The Board may approve Regional Club Specialty applications in accordance with AKC rules. (07/30/2016)

Regional-6 The IWCA will consider supporting Breeder Judges at All-Breed and Group shows, on a case by case basis. (01/14/2017)

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Committee Policies

Committee Structure/Administration

Comm-1 Destruction of Documents/Materials Unless otherwise required by bylaws or other policy, after five years, the chair of a committee may shred or properly dispose of club records. (04/29/2018)

Comm-2 The Illinois General Not for Profit Corporation Act provides that each committee appointed by the Board of Directors shall have two or more directors and a majority of the membership shall be directors, and that all committee members serve at the pleasure of the board. This does not apply to the nominating committee. The board, however, may create and appoint persons to a commission, advisory body or other such body which may or may not have directors as members. This body may not act on behalf of the corporation, but may only make recommendations to the board (805 ILCS 105/108.40). (05/13/2019)

Comm-3 Committees: Comprised of no less than 3 “committee directors”. Majority of committee directors must be board members. Directors provide communication, decision making, direction to entire committee and report to the board. Tasks needing to be performed by club members not on the Board of Directors must be directed to an advisory team. Committees have decision making power and can act on behalf of the organization without board approval. (5/13/2019)

Comm-4 Advisory teams: Perform tasks for the board or provide recommendations to the board or a committee but cannot act on behalf of the IWCA. Advisory team members are not committee members and can be “staffed” by any club member. (5/13/2019)

Policies for individual committees

Breeder Directory - See *Policy and Procedures for IWCA Breeder Directory* (approved 1/17/2021)

Education

Ed-2 Replace the “Guidelines for IWCA-Sponsored Public Education Events” dated May 1, 2014, with a revised policy, which incorporates guidelines for IWCA events and IWCA sponsored events and events seeking to use the IWCA name or logo at their events. This document was prepared by the ad hoc committee pursuant to Motion #23 at the April 29, 2018 meeting. (8/25/18) See ***Guidelines for Public Education Events***

Finance/Treasurer

Fin-1 Memorial Fund Donate \$500 annually to the IWF in recognition of all members who have passed away in the previous year.” (2/25/2015)

Fin – 2 Use of Club Equipment An active member of the IWCA may request to use club equipment by submitting a written request to the chair of the committee in charge of such equipment. The request will include the dates and purpose for which the equipment is needed. The borrower is responsible for pick up and return of equipment within the stated timeframe. The borrower is also responsible for the equipment to be returned in the condition it was at the time of being borrowed or repaired or replaced at their own expense. (04/29/2018)

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Harp & Hound

H&H-1 The editor of the *Harp & Hound* shall have an advisory committee of not less than three members, two of which must be Board members. (04/28/2013)

H&H-2 Harp & Hound Advertising Policy

1. Only members of the Irish Wolfhound Club of America, Inc. may advertise in *Harp and Hound*.
 2. Advertising must be in good taste and in keeping with the club object to guard against commercial exploitation of Irish Wolfhounds.
 3. Acceptable advertisements may contain:
 - a. Congratulatory messages or memorials.
 - b. Candid photographs with a three generation pedigree or other copy.
 - c. Show or performance win photographs which may include the name of the dog, show or event, judge, placement, a three generation pedigree and owner contact information.
 4. No advertising of litters, stud service, or rankings in any system will be allowed.
 5. Covers and inside covers are not available for advertisements.
 6. Advertising in a 64-page issue of *Harp and Hound* will be limited to 15 pages, in a 72-page issue, 17 pages and in a 80-page issue, 19 pages. Advertising will be placed on first come basis, with payment in full. Those to whom pages were unavailable because of the page limitation, will have priority in order of receipt of paid advertising in the following issue.
 7. Advertising for each issue will open at a pre-announced time and date. Only requests arriving after the announced time and date will be placed, except for holdovers pursuant to paragraph 6.
 8. All advertising will be in one section of the magazine. Placement of advertisements is to be determined by the editorial staff, and due to layout constraints specific location requests will not be guaranteed.
 9. One person or entity may not have more than two pages per issue.
 10. Advertisements may be in color, black and white, or color-toned black and white.
 11. Prices (subject to change):
Horizontal half page \$100.00
Full page \$175.00
Two-page spread \$350.00
 12. Advertisements will be accepted for goods and services from members only. All such advertisements must clearly identify the advertiser and the product or service offered and must contain contact information. No advertising will be accepted from or concerning the following:
 - a. Any person or organization that promotes behavior unacceptable to the IWCA, Inc.
 - b. Political parties, candidates, or those promoting ballot issues.
 - c. Personal or singles advertisements.
 - d. Professional handling services.
 13. The IWCA, Inc. does not endorse any product or service and is not responsible for the claims of any advertiser.
 14. The IWCA, Inc. reserves the right to refuse advertising deemed inappropriate or which does not conform to this policy.
- IWCA Board approved: May 1, 2014*

Health & Research

Vet-1 Purina ProPlan Club Policy The Board would like to encourage those that use Purina products to send in their weight circles and UPC codes to Purina so we may continue to earn these funds. (01/24/2015)

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Internet Committee

IC-1 The Internet Committee is responsible for managing and maintaining the website, official Facebook group, official mailing lists, and any other online "social media" accounts operating under the club's name. (04/29/2018)

IC-2 The Internet Committee will report to the Board about content and usage of the website and other club-managed social media outlets. (04/29/2018)

IC-3 Content updates for the website or other club-managed social media outlets must be sent to the official Internet Committee email address (IWCA.Internet.Committee@gmail.com), in order to document changes and allow for the first available committee member to handle the request. (04/29/2018)

IC-4 The Board has the authority to remove or change all material posted on the website and all other club-managed social media outlets. (04/29/2018)

IC-5 Place the AKC Registration statistics on the IWCA website or a link to it. This will be under Members Only Documents, and will include only the statistics for Hounds and Irish Wolfhounds. (8/25/18)

IC-6 Accept Privacy Policy for use on the website. (8/24/2019) See ***Website Privacy Statement***

Judges Selection Committee

Judge-1 The Board will solicit recommendations from Active Members for the Conformation and Sweepstakes Judges. (01/14/2017)

Judge-2 There must be 8 (eight) years between a judge's National judging assignments, effective in 2024. (08/18/2024)

Judge-3 Sweepstakes Judge Eligibility requirements (04/29/2018)

- Must be 21 years or older
- Must have owned Irish Wolfhounds for at least 10 years.
- Must have competed or currently competes in AKC conformation show. (The AKC requires that sweepstakes judges be knowledgeable in ring procedures and expectations at AKC shows.)
- Experienced with puppies through:
 - Whelping and raising 4 or more litters. or
 - Owning and raising at least 6 puppies from 6 months to 2 years of age.
- Must have put a conformation championship on at least 1 Irish Wolfhound as its owner or handler.
- Must be in good standing with the AKC, IWCA and dog community.
- Must not have judged the IWCA National Specialty sweepstakes in the previous five (5) years

Judge-4 Conformation Show Judges eligibility requirements (04/29/2018)

- American Kennel Club judge licensed to judge Irish Wolfhounds or licensed to judge Irish Wolfhounds in the country of residence.
- Must not have judged the IWCA National Specialty in the previous eight (8) years (08/18/2024).

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Judge-5 Judge balloting policy: The IWCA active membership will elect judges for the two National specialties following the election year by two and three years. The ballot will consist of five candidates. The members will be allowed to vote for any or all five judge candidates. (8/24/2019)

Judge-6 Judge ballot nomination policy: There will be a total of five candidates for the IWCA National Specialty show conformation judge. The Judge Selection committee will present their suggestions for the conformation judge to the board at the Fall meeting. The board will vote to approve up to two of the Judge Selection Committee suggestions to be placed on the judges' ballot. The membership will be notified of the two candidates selected by the Board for the ballot. The remaining three candidates will be selected from nominations from the active membership following the Judge Selection policy dated April 2018. (8/24/2019)

Judge-7 Junior Showmanship, Performance (lure coursing) and **companion event** (obedience and rally) judges will be selected by the Show Chair. (04/29/2018)

Judge-8 Judge nomination, election, and communication procedures will be maintained by the Judge's Selection Committee chairman and documented in the IWCA Specialty Show Handbook. (4/29/2018)

Legislative Committee

Leg-1 IWCA Legislative Committee and approved networks use the IWCA logo on official club correspondence approved by the committee chair or an approved designated alternate. (10/26/2008)

Longevity Recognition

Long-1 Longevity Recognition Committee be renamed the Longevity Recognition Coordinator and be removed from the list of Standing Committees. (8/25/2018)

Membership

Memb-1 Any member who does not want their address published on the membership list should send that request, in writing, to the club secretary. (09/28/1986)

Memb-2 The membership chairman will keep files of membership applications. (09/23/1989)

Memb -3 Associate memberships are not transferable. (01/22/2001)

Memb – 4 Retain the procedure of charging for the IWCA membership list except for current members of the Board who shall receive it free of charge beginning in 2013. (01/19/2013)

Memb-6 AKC Studbook Any IWCA member in good standing may apply to receive the AKC Studbook (Irish Wolfhound entries only) by filling out the application on the AKC website. Please read the requirements very carefully. Do not send the application to the AKC; it must come through the IWCA Secretary. The signed application may be mailed or sent as an attachment to an e-mail to the Secretary for her to send on to the AKC. (05/24/2015)

Memb-7 If an applicant is admitted to membership at the Fall meeting, his or her dues will be considered paid for the following year. (1/16/2016)

Memb-8 Sponsors of applicants for Active membership may send letters of recommendation without having signed the original application. (07/30/2016)

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Memb-9 The membership chairman will send a copy of the Harp & Hound to new Associate Members of the IWCA (8/24/19)

Memb-10 Establish a published guideline that strongly recommends a person must be an associate member for at least 2 years before applying to be an active member of the IWCA (1/18/2020)

Memb-11 No later than November 2020, all new membership applications, the applicant must submit an executed copy of the Code of Ethical Conduct and the Standard of Ethical Conduct for Members of the IWCA. (5/17/20)

Memb-12 Beginning with the 2021 membership renewals, a copy of the Code of Ethical Conduct, and the Standard of Ethical Conduct for Members of the IWCA will be sent along with the renewal information. (5/17/20)

Memb-13 Membership committee chairman's duties are to: receive applications for membership in the club. Provide list of applicants to the secretary and to the editor of Harp & Hound for publication and receive resulting letters of comment. (date unknown)

Performance & Versatility

Perf -1 When posting the annual ASFA / LGRA rankings, only IWs owned or bred by IWCA members will be listed on the website and Facebook. For publishing any annual rankings in performance events in the Harp & Hound and in the online video, all IWs will be listed, but only IWs owned or bred by IWCA members may be highlighted via photos, etc. (5/17/20)

Rescue

Resc-1 The IWCA Rescue Committee and the Irish Wolfhound Foundation will share the cost of rescue fund requests equally. (01/19/2013)

Specialty Oversight – See *Specialty Oversight policies*