



Australian Shepherd Club of America

Established 1957

COMMITTEE PROCEDURES

June 2019

Australian Shepherd Club of America

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These amended Rules and Regulations are effective June 1, 2019, unless noted otherwise.

Shaded areas indicate rule changes with **effective date** listed.

Last updated: 7-1-2019

- Made BOD approved changes to 2.10 Cause for Removal and Procedure
- Removed highlighting/strike-out of 2018 rule changes (5-1-201)
- Formatted for 2019 style (5-1-2019)
- Added 2019 rule changes (5-1-2019)

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Found at the back of these rules:

ASCA Judge's Code of Ethics

ASCA Dog Aggression Rules & Affiliate Incident Report Worksheet

ASCA Conflict Resolution Protocol & Request for Conflict Resolution Request Form

Introduction to the Committee Procedures Handbook

ASCA's standing committees serve in assisting the ASCA Board of Directors in advancing the interests of the Australian Shepherd and encouraging sportsmanlike competition at ASCA shows and trials. Members with relevant expertise provide an important service to ASCA through their participation on these committees. The Board of Directors encourages members to send in their resumes to fulfill this valuable role in ASCA's success.

The purposes of ASCA's standing committees are as follows:

1. To serve as program experts and to advise the Board of Directors, as needed;
2. To work on directives from the Board of Directors;
3. To monitor the rule books for possible improvements and updates on an annual basis;
4. To consider new programs that will help preserve or promote ASCA and the Australian Shepherd;
5. To share information about ASCA's programs with the general public;
6. To improve and grow ASCA's programs;
7. To increase participation in ASCA's programs and in ASCA as a whole.

To achieve these purposes, all standing committees will set goals for themselves each year, as part of ASCA's Strategic Plan. These goals will guide and focus the work of the committees.

1 Mission Statement

First order of business for the Committee will be to write a Mission Statement defining the goals the committee will work toward. The Committee will have 90 days to submit the Mission Statement to the Board for Approval. Committee Mission Statements shall be placed on the ASCA Website on the Committee Page below their respective Committee and as an Appendix in the Committee Procedures.

2 Membership

2.1 Committee Makeup

Committees shall normally be made up of no more than fifteen (15) ASCA members including the Chairperson. Ideally, the Committee shall have at least one Member and no more than two Members from each ASCA regions.

The ASCA regions are:

REGION 1: WA, OR, ID, MT, AK

REGION 2: CA, NV, AZ, UT

REGION 3: CO, WY, NE, KS, ND, SD, MB, SK, AB, BC, YT, NT, NU

REGION 4: MI, IA, IL, OH, WI, MN, IN, MO, KY

REGION 5: AR, LA, MS, AL, TN, NC, SC, GA, FL, TX, NM, OK

REGION 6: ME, NH, VT, NY, RI, MA, CT, PA, NJ, WV, VA, MD, DE, DC, ON, QC, NS, NB, PE, NF

REGION 7: Europe

The Stockdog Committee will consist of seven active ASCA trial contestants and five ASCA approved Stockdog Judges. One contestant shall be appointed from each of the seven geographic regions. Judges shall be appointed on an at large basis. Contestants may only fill the Contestant positions and Stockdog Judges may only fill the Judge positions.

Per November 2004 vote of the Board, the DNA Committee is exempt from regional representation and term limits.

2.1.1 Resume Submission

1. Members interested in serving on an ASCA committee should submit their resume to the ASCA Executive Secretary by the first day in April each year.
2. Member resumes should provide sufficient detail regarding how their knowledge/skills would be valuable to the Committee they are applying to serve.

3. Resumes may be submitted at any time if a Member would like to serve on an ASCA committee.
4. Resumes will be retained on file for a year.
5. Members who are still interested in serving on a Committee may update their resume at any time or by the first day in April each year.

2.2 Email

All Committee Members must have email capabilities, as all Committees are electronic.

2.3 Terms and Appointments

The Board will appoint volunteers with full ASCA memberships to Program Committees for a period of two years at the Spring Board of Directors' meeting. For the Stockdog Committee, Judges will renew in odd numbered years and contestants will renew in even numbered years. At the Board of Directors' Spring Board Meeting, the Committee Liaison must bring all ASCA members' names forward who have volunteered to serve on a committee, by submitting their resume to the Executive Secretary, for discussion by the full Board. If existing Committee members apply to remain on the committee after their term of service has expired, the Board may reappoint them during the Spring meeting. The Board may also fill vacancies at other times during the year in an effort to maintain a full and diverse committee. When a seat on a committee becomes vacant creating an opening, the Chair of that Committee will immediately notify the Committee Liaison. The Committee Liaison will immediately notify the Executive Secretary of the vacancy. The Executive Secretary will forward all resumes held by him/her, having been submitted by ASCA Members who wish to sit on the particular committee, to the full Board of Directors. The Board of Directors will appoint by a simple majority an applicant who is a qualified, compatible addition to the committee. If the Directors do not find an applicant who is compatible and qualified to be appointed to the committee, they will direct the Committee Chair to make another request to the Membership for additional volunteers. All other Rules contained in these Committee Procedures regarding the solicitation, acceptance and time held as they pertain to resume submissions will be honored. The term of a Committee member appointed between Spring Board of Director meetings will expire at the first or second Spring meeting following his/her appointment as determined by the Program rules and regulations of the Committee. The Executive Secretary will notify those members that were appointed to the Committee and those individuals that were not appointed to the Committee.

- A. Each year, the Committees shall hold an election of its Chair within 30 days following the Board of Directors Spring Meeting. Chairs shall serve a one-year term and may be reelected. The person elected Chair must have served a minimum of one year on that respective committee and a minimum of three continuous (without a lapse in Membership) years as a Full ASCA Member in good standing. This person may come from within or outside the current committee membership. If the Committee Chair comes from within the Committee, then that person will be replaced with someone from the Chairperson's region. If the elected Committee Chair is not a Committee member, then the Board of Directors must approve that person. Upon completion of the one-year term as Chair, the Chairperson may remain on the committee for the duration of his/her original appointed term. This may result in an additional committee member. If the term of the Chairperson occurs during the second year of the original appointed term, no additional time is granted upon the completion of the term as Chair.
- B. If the Chair is unable to carry out his/her duties as listed in these procedures, the Chair may resign the Chair and remain on the Committee until his/her term expires. This may result in an additional committee member for the duration of the appointed term. The Committee shall then elect a new Chair. If at any time a Committee Member believes the Chair is not carrying out his/her duties, the Committee Member may contact the Liaison for resolution.
- C. New Committees created in ASCA will have the position of Committee Chair and Liaison appointed by the Board until the Committee is organized, then Committee Members will elect the Chair and the Liaison. The person elected as Committee Chair must have been a Member in good standing of ASCA for three (3) continuous (without a lapse in Membership) years.
- D. Committees may elect a co-Chair to take over committee duties in the absence of the Chair.

2.4 Personal Interest

All Members, including the Chair, will have one vote on all issues brought before them except when an issue is presented in which a Committee Member or Chair has a personal interest. Personal interest being defined as, involving them personally, a

dog they own or co-own or a family Member. The Committee Member or Chair must recuse him or herself and will not be a party to discussion or have a vote in the matter. If the issue involves the Chair the Liaison will take over until the issue is resolved.

2.5 Board Liaison

Each Committee shall vote to select one Board Member to function as the Liaison, between the Committee and the Board, 30 days following the National Specialty Board of Directors' meeting. The Board Liaison is not a member of the Committee but is responsible to explain to the Committee what the Board's position is and to see to it that Committee Procedure, Board Policy and Robert's Rules of Order are followed. At the Liaison's discretion, he/she may redirect the committee to realign with the current committee priorities.

- A. The Liaison must fully understand the Committee's recommendations, so he/she may help the Board to understand the position taken by the Committee on any issue. The Liaison is not to participate or interfere in the deliberations of the Committee and is not allowed to change or alter any of the recommendations made by the Committee but must endeavor to understand the Committee's position and present it to the Board as presented by the Committee.
- B. The Board Liaison to a Committee is required to present the Committee's proposal to the Board in the form of a motion as required by ASCA's Board procedures. No second is necessary.
- C. The Liaison cannot be a Member of the Committee.
- D. All material from ASCA Committees must have the approval of their liaison before publication.

2.6 Committee Members

Once the Executive Secretary has notified the Chairperson of all appointments to the Committee, the Chair will then forward Committee Members names to all Committee Members and add the new members to the committee list. The Executive Secretary will notify the Business Office and the ASCA Webmaster of the Committee Members' names, their region and state. Committee Members are responsible for downloading the Committee Procedures and applicable Rule Book(s) from the ASCA Website. Committee Members may, also, contact the Business Office to request one current copy of the applicable ASCA Program Rulebook(s) and Committee Procedures.

2.7 Committee Business at Nationals

When a Committee schedules a meeting at Nationals with the Board, it is requested the Committee Chairperson provide the Board with an agenda for the meeting.

- A. The agenda may include, but is not limited to:
 1. Committee recommendations to the Board;
 2. Issues requiring clarification;
 3. Advice on trends or programs;
 4. Issues requiring direct discussion.
- B. Committee recommendations on the Agenda will follow the Committee Procedures.
- C. Committee business may not be conducted at the Nationals without a quorum and Committee Members must be present in person to count as a quorum. When there is a quorum of the Committee present at the ASCA National Specialty, business may be conducted, and any motions passed at this time can be presented to the ASCA Board of Directors for their approval during the scheduled Committee meeting with the Board.

2.8 Conference Call

Committees may schedule one conference call each year at ASCA's expense, which will include all Committee Members and the Board Liaison. The Agenda for this call must be submitted to the Board two weeks prior to the call. The purpose of the call is to allow the entire Committee to be in touch at least once each year and enable them to discuss issues of a complex nature.

2.9 Board Members

Board Members may be added to any or all Committees email groups of their choosing as long as they are read only and do not participate in the discussion.

2.10 Cause for Removal and Procedure

- A. To remain on the Committee all members, including the Chairperson, must participate in the discussions and vote on at least ~~seventy eight~~ percent (70% ~~80%~~) of all committee issues submitted during any six (6) month period and must attend at least ~~seventy eight~~ percent (70% ~~80%~~) of all physical, electronic, or telephone committee meetings during the ~~any~~ six (6) month period. The Chairperson shall contact those Members who drop to 70% ~~80%~~ participation, following the procedure outlined below ~~and advise them of this requirement~~. The Chairperson shall advise the Board, through the Liaison, of members whose participation drops below 70% ~~80%~~ and who are unable to improve their participation within two months of being advised by the Committee Chair. The Board may remove the committee member upon examination of the documentation provided by the Chair and ensuring that the process outlined below has been followed. The Board of Directors shall reserve the right to reappoint the dismissed Member to a Committee later if circumstances allow it. ~~The committee member will be removed immediately.~~

Procedure for compliance:

1. When the Committee Chair identifies a Member has fallen below a 70% voting and/or attendance/participation rate, the Chair shall immediately advise the Member by private email advising them of the deficiency and shall instruct the Member to vote on all motions, attend and participate in all meetings until the percentage is above 70%. The Chair shall properly document in writing all conversation with and from the Committee Member in question, including any barriers or special situations that may be preventing the Member from satisfying this requirement.
2. Should the Member not bring their voting and/or attendance/participation rate above 70% after two months, the Chair shall send a recommendation for removal to the Board of Directors through the Liaison with a copy sent to the Member.
3. If the Member has successfully improved their voting and attendance/participation percentage above 70% within two months of being counselled, that Member shall serve a six-month probationary period where they must maintain such voting and participation rate. Upon successfully serving the probationary period, the Member shall be removed from probation and shall receive a clean slate. Should the Member again fall below a 70% voting and/or attendance rate during the six-month probationary period, the Chair shall send a recommendation for removal to the Board of Directors through the Liaison with a copy sent to the Member.

(Effective June 27, 2019)

- B. The ASCA Board of Directors may remove any Committee Member, including the Chairperson, from the Committee. The Board can only act on properly documented conduct fully outlining the need for such removal. The Board must allow the Member an opportunity to defend themselves against the decision. **(Effective June 27, 2019)**
- C. The Committee may ~~recommend removal~~ ~~remove~~ of the Committee Chair to the Board of Directors at any time for any reason. A recommendation for removal will be by a majority vote of the Committee. ~~Removal of the Committee Chair requires only a majority vote of the Committee Members.~~ The Chairperson in question is entitled to participate in the debate but not the voting process. The Board can only act on properly documented conduct fully outlining the need for such removal. **(Effective June 27, 2019)**
- D. The Committee may recommend to the Board of Directors removal of a Member at any time for any reason. A recommendation for removal will be by a majority vote of the Committee. The Member in question is entitled to participate in the debate but not the voting process. The Board can only act on properly documented conduct fully outlining the need for such removal. The Board must allow the Member an opportunity to defend themselves against the decision.

Procedure for compliance for parts C and D above:

1. When a conflict arises on a Committee between Members, it shall be the responsibility of the entire Committee to amicably work together to resolve the conflict.
2. Should the Committee be unable to resolve the issue; any Member may make a motion to recommend removal of a Member from the Committee or the Chair from their position and/or as a Member of the Committee to the Board of Directors. Such motion shall have a second.
3. If the motion made is to remove a Member from the Committee, the Chair shall manage the discussion and vote. If the motion made is to remove the Chair from their position and/or as a Member of the Committee, the Liaison shall manage the discussion and vote.

4. The Committee shall prioritize this motion on their agenda for immediate action. The Committee may choose to discuss and decide the issue by teleconference or email. In the case of a teleconference, there must be a quorum of 100% committee members. If email is chosen, the Emergency Procedures shall be used.
5. The result of the Committee's decision shall be immediately submitted to the Board of Directors by the Liaison.
(Effective June 27, 2019)

3 Agenda

The Board, Committee Members and the General Membership determine Committee agendas.

- A. First priority is given to directives submitted by the Board.
If a committee chair does not bring Board directives to the committee within a thirty (30) day period, the following steps will be taken:
First request: The committee chair will be requested by the liaison to give an explanation to the Board within fifteen (15) days detailing why the directive has not been addressed. The Board will notify all Committee members of the directive for awareness. The Chair will submit a time schedule for completion of the Board's directive.
If the Board's directive is not addressed in the timeframe provided by the Chair and as agreed upon by the Board, the Board may enact rule changes without input from the committee.
Second request: The Board will notify all Committee members that the directive has moved to second request status. The Board may enact rule changes without input from the committee and the Board will require election of a new chair.
Third request: The Board will enact rule changes without input of from the committee and the committee members may be replaced.
- B. Priority of other items is determined by the Chair.

4 Most Versatile Aussie Program & Other Programs

The committees of each ASCA program shall have the full responsibility to manage their program within the Most Versatile Aussie program. The Most Versatile Aussie Committee shall manage and coordinate those requirements. The MVA Committee may make recommendations to the various program committees regarding their program.

5 Motion Template

All motions from Committees will contain the following:

- A. Subject: Title of motion. This can be related to a specific section and/or chapter if a change/ addition/ deletion to rules.
- B. Motion by: Committee member
- C. Second by: Another Committee member
- D. Motion statement: I move to approve ...
- E. Body of the motion: Place the bulk of the motion here. For rule book changes, please state the CURRENT WORDING first, followed by the PROPOSED CHANGES. Highlight in gray any changes in wording to make it easier to spot the change.
- F. Comments/Rationale: Why is this motion needed? What caused it to be needed? Use this section to 'sell' your motion to the Board.
- G. If applicable, party(s) affected by the motion and how it will affect them.
- H. If this motion affects the Webmaster, Business Office or Program Software Vendor, see 5.3.
- I. Effective date: Example: This motion will go into effect at the next printing of the applicable Rule Book. (In order to be effective for a June rulebook printing, the motion must be submitted for Board consideration by February of the same year.
- J. For a rule book change: Has the applicable rule book been reviewed for all other rules that will need to be changed due to this motion? If yes, please include all change motions at the same time.
- K. Results of the committee vote: Include names of all who votes, not just a number tally.
Approve:
Disapprove:
Abstain:
Non-voting:

6 Voting Procedure

6.1 Issues for Discussion

Any Committee Member may raise issues for discussion. All issues received from the General Membership, Judges, Non-Members, Directors or Committee Members must be sent to the Chairperson who will distribute issue(s) to the Committee Members and Board Liaison and be assigned a priority. The Committees are encouraged to discuss ideas presented before making a motion.

6.2 Discussion

When a Committee Member has the floor during a discussion, the discussion will continue as long as the Members wish to discuss it or until the Chair calls for a motion to end the discussion.

6.3 Webmaster, Business Office, or Program Software Vendors

6.3.1 Webmaster or Business Office

For motions affecting the Web Master or Business office the committee will take the following steps:

- A. The committee will send a draft copy of the proposed motion to the office it affects and advise this office it has five (5) working days to comment.
- B. If there are no comments, the affected office will so state.
- C. At this point the committee will either abandon the motion or put the motion into final form, incorporating the office comments, and present it for voting.

6.3.2 Program Software Vendors

For motions affecting program software obtained from outside vendors (Show/trial entry software, agility scoring software, etc.) the committee will:

- A. Ensure, by contacting the applicable software vendor/s, that changes/upgrades will support the rule change's desired effective date.
- B. Include a statement in the body of the motion that software will support the change.

6.4 Timeframe for Discussion

Issues brought to the Committee should be considered within a 3-month period. If they cannot be considered within that time frame, Members, etc. should be notified when the issue will be addressed.

6.5 Processing of Motions

Processing of the motions may be done either randomly, as they come in or by a fixed schedule (set dates). This is to be decided by Chair and Committee after Chair elections.

6.5.1 Fixed Schedule

- A. Motions with seconds are due to the Chairperson by the first of each month. If a motion comes in after the first it will be held over till the first of the next month before it is stated by the Chair. Motions that come in after the first of the month may be discussed by the Committee, but the official comment period will not start until after the Chair states the motion on the first.
- B. From the second (2nd) through the eighth (8th) of each month will be the comment period.
- C. Beginning the ninth (9th) of each month through the fifteenth (15th) of each month will be the voting period.
- D. Vote results will be reported to the Committee and Liaison as soon as the deadline is reached.

6.5.2 Random Schedule

- A. As the motions with a second come in for consideration, the Chair immediately distributes the motions to the Committee and the Board Liaison.
- B. Chair sets a seven (7) day deadline with a due date for receipt of comments back from the Committee. All comments to be distributed to all Committee Members and Board Liaison.

- C. A seven (7) day voting period with a stated due date will be set at the end of the comment period. If the Committee is working on one topic at a time during the seven-day voting period, another motion can be distributed and discussed.
- D. Vote results will be reported to the Committee and Liaison as soon as the deadline is reached.

6.6 Amendments

Due to the complexity of making amendments through email, no amendments of a motion will be allowed. Motions should be withdrawn and restated.

6.6.1 Withdrawal of Motion

Committee Members and authors are reminded to read and write motions for exact content. If Committee Members or the author believes the intent of a motion would be better served with a restatement, then Committee Members should request that the motion be withdrawn and restated, or the author may withdraw and restate. This request from committee members should be accompanied with suggestions for a new motion. If the motion is not withdrawn as requested, then the Committee Members should vote his/her conscience.

6.6.2 Timeframe for Withdrawn and Restated Motion

A motion withdrawn and restated that does not significantly change the content or intent of the original motion should remain in the existing time frame for comments and vote as the original motion.

6.7 Motion to Board Liaison

All votes are to go directly to the Chair who at the end of the voting period will tabulate the votes and send the results along with Committee Member comments to the Committee and to the Board Liaison for distribution to the Board. The Chair will, if needed, explain in writing, the Committee's recommendation to the Board.

6.8 Motion to Board

The Board Liaison will forward the Committee's recommendation to the Executive Secretary in the form of a motion (no second necessary) for distribution to the Board. The Executive Secretary will post a copy to the official ASCA email list and forward a copy to the web master for posting on the ASCA web site. In addition, the Executive Secretary will ensure that "Notes from the Secretary" is posted to ASCA's Facebook page. The posted copies shall include a note directing members to send comments to the Executive Secretary.

6.9 Questions

If the board has questions and/or comments, they must be made before the call for the vote. Comments/questions will be sent back to the Committee by the Liaison for their answers, input or action and returned to the Board via the Liaison during the Board's comment period, time permitting.

6.10 Rules and Procedures for Conducting Emergency Voting Only

- A. Emergency Motion and Vote is any Motion and Vote taken in less than the normal two-week discussion period and ten (10) day voting period.
- B. Emergency votes may be taken by e-mail.
- C. Deadline for emergency vote must be stated at the beginning of the motion. In no case shall the deadline be less than twenty-four (24) hours. Committee Members must return receipt (e-mail) to the Chairperson they received the emergency motion, whether they choose to vote or not.
- D. If no return receipt is received, the Chairperson will take whatever action necessary to contact the missing Committee(s) Member.
- E. Reason for an emergency vote must be stated at the time the motion is made in the comments accompanying the motion.
- F. Emergency voting procedures are not to be employed frivolously. Only those issues with imminent deadlines or concerning critical ASCA functions shall be eligible for an emergency vote.
- G. Emergency motions shall require the Committee majority to vote and to approve.

- H. All emergency motions with votes shall be reported to the Committee Members and Liaison immediately on expiration of voting deadline.

6.11 Material to be Included with Recommendation to Board

- A. Motion with a second.
- B. Results of the vote.
- C. The Committee Chairperson will forward Committee Member's comments to the Board Liaison for distribution to the Board.

6.12 Conditions Affecting Voting

- A. No vote will be taken if the motion does not have a second.
- B. No votes will be counted after the deadline is reached.
- C. If a Committee Member will be unavailable during the voting period, the Committee Member may cast their vote once the motion and second are sent by the Chair to the floor for discussion.
- D. If a motion is withdrawn by the author there is no need to withdraw the 2nd.
- E. Once the vote has been called for the discussion stops.
- F. Any Member may change their vote before the deadline is reached; once the deadline is reached the vote is final.
- G. A simple majority of votes received is necessary to pass a motion, except Emergency Voting (see above).

6.13 Discrepancies in This Procedure

Discrepancies in this procedure: If an issue arises that falls outside the outlined procedures herein, the Committee's liaison should be contacted. The liaison shall instruct the committee on the procedures which should be pursued, using the Board of Director's Voting Procedures and Robert's Rules of Order.

6.14 Voting Results

When notifying the Committee and the Board of voting results for the Committee, Member's names and how they voted must be listed unless it is deemed by the Liaison and ASCA President that the issue is of such a sensitive nature the vote should remain confidential. When publishing votes in the Aussie Times, the ASCA Secretary's Report, and/or any approved ASCA e-mail list, only the final count must be published.

7 Committee Chairperson's Duties

7.1 Annual Committee Member Report

As stated in 2.3a, the Chair is responsible to keep track of the terms of its members. During the month of March each Committee Chair will send a report to the Executive Secretary which will contain the following:

1. A list of all committee members, when their term is expiring and the region they represent as of March 1st.
2. Resumes of those members whose term is expiring and who want to remain on the committee.
 - a. In addition, for the Stockdog Committee, what position they hold, judge or contestant.
3. Names of those members whose term is expiring but not wanting to remain on the committee.
 - a. In addition, for the Stockdog Committee, what position they hold, judge or contestant.
4. Any additional members.
 - a. When their term is expiring.
 - b. In addition, for the Stockdog Committee, what position they hold, judge or contestant.

7.2 Correspondence

All correspondence comes to the Committee Chairperson. The Chairperson immediately forwards it to Committee Members and the Board Liaison.

- A. All Correspondence coming into the Committee must have the identification of the writer(s) who sent it.
- B. Any and all Correspondence coming to the Committee without the identification of the writer(s) will not be distributed. The Committee will not consider anonymous correspondence.

7.3 Voting Procedures

The Chairperson is responsible for the administration of the voting procedures.

7.4 Impartiality

The Chairperson may raise a question, state their opinion and vote their conscience but must always remain unbiased while carrying out the will of the majority.

7.5 Minutes

The Committee Chairperson will take or assign someone to take minutes at all Committee meetings and conference calls and will distribute these minutes to the Committee Members and Board Liaison within ten days of the meeting/call.

7.6 Aussie Times Report

The Committee Chairperson, or his/her designee, will prepare a detailed report for each issue of the Aussie Times and the ASCA Website. This report will include, but is not limited to, the following:

- A. All issues sent to the Board with the Committee's recommendation since the last report. Each of these issues should be accompanied by a short description.
- B. All issues, with short descriptions, under consideration by the Committee.
- C. A request for resumes to fill any upcoming or existing openings in the Committee.
- D. The last paragraph of the report should be, "The Committee welcomes your comments on these issues" and should include contact info.
- E. This report must be approved in writing by the Board Liaison before being electronically submitted to the Aussie Times editor prior to deadline.

7.7 Vacancies

The ASCA Executive Secretary will post monthly for Program Committee resumes on the official ASCA email list, ASCA Facebook page, and ASCA Website to fill Committee vacancies/emerging vacancies. The following steps details resume submission information and how/when the BOD may fill Committee vacancies.

1. Members interested in serving on an ASCA committee should submit their resume to the ASCA Executive Secretary by the first day in April each year.
2. Member resumes should provide sufficient detail regarding how their knowledge/skills would be valuable to the Committee they are applying to serve.
3. Resumes may be submitted at any time if a Member would like to serve on an ASCA committee.
4. Resumes will be retained on file for a year.
5. Members who are still interested in serving on a Committee may update their resume at any time or by the first day in April each year.
6. The Board may fill Committee vacancies that arise during the year with the Member resumes currently on file.

7.8 Rule Book

The ASCA Executive Secretary will be responsible for making additions, changes, and/or deletions to the ASCA Program Committee rulebooks. The ASCA Executive Secretary will highlight the changes as per policy and forward these changes in the form of an updated rulebook to the applicable committee for review. Upon completion of the review, the Executive Secretary will supply the changes to the ASCA Business Office in a timely manner so that new rulebooks will be ready for publication at the appropriate time.

7.8.1 Timeline for Rule Book Updates

- a. Recommendations for updates to a June rule book must be submitted to the Board of Directors for approval by February 10.
- b. The Executive Secretary will make all approved updates to the June rule books and return to the Committee for review by April 1.
- c. The Committee is to complete their review and return any revisions to the Executive Secretary by May 1.

- d. Updated June rule books will be posted on the ASCA Website by May 15.

7.9 Electronic Newsletter

In order for the ASCA Membership to receive information in a timely manner it is recommended the Committee Chairperson set up an electronic newsletter. The Chairperson will forward current discussion, and motions to the newsletter. No personal comments, sensitive or confidential items will be forwarded to the newsletter. The electronic newsletter can be set up as read only for the membership, if the committee wishes. The ASCA Business Office will be the owner of all Committee newsletters.

7.10 Correspondence

The Chairperson must answer and forward copies to the Committee and the Liaison all correspondence directed to the Committee. The Chairperson shall provide whatever answers or assistance is requested. If unable to answer or assist the person who wrote to the Committee, the Chairperson must refer that person to the office or officer who may be of assistance.

7.11 Reimbursable Expenses

Reimbursable expenses incurred by the Committee Chairperson are:

- A. Postage;
- B. Cost of copies;
- C. Up to \$25 in phone calls per month.

All reimbursable expenses, with receipts, must be submitted to the ASCA Treasurer within sixty days of the expense.

7.12 General Membership Meeting Report

The Committee chair or his/her designated representative is required to give a not-to-exceed ten (10) minute report of his/her committee's activity to date at the general membership meeting and should be available for meetings with the ASCA Board and/or their committee(s). Chairs will receive an electronic copy of the board agenda no later than one week before the start of the National Specialty.