



STCA STANDARD OPERATING PROCEDURES

Regional Club Delegates' Chair to the STCA

The Regional Club Delegates' Chairperson is appointed for a one-year term by the Board at the Annual STCA Board Meeting following the annual dinner meeting.

The Chairperson works with the STCA President and Board to implement an effective communication system among the membership, the regional clubs, and the national officers and board.

DUTIES OF THE CHAIRPERSON

1. Keeps an updated list of the names and addresses of the Regional Club Delegates to the STCA, as appointed by each regional club.
2. Contacts the National Show Chairperson to arrange for a meeting of all Regional Club Delegates during National Rotating and National Specialty/Montgomery weekend. Arrangements to include: meeting facilities, date, and time.
Plans the meeting agenda and confirms such with the President, if a meeting is scheduled.
 - Advises the Regional Clubs' Delegates in writing of the date, time, place and agenda. This should be done at least two months in advance of the meeting.
 - Advertises program on the STCA website, Information/Advertising Packet, and The Bagpiper.
 - Has minutes of the Regional Club Delegates' meetings typed and mailed to all Regional Club Delegates, the STCA Officers and Directors, and maintains a copy in the file.
3. Serves as the Liaison in the networking system for Regional Clubs to express concerns/problems. Shares information, makes recommendations, gives input and keeps current on information and, happenings.
4. Coordinates communication with editors of STCA's electronic newsletter (WrapUp) and The Bagpiper.
5. Serves as the HUB of communications between Regional Clubs and the STCA and an ambassador of the breed and parent club.
6. Reminds each Regional Club to take advantage of ½ page, B&W ads in The Bagpiper to promote each Regional Club specialty in The Bagpiper issue that maximizes exposure to STCA members. See STCA/AKC Corresponding list of shows and color-coded clubs and corresponding issues of The Bagpiper. Provide information to editor of WrapUp as well, who will include information on advertising.
7. Coordinates STCA Advertising in Regional Club Specialty Show Catalogs:
 - The STCA pays for a ½ page, B&W ad in each of the regional club specialty show catalogs, independent or designated specialty shows.
 - Refer to the STCA/AKC Corresponding Dates (see calendar below, which is also used for Bagpiper advertising by Regional Clubs.)
 - Notify each Regional Club's Regional Club Delegate at the beginning of each year, based on schedule of shows of this continued tradition. Corresponding calendar may be found at end of SOP.
 - Prepare ad (use template at end of SOP and on thumb drive which is to be passed on to the Chair's successor). Ad is sent electronically to Regional Club Ad Chair or specialty Show Superintendent, whichever is the designated person to receive ad.
 - Determine cost of ad, deadline, and to whom payment and ad are to be sent. (Send email requesting this information to each Regional Club's Regional Club Delegate or contact the corresponding secretary.)
 - Maintain a file of all Expense Vouchers and list of shows.
 - Prepare and submit STCA Expense Voucher to STCA Treasurer, noting deadline of payment. Expense Voucher may be found www.stca.biz (follow link to "About the STCA" and to "Forms" – Voucher will be found under Treasurer's Forms.
8. Performs other duties as requested by the STCA President and/or Board of Directors.
7. Submits on a regular basis, all receipts for copying, postage and mailing expenses to the STCA Treasurer on an "Expense Reimbursement Form."

9. Submits a report to all STCA Officers and Directors (10) days prior to each scheduled meeting.

TEMPLATE OF ½ PAGE B&W AD FOR SPECIALTY SHOW CATALOGS:

ADAPT EACH AD FOR THE NAME OF THE CLUB.

Good wishes from the STCA to the

Scottish Terrier Club of Greater Dayton in celebration of the club's 2014 Specialty Show.

Congratulations to all members and exhibitors!

www.stca.biz

REVISED APRIL 24, 2014

SOP ATTACHMENT TO REGIONAL CLUB DELEGATE

THE PARENT CLUB AND THE REGIONAL CLUB

There is a mutually beneficial symbiotic relationship between the Parent Club (The Scottish Terrier Club of America) and its Regional Clubs, based on both set rules and regulations and on a common understanding of their dependence on each other. The STCA is the umbrella under which a Regional operates, and both have certain rights and responsibilities to each other. The Parent Club is committed to nurturing and guiding the Regional Club, while recognizing that the Regional Club is its Local Arm, guiding and nurturing local Scottish Terrier breeders and fanciers while sponsoring quality AKC approved events and educational opportunities.

Regional Clubs are formed and recognized as clubs by the STCA after following the guidelines stated in the STCA SOP (Formation of a Regional Club) and the AKC book, Forming a Dog Club. This includes submitting a Constitution and By-Laws which are in compliance with the format required by AKC. Subsequent By-Laws revisions must be approved by the AKC before they are effective, and a copy of the Club's current By-Laws are to be filed with the STCA Corresponding Secretary whenever revisions are made.

The STCA is the member of the American Kennel Club. All AKC events must be sponsored by a club that is licensed by the AKC. Regional Clubs are licensed to hold AKC events through their connection with the Parent Club. The STCA notifies the AKC of the permission for the Regional Club to hold the event, and the AKC then sends its permission to the Regional Club after the appropriate paperwork has been filed. The AKC assumes, by the STCA having given its permission that the Regional Club is currently operating in compliance with its By-Laws, membership requirements, and is following AKC rules and directives as they apply to the Club.

Specialty Show Dates for Regional Clubs must be approved by the STCA before submitting any permission request to the STCA or application to the AKC., No Regional Club shall hold a Specialty Show on the same weekend as another Regional Club's Specialty Show unless both clubs have approved the date AND the date has been approved by the STCA Board of Directors.

Regional Club members who are disciplined by their club also receive the same suspension/expulsion from both the STCA and the AKC, and conversely, any member who loses AKC privileges also loses same in the STCA and the Regional Club.

Regional Clubs should be prepared to host a National Rotating Specialty Show very ten (10) years, in order to equitably distribute this responsibility among ALL Regional Clubs. Hosting should not be a financial burden to the Regional Club, and the STCA is committed to working diligently with the Regional Club in hosting.

Regional Clubs should encourage their members to seek STCA membership. In turn, the STCA will encourage its members to join Regional Clubs.

Regional Clubs are the heart of breeder education, canine good health, and good sportsmanship. To that end, the STCA pledges to actively support the Regional Clubs and their endeavors. In turn, the Regional Clubs will comply with the STCA requests and directives and support the STCA endeavors.