



ASFA ADMINISTRATIVE POLICIES

As of November 2017

(updated November 2017)

The Board has interpreted the term "policies" to indicate enforceable items 11/89 (Operational)

NOTE: We have arranged the policies by subject. They have been assigned a new reference number, and the old policy number is listed at the end of the policy statement.

LEGEND: A-ACoD01 (is the **new** number) then the Policy Statement. The date at the end of the policy statement is the date it was enacted by ASFA. If there is an "R-" in front of the date, it refers to the date the policy was revised. This is followed by the Old Policy No. at the far right.

(Example: (R-04/88)

A103)

References beginning with "Ch" refer to the ASFA Rulebook; references beginning with "Art" refer to the ASFA Constitution and Bylaws.

Definition: "**Administrative**" policy is procedure developed as a result of questions or problems brought to the Board's attention which gives specific direction to Board members and committees. These policies shall become effective when published on the ASFA website, and shall remain in effect unless: 1) revised or revoked by the Board, 2) revised or revoked by the Annual Convention of Delegates, or 3) incorporated into the Running Rules, but shall never be in conflict with the rules or constitution. Previously A-RUL01. (Moved 03/13)

Definition: "**Operational**" policy is information a Club or entrant needs to know. It typically addresses an area of the Rulebook or Constitution and "amplifies, clarifies or interprets." These policies shall become effective when published on the ASFA website, and shall remain in effect unless: 1) revised or revoked by the Board, 2) revised or revoked by the Annual Convention of Delegates, or 3) incorporated into the Running Rules, but shall never be in conflict with the Rules or Constitution. Previously A-RUL02. (Moved 01/14)

Subject: **Policy Statement**

ACoD

A-ACoD01 Pending Board review, the Convention Planner may set registration fees at different rates: registrations received by a deadline and rooming at the hotel; Delegates not rooming at the hotel; registrations received late.

(04/88)

A103

A-ACoD02 The Convention Planner will arrange an account for Board rooms and meeting expenses, separate from the Convention account, whenever possible.

(04/88)

A104

A-ACoD03 The Convention Planner shall prepare a full financial accounting of the Convention, listing income and expenses; this shall be sent to the Recording Secretary in time to be circulated with the ACoD minutes of that Convention when published.

(04/87)

A105

A-ACoD04 Any individual, upon payment of the appropriate registration fees, may represent only one member Club as a voting Delegate and any number of other non-member Clubs as an observer or alternate at the ACoD. The Convention Planner will require a separate registration fee for each Club.

(04/90)

A106

A-ACoD05 Early registration for ACoDs must close at least 45 days prior to ACoD to allow the Convention packets to be sent via surface mail or electronic mail in a timely manner. All Board information required in the packet must be received by the Convention Planner at least 45 days prior to the ACoD. The Convention Planner must send reminders to Chairpersons and other relevant individuals two months before the packet item deadline. An additional reminder will be sent two weeks before the deadline.

(R-03/16)

A328

A-ACoD06 Any written material prepared in advance that is to be acted on at the ACoD should be included in the ACoD Delegate package that is published on the ASFA website in advance of the Convention.

(03/03)

A345

BOARD

- A-BOD01 No member of the Board will be paid for services rendered.
(04/85) A90
- A-BOD02 When the Board discusses charges against an individual it shall go into Executive Session. The minutes of these Sessions shall not be included in the Board minutes but shall be filed with the original charges with the Corresponding Secretary.
(04/94) A98
- A-BOD03 The Corresponding Secretary will post on the ASFA website notice of any Club that has been officially admonished or censured by letter from the Board for violation of the rules. The Corresponding Secretary shall give a brief summary of the rules violation, citing the section of the Rulebook being violated.
(04/94) A100
- A-BOD04 Grounds for dereliction of duty by a Regional Director include but are not limited to either or both of the following: a) failure to attend two or more consecutive annual meetings of the Board of Directors, and b) failing to submit a ballot, whether Yea, Nay or Abstain, for at least 70% of the motions voted on during online meetings over the course of the year between annual meetings of the Board of Directors.
(R-03/15) A121
- A-BOD05 The President may, at his/her discretion, require a paid contractor to attend a Board meeting. The President may require the attendance of Chairpersons at Board meetings only when he/she determines that such Chairpersons need to make an oral presentation at the Board meetings.
(R-03/16) A133
- A-BOD06 The ASFA will pay reasonable repairs and maintenance costs on individually owned equipment used substantially for ASFA business, subject to review by the Chief Financial Officer.
(08/05) A163
- A-BOD07 The ASFA will pay the following expenses for Board members attending Board meetings: 1) the lesser of round trip coach airfare, or actual airfare, or mileage at the current IRS approved rate; and 2) reasonable and economical ground transportation and parking expenses. All other travel expenses incidental to meetings shall be paid by the individual Board member. Each Board member shall make his/her own travel arrangements and may submit an invoice for the allowable expenses to the Treasurer. This shall also apply to any guest who is not a paid contractor of the ASFA, invited by the President.
(04/99) A165
- A-BOD08 A hardship subsidy may be requested by a Board member to assist with Board meeting expenses which are not subject to the reimbursement policy. Such subsidy amount is to be determined by the President and the CFO.
(03/10)
- A-BOD09 Airfare to be submitted for reimbursement in excess of 75 percent of full coach fare must be pre-approved by the Chief Financial Officer.
(08/05) A166
- A-BOD10 Paid contractors and/or Chairpersons required to attend a Board meeting by the President shall be reimbursed as follows: 1) the lesser of round trip coach airfare, or mileage at the rate approved by the IRS, or actual airfare; 2) reasonable and economical actual ground transportation and parking expenses; and 3) reasonable and economical lodging expenses related to the authorized attendance.
(R-03/16) A167
- A-BOD11 The ASFA Committee List is the responsibility of the Recording Secretary and must be forwarded by mail or electronic mail to Board members and Chairpersons with revised address and phone number list as soon as possible after Board meetings.
(R-03/16) A254
- A-BOD12 The Treasurer shall not accept any expense statements that are older than 6 months for payment. Anything older than 6 months shall need Board approval.
(04/97) A255
- A-BOD13 Deleted (12/13) A259
- A-BOD14 Deleted (03/14)

- A-BOD15 All members of the Board of Directors and Chairpersons must have e-mail accessibility.
(R-03/16) A337
- A-BOD16 Registered mail as referred to in Article IX, Section 1 of the Constitution means any traceable, signature-required form of mail.
(08/03) A339
- A-BOD17 Board discussion on the Internet discussion list will be archived for a rolling 12-month period only. Anything earlier will be deleted. The Recording Secretary will compile a list of actions taken by the Board on the discussion list since the previous meeting and distribute it at each Board meeting. This will be for informational purposes only.
(08/04) A349
- A-BOD18 The Chairperson of the Rules Evaluation Committee will have the ultimate authority on whether a Regionals rules change proposal has been submitted properly in the event a question of legitimacy becomes apparent.
(08/08) A362
- A-BOD19 When the ASFA has a need to hire a new employee or vendor, products or services, the following guidelines shall be followed: an appropriate job or project description shall be prepared. This description shall include the requirements of the position or project, the class of experience sought, the amount of remuneration as appropriate and the timeframe for filling the position or awarding the project. The announcement of a position opening and/or request for proposal for a vendor shall be advertised on the ASFA website for a time period suitable to receive a satisfactory response from an able recipient. An appropriate committee as directed by the President shall evaluate responses to advertised positions or requested vendor proposals. Such committees shall have the authority to hire employees or contractors/vendors at the discretion of the Board of Directors. It is the policy of the ASFA that employees and vendors be considered for contracts without regard for race, color, religion, sex, sexual orientation, marital status, nation of origin, age, ancestry, physical or mental disability, or veteran status.
(08/08) A364
- A-BOD20 Deleted (03/14)
- A-BOD21 "Official Business" for publication is business that the Board explicitly decides is official.
(03/03) A333
- A-BOD22 The Minutes Review Committee will review and approve Executive Session minutes as recorded by the Recording Secretary. Such minutes will be approved in Executive Session at the following Board meeting.
(04/07) OP5
- A-BOD23 An appeal of a protest regarding a judging decision may be considered on the Board's on-line discussion list.
(01/14)
- A-BOD24 Each motion made in the Board's electronic meeting shall be accompanied by a statement of the financial impact the motion, if approved, would have on the revenues and/or expenses of ASFA.
(08/15)
- BOWEN**
- A-BOW01 Each year the ASFA shall offer a plaque to each parent breed club. This plaque is to be awarded to the owner of the highest placing hound of that breed for the preceding year, under the ASFA Top Twenty system, which is owned by a member of the parent Club.
(R-01/14) A108
- A-BOW02 The ASFA will recognize the Bowen system as official and publish an official Top Twenty each year for each breed and the Singles stake.
(R-03/15) A14
- CLUBS**
- A-CLUB01 Deleted (01/14) A225
- A-CLUB02 Recommendations for applied Clubs by the Records Coordinator, Scheduling Chairperson and Regional Director must be sent within two (2) weeks of the Membership Chairperson's request.
(03/03) A334

ELECTIONS

- A-ELEC01 Mail ballots cast by Club Delegates are considered public and are available for release in all cases except Regional Director elections. For Regional Director elections, all information is available after the close of ballots; while balloting is in progress the Corresponding Secretary shall only release which Clubs have voted.
(11/84) A110
- A-ELEC02 The Nominating Committee will ask the nominee for Recording Secretary to attend the Board meeting and Convention for the purposes of shadowing the outgoing Secretary. Any other potential nominee may attend for the same purpose. The invited nominee shall be reimbursed per Board travel reimbursement policy, provided he/she has attended and assisted in taking minutes at both the Board meeting and Convention.
(R-03/14) A131
- A-ELEC03 The Recording Secretary will submit officers' job descriptions to the ASFA webmaster every other year in conjunction with the notice for nominations.
(R-01/11) A325
- A-ELEC04 The Word "club" as used in Article V, Section 5 of the Constitution and Bylaws is interpreted to mean a Member Club with voting privileges.
(12/13)
- A-ELEC05 In Regional Director Special Elections, once a candidate receives a majority of votes, he or she takes office immediately.
(01/14)

FINES & FEES

- A-FEE01 The Scheduling Chairperson will notify the Records Coordinator of any situations resulting in unexpected changes to a premium list or outstanding fines. The Records Coordinator will be responsible for whatever action is deemed appropriate.
(01/11) A145
- A-FEE02 The Treasurer is authorized to collect the amount of a check returned to the ASFA for any reason, plus any bank charges incurred, plus a \$5 fine.
(04/82) A160
- A-FEE03 Any individual who has an outstanding debt to the ASFA for a period of 120 days may be suspended by a 2/3 majority vote of the Board. Any such suspension will remain in effect until the debt has been satisfied.
(11/85) A162

FIELD TRIAL IMPROVEMENT

- A-FTI01 Whenever the Field Trial Improvement Committee finds it necessary to pass on entrant surveys to Clubs or Regional Directors, these shall be presented in an anonymous format in so far as possible.
(11/99) A302

FORMS

- A-FORM01 The Recording Secretary will be responsible for notifying the Forms Chairperson of any forms that need updating and what the updates are.
(11/98) A271
- A-FORM02 New and updated forms containing changes in content must be approved by the Board before publication. Proofreading and editing forms is at the discretion of the Forms Committee.
(11/99) A308
- A-FORM03 All official ASFA business shall be finally formatted using Microsoft Office products, unless the Board makes a specific exception.
(08/04) A320
- A-FORM04 Deleted 03/15.

HALL OF FAME

A-HOF01 Deleted (03/16) A274

INVITATIONALS

A-INVIT01 The Invitationals Chairperson shall publish the current policies for all Invitationals on the ASFA website.
(R-01/11) A154

JUDGING

A-JUDG01 The Judges Handbook is provided to applicants.
(03/13) A75

A-JUDG02 Deleted (01/14) A75

A-JUDG03 The Chairperson of Judges Licensing is empowered to approved any license (provisional, full and additional breeds) if all requirements are in order and there is no negative correspondence in the Judge's file.
(11/80) A124

A-JUDG04 The Chairperson of Judges Licensing will notify a Judge and Scheduling in writing within one week of any changes in status when the change is approved.
(11/88) A126

A-JUDG05 The Records Coordinator shall forward to the Judges Licensing Chairperson any Judge's sheets which excuse, dismiss or disqualify a hound and state a reason not in agreement with the rules.
(10/92) A149

A-JUDG06 The list of Canadian Judges will be available on the ASFA website.
(R-01/11) A270

A-JUDG07 The Records Coordinator will notify the Chairperson of Judges Licensing of all reasons that Judges were unable to fulfill their judging assignments.
(09/01) A322

A-JUDG08 The Board will appoint a Judges Licensing Chairperson, who shall be responsible for administering the rules, requirements and procedures established by the American Sighthound Field Association for licensing of Judges. He or she shall have such duties and responsibilities as determined by ASFA rules, policies and by the Board of Directors. The Judges Licensing Chairperson shall be an ex officio member of the Judges Committee.
(08/07) A365

MEMBERSHIP

A-MEM01 Membership shall remind affiliate Clubs of Article 2, Section 1, once each year; a change to full member status with voting privileges is not automatic.
(04/94) A3

A-MEM02 Any incomplete renewal applications received by the Membership Chairperson will be returned to the person who submitted the application for correction and reapplication.
(10/82) A128

A-MEM03 When an ineligible person is named as a Club Delegate, the Membership Committee shall return the application with a request that another Delegate be named.
(04/94) A130

A-MEM04 The ASFA will establish a program to allow acceptance of applications for affiliation from any qualified Club in North America.
(10/96) A236

- A-MEM05 Upon approval of affiliate status, permanent items remaining in Membership's files for a Club will be: all application forms, Club constitution, all trial evaluations (including fun trials), Change of Delegate forms, and trial error notices. All other correspondence/forms will be purged from the Club's files. As deemed necessary by the Membership Chairperson, items removed from the Club's files (such as premium lists) may be sent to Archives. Upon approval of member status, permanent items remaining in Membership's files for a Club will be: all application forms, Club constitution, all trial evaluations (including fun trials), Change of Delegate forms, and trial error notices.
(11/01) A250
- A-MEM06 For the purposes of Article II, Section 4 (c) of the ASFA Constitution [Termination of Membership], a calendar year shall be interpreted as January 1 through December 31.
(11/99) A303
- A-MEM07 Membership will retain records for lapsed Clubs for one year after the lapsing of the Club.
(11/99) A305
- A-MEM08 The ASFA will not knowingly accept an alias or fictitious name on applications for Club affiliation/membership.
(04/95) A224
- A-MEM09 The Board delegates the authority to move a Club to affiliate status to the Membership Committee.
(R-03/10) A304

MINUTES

- A-MIN01 Wording of official news published on the ASFA website will supersede wording of the minutes until a correction to either the minutes or official news is published.
(R-01/11) A136
- A-MIN02 The Recording Secretary will circulate draft copies of minutes only to the Minutes Review Committee (MRC) within 30 days of a Board meeting and 60 days of a Convention. In the event that the majority of the MRC does not agree with the wording in the draft minutes, the MRC shall draft alternative wording which shall be circulated by the Recording Secretary with the draft minutes. After final review by the MRC, the Recording Secretary shall circulate minutes to all members of the Board and all Chairpersons within 3 months of a Board meeting and within 5 months of a Convention.
(R-03/15) A137
- A-MIN03 Minutes of the Board of Directors shall only be distributed to Board members and committee Chairpersons prior to formal approval by the Board.
(R-03/16) A229
- A-MIN04 Minutes of the ACoD may be distributed once approved by the Minutes Review Committee.
(04/97) A230
- A-MIN05 It is the responsibility of Chairpersons and/or employees of the ASFA to review the Board of Directors and Annual Convention of Delegates minutes to determine any Board actions that affect their positions and responsibilities.
(R-03/15) A261
- A-MIN06 The ASFA President will send a report of significant action taken at each Board meeting to the website as soon as possible after review by the Minutes Review Committee.
(R-01/11) A278
- A-MIN07 The ASFA President will provide a condensed version of the Board minutes, after review by the Minutes Review Committee, for publication on the ASFA website. This will bear the notice that the information is not official until approved at the next Board meeting.
(R-01/11) A283
- A-MIN08 After review by the Minutes Review Committee, a complete copy of the minutes of the Annual Convention of Delegates will be published on the website. These minutes will bear the notice that the information is not official until approved by the Annual Convention of Delegates the following year.
(01/11) A284
- A-MIN09 Deleted (03/16) A360

PROTESTS

- A-PRO01 The Corresponding Secretary shall notify the Board of all protests received since the last meeting, but protests will not be read or discussed at Board meetings when no appeal is filed, with the exception of cases when the Field Committee files an appeal or requests that a specific case be reviewed by the Board, or when the Corresponding Secretary notes significant procedural irregularities.
(04/94) A4
- A-PRO02 The Corresponding Secretary shall forward a copy of all protests filed with appeals to the respective Regional Director.
(11/84) A111

RECORDS

- A-RCD01 If there is an error on a certificate due to an error on the entry form, a corrected certificate will be issued upon payment of a \$10 correction fee. There is a charge of \$10 for each duplicate certificate request.
(04/94) A13
- A-RCD02 The ASFA will not provide copies of record sheets to individuals.
(04/86) A138
- A-RCD03 The Records Coordinator will send the original record sheets and copies of the premium list for International and Regional Invitationals to the Historian, one year after publication.
(11/90) A139
- A-RCD04 The Records Coordinator will establish a duplicate copy of each hound's record on a bi-monthly basis, to be stored in a location away from the original records.
(04/94) A142
- A-RCD05 The Records Coordinator shall keep all trial records submitted by a Club for one year from the date of publication of that trial. All records received from Clubs will be destroyed after one year.
(04/94) A143
- A-RCD06 The Records Coordinator will make a reasonable attempt to follow up on judging changes noted on the trial results which are submitted without explanation and notify Judges Licensing of exceptions.
(R-03/15) A144
- A-RCD07 Deleted (03/17)
- A-RCD08 Minor record changes that do not affect points or placements can be signed off by the President of the ASFA for website placement.
(R-01/11) A247
- A-RCD09 Except for official ASFA purposes, the final year end Top Twenty results for a breed will not be released until they have appeared on the ASFA website.
(08/03) A341
- A-RCD10 The Records Coordinator will notify the Board when an individual acting as a Field Trial Secretary for multiple Clubs is responsible for multiple records error notices.
(03/04) A348
- A-RCD11 When a hound has earned an ASFA title, all known titles for that hound shall be published with the hound's name on the ASFA website.
(R-01/11) A147
- A-RCD12 The Region where a trial is held will be credited for the number of hounds running in that trial.
(04/98) A262

REGIONAL DIRECTORS

- A-RD01 Less than a full two-year term served by a Regional Director shall not be considered a "term" for the purposes of determining if a Regional Director may accept a nomination and be elected to an additional term pursuant to Article VI, Section 4 of the Constitution.
(10/94) A208
- A-RD02 Each retiring Regional Director and Chairperson shall turn over to his successor all properties and records relating to that office within 30 days of leaving his position.
(R-03/16) A122
- A-RD03 Each Regional Director shall attempt to compile an historical photo album within the respective region.
(R-12/12) A150
- A-RD04 At the discretion of the Regional Director or upon request by the Membership Committee, Field Trial Improvement Committee, the Regional Directors Committee, and/or the ASFA Board, Regional Directors, or their designee, shall complete a Field Representative's report form on at least one trial hosted by each Club attended within their regions. Completion of the report is optional only if the Regional Director is a member of the host Club or Field Committee. A copy of the report shall be forwarded to the Field Trial Improvement Committee Chairperson, Membership Committee Chair, and the Club Field Trial Chairperson within 30 days of the trial.
(R-03/16) A151
- A-RD05 Deleted 03/15.
- A-RD06 The Regional Director will send a letter to the Scheduling Chairperson listing the Club which is approved to host that year's Regional Invitational, with a copy to each Club that submitted a proposal.
(04/94) A155
- A-RD07 Regional Directors shall be reimbursed for any reasonable expenses incurred: helping new Clubs organize, renting facilities for a regional meeting, keeping Clubs informed, traveling to trials within the region and for the promotion of the ASFA. Each Regional Director may not exceed a total of \$250 in reimbursable expenses each year.
(04/94) A158
- A-RD08 Whenever possible, the Regional Directors Committee will meet on the first or second day of the Board of Directors meeting.
(R-03/15) A268

RULES & POLICIES

- A-RUL01 The definition of "administrative" has been moved to beginning of Administrative Policies.
(R-03/13) A1
- A-RUL02 The definition of "operational" has been moved to beginning of Administrative Policies.
(R-01/14) A2
- A-RUL03 The Policy Compilation Chairperson shall prepare current Operational and Administrative policies to be posted on the ASFA website. The Chairperson shall also prepare an update of all policies amended, adopted, or deleted during the prior calendar year for distribution to the ACoD.
(R-03/16) A132
- A-RUL04 When the Board submits an issue to REC, the Board shall specifically indicate if REC is expected to develop a rule change proposal or review the issue and make recommendations.
(11/88) A134
- A-RUL05 The REC will have three regular members and two alternates. The alternates have a voice during discussion, but do not have a vote unless replacing a regular member. The REC Chairperson shall designate the alternates as #1 and #2.
(11/89) A135
- A-RUL06 ACoD policies will be formulated by the Policy Compilation Committee and integrated with Board policies. The ACoD policies should be submitted for publication on the website as soon as possible after the Convention. These policies will go into effect upon publication on the website.
(R-01/11) A272
- A-RUL07 In its reports, the REC will provide a brief and dispassionate explanation of its reasoning in the case of a recommendation against a rules change proposal.
(03/06) A356

- A-RUL08 The acronym ASFA, when used for the American Sighthound Field Association, shall not be used for any commercial venture without prior approval of the Board of Directors. Only ASFA events specifically designated as hosted by the ASFA (i.e., the ACoD, the Regional and International Invitationals, the approved National Specialties) may include the ASFA acronym as part of the title of the event.
(04/07) A359
- A-RUL09 The "official" version of the ASFA Policies shall be the version on the ASFA website. That "official" version shall be watermarked with the ASFA logo and the word "official".
(03/14)

SCHEDULING

- A-SCHD01 The Scheduling Chairperson may, in extreme circumstances, require a print-ready premium list from Clubs 45 days prior to the trial date. Second offenses will be called to the Board's attention.
(R-01/14) [moved from Premiums] A44
- A-SCHD02 The Scheduling Chairperson shall compile a list of Clubs that have failed to send a final premium list in advance of the trial date and send it to the Corresponding Secretary, to be reviewed at each Board meeting.
(R-01/14) [moved from Premiums] A117
- A-SCHD03 The Scheduling Chairperson will retain electronic copies of premium lists for one year, unless the trial or Club is under investigation by the ASFA. Electronic copies of Fun Trial and Fast Track Fun Trial premium lists shall be forwarded to the Membership Committee.
(R-03/10) A288
- A-SCHD04 Clubs may send premium lists for approval to the Scheduling Chairperson via electronic mail. Final approved copies may be sent to the Scheduling Chairperson in an electronic format, including applied Clubs and those Clubs on the "Fast Track" program. These Clubs must also include a copy to the Membership Chairperson.
(R-03/16)
- A-SCHD05 The Scheduling Chairperson shall notify the Records Coordinator in writing, within a week, every time an event is scheduled.
(04/00) A315
- A-SCHD06 The Scheduling Chairperson will notify the Awards Chairperson of approved National Specialties so that the appropriate plaque can be provided, identical in size and appearance to the plaques awarded to the Best of Breed winners at other National Breed Specialties. This plaque can be available for presentation at the approved National Specialty trial.
(04/07) A358
- A-SCHD07 The Scheduling Chairperson shall notify Membership of an approved date for a Fun Trial.
(04/00) A316
- A-SCHD08 Unless specifically requested not to do so by the hosting club, the Scheduling Chair will forward a PDF copy of each approved premium list to the Webmaster for posting in the Trial Schedule section on the ASFA website.
(08/15)

WEBSITE

- A-WEB01 The Recording Secretary will provide the Internet Liaison a list of Board members and Chairpersons within 30 days from elections or change in positions.
(R-01/11) A109
- A-WEB02 Deleted 03/15.
- A-WEB03 Updates to the ASFA website can only be submitted by the Chairperson of the respective committee and should be made to the Internet Liaison.
(R-01/11) A281
- A-WEB04 The Policy Compilation Committee Chairperson will submit the Operational and Administrative policies to the ASFA Webmaster for placement on the website.
(R-01/11) A290
- A-WEB05 The Hall of Fame guidelines and nomination form will be published on the ASFA website.
(R-01/11) A309