

**STANDING RULES**  
**Pembroke Welsh Corgi Club of the Potomac**

1. For any Club-sponsored event, the Club may pay for all meals of the judges/workshop presenters and one guest per judge/workshop presenter. At Club-hosted dinners associated with these events, the Club may pay for the dinners of the event chair and the event secretary; all other dinner attendees will be responsible for their own bills. Additionally, the Club may pay for the hotel rooms of the event chair and the event secretary for the duration of the event. This Rule excludes Junior Showmanship judges at the Specialty, except that they may be compensated for one night's lodging and one Banquet meal. Board of Directors approval for Club payment of such meals and/or hotel rooms is required prior to each event. (May 15, 1993; revised February 2, 2008; revised May 18, 2008; revised May 21, 2011; revised January 12, 2013; revised November 15, 2014)
2. Publication of non-Club members' names, addresses, and phone numbers may be listed in the Tide for those who co-own dogs with a Club member, or those included in Rule 8 item i.
3. Persons serving on the judges' selection committee will not be considered for PWCCP specialty assignments while so serving. (September 16, 1988)
4. The PWCCP shall not support the entry for any judge more than once per year. (February 20, 1983)
5. The Show Chair, Show Secretary, Chief Ring Steward, and any persons of their immediate families/households will not exhibit or have any dog owned or co-owned by them exhibited at our Specialty Show, excepting that a dog owned or co-owned by these persons may be shown in Junior Showmanship. (April 18, 1980; revised February 2, 2008; revised May 18, 2008; revised January 23, 2010; revised October 27, 2019)
6. A member of the Board of Directors will notify the president at least 24 hours prior to an expected absence from a Board meeting. (April 18, 1980)
7. Membership dues are: (June 2004; revised February 2, 2008; revised January 12, 2013)
  - a. Individual \$35
  - b. Associate (Individual or Joint/Family) \$25
  - c. Joint/Family \$50
  - d. Junior \$15
  - e. Honorary none
  - f. Lifetime (25 consecutive years) none
8. Tide Charges are: (June 2004; revised January 23, 2010; revised April 6, 2014, revised June 4, 2016, revised January 28, 2017, revised August 6, 2017)
  - a. Back Issue before Summer, 2016 – \$1.00 plus postage
  - b. One full year of electronic issues archived onto a USB flash drive, 2016 and later - \$7.00 plus postage.
  - c. Front Cover Ad \$50.00 and includes up to 7.5" wide x 4.5" high "Cover Story" ad on an inside page to go with the cover ad.
  - d. Front Cover Ad and Second Page Ad are available by invitation from the Editor.
  - e. Full Page Ad \$35.00

Revision date: 11/9/24

- f. Half Page Ad \$25.00
  - g. Business Card \$7.50
  - h. A 10% discount for four ads or business card ads in a year. Full payment for four ads must be made at the time of the first ad. The front cover is not included in discount ads.
  - i. Advertising is limited to PWCCP members and PWCCA-affiliate club members. In addition, the editor may extend an invitation to advertise to winners of top awards at a PWCCP event regardless of their club affiliation. Advertising rates for non-PWCCP members (unless invited to advertise because of a top award at a PWCCP event) and commercial businesses are double the above and are subject to approval by the editor.
9. Standing committees are: (July 8, 2007; revised November 7, 2010; revised June 30, 2012)
    - a. Activities – Performance
    - b. Activities – Show-Related
    - c. Administration
    - d. Events
    - e. Information/Communications
    - f. Member/Public Service
    - g. Outreach
    - h. Rescue
  10. Requests for reimbursement for any expenses must be sent to the Treasurer in writing. The request must be submitted with receipts showing all expenses. (January 2005)
  11. In the conduct of general management of Club affairs, it is acceptable to use electronic mail polling of individual Board members to approve/disapprove a proposed action that is deemed to be of an urgent nature and cannot be deferred until the next regular Board meeting. The action must be ratified at the next regular Board meeting to become an official act of the Board. (April 2005; revised February 2, 2008; revised January 23, 2010)
  12. For all events except the annual specialty, judges' gifts shall be limited to \$50.00. (May 2005)
  13. Supported entry trophies shall be limited to a total of \$200.00 per event. (May 2005)
  14. The Club shall support entries throughout the year, with the number and location of events to be determined by the board on an ongoing basis. (July 8, 2007; revised February 2, 2008)
  15. Draft minutes of the PWCCP General Membership Meetings will be published in the PWCCP e-mail list before the next membership meeting where they must be voted into acceptance. (November 2005)
  16. Travel allowance for American and European conformation and performance judges will be the actual expenses up to \$600; actual expenses up to \$1,200 for air travel for Australian and New Zealand judges; and actual expenses up to \$300 for Sweepstakes judges. When a personally owned vehicle (POV) is used, the judge will be reimbursed using the current United States (US) General Services Administration (GSA) POV mileage reimbursement rate, up to the aforesaid maximum. (May 2006; revised May 24, 2014)

Effective for the 2027 contracts - Travel allowance for American and European conformation and performance judges will be the actual expenses up to \$800; actual expenses up to \$1,600 for air travel for Australian and New Zealand judges; and actual expenses up to \$400 for Sweepstakes judges. (Revised November 11, 2024)

Revision date: 11/9/24

17. PWCCP will pay for up to three nights' lodging for conformation and performance judges of PWCCP events. (September 10, 2006)

18. The following rules and accompanying table apply to processing of contractual agreements.

- a. The Board of Directors must approve any contract over \$500 before it is signed.
- b. Any contract received from outside sources and in excess of \$500 requires the signature of the Vice President (VP), as the official representative of the PWCCP. In addition, the event chair will initial each page of the contract, indicating that he/she has read and is in agreement with the terms set forth. If the VP is also the event chair, the contract will be initialed by the VP as the event chair and signed by another Club officer.
- c. All multi-year contracts, regardless of the monetary amount (with the exception of the Club trailer registration/license renewal), must be signed by the VP, following Board approval.
- d. For contracts originating from within the PWCCP or amounting to \$500 or less, the Club signature authority will be as stated in the following table.
- e. If the contract originates from within the PWCCP, the contract may be signed by the event chair; if the contract originates from outside the PWCCP, the contract must be signed by the VP.

<b>Event</b>	<b>Contract Type*</b>	<b>Contract Origination</b>	<b>Estimated Monetary Amount</b>	<b>Signature Authority</b>
Winter Workshop	Facility/Services	Outside of PWCCP	Over \$500	VP
	Seminar	Outside of PWCCP	Over \$500	VP
Specialty	Facility/Services	Outside of PWCCP	Over \$500	VP
	Judges	Within PWCCP	Governed by Standing Rules	Corresponding Secretary
	Show Secretary (includes Catalog)	Outside of PWCCP	Over \$500	VP
	Trophies	Outside of PWCCP	Over \$500	VP
Fun Fair	Facility/Services	Outside of PWCCP	\$500 or less	Event Chair
Coursing Ability Test	Judge	Within PWCCP	Governed by Standing Rules	Event Chair
Match	Judges	Within PWCCP	Governed by Standing Rules	Event Chair
Agility Trial	Facility/Services	Outside of PWCCP	Over \$500	VP
	Judges	Varies	Governed by Standing Rules	Varies (see 18.e. above)
Rescue Picnic	Facility/Services	Outside of PWCCP	\$500 or less	Event Chair
Herding Weekend	Facility/Services	Outside of PWCCP	Over \$500	VP
	Judges	Varies	Governed by Standing Rules	Varies (see 18.e. above)

Revision date: 11/9/24

<b>Event</b>	<b>Contract Type*</b>	<b>Contract Origination</b>	<b>Estimated Monetary Amount</b>	<b>Signature Authority</b>
Holiday Dinner	Facility/Services	Outside of PWCCP	Over \$500	VP

(July 8, 2007; revised January 7, 2012; revised January 17, 2016; revised October 22, 2016)

\*Trailer registration/license renewal excluded

19. The Immediate Past President (IPP) may function as an advisor to the Board of Directors for a period of one year immediately following the election of a new President. The IPP does not have a vote, but may be invited to attend Board Meetings. (October 6, 2007; Revised January 23, 2010)
20. A \$20 returned-check fee shall be charged for any check returned to the Club for insufficient funds. This rule will apply to check payments made to the Club for any service, merchandise, or entry fee. Subsequent returned checks from the same individual may result in the person being put on a cash-only basis. (November 24, 2007)
21. When contracting with Specialty judges for Regular and Non-Regular conformation classes, the Club will request, as part of the agreement, that the judge not accept an identical judging assignment in the United States for a period of one year prior to our Specialty or any all-breed show assignment east of the Mississippi in the United States for a period of three months prior to our Specialty. When contracting with Specialty judges for Sweepstakes, the Club will request, as part of the agreement, that the judge not accept an identical judging assignment in the United States for a period of one year prior to our Specialty. (November 24, 2007)
22. The PWCCP will present each new member with a Club membership pin at the meeting during which they are voted in, preferably by one or both sponsors. If the new member is not present, a pin will be mailed to them. (November 24, 2007; revised February 2, 2008)
23. The Annual Rescue Picnic will be paid for using General Fund monies. Any other Rescue-related events will be paid for using Rescue Fund monies. Any revenue collected at such Rescue events will be deposited in the Rescue Fund. (November 24, 2007; revised May 18, 2008)
24. The financial records of the Club will be reconciled at the end of a Treasurer's term and/or periodically, as needed. (May 22, 2010; revised March 24, 2013)
25. Supported entry sweepstakes judges will be offered one night's lodging at the show-giving host hotel or comparably priced accommodations. (July 11, 2010)
26. The President, Vice President, and Treasurer will be signatories with full access on all financial accounts held by the PWCCP. Checks will be provided by the Treasurer to either President or Vice President when requested. The request must state a need for the check and an estimate of the amount. The Treasurer keeps track of all checks with one set of books and must insure that the required controls are in place. (September 11, 2010)
27. The following disclaimer must appear in all premiums, flyers, or any other formal notifications that publicize Club functions: *"PWCCP is not responsible for the behavior of the attendees or their dogs. If attendees' dogs create an unsafe situation for other attendees or their dogs, the owners of misbehaving dogs remain liable for any damages and may be asked to leave."* (March 24, 2013)
28. A Specialty Obedience/Rally judge shall be paid a judging fee of no more than \$400 for the entire judging assignment. If a judge requests a fee of more than \$400, or specifies a per day fee of more

Revision date: 11/9/24

than \$200/day, the request must be approved by the Board before a contract letter is mailed to the judge. (January 12, 2013; revised May 16, 2020)

29. The President's Award Bronze shall be presented at the Specialty Banquet. (March 24, 2013)
30. The purpose of the Club Email List is to facilitate communication regarding Club business and Club events. It may also be used to send information on events held by other clubs that our Membership may have interest in. Communications that contain advertisements for products or businesses or that promote business services are generally not appropriate. Communications that include unverified claims are not appropriate. (October 4, 2014)
31. Each year, the PWCCP Specialty catalog will include a Celebration-of-Life page for any and all Club members who have passed away between Specialty catalog deadline dates. (January 17, 2016)
32. When negotiating with All-Breed Kennel Clubs for Supported Entries the PWCCP will offer to pay the host kennel club \$150.00 toward the judge's incurred expenses if they agree to choose a judge from the PWCCP current list of approved judges. (June 9, 2108)
33. For purposes of facilitating timely handling of membership applications, mailing of Board-approved membership application summaries as referenced in Article I, Section 3 of the Bylaws may be accomplished via electronic mailing. (July 14, 2018)
34. Email addresses will not be added to Club email lists unless there is some means of proving that the recipient requested or agreed to be added to the email list. Requests to opt out of a Club email list must be honored. (May 16, 2020)
35. The Club will provide flowers upon the death of a club member, member's spouse or partner, or child. The costs of the flowers sent should not exceed \$75. A card should be sent to members for all other occasions necessitating commemorating. (December 5, 2020)