

ASFA ADMINISTRATION POLICIES
As of 10-25-05

Seq Number	Chapter	Section	Paragraph	Text	Date Established
1				"Administration" 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 become effective upon circulation of the minutes of the meeting that created or amended the procedure and remain in effect until amended by the body that last addressed the issue. As these procedures are adopted by the Board, any changes must be brought to the board for review. (If created by an ACOD, changes in procedure shall be reported to the ACOD by the Board.)	Apr 94
2	1	5		"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 in FAN and shall remain in effect unless: 1] revised or revoked by the board, 2] revised or revoked by the annual convention or 3] incorporated into the running rules," but shall never be in conflict with the rules or constitution.	Apr 94
3	II	3		Membership shall remind affiliate clubs of Art 2, Sect 3 once each year; a change to member status is not automatic.	Apr 94
4	9	3		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.	Apr 94
7				The FAN mailing list will be made available to any ASFA sanctioned club for publicity purposes only.	Apr 85
13				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 requested.	Apr 94
14				The ASFA will recognize the Bowen system as official and publish an official top twenty each year for each breed.	Apr 87
44	4	3		The Scheduling Chairman 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.	Oct 87
75	11			Judges will receive free copies of the current rulebook and Judges' Handbook upon receiving their license to judge. They will also be sent copies of each new edition of the rulebook.	Aug 05 R
90	I	3		No member of the Board will be paid for services rendered.	Apr 85
91	9	6		The Board will take no punitive action based on a statement of irregularity with regard to anything that took place prior to the date of Board review.	Nov 84
98	8			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.	Apr 94

Seq Number	Chapter	Section	Paragraph	Text	Date Established
100				The Corresponding Secretary will send to FAN 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.	Apr 94
103				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.	Apr 88
104				The convention planner will arrange an account for Board rooms & meeting expenses, separate from the convention account, whenever possible.	Apr 88
105				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 minutes of that convention when published.	Apr 87
106	iv	7		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.	Apr 90
108				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 ten system, that is owned by a member of the parent club.	Apr 94 R
109				The Corresponding Secretary will provide the FAN editor a list of Board members and chairmen within 30 days from elections or change in positions.	Apr 93
110				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.	Nov 84
111				The Corresponding Secretary shall forward a copy of all protests filed with appeals, to the respective regional director.	Nov 84
113				The FAN mailing list should not be distributed in bulk or sold without Board review. Any Board member has access to the information for ASFA business.	Oct 82
114				A free FAN subscription shall be terminated as soon as an officer, director or chairman leaves the position; the successor shall receive the free subscription immediately following the change.	Apr 94 R

Seq Number	Chapter	Section	Paragraph	Text	Date Established
115				A free FAN subscription shall be sent to the six regular officers, the immediate past president and the ten regional directors for the duration of their terms. A free FAN subscription shall also be sent to the ASFA Treasurer and to the chairmen of the following committees provided they are not already receiving a copy as a member of the Board: Scheduling, Judges' Licensing, Records Coordinator, Forms Distribution, Field Trial Regulation, Membership, Policy Compilation, Constitution Revision, and Rules Evaluation. A complimentary subscription shall also be sent to the Treasurer, the Webmaster and the coursing chairmen of the CKC, AKC and the CanFAN editor. The FAN editor shall make the decision on the number and distribution of free subscriptions and provide a list to the chairman of the FAN committee.	Aug 05 R
116				The FAN editor may send a complimentary issue to those people who contribute substantially to that issue if they are not otherwise reimbursed for the contribution.	Apr 93
117	4	3	3	The Scheduling Chairman 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.	Apr 94
121	vi	4		Non-attendance at two or more consecutive Board meetings may be considered dereliction of duty.	Apr 90
122				Each retiring regional director and key chairman shall turn over to his successor all properties and records relating to that office within 30 days of leaving his position.	Apr 94 R
124	xi	4 & 5		The chairman of judge's licensing is empowered to approve any license (provisional, full and additional breeds) if all requirements are in order and there is no negative correspondence in the judge's file.	Nov 80
126				The chairman of Judges' Licensing will notify a judge and Scheduling in writing within one week of any change in status when the change is approved.	Nov 88
128				Any incomplete renewal applications received by the Membership chair will be returned to the person who submitted the application for correction and reapplication.	Oct 82
130	II	2		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.	Apr 94 R
131				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 newly elected Recording Secretary 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.	Oct 92

Seq Number	Chapter	Section	Paragraph	Text	Date Established
132				The Policy Compilation chairman shall prepare current operational policies to be distributed with a specific issue of FAN . A notice will be printed in the same issue stating that policies are included in the mailing and additional copies are available from Forms Distribution and on the ASFA web site The chairman shall also prepare an update of all policies amended, adopted, or deleted during the prior calendar year for distribution to the ACoD.	Nov01 R
133				The President may, at his/her discretion, require a paid contractor to attend a Board meeting.	Oct 92
134				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.	Nov 88
135				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 chair shall designate the alternates as #1 and #2.	Nov 89
136				Wording of official news published in FAN will supersede wording of the minutes until a correction to either the minutes or official news is published.	Apr 94 R
137				The Recording Secretary will circulate draft copies of minutes only to the Minutes Review Committee. In the event that the majority of the Minutes Review Committee does not agree with wording in the draft minutes, the Minutes Review Committee shall draft alternative wording which shall be circulated by the Recording Secretary with the draft minutes. After review by the MRC, the Recording Secretary shall circulate minutes to all members of the Board and key chairmen within 3 months of a Board meeting and within 5 months of a convention. The Recording Secretary shall have a draft copy of the minutes to the Minutes Review Committee within 30 days of the Board meeting. The Recording Secretary will circulate the minutes within 60 days of a Board meeting and 5 months of an ACoD.	Apr 97
138				ASFA will not provide copies of record sheets to individuals.	Apr 86
139				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.	Nov 90
142				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.	Apr 94 R
143				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.	Apr 94 R
144				The Records Coordinator will make a reasonable attempt to follow up on judging changes noted in the trial results which are submitted without an explanation.	Nov 88
145				The Records Coordinator will notify the Records Chairman of any situations resulting in unexplained changes to a premium list or outstanding fines. The Chair will be responsible for whatever action is deemed appropriate.	Nov 88

Seq Number	Chapter	Section	Paragraph	Text	Date Established
146				When publishing a hound in trial results, the suffix titles listed shall be limited to those recognized for the dual certificate.	Apr 94 R
147				When a hound has earned an ASFA title, all known titles for that hound shall be published with the hound's name in FAN.	Nov 91
149				The Records Coordinator shall forward to the Judges Licensing Chairman, any judges sheets which excuse, dismiss or disqualify a hound and state a reason not in agreement with the rules.	Oct 92
150				Each Regional Director shall compile an historical photo album within the respective region.	Apr 94 R
151				Each year Regional Directors 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 trial regulation committee chairman and the field chairman within 30 days of the trial.	Apr 94
153				Minutes of each regional meeting shall be forwarded to the Corresponding Secretary by the Regional Director.	Nov 93
154				The invitationals chair shall publish the current policies for all invitationals in FAN on a yearly basis.	Apr 94 R
155				The Regional Director will send a letter to the Scheduling chair listing the club which is approved to host that year's regional invitational, with a copy to each club that submitted a proposal.	Apr 94 R
158				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 ASFA.	Apr 94 R
160				The Treasurer is authorized to collect the amount of a 'bad' check plus any bank charges incurred, plus a \$5 fine.	Apr 82
162	viii	5	b	Any individual who has an outstanding debt to 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.	Nov 85
163				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.	Aug 05 R
165	V	1		ASFA will pay the following expenses for Board members attending Board meetings: 1] lesser of round trip coach airfare, or actual airfare, or mileage at the current IRS approved rate; 2] reasonable and economical ground transportation and parking expenses; and 3] lodging 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 and lodging 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.	Apr99 R

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166				Airfare to be submitted for reimbursement in excess of 75% of full coach fare must be pre-approved by the Chief Financial Officer.	Aug 05 R
167				Paid contractors attending Board meetings at the President's request shall be reimbursed as follows: 1] lesser of round trip coach airfare, or mileage at the rate approved by 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.	Apr 94 R
168				ASFA will pay the following for authorized Board travel other than Board meetings: 1] lesser of round trip coach airfare or mileage at the current IRS approved rate; 2] reasonable and economical ground transportation and parking related to the authorized travel; 3] reasonable and economical lodging expense. All other travel and lodging expenses shall be paid by the individual. Each individual shall make his/her own travel and lodging arrangements and submit an invoice for the allowable expenses to the Treasurer.	Aug 79
208	VI	3	d	Less than a full two year term served by a Regional Director shall not be considered a "term" for the purposes of determining if the Regional Director may accept a nomination and be elected to an additional term pursuant to Article VI, Section 4, Paragraph (d) of the Constitution.	Oct 94
224	II			ASFA will not knowingly accept an alias or fictitious name on applications for club affiliation/membership.	Apr 95
225	IV	4	d	The following clubs shall be considered national clubs: ASFA, parent clubs as defined by AKC, the American Saluki Association (ASA) and the Greyhound Club of Canada (GCC).	Apr 01 R
229	V	2	d	Minutes of the Board of Directors shall only be distributed to Board members and key committee chairmen prior to formal approval by the Board.	Apr 97
230	V	2	d	Minutes of the ACoD may be distributed once approved by the Minutes Review Committee.	Oct 95
236	appendix	Membership		The ASFA will establish a program to allow acceptance of applications for affiliation from any qualified club in North America.	Oct 96
247	VI	2		Minor record changes that do not affect points or placements can be signed off by the President of the ASFA for FAN placement.	Nov 97

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250				<p>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 Chair, items removed from the club's files (such as premium lists) may be sent to Archives.</p> <p>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. All other correspondence/forms will be purged from the club's files. As deemed necessary by the Membership Chair, items removed from the club's files (such as premium lists) may be sent to Archives.</p>	Nov01 R
253				At the discretion of the President, convention fees for any individual contractor attending any convention may be paid by the ASFA.	Apr 97
254	VII			The ASFA Committee List is the responsibility of the Recording Secretary and mailed out to Board members and key chairs with revised address and phone list as soon as possible after Board meetings.	Apr 97
255	v	2	f	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.	Apr 97
259	VII			The Internal Audit Committee is a subcommittee of the Finance and Budget Committee. This subcommittee will oversee the detailed financial activity of the ASFA. The Internal Audit Committee will be chaired by a member of the Finance and Budget Committee with other members assigned by the President of the ASFA.	Apr98
261	VII			It is the responsibility of key chairs 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.	Apr98
262				The Region where a trial is held will be credited for the number of hounds running in that trial.	Apr98
268	VIII			Whenever possible, the Regional Directors Committee will meet from 11 a.m. to 2 p.m. on the first day of the spring Board of Directors meeting. For fall meetings, the RD Committee will meet on the Friday evening before the BoD meeting.	Apr98
270				The list of Canadian judges will be published in FAN on the same schedule as the list of ASFA licensed judges (i.e., 3 times a year in the January/February, May/June and September/October issues).	Nov98
271				The Recording Secretary will be responsible for notifying the Forms Chair of any forms that need updating and what the updates are.	Nov98

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272	I	5		ACoD policies will be formulated by the Policy Compilation Committee and integrated with Board policies. The ACoD policies should be submitted for publication in FAN as soon as possible after the convention. These policies will go into effect upon publication in FAN.	Nov98
274				The Hall of Fame Committee shall award each year at the ACoD the certificates for people and hounds inducted into the ASFA Hall of Fame.	Nov98
278				The ASFA President will send a report of significant action taken at each Board meeting to FAN and the web site as soon as possible after review by the Minutes Review Committee.	Apr99
279				The Editor of FAN will prepare a report on the Annual Convention of Delegates for the issue of FAN published immediately following that ACoD.	Apr99
280				Hound records will be made available on the ASFA web site with only information that can be cross-referenced in FAN: hound's call name, hound's registered name, and owner's name.	Apr99
281				Updates to the ASFA web site can only be submitted by the Chair of the respective committee and should be made to the Internet Liaison. The schedule for submission shall be consistent with the FAN schedule for submission.	Aug 03 R
283				The ASFA President will provide a "condensed" version of the Board minutes, after review by the Minutes Review Committee, to the FAN Editor for publication in FAN and will also forward a copy to the ASFA web site. This will bear the notice that the information is not official until approval at the next Board meeting.	Apr99
284				After review by the Minutes Review Committee, a complete copy of the minutes of the Annual Convention of Delegates will be published in the September/October issue of FAN. These minutes will bear the notice that the information is not official until approved by the Annual Convention of Delegates the following year.	Apr99
288				The Scheduling Chairman will retain copies of premium lists for one year unless the trial or club is under investigation by the ASFA. Copies of fun match premiums older than one year shall be sent to the Membership Committee. Copies of final, approved premium lists older than one year shall be sent to the Archives Committee.	Apr99
290				The Policy Compilation Committee chair will submit the operational and administration policies to the ASFA webmaster for placement on the web site, using the same time cycle as used for submission to FAN.	Nov01 R
301				The FAN editor will send the Annual Convention of Delegates report to the ASFA President for approval and add a disclaimer that these are not official minutes before publishing the report in FAN.	Nov 99
302				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.	Nov 99

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303	II	4(c)		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.	Nov 99
304	III	4(b)		The Board delegates the authority to move a club to affiliate status to the Membership Chair.	Nov 99
305	II	4(b)		Membership will retain records for lapsed Clubs for one year after the lapsing of the Club.	Nov 99
306				The official date of publication for FAN is five days after mailing by the publisher.	Nov 99
308				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.	Nov 99
309				The Hall of Fame guidelines and nomination form will be published in the May/June issue of FAN. A reminder will be published in the July/August issue.	Nov 01 R
311				The Top 20 shall be published in each issue of FAN regardless of how many physical pages are required in FAN.	Apr 00
315	IV	1		The Scheduling Chair shall notify Records in writing, within a week, every time an event is scheduled.	Apr 00
316				The Scheduling Chair shall notify Membership upon receipt of an approved date for a fun trial.	Apr 00
320				All official ASFA business shall be finally formatted using Microsoft Office products, unless the Board makes a specific exception.	Aug 04 R
322	II	7	4	The Records Coordinator will notify the chair of Judges' Licensing of all reasons that judges were unable to fulfill their judging assignments.	Sept 01
325	VI	4		The Recording Secretary will submit officers' job descriptions to FAN every other year in conjunction with the notice for nominations.	Mar 02
328	IV	2		Early registration for ACoDs must close at least 45 days prior to the ACoD to allow the convention packets to be mailed out 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 key chairs and other relevant individuals two months before the packet item deadline. An additional reminder will be sent two weeks before the deadline.	Mar 02
333	App			"Official Business" for publication in FAN is business that the Board explicitly decides is official.	Mar 03
334	APP			Recommendations for applied clubs by the Records Coordinator, Scheduling Chair and Regional Director must be sent within two (2) weeks of the Membership Chair's request.	Mar 03

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336				The following legal language shall be attached to the end of any official ASFA email correspondence: "This email message and any attachment(s) are for the sole use of the intended recipient(s) and may contain proprietary and/or confidential information, which may be privileged or otherwise protected from disclosure. Any unauthorized review, use, disclosure or distribution of this communication in whole or in part without the express written consent of ASFA is prohibited. If you are not the intended recipient(s), please contact the sender by reply email and destroy the original message and any copies of the message as well as any attachment(s) to the original message."	Mar 03
337				All members of the Board of Directors and Key Chairs must have email accessibility.	Mar 03
339	IX	1		Registered mail as referred to in Article IX, Section 1 of the Constitution means any trackable, signature-required form of mail.	Aug 03
341	VIII	1		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 web site.	Aug 03
345	IV	2		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 mailed out in advance of the convention.	Mar 03
348	App			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.	Mar 04
349				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.	Aug 04
354				When Paypal (or a similar service) is used to pay for ASFA products, a service fee will be added to each transaction to accommodate the costs associated with the use of the service. The service fee will be determined by the Chief Financial Officer.	Aug 05