

ALAC DESK MANUAL

“How To” Manual for Committee Chairs

(Revised April 2019)

HOW TO VOLUNTEER FOR AN ALAC COMMITTEE

Committees are appointed or reappointed by the ALAC Board of Directors at the beginning of each club year.

If a member wishes to be considered for a vacant committee position, or if a member wishes to join a currently filled Committee, the following information should be helpful:

Write a letter to the Corresponding Secretary, with a copy sent to the President, listing any ideas you may have for the Committee and any special skills or experience that might apply. Mail your letter of interest to the current Corresponding Secretary between June 1 and August 1.

QUALIFICATIONS FOR COMMITTEE CHAIRS

1. Clearly understand the purpose and responsibilities of the Committee.
2. Have a thorough knowledge of any rules associated with the Committee.
3. Agree to serve on the Committee, not for personal recognition, but with a sincere desire to promote the purpose and responsibilities for the Committee.
4. Be enthusiastic about the Committee's purpose.
5. Be able to adjust your private life to meet the responsibilities of the Committee.
6. Encourage other members to get involved with your Committee and seek out their help when needed.
7. Possess the following committee service habits:
 - Meet obligations promptly.
 - Answer all correspondence promptly.
 - Be fair and impartial.
 - Be friendly.
 - Be accurate.
 - Be thorough.
 - Be cooperative.

ALAC ONLINE

1. Publish a monthly newsletter to the membership via ALAC Online, **generally within the first ten (10) days of the month.**
2. Prepare monthly newsletter, noting deadlines, specialty club show schedules, items of interest and member welfare. Convert to .pdf file.
3. Email monthly newsletter to the membership via the ALAC web master's data servers. Hard copies are mailed to members who do not have an email. The list is provided by the treasurer.
4. Send out a request for submissions to the newsletter five (5) to ten (10) days prior to publication.
5. Requests for submissions are sent to the ALAC Board, Officers, and all Committee heads.
6. Invite new members from the names/addresses as provided by the Member Chair.
7. Work with Board of Directors and Committee Chairs to get special announcements out in a timely manner.

AWARDS BOOKLET

1. Take annual statistics of Lhasa Apsos receiving championships, grand championships, rally, obedience, and agility titles from Statistician (currently Gwen West) and assemble the list for the booklet by category.

2. Verify the Top 20 Dams and Sires for the historical listing in the booklet.
3. Put in the Best in Show top winning Lhasa Apsos and Top Sire and Top Dam for the year past.
4. Put in the winners of the Nationals the year past.
5. Type set and print off for the Nationals, making extras for Barbara Wood and the historical record.
6. Take to the Nationals and put on the tables at the banquet.

AWARDS

1. Obtain the list of individuals applying for plaques with the information from Awards Chair (currently Cheryl Zink) per ALAC's award form.
2. Create an alphabetical list with information needed for the company making the plaques: Cawtey Company, Manitowoc, Wisconsin.
3. Work with the company to make sure spelling and placements are correct.
4. Receive the plaques: check for any errors or omissions.
5. Mail plaques to those who requested them.
6. Bring plaques to the Nationals for distribution to the members.
7. Mail to members who did not pick up their awards at National.

BREED STANDARD COMMITTEE

1. To collect, review, and respond appropriately to written comments, concerns, and questions regarding the Lhasa Apso Standard.
2. To develop materials, as necessary, to ensure that all documents (written and oral) related to the Breed Standard are up-to-date and in conformity with all officially adopted ALAC resolutions related to the Breed Standard.
3. To work in cooperation with the Judges Education Committee and the Breeder Education Committee to help ensure that ALAC speaks with "one voice" regarding the breed standard
4. To consider, develop, and recommend revisions that would enhance and clarify the Breed Standard.

The ALAC Board of Directors and the membership have the right to approve or disapprove any proposed changes to the Breed Standard that are brought forth by this committee.

BREEDER EDUCATION COMMITTEE

1. Provide articles for *The Bulletin*, ALAC Online, and the ALAC website on matters of interest to Lhasa Apso breeders.
2. Arrange for seminars at the National to further educate Lhasa Apso breeders.

BREEDER REFERRAL REGIONAL CONTACT

1. As the Regional ALAC Breeder Referral Representative, the responsibilities include answering any questions and/or requests for puppies or adult dogs.
2. Breeders need to notify each Referral Region Volunteer to give them the information regarding their stock for sale or for adoption.
3. The ALAC Roster will also give more contact information to breeders located in and around the area requested.

BY-LAWS COMMITTEE

1. The purpose of the By-Laws Committee is to periodically review or to make an in-depth study, as needed or requested, of the ALAC Constitution and By-Laws. Occasionally revisions are required to keep up with changes in laws and necessary additions and deletions that need to be instituted. The Committee presents these changes, and the reasons for them, to the Board of Directors for further discussion and the adaptations that may present themselves for implementation.

2. The Constitution, and/or By-Laws, that require change will then need to be sent to the American Kennel Club for consideration. If the changes are agreed upon, ALAC will send the changes to the membership for a vote. If approved, the changes are written into the document(s).

DESK MANUAL OF ALAC COMMITTEES

1. The Desk Manual of current ALAC Standing Committees is designed to help the layperson to understand the specifics of each job within each ALAC committee.
2. With the use of the Manual, one should be able to step into any committee position with the knowledge needed to fulfill the job of that committee.

CORRESPONDING SECRETARY

1. Ongoing Responsibilities
 - Receive AKC correspondence by email and mail. Pass along to appropriate individuals and/or to the entire board for information items.
 - Handle correspondence as requested by the board or committee chairs where a club official's signature is required.
 - Handle all other correspondence, including requests from dog publications for authors, contributors, articles, etc.
 - Send information to AKC (Event Plans) on new officers, board members, etc., for changes made during the year.
 - NOTE: At this time the Treasurer maintains the Membership Roster and provides it for mailings as needed. Ordinarily it would fall to the Corresponding Secretary.
 - Request a cash advance from Treasurer (usually \$50 at a time) using the ALAC Expense Report form on the website (under Publications and Forms), or use the same form to request reimbursement of expenses as they occur.
2. November Responsibilities
 - Follow-up items from October board meeting and annual meeting, including thank you letters to committee chairs who have stepped down as necessary.
 - Send information to AKC on new officers, board members, etc. following election, and membership list.
 - Send form to all officers and board members for "Consent to Action by the Board of Directors Without a Meeting." This should be done annually when new officers and board members are in place. The form will need to be updated with new corresponding secretary's contact information.
3. December Responsibilities
 - Update AKC format spreadsheet of the membership roster and upload it to the AKC website. Note: there is an issue with family membership where a second name is included.
 - Participate in the board's conference call/meeting and report on tasks completed since the October meeting.
4. January Responsibilities
 - Start preparing for March mailing by sending prior year's documents to individuals who are responsible for various documents, including the following:
 - Work with National Chair obtain an updated list of licensed Lhasa judges from the AKC, update the judges' nomination form for the first stage, and prepare cover letter.
 - Futurity/Maturity Chair should approve format of prior year form and cover letter for nominating judges – corresponding secretary should update for new dates.
 - Prepare/update nomination form for Member of the Year nominations. Use cover letter from prior year.
5. February Responsibilities
 - Send reminders to those who are preparing documents for March mailing.
 - Participate in the board's conference call/meeting and report on tasks completed since the last meeting.

6. March Responsibilities

- Prepare final documents for mailing, including updating the cover sheet for the entire package. Documents include the following:
 - Judges' selection process (1st stage): cover letter from show chair, nomination form, letter explaining breeder-handler judge nomination process, and annotated list of Lhasa judges
 - Futurity/Maturity judge's nomination: cover letter and nomination form.
 - Member of the Year nominations: cover letter and nomination forms.
 - Cover sheet highlighting action items and deadlines for members.

7. April Responsibilities

- Participate in the board's conference call/meeting and report on tasks completed since the last meeting.
- Receive nominations for Member of the Year award (MOY) by the deadline of June 30 and review each for compliance with eligibility requirements. If there is more than one nominee, prepare a ballot to be sent out.

8. May Responsibilities

- Prepare ballot for MOY nominations. If there is only one eligible nominee, try to keep it secret from the person – not easy if it is a current officer or board member!
 - Notify Jan Graunke, who will arrange for the plaque.
 - Order the AKC Good Sportsmanship award, which is also presented to the MOY in October. AKC contact is Neil Singer.
 - If there is only one eligible nominee, submit a notice for ALAC Online to let the membership know that there will not be a ballot.

9. June Responsibilities

- Early June, prepare mailing for the membership, including the following:
 - MOY ballot if more than one nomination is received
 - Judges selection – final ballot
 - Notice of officer nominations and call for nominations “from the floor” by August 1
- Participate in the board's conference call/meeting and report on tasks completed since the last meeting.
- You should receive correspondence from the AKC about the AKC National show, including two forms, (1) whether to participate in Meet the Breeds in Orlando and (2) a pledge form for parent club medallions to be awarded at the show. The board has previously approved the expenditure for conformation, obedience, and agility awards. In 2014 the board voted to approve future expenditures for rally awards when they become available. Complete and return both forms.

10. July Responsibilities

- Request resumes from nominees for offices and board to accompany ballot that is sent out in August. Even if there are no contested positions, resumes are sent to the membership as background information or provided via ALAC Online mailing. For anyone who is re-nominated for a position, send him/her a copy of last year's resume for updating.
- Request resumes from nominees for futurity/maturity judge. Futurity/Maturity Chair will provide a list of the nominees. Prepare a ballot to be returned to him/her.

11. August Responsibilities

- Ballots for MOY award are due August 1.
- Nominations “from the floor” are due August 1. If any are submitted, request resumes to accompany the ballot.
- Mailing to the membership in early August including the following:
 - Notice of the general meeting in October, as required by the by-laws
 - Officer/board ballot and resumes
 - Futurity/maturity judge ballot and resumes
- Participate in the board's conference call/meeting and report on tasks completed since the last meeting.

12. September Responsibilities

- In August 2018, ALAC granted all local/regional Lhasa Apso clubs blanket approval to hold local specialty club shows for 2019 and the following three (3) years (2020-2022). This blanket approval was sent to AKC.

13. October Responsibilities

- Participate in board meeting and general meeting at the National Specialty and report on outcome of officer/board election and on the final selection of judges for the national specialty shows.

FINANCE COMMITTEE

1. The responsibility of the Finance Committee is to audit the records of the Treasurer on an ongoing basis.
2. The Chair of the Committee must be available to work in an advisory capacity with the Treasurer on individual ALAC financial projects.
3. The Committee reviews financial reports prepared by the Treasurer, overseeing ALAC's financial obligations.

FUTURITY AND MATURITY

1. The Futurity is an annual event sponsored by the American Lhasa Apso Club to encourage the exhibition of recently whelped litters. The Maturity is an annual event sponsored by the American Lhasa Apso Club to encourage the exhibition and follow the progression of a previously Futurity-nominated Lhasa Apso less than 31 months old. The Futurity/Maturity Chair should make every effort to promote the Futurity and Maturity Communication with the membership through the ALAC Bulletin and ALAC Online.
2. FORMS:
 - FUTURITY
 - Nomination Dates are April 1 through March 31 of each calendar year.
 - The year is that of the Nationals. (Example: 2019 National dates would be April 1, 2018 through March 31, 2019.)
 - Litter must be nominated BEFORE they are 90 days old. June 30 is the absolute deadline for nominations within the year.
 - \$20 fee to nominate entire litter.
 - Futurity number example: 2019-11.
 - MATURITY
 - Nomination Dates are October 15 to the next year's March 31.
 - Maturity-eligible dogs would be nominated by their owners.
 - \$20 fee per individual dog.
 - Maturity number example: previous Futurity number plus an "M" and a number, i.e. 2019-11-MOI.
3. REPORTS
 - Record assigned number of each litter/maturity individual, date received, check number.
 - Keep Futurity and Maturity monies separate.
 - Send monthly report and monies to Treasurer in timely manner.
 - Prepare year-end report for Treasurer and the Board of Directors. Include income, cost of trophies, judges expenses, persons nominated to judge the following year, and breakdown of ballots.
4. JUDGES
 - Ask for nominations throughout the year with deadline being July 15.
 - Ballot will go out with ALAC-combined mailings. Deadline is September 15!
 - Record and SAVE ALL ballots.
 - Contact winner and mail contract with self-addressed, stamped envelope.
 - Report winner to ALAC president to be announced at annual membership meeting.

5. CLASS DIVISIONS

- Futurity
 - Puppy: 6 to 9 months; 9 to 12 months
 - Junior: 12 to 15 months; 15 months and over
 - Winning puppy in each class to compete for Best Puppy in Futurity
 - Winning junior in each class to compete for Best Junior in Futurity
 - Best Puppy and Best Junior to compete for Grand Futurity Winner
- Maturity
 - 18 to 24 months
 - 24 months and less than 31 months
 - Winning adult in each class to compete for Best in Maturity and Best of Opposite Sex in Maturity

6. TROPHIES

- Trophies are ordered by the Futurity Chair from Scott Trophy in Seattle, Washington. They have the molds for all items.
- Grand Futurity winner receives a Lucite plaque with a pewter-tone Lhasa Apso embedded in it and engraved with year and win.
- Best Puppy and Best Junior each receive a wood plaque with a pewter-tone Lhasa Apso mounted on it and engraved with year and win.
- Best in Maturity winner receives a Lucite plaque with a pewter-tone Lhasa Apso embedded in it and engraved with year and win.
- Maturity Best Opposite Sex winner receives a wooden plaque with a pewter-tone Lhasa Apso mounted on it and engraved with year and win.
- Robert W. Griffing Memorial Trophy is a wooden trophy with a mounted pewter-tone Lhasa Apso engraved with year and given to the BREEDER of the Grand Futurity Winner with strip for the dog's name to be engraved.

7. FUTURITY MONEY BREAKDOWN

- 20% of total income to ALAC for expenses
- Subtract \$50 for Best Puppy
- Subtract \$50 for Best Junior
- Subtract \$50 for Grand Futurity Winner
- Remaining monies divided as follows:
 - 1st place – 40% divided by 8
 - 2nd place – 30% divided by 8
 - 3rd place – 20% divided by 8
 - 4th place – 10% divided by 8
- Unawarded funds revert back to ALAC

8. MATURITY MONEY BREAKDOWN

- Class monies divided as above if sufficient entries; if not,, only trophies and rosettes given.
- Subtract \$50 for Best in Maturity
- Subtract \$50 for Best Opposite Sex to Best in Maturity

9. RESPONSIBILITIES – NATIONAL SPECIALTY

- Make reservations for 2 nights in motel for Futurity/Maturity Judge.
- Make reservations for Banquet for Futurity/Maturity Judge.
- Deliver or mail trophies to appropriate person.
- Check to make sure ribbons and rosettes have been ordered in advance.
- Arrange for two ring stewards for Futurity/Maturity ring.

10. OTHER

- Wording for Premium List and Catalog
- There are NO AKC points awarded in the Futurity or Maturity.
- All dogs MUST be handled by the Breeder, Owner, a member of his/her household, or an amateur substitute.
- A dog entered in the Futurity/Maturity MUST ENTER in one or more of the regular classes of the ALAC National Specialty.

11. EXTENDED DEADLINES

Futurity

- Entries after 90 days of birth will be accepted with a late fee until August 31st of the year of the futurity. The absolute deadline is August 31 before the National of that year. The maximum number of days late is 180 days (6 months of age). The late fee schedule will be as follows
 - 1-30 days late - initial \$20 nominating fee + additional \$15
 - 31-60 days late - initial \$20 nominating fee + additional \$25
 - 61-90 days late - initial \$20 nominating fee + additional \$40

Maturity

- Fees are started after the March 31st deadline and the final date ends up being June 30th.
 - 1-30 days late - initial \$20 nominating fee + additional \$15
 - 31-60 days late - initial \$20 nominating fee + additional \$25
 - 61-90 days late - initial \$20 nominating fee + additional \$40

HISTORIAN

The purpose of the Historian Committee is:

1. To keep the official ALAC albums with the historical information updated.
2. To take albums to ALAC functions for display, i.e., National Specialty.
3. To keep any other records or artifacts that may have historical value for ALAC and the Lhasa Apso.
4. To continue to solicit contributions of historical value for the albums and archives.

GAZETTE BREED COLUMNIST

1. The *AKC Gazette* Lhasa Apso column is published quarterly in the March, June, September, and December issues. The word budget for the columns is approximately 550 words. The breed columns editor sends the writers information each December on the deadlines, style requirements, and other pertinent information.
2. Deadlines are three months in advance of the issue published. The breed columnist is responsible for finding topics, soliciting guest columnists, and writing the columns on a timely basis. Controversial topics, reports of specialty results, and material that has already been published in another periodical are not allowed. Style requirements include grammar, punctuation, and format requirements specific to the *Gazette*.
3. Columns are sent to Arliss Paddock or current breed column editor via breedcolumns@akc.org.

HANDBOOK COMMITTEE

1. It is the responsibility of the Handbook Committee Chair to update sections of the Handbook to keep the information therein current for ALAC members to reference.
2. There are three main sections of the Handbook that need updating, some more frequently than others.
3. Section 1 contains the Constitution, By-Laws, and the Regions Map. Section 2 contains the Awards. Section 3 is the Directory, which includes a list of officers, board members, local clubs with contact information, and the Roster.
4. Section 1 should be updated whenever the By-Laws or committees change. This would include adding new committees established by the Board and removing committees that are no longer active. The Desk Manual editor needs to be notified if updating the descriptions of the committees is necessary. A review should be conducted at least every 3 years. This would entail contacting the committee chairs to ask if the current description is correct or if revisions need to be made. These activities require collaboration and communication with the Board and President, as well as with committee chairs.
5. Section 2 should be updated annually after the National Specialty results are in. Coordination is required with the ALAC Statistician for information regarding new titles or additions to the Top Producing Sires and Dams lists. Other information can come from the annual Awards Program and the official results from the National Specialty catalog.

6. Section 3 should be updated in January or February of each year, once the deadline for dues payment has passed. These updates require coordination with the ALAC Treasurer and Corresponding Secretary and/or the Membership Chair. The Handbook Committee Chair should ask to be put on the Membership Chair's notification list whenever a new member joins ALAC.
7. Once the sections are updated, send a pdf file of Sections 1 and 2 to the Website Liaison with instructions they should replace whatever is currently on the website.
8. Put an announcement on ALAC Online that revised Sections 1 and 2 are available on the website as pdf files. Let members know to contact the Handbook Chair via email if they want the files that way instead.
9. Put an announcement on ALAC Online that an electronic copy of the roster is available and that people can contact the Handbook Chair via email if they want a copy.
10. Email updated files to the Membership Chair for inclusion in each new member's welcome packet.

HEALTH AND EDUCATION COMMITTEE

The purpose of the Health and Education Committee is:

1. The Health and Education Committee's purpose is to read all veterinary articles that may pertain to the Lhasa Apso.
2. The HEC also keeps up with CHF requests for funding for research into conditions that may impact the Lhasa Apso
3. When these projects are found, the HEC reports to the Board with their opinion as to what should be done in the order of a contribution, if any.
4. The HEC also answers emails about health questions concerning the Lhasa Apso.

JUDGES EDUCATION CHAIR

1. Recruit committee members.
2. Solicit applications from people who would like to serve as mentors and seminar presenters.
3. Present applications to the Judges Education Committee (JEC) members for approval.
4. Notify the Board of Directors of the new approved mentors and presenters.
5. Upon approval, send confirmation letter to people who have been approved.
6. Remind mentors that they need continuing education. This can come in the form of attending a JEC seminar or by viewing the JEC home study that is on the ALAC website.
7. Maintain a database of committee members, mentors, and presenters that includes contact information.
8. Upon receiving a request for a seminar:
 - Contact people in the area who have Lhasa Apsos and who are on the presenter list.
 - Ask them if they are willing to do the presentation and provide them names of people they may recruit for help.
 - Provide the sponsoring organization with the presenter's contact information and inquire as to the number of people attending and ask whether or not that organization is providing copies of the breed exam for attendees or if they want ALAC to provide them.
 - Send the presenter ample Illustrated Guides for attendees
 - Create certificates and send them electronically to the presenter to print
 - Send the presenter the attendance sheet.
 - Refer the presenter to the AKC site that contains information about the requirements for the seminars. That site is currently http://images.akc.org/pdf/seminars/reports_and_guides.pdf.
 - Make certain the presenter knows what to send to AKC following the presentation.
10. Seminar in conjunction with ALAC National:
 - Communicate with show chair and show committee to advertise the seminar time and dates in the premium list and to see that AKC has the information for its website.
 - Communicate with show chair to make sure a room with appropriate AV equipment is set aside for the seminar.
 - Select a presenter (usually the JEC chair) and someone to run the slide show during the presentation.

- During specialty week, make decisions regarding which dogs to invite to participate in the hands-on portion of the seminar.
 - Communicate with the show chair to make sure seating is reserved for judges.
 - Find mentors for the judges from among those attending who are on the JEC mentor list.
10. Other:
- Serve as a member of the Breeder Education Committee.
 - Serve as a member of the Breed Standard Committee.
 - Make annual reports to the ALAC Board of Directors, with other reports on seminars as needed.

LEGISLATIVE LIAISON COMMITTEE

The purpose of the Legislative Liaison Committee is:

1. With AKC, ALAC, State Federation Guidance, and membership notifications, distribute pending legislative proposals made by states, cities, and towns of dog policy issues. Encourage ALAC members to attend, read, become aware of:
 - AKC Government Relations Department's alerts of pending legislation and offers guidance on their website.
 - Monitor local news and notify AKC of legislation proposed by towns and other sources
 - Contact your state federation and liaisons from other dog clubs and ask for guidance.
 - Attend AKC seminars and view their literature and movies on their website.
 - AKC e-newsletter "Taking Command" contains helpful guidance.
2. Become familiar on how to contact local and state lawmakers on the impact of the pending legislation by:
 - Being aware of where pending legislation can be found and how a law or bill moves forward to completion. AKC web page www.akcgr.org Legislative Action Center and toolbox is a helpful source.
 - Prepare talking and thinking points, items that can be put into a letter or presented in person to lawmakers to help them become aware of the impact of the proposed law, draw on our experience with pure bred dogs, breeding showing, and club expertise and experiences.
 - Develop a lobbying scenario that can be used to speak respectfully with lawmakers.
 - Attend lobby workshops.
 - Prepare a form letter that can be used as a guide by which personal experiences can be added.
 - Think of issues that will help breeders and the pure bred sports that can become legislative issues.
 - Ask veterinarians to give seminars on the topics of adoption and pure breeds.
 - Health issues, pure bred breeding issues, pedigrees, history of lines, importance of testing prior to breeding, etc.
3. Develop a Pure Breed image
 - Prepare a document that captures the love, value, appreciation, awareness, inspiration, purpose, joy, love of pure bred dogs. And do the same for the various sports competitions, amusements, hobbies, services the pure bred dogs provide to society.
4. Identify, understand, discuss, and form a mindset to counter the negative press/advertisements of groups that are opposed to pure bred dogs. For example, but limited to:
 - Discuss the rhetoric of "It is better to adopt" than to buy a pure bred dog.
 - Identify the difference between a puppy mill and a responsible breeder.
 - Become aware of the motives of groups against dog sports.
5. The Legislative Liaison Committee is a new committee and it would be wise to obtain the collective wisdom of the ALAC membership as to the philosophies and methods of this committee's concepts.

THE LHASA BULLETIN

1. To publish The Lhasa Bulletin according to the Articles adopted by the American Lhasa Apso Club.
2. To send additional copies to Membership Chairman to be included with the Membership packet.
3. To send additional copies to the Historian for inclusion in the ALAC Album.
4. By-Laws provisions for The Bulletin:
 - Article I
The name of the publication shall be The Lhasa Bulletin hereinafter referred to as "The Bulletin".
 - Article II
The Bulletin shall be a publication for the general membership of the American Lhasa Apso Club to:
 - Preserve and protect the history of the Lhasa Apso breed.
 - Form a means of communication to all the nationwide membership.
 - Make available important information concerning showing, breeding, and club activities.
 - Make it possible for individuals to advertise and thereby reach others interested in the breed.
 - Act only in the best interest of ALAC and the Lhasa Apso breed.
 - Article III
A copy of The Bulletin shall be made available to every member of the Club in good standing. Appropriate subscription rates shall be determined for non-members.
 - Article IV
 - The Editor, with approval from the Board of Directors, shall be responsible for the policies that govern the publication, thereby ensuring equality to all members of the Club. The Editor shall keep all materials and advertising factual, unbiased, and impersonal; shall preserve and protect the history of the Lhasa Apso breed; and shall guarantee membership a means of communication.
 - The Editor and/or Board of Directors shall have the authority to accept or reject any and all forms of advertising and informative materials. The sole criterion shall be the best interest of the Club and of the Breed.
 - Article V
 - Duties of the Editor:
 - The Editor shall be responsible for the mechanics of printing, obtaining articles, soliciting advertising, and, in general, the task of putting The Bulletin out to the membership. He or she shall retain one copy for safe keeping as property of the club.
 - Article VI
 - Financial Structure:
 - The Editor, with approval from the Board of Directors, shall determine the advertising rates.
 - The Editor and/or Board of Directors shall approve the printing and other costs to be paid by the American Lhasa Apso Club.
 - All incoming monies and profits shall be sent directly to the Treasurer of the American Lhasa Apso Club.
 - Article VII
 - Duties of the Board of Directors:
 - Any and all activities of the Editor and/or The Bulletin are ultimately responsible to the action of the Board of Directors of the American Lhasa Apso Club.
 - The Board of Directors shall appoint the Editor of The Bulletin until such time as the Editor retires or is reappointed by the Board of Directors.
 - Article VIII
 - Content:
 - The front cover of The Bulletin shall be retained by the Club for materials to be designated by the Editor with the advice of the Board of Directors
 - Additional pages within the cover may be retained by the Club for the purpose of: (1) printing of educational materials; (2) printing of information materials; (3) printing of Club minutes; (4) printing of any and all factual history or information about the Breed; and (5) distributing action items to the membership such as ballots and dues notices.

LOCAL CLUB LIAISON

The duties of Local Club Liaison are:

1. To promote better communication between local specialty clubs and ALAC.
2. To exchange newsletters and other information. Ask to be included on the meeting notice/newsletter emails so that information can be taken from these to be reported in the ALAC Bulletin.
3. To keep an up-to-date list of local club officers with a physical and email address for the club secretary. Submit this list to The Bulletin for publication and a copy to the ALAC Secretary, the ALAC Futurity Chair, Membership Committee Chair, and any other Committees that may find a use for it.
4. Serve in an advisory capacity for exchanges of information on matches, programs, shows, etc. Include this information on ALAC Online.
5. Set up cohesive activities for the local clubs that will benefit the local clubs and ALAC (i.e., newsletter competition or ALAC membership percentage in local clubs with awards to be presented at the ALAC Annual Awards Dinner).
6. Establish a method for local club representation at Board meetings.
7. Determine ways ALAC can assist in regional club development.
8. Write a column for The Bulletin or ALAC Online.

MEMBERSHIP CHAIR DUTIES AND TIMELINES

1. Be sure the webmaster has a copy of the most recent application forms posted on the ALAC website.
2. Request an advance from the Treasurer of \$150. Keep track of all expenses; maintain all receipts for postage, copying, envelopes, etc.; and send them with the Expense Report form to the Treasurer when that \$150 is nearly depleted. At that time, request a \$150 advance for future expenses. Maintain a copy of each Expense Report form for the files.
3. When an application arrives, look for three things:
 - Has the applicant filled in all the necessary information and signed the form;
 - Does the applicant have two sponsors that meet the sponsorship qualifications and that have signed the form; and
 - Is sufficient payment included for the type of membership applied for:
 - Sufficient payment at the present time is \$35 for a single membership,
 - \$45 for a household membership (2 people, same address),
 - Plus \$25 application fee, unless the applicant is a former ALAC member, then the application fee is waived.
 - Applications for associate memberships are \$35 for a single membership.
 - \$45 for a household membership (2 people at the same address), plus \$25 application fee.
 - Applications for a change in status (e.g., single to household membership) should be accompanied by a \$10 payment.
4. Contact the sponsors. The BOD requested that sponsors be contacted and asked to verify their sponsorship. This can be done by email or phone. Once the sponsors reply, send an email thanking them for their sponsorship.
5. Send an email to the applicant thanking him/her for being interested in the club and explaining the application approval process can take up to two months, depending on when the application was received
6. Compile a list of all applicants for the month. Email that list to the BOD for approval or comment, generally during the first week of the month. Tell them that no comment is equivalent to approval. Give them 10 days to two weeks to respond.
7. If no negative comments or objections are received from the BOD, once the time for response is up, compile a packet of club information for each new member. This packet includes (1) a welcome letter; (2) a binder containing the Handbook and roster; (3) a copy of the Illustrated Guide; and (4) a copy of a recent Lhasa Bulletin.
8. Mail the package.
9. If negative comments are received and the BOD chooses to reject the application, notify the applicant by registered letter. Return the dues check. Keep the check for the application fee. If the applicant has written only one check, send it to the Treasurer and direct him/her to send the dues amount back

to the rejected applicant. Be certain, in this case, to inform the applicant that the Treasurer will mail a reimbursement check for the dues amount only.

10. Send an email containing new member names and contact information to the Treasurer, the Corresponding Secretary, the Bulletin Editor, Website Liaison, and the ALAC Online editor so the new member's information can be added to the various databases and files.
11. Fill out a Funds Transmittal form. Mail the original to the Treasurer with the check(s) and mail a copy of the form to the President. Keep a copy for the membership files.
12. Annually write a report for inclusion in the committee reports document compiled for distribution at the National Specialty.
13. Photocopy application forms to have on hand during the National Specialty week. Ask the show secretary to make announcements to let interested people know the forms are available.

NATIONAL SPECIALTY CATALOG ADVERTISING

1. Solicit advertising on a national level for each year's National Specialty Catalog.
2. Work with the show superintendent in regards to catalog advertising. Collect all advertising monies and submit them to the Treasurer.

NATIONAL SPECIALTY AND NATIONAL REGIONAL SPECIALTY JUDGES SELECTION PROCESS

1. The Judge Selection Committee Chair, as a member of the National Specialty Show Committee, sends out a ballot listing all AKC eligible Lhasa Apso judges in alphabetical order as provided by AKC's Judges Department. Eligible foreign judges may also be listed at the request of an ALAC member. ALAC members vote for no more than 10 judges whom they would like to be considered to judge the appropriate National Specialty. (Judges who have judged an ALAC National Specialty within the past five (5) years are ineligible.) The ballots are returned and counted by the Chairman of the Judge Selection Committee or his/her designee.
2. The names of the top four vote getters from the ballot returns are placed on a final ballot (provided they are available for that particular specialty and meet the Board's geographical and monetary restrictions) for a final membership vote. If either of the above factors is not satisfactory, the chair will then contact the judge receiving the next highest number of votes and so forth until the top four eligible judges have been identified. On this ballot, members vote for up to two judges. The judge receiving the greatest number of votes from among the top four will judge the National Specialty and the judge receiving the second greatest number of votes will judge the Regional Specialty.

NATIONAL SPECIALTY RAFFLE/AUCTION/FUND RAISERS

Beginning each January, solicit donations for the raffle/auction and any special fund raising activities on a national level via mailings, ALAC Online, The Bulletin, and the ALAC Website.

1. After show chair's approval, purchase all supplies for the raffle, auction, or other special events as needed (e.g., raffle bags, raffle tickets, etc.). Keep records and submit expense reports.
2. Announce fund raising events throughout the week of the specialty.
3. Coordinate, set up, and run the raffle and other money-raising events at the National Specialty. Solicit volunteers to help sell raffle tickets and perform other tasks as needed.

NATIONAL SPECIALTY SHOW CHAIR

1. Responsible for AKC show applications, judges' contacts and contracts, superintendent's or show secretary's contracts, premium list liaison to superintendent.
2. Oversees the activities of the show committee, which include site procurement and contract, judges' selection mailings, catalog advertising, raffle/games, Futurity, companion events, trophies and ribbons, judges' education seminar, breeder education seminar, awards banquet and awards, stewards, concessions, photographer, ring setup and tear-down, and other related activities.
3. A more detailed guide to responsibilities are as follows:
4. Determine contact people for (a) show location – contract should already be negotiated; and (b) show superintendent.

5. Form a show committee who will have responsibilities listed below and coordinate with show chair. Ideally have the following: assistant show chair (person in the vicinity of National); event chair; catalog chair; and trophy chair.
6. Duties of members of show committee would be as follows:
 - Assistant Show Chair
 - Photographer (locate and negotiate contract)
 - Hotel contact on all levels.
 - Vendors
 - Ring equipment/floor covering
 - AKC Emergency Plan preparation
 - Creation of "Grounds Committee" for set up and take down of show room
 - Events Chair (coordinate the following with sub-chairs)
 - Banquet arrangements
 - Raffle
 - Auction
 - Photo Contest
 - Top 25
 - Judges Education
 - Member/Breeder Education
 - Futurity
 - Catalog Chair
 - Distribute and collect pledges re ads prior to National
 - Contact those who pledged to follow through
 - Solicit additional catalog advertising
 - Collect and prepare ads
 - Compile member lists included in catalog
 - Compile other ALAC items include in catalog
 - Trophy Chair
 - Distribute and collect pledges prior to National
 - Send out solicitation communications via email or mail
 - Solicit additional contributions via ALAC Online
 - Choose trophies for Regional(s) and National
 - Order rosettes/ribbons (unless done by superintendent)
 - Prepare names for "chair" donations and place on chairs
 - Be sure perpetual trophies are at National
 - Work with show chair to package perpetual trophies for next year and make arrangement for transportation or shipping
7. Negotiate contract with show superintendent. Get deadline dates.
8. Facilitate artwork for premium list (usually with McCartney).
9. Complete applications to AKC for all events. Coordinate with Specialty Club, if necessary, as to entry fees, closing date, etc. Suggested that entry fees be the same for all if possible – also closing date.
10. Determine that all judges have been confirmed with contracts signed and hospitality needs arranged.
11. Assist The Bulletin editor and/or ALAC Online editor with pre-event information.
12. Work with Assistant Show Chair to determine photographer, hotel requirements and deadlines, Emergency Plan completion, Veterinarian info (addresses and directions).
13. Work with Event Chair to get the following info for premium list: awards banquet raffle, auction photo contest, judges' education, member/breeder education, Futurity guidelines, and chief ring steward.
14. Work with Catalog Chair to get catalog ad info and membership list for mailing premium list. Also remind chair of need to compile past National winners, update list of members deceased during the past year, and any other ALAC info included in catalog
15. Work with Trophy Chair to get trophy descriptions (for premium list) and donor list (for catalog).
16. Get correct Futurity/Maturity language.
17. Complete premium list with input from 9 through 13 above.
18. Provide mailing list to show superintendent.
19. Work with superintendent to prepare judging program.
20. Continually work with show committee members to be sure their responsibilities are being completed.

21. Make sure hospitality needs are taken care of for judges, i.e. pickup, hotel reservations, transportation to and from airport, judges' gifts.
22. Oversee National week activities by working with hotel, show secretary on site, and committee chairs.
23. Grounds Committee set up and take down (prepare floor plan to be followed).
24. Decorations arranged by assistant show chair.
25. Make sure perpetual trophies are taken care of after National is over. Send thanks to judges and chairs.

NATIONAL SPECIALTY TROPHY COMMITTEE

1. Coordinate the selection and acquisition of trophies, rosettes, and ribbons for the ALAC National and Regional Specialties.
2. Solicits contributions to the on-going Trophy Fund.
3. Solicits monetary donations and pledges year round. Names of all contributors are to appear in the National Specialty Catalog.

NOMINATING COMMITTEE

1. Refer to ALAC By-Laws Article IV, Section 4(a).
2. Board chooses Nominating Committee prior to April 1 annually.
3. Nominating Committee composition: 3 members from different geographical areas of U.S. with no more than one being a current member of the Board and two alternates.
4. Board shall name Chairperson.
5. Committee business can be conducted by email or telephone conference call.
6. Committee shall nominate eligible ALAC members for Officer and Board positions due for nominations in any given year; and every three years for the Delegate to the AKC position with consideration of geographical representation as practicable.
7. Committee must notify Corresponding Secretary of the slate by June 1, with the Corresponding Secretary notifying the membership by June 15 of the slate presented, the name of each nominee, their state of residence, and the option for additional nominations.

NATIVE STOCK REGISTRAR

The Native Stock Registrar manages ALAC's continued use of AKC's FSS®(Foundation Stock Service®) for region-of-origin Lhasa Apsos – whether they come from the actual geographical area where the breed originated or from another country that does not have a reciprocal registry with the AKC. This includes overseeing the Critique Process with all Lhasa Apsos in any generation to be recorded by FSS®.

OBEDIENCE AND RALLY COMMITTEE

1. The responsibility of the Obedience and Rally Committee Chairs is to obtain applications to hold these events from the American Kennel Club. A breed application should accompany each separate event application(s).
2. Applications are sent to the AKC at least 18 weeks before the event is to be held.
3. Judges need to be acquired from the area where the National is being held. It is possible to find available judges from the area by using the AKC website. It is best to get the judge under contract before the application is sent to the AKC.
4. Before the show, secure the jumps necessary for the Obedience and Rally Trials that are held at the Nationals from a local obedience club. The contracted judge may also be able to assist in finding the necessary equipment.
5. Secure stewards for the trials from members attending the National.
6. ALAC also offers Rally Trials outside of the National week at a few places in the country.

RECORDING SECRETARY

1. The Recording Secretary shall keep a record of all meetings of the Club and of the Board, as well as all votes of the board or membership and of all matters of which the Club shall be ordered a record.
2. The Recording Secretary shall notify Officers and Directors of their election to office and carry out such other duties as are prescribed.
3. The Recording Secretary prepares the agenda for the Board of Directors Conference Call Meetings. The items in order according to the Constitution and By-Laws are as follows:
 - Roll Call
 - Minutes of Last Meeting
 - Report of the President
 - Report of the Recording Secretary
 - Report of the Corresponding Secretary
 - Report of the Treasurer
 - Report of the American Kennel Club Delegate
 - Report of Committees
 - Election of New Members
 - Unfinished Business
 - New Business
 - Adjournment
4. After preparing the agenda, an email is sent to the Board requesting any items to add. If necessary, changes are made and resent to the Board as a guide to follow during the meeting.
5. The Annual Meeting agenda includes the following items:
 - Roll Call
 - Minutes of Last Meeting
 - Report of the President
 - Report of the Recording Secretary
 - Report of the Corresponding Secretary
 - Report of the Treasurer
 - Report of the Delegate to the American Kennel Club
 - Election of Officers and Board (at Annual Meeting)
 - Election of New Members
 - Unfinished Business
 - New Business
 - Adjournment
6. The agenda will be included in the booklet of reports for the annual meeting.
7. The minutes of all meetings are prepared and sent to the Board of Directors for approval.
8. After minutes have been approved, provide them to editor of ALAC Online for publication.

RESCUE

Rescue Network:

1. Provide guidance to the members who are willing to provide rescue and assistance to Lhasas in need of emergency medical care, proper placement, owner support, and education.
2. Establishes five tiers of volunteers: Kitchen Table Activists, Mentors, Rescuers, Relay Drivers, and Coordinators.
3. Rescues Lhasa Apsos from animal control agencies and lost pet registries, veterinarians, as well as directly from owners
4. Provides veterinary care for rescued Lhasa Apsos.
5. Establishes policies for and oversees placement or adoption of rescued Lhasa Apsos. Go to www.lhasaapsorescue.org for more information.

STATISTICIAN FOR HANDLING AKC REPORTS

1. Reports will be sent to a second (or more) Board-approved, designated club member as backup system. At the present, the two persons are Gwen West and Arnold Townson (Australia).
2. New title reports will be published monthly (two months behind with the system in place at AKC) on the ALAC website.
3. Yearly reports on titles earned by ALL Lhasa Apsos will be made available to the Awards Committee and the Yearbook Editor.
4. Annual updating of the Top Sires and Top Dams listings will be done for publication in the Handbook/Directory, Yearbook, Awards Banquet Program, Website, and other publications as requested by ALAC members.
5. AKC Stud Book Reports will be used per the AKC guidelines. Statistician should clarify exactly what can be done with the reports with Rob Garrett (AKC Reports Chair as of January 2015).
6. Information received from the American Kennel Club sent with the monthly report.
 - The attached files are in 2 formats: a PDF file and a delimited file. The PDF file can be viewed or printed with any PDF viewer, such as Adobe Reader. The delimited file can be loaded into a database, spreadsheet program, or text viewer. This delimited file can be used or provide specific reports for club needs. The first record in the delimited file will contain the name of the fields. The delimiter is |. This specific character is used to avoid conflicting with dog names that contain commas and quotes. Tips for loading this file into an Excel spreadsheet or Access database can be found at http://www.akc.org/clubs/sbf_instructions.cfm. This data is provided as is, with no other implied services. The same data will display in the PDF file.
 - The AKC Stud Book is to be used for noncommercial research or scholarship purposes only. You shall not make or allow to be made any commercial, for profit, business or marketing use of the AKC Stud Book or any information from the AKC Stud Book without the prior written consent of AKC.
 - The Club further agrees to credit AKC on works using the AKC Stud Book pursuant to the terms of the Request in the following format: "Source: The American Kennel Club. Used with Permission. The American Kennel Club Stud Book Register may be used for noncommercial research or scholarship purposes only and may not be sold, published, or copied without the express written consent of the American Kennel Club."
7. Requests for pedigree research will be handled in a timely manner within the allowable limits set by AKC.
8. ALAC board approval will be required to send to non-ALAC members.

SUNSHINE COMMITTEE

1. The Sunshine Committee is responsible for sending out Get Well and Sympathy cards to our ALAC members during their time of need.
2. The Board of Directors will determine if flowers are to be sent also.

TREASURER

1. The duties of the treasurer should be clearly outlined so there is no misunderstanding of the level of performance expected. With the duties and performance goals listed, it is easier to check and verify that things are being done in a timely and efficient manner.
2. The accounting software program Quicken has been purchased to keep the financial data. This has made the breakdown of income and expenses into categories much easier for the treasurer and the club.
3. Make all deposits in a timely manner.
4. Ensure that dues are deposited in a timely manner and follow up for nonpayment.
5. Follow up on bad checks and credit card payments.
6. Pay invoices and reimbursement requests as they come in.
7. Require that cash reimbursements be accompanied by receipts.

8. Reconcile bank statements monthly. Save a copy of the reconciliation report and attach to the bank statement.
9. Prepare a monthly balance sheet and income statement for the board (PDF is a format that is able to be opened and read by everyone at this time) and to be published on the Website in the Members Only section for the membership.
10. Make available an annual statement at the National or when requested by the Board.
11. Use a larger national bank branch for accounts since the Parent Club has a national board. This is also good for deposits at the National show. A second approved signature on file with the bank (President or other designated member of the Board of Directors) is helpful in emergency situations.
12. It is critical that the bank used for the checking account accept Canadian checks that are issued by select banks in Canada in US Funds.
13. Encourage Internal Reviews by the Financial Committee to let your members know everything is above board.
14. Prepare and file all necessary tax forms at the end of the financial year. Keri Sledzik has been doing our 990 IRS report. IRS Form 990 is due 4.5 months after the end of the financial year.
15. **Follow the following date guidelines:**
 - Financial year for ALAC is January 2 through December 31.
 - July 15 – put dues notices into mail; send separately from any other mailings going to the membership.
 - September 1 – dues payments due to treasurer.
 - October – National Specialty cash for making change, checks for Futurity/Maturity and Cut Down Sweeps.
 - December – liability insurance premium is due (RV Nuccio is the company; payments may be made online). Insurance covers liability for our events, officers and board members, and bonding for the treasurer.
 - December – Registration with the Commonwealth of Virginia and annual fee is due (http://www.scc.virginia.gov/_clk/annual.aspx instructions; <https://sccfile.scc.virginia.gov/>).
 - December – Preparation of year-end financial records for IRS tax filing.
16. Credit Card Acceptance – The membership wants to be able to use credit cards. Check with the bank you choose to use for the checking account for processing credit cards. It will cost ALAC money so we have been charging a \$5 fee per credit card use. During the National, try to hold processing charges so that only one charge can be run per customer. We do NOT accept American Express, only Discover, Visa, and MC.
17. If a home computer is used, the computer will need to be PCI certified to prove that it isn't accessible to hackers. The credit card processor that is used will give you the information to certify the computer.
18. ALAC has maintained an account with UPS to make shipping trophies and items for the next National Specialty easier. They require a debit card/credit card on file for billing. When labels are printed for shipping, a receipt is available for printing and the price to be charged is known immediately.
19. Check email frequently, including junk/spam.
20. Monies collected by committee chairs should be turned into the treasurer within 30 days (or less) of the time the chair receives them.
21. **Treasurer Guidelines for National Specialty Week:**
 - Collect money frequently during the day, especially for the raffle; always recount/double check totals before you leave person giving you the funds.
 - Give a receipt for all funds collected; have person giving you the funds sign off on the receipt.
 - Keep funds separate by placing in individual envelopes; record on the outside of each envelope how to categorize the funds; the total amount collected and from whom it was collected
 - Record funds collected in a spreadsheet (Excel for example) by date, description (cash, check, charge), which activity generated the funds, and the total.
 - Because ALAC doesn't have a scanning machine for credit card purchases, information is provided to the Ways & Means volunteers and given to the treasurer for processing manually at home.
 - Work closely with Show Chairperson on income and expenses, i.e. superintendent's bill, statement of income, hotel bill, classification of income and expenses.

- Create a master income and expense spreadsheet for specialty items. When spreadsheet is completed, review with Show Chairperson and after agreement with the items included, provide a detailed accounting to the Board of Directors.
- At the auction, keep records of the item sold; who purchased it; amount bid; payment method; and amount collected at the end of the evening. Credit cards, checks and cash are acceptable methods of payment. Remember to add the \$5 fee for use of a credit card. Double check the card number that is written down and include the 3-digit code on the card plus.

WAYS AND MEANS

1. Purpose: The original purpose of the Ways and Means Committee was to acquire an official logo.
2. The continued purpose is to oversee the use of this logo for the following:
 - Producing revenue for ALAC (i.e., sale of items such as, but not limited to, jewelry and wearing apparel).
 - Overseeing the use and sale of items containing the logo by host clubs and individuals.
 - Assuring that stationery and business cards using the logo must contain the phrase "Member of ALAC".
 - Overseeing the use of any single part of the logo (particularly the dog) as use of any part of the logo is prohibited by ALAC.
3. Job Description:
 - The Ways and Means Committee shall:
 - Identify five or six items for sale at the National shows.
 - ALAC has a current relationship with McCartney to produce clothing and other items that it believes will sell well and that have been requested by club members. Items currently offered are T-shirts and sweatshirts, mugs, note cards and tote bags. The committee attempts each year to have something new for the club to see and order.
 - Create an order form that will be sent to the members online and be included in the Lhasa Bulletin.
 - All orders are sent to one person on the committee. That individual records the information and sends a receipt to the purchaser.
 - The total order is placed with McCartney after the published deadline has past.
 - Committee members staff the booth during the National Week. At the Nationals, the committee assembles the orders into bags along with receipts to identify the recipients.
 - Committee members create a work schedule for the Nationals with each taking time to man the Table, distributing the orders and selling other items. Normal times would begin at 10 a.m. and close after the last event of the day. It is helpful to post the times the table will be open. The Table will be closed at noon on the final day.
 - Collect money for items ordered/purchased and turn in to the Treasurer.
 - Money is given to the Treasurer before the end of the Nationals.
 - Items left over are packaged and shipped to the home of the Committee Chairman to be held until the following year.

WEBSITE LIAISON

1. Coordinate with the webmaster the content for the ALAC website
2. Provide approved minutes from Board meetings and General Membership meetings and additions/deletions to the roster to be added to the Members Only section
3. Update Committee Chair listings as changes occur.
4. Provide updated Handbook and forms pages as needed.
5. Provide updates to the Find a Breeder section as needed.
6. Provide new title reports monthly.
7. Coordinate results of National Specialties being added to website.
8. Provide Bulletin/Yearbook in PDF format to be added to website
9. Answer questions presented from the Contact Us section of the website: dog training, help with housetraining, dog aggression, questions about the breed, etc.

10. Pass puppy and adult dog requests to the breeder referral representative for the region of the requestor
11. Deal with anything related to the website that may arise.
12. Maintain Email list for ALAC Online and coordinate disbursement of the monthly newsletter.