



Basenji Club of
America, Inc.

POLICY MANUAL

Adopted September 19, 2008

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BASENJI CLUB OF AMERICA, INC. – POLICY MANUAL

MISSION STATEMENT

PURPOSE:

To act as a support manual for the BCOA Constitution and Bylaws and to describe the BCOA policies that are adopted by the BCOA Officers and Board in the general course of doing business.

AUTHORITY:

- The BCOA Constitution and Bylaws shall be the governing authority.
- The Policy Manual, and its reference documents, shall not conflict with the BCOA Constitution and Bylaws.
- This Policy Manual may be amended to accommodate the goals and objectives of the BCOA

REVISIONS:

- This Policy Manual shall be updated quarterly.
- All revisions shall be published on the BCOA website and made available to those members who request a hardcopy.

DISTRIBUTION:

- The Policy Manual shall be available to the general membership in hardcopy and in electronic form on the BCOA Club website.

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ADMINISTRATIVE POLICY *[Ref. 2008-01]*

PURPOSE: To describe the process for handling official Club business and voting procedures for each fiscal year.

1. Unless otherwise indicated on the ballot, all Board ballots must be in the hands of the President and Secretary within ten (10) days of the postmarked date on the ballot envelope or electronic record.
2. Ballots must, in all cases, be presented to the President for circulation through the office of the Secretary.
3. An affirmative vote shall require a majority of those voting, except where otherwise specified in the Bylaws. A vote “WITHHELD” shall not be included in the ballot count.
4. The President will cast a ballot only in the case of a tie.
5. Votes submitted by USPS, FAX, or electronic mail will be acceptable.
6. Matters under review or discussion by the Board and ballots in circulation may be discussed among any or all Board members, but such discussion shall not appear in public forum of any sort, electronic or other. Occasionally non-Board members with pertinent information and/or experience may be included in discussion of a specific ballot.
7. During electronic communication, the subject line should be pertinent to the thread of conversation. If the subject matter deviates from the original content, the subject line shall be changed.
8. Respect and courtesy are essential in discussing club business. Personal comments should be taken to a private conversation between those individuals.

CONTROL DOCUMENTS

BCOA Constitution and Bylaws

REFERENCE DOCUMENTS

Ballot 2008-01

AFFILIATED CLUBS - BCOA

PURPOSE:

- To describe the process for accepting new local basenji clubs that wish to have affiliation status with the Parent Club.
- To provide instruction for affiliate clubs that wish to support breed entries at all-breed shows.
- To provide recommendations for boundaries and dates for specialty-giving affiliate clubs.

CRITERIA FOR CLUBS AFFILIATED WITH BCOA [Ref. 1999-16] [2000-24]

1. A club requesting BCOA affiliation must have adopted a charter at least one year before applying. In selecting a club name, include the word "Basenji"; we suggest that the name identify your geographic center of activity and that the geographic name be easily recognized by others around the country.
2. The liaison officer must be a member of BCOA.
3. The club must have a bank account in its own name, not the personal checking account of a member.

OTHER INFORMATION-REQUESTED- FOR NEW APPLICATIONS AND FOR RENEWAL WITH BCOA:

- **FOR NEW AFFILIATE CLUB APPLICATIONS** [1 through 12 apply]:
 1. A copy of the club's Constitution and Bylaws which spell out the orderly and democratic conduct of club business.
 2. A list of charter club members.
 3. Current annotated roster indicating status of members: Breeder; Exhibitor; Handler; Judge; etc. (AKC suggests that members reside in a relatively compact geographic region with members from 15 to 30 households.)
 4. A summary of club history, i.e. date of charter, name of club, important past functions and activities. (We expect clubs to demonstrate ongoing viability by establishing records of meetings, elections, past activities, and future plans.)
- **FOR RE-APPLICATION OF ALL AFFILIATE CLUBS** (5 through 12 apply):
 5. Name and address of the liaison officer who must be a BCOA member in good standing.
 6. A list of current club officers.
 7. A summary of club activities and future plans.
 8. A non-refundable check, in the amount determined by the Board as yearly dues for affiliated clubs, shall accompany the application. No request to become an affiliated club shall be processed unless the dues check is submitted with the request. [2000-24]
 9. To remain an affiliate, a club must pay all dues required each year by letter postmarked no later than January 1st and received no later than January 14th of each year; and must certify each year, by letter signed by the club president or vice-president, that:
 - a. The club has a liaison officer who is a member of BCOA and provide the name if the liaison officer. If there is a change in the club's liaison officer, notice of such change should be provided to the BCOA Event Coordinator/Liaison Officer in writing within 30 days of such change.
 - b. The club has a bank account in its own name, not the personal checking account of a member, and must provide name of account and of bank in which the account is held. The club must pay its BCOA dues with a check drawn on such club account.
 - c. The club has elected officers within the last two years and has held at least one meeting during the past year, providing the date and place of the meeting and members in attendance, and including the minutes of the club evidencing the election of officers. The club must also briefly describe or summarize any other meetings, activities, and events in which the club has been involved over the past year.

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- d. The club must certify that it currently consists of members from at least ten households who are actively involved, and include a list of those households.
10. The BCOA Events Coordinator/Liaison Officer will mail the Certification Form requesting the above information to each affiliated club by October 1st of each year. All dues and Certification forms will be sent to the BCOA Events Coordinator/Liaison Officer and not to the BCOA Treasurer.
11. If any club fails to pay current dues in timely fashion, fails to certify as required by the Certification Form, or fails to provide information as required above, the BCOA Events Coordinator/Liaison Officer, after three days notice to the BCOA President, Secretary, and Treasurer, shall notify the club that it is no longer considered to be a BCOA affiliated club. If the club contests its removal as an affiliated club, it will have thirty days from the date of the letter from the BCOA Events Coordinator/Liaison Officer to appeal its removal to the BCOA Board, or such removal will be final. In order to appeal its removal, the club must demonstrate that it meets all criteria for becoming and remaining a BCOA affiliated club as set forth above. The BCOA Board's decision on any appeal will be final. If the BCOA Events Coordinator/ Liaison Officer believes that an affiliated club has supplied an incorrect certification, he/she may refer the matter to the BCOA Board for final determination as to whether the club shall retain its status as a BCOA affiliated club. The BCOA Board's decision on this matter shall be final.
12. If an affiliated club has applied to the AKC for approval to hold a Specialty show, a copy of such application should be sent to the BCOA Events Coordinator/Liaison Officer at the same time it is sent to AKC. If there is any change in date or site for said Specialty Show, the Events Coordinator/Liaison Officer should be advised of any such change(s). Upon receiving AKC approval to hold a Specialty show, the affiliated club should promptly advise the BCOA Events Coordinator/Liaison Officer of the AKC approved dates for such Specialty show.

SUPPORTED ENTRIES:

- BCOA will allow seven Supported Entries at all-breed shows per region per year by its affiliated clubs. *[Ref. 2008-36]* If additional supported entries are requested in a region, the BCOA Board must approve each additional supported entry.
- A request to offer a supported entry at an all-breed show shall be sent to the Event Coordinator/Liaison.

SPECIALTY DATE APPROVAL:

- All affiliate clubs shall submit their specialty dates annually to the Event Coordinator/Liaison for approval before sending a show application to AKC.
- While the BCOA Board discourages affiliate clubs from scheduling specialties that may conflict with another club's date in the same designated region, the Board shall consider, on a case-by-case basis, the approval or disapproval of such should a date conflict arise. The Events Coordinator shall notify the BCOA Secretary of any such conflicts. Consideration will be given to the distance between the two events and the impact of reduced entries to one or both clubs. The Board shall provide the Events Coordinator with its decision. *[Ref. 2007-71]*

CONTROL DOCUMENT:

BCOA Constitution and Bylaws

REFERENCE DOCUMENTS:

Ballot 1999-16
Ballot 2000-24
Ballot 2003-49
Ballot 2007-71
Ballot 2008-36

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ARCHIVES OF BCOA MATERIAL [2006-31]

PURPOSE: To describe the process for housing, preserving, and organizing Club historical documents and to provide a means for the membership to examine the scope and content of the BCOA Archive Records.

LOCATION: Oklahoma State University, Edmon Low Library, Special Collections & University Archives (SCUA).

ARCHIVAL PROCESS:

- SCUA shall provide assistance in processing the BCOA collection of materials.
- SCUA shall:
 1. Maintain an inventory of the collection,
 2. Organize the material in archival folders made of chemically inert materials to inhibit the deterioration of the records,
 3. Store the folders in archival containers in a climate-controlled environment.
- Basic inventory and storage is at no cost to the BCOA. OSU shall own all materials in its possession.

ACCESS TO MATERIALS:

- The Collection shall be accessible to the BCOA membership, and may be expanded to include specific groups such as veterinary students and faculty.
- The Collection will be available on computers at the OSU Edmon Low Library as well as online.
- Access to the Collection shall be monitored by the staff at OSU.

ADDITIONS TO THE COLLECTION:

- Materials affecting the history of the Club shall be submitted to OSU as they become available.

CONTROL DOCUMENT:

BCOA Constitution and Bylaws

REFERENCE DOCUMENTS:

Ballot 2006-31

SUPPORT DOCUMENTS:

Recommendation for Permanent Storage for BCOA Archives, 2006, presented by the BCOA Archives Committee

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BREEDER REFERRAL

PURPOSE: To describe the identification of BCOA members in good standing who are actively breeding.

- The BCOA shall provide on its club website an online Breeder Referral Directory for current BCOA members in good standing. *[2005-55]*
 1. An annual fee will be charged to those BCOA breeders who elect to be listed on this site.
 2. An application form shall be included with each member's membership renewal form.
- The BCOA shall appoint one member to serve as Breeder Referral nationally for telephone inquiries. *[2007-07]*
- The BCOA Board of Directors will decide on the use of the income from the breeders' listings on the club website for matters related to breeders, such as (but not limited to): Outreach (countering commercial breeders), judges' education, breeder education, fighting anti-dog legislative endeavors, the Basenji Health Endowment, and the like. This income will not be used for day-to-day club operations, Club reserves, or funding national specialties. *[2008-04]*

CONTROL DOCUMENT:

BCOA Constitution and Bylaws

REFERENCE DOCUMENTS:

Ballot 2005-55

Ballot 2007-07

Ballot 2008-04

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COMMITTEES - STANDING

PURPOSE: To describe the use of standing committees to advance the work of the Club.

COMMITTEES:

1. Are established by the BCOA Officers and Board of Directors and approved annually.
2. Committee Chairs shall submit either an oral report at the Annual Meeting or a written committee report annually to the BCOA Officers and Board. All committee reports shall be published in the 4th quarter BCOA BULLETIN magazine.

CONTROL DOCUMENT:

BCOA Constitution and Bylaws

SUPPORT DOCUMENTS:

Standing Committees – Definitions and Purposes

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ELECTIONS

PURPOSE: To describe the means of conducting Club elections and who is responsible for tallying votes.

GENERAL ELECTIONS *[Ref. 2006-25]*

The BCOA shall hire an outside source to serve Inspector of Elections to handle the ballots for general elections of the Officers and Board. Requirement of the Tallier shall include:

- Accepts the ballots as prescribed by the deadline set by the BCOA Bylaws
- Tallies the votes,
- Retains the ballots and envelopes available for inspection a year after the election

ELECTIONS – JUDGES FOR NATIONAL SPECIALTY

Each year the BCOA Officers and Board shall appoint a Site/Judge Tallier and two other club members to prepare and conduct an official tally of host proposals, Conformation Judge, and Sweepstakes judge for the national specialty.

CONSTITUTION AND BYLAWS AMENDMENTS

- Ballots to amend the BCOA Constitution and Bylaws shall be sent to the BCOA Secretary for counting
- Refer to the BCOA Constitution and Bylaws for a description of this process

CONTROL DOCUMENT:

BCOA Constitution and Bylaws

REFERENCE DOCUMENTS:

Ballot 2006-25

SUPPORT DOCUMENTS:

National Specialty Procedures

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FINANCIAL

PURPOSE: To describe policies that affect the financial status of the BCOA.

CLUB TREASURER

- Shall submit financial reports quarterly to the Board.

ELECTRONIC PAYMENTS [2005-28 & 2005-07]

- Members shall be allowed to send payments electronically for club business through a BCOA PayPal account. These items may include, but are not limited to:
 1. Membership renewals;
 2. Club items;
 3. Conations;
 4. Advertisements for *The Bulletin* and the BCOA Membership Roster And Club Directory.
 5. National Specialty items

NATIONAL SPECIALTY

- **CASH RESERVE ACCOUNT** [2006-33]
The BCOA Treasurer is authorized to maintain a 2 ½ year reserve of \$15,000 (\$6,000 for the current year's and the following year's Nationals and \$3,000 for the last of the three), making this money available to the host groups to the extent that funds are available.
- **UNPAID DEBTS TO VENDORS:** [2005-22]
Basenji Club of America reserves the right to bar participation in its national specialty show to any individual in debt to the club, as well as to any individual who has failed to pay a BCOA national specialty show photographer, videographer, hotel or similar vendor, absent proof of a bona fide dispute with same. BCOA's ability to contract with these entities in the future mandates that all of our members, as well as non-members, pay debts that they have incurred in conjunction with BCOA's national specialty shows.

ONLINE BREEDER REFERRAL PROGRAM – FUNDS DISTRIBUTION

- The BCOA Board of Directors will decide on the use of the income from the breeders' listings on the web for matters related to breeders, such as (but not limited to): Outreach (countering commercial breeders), judges' education, breeder education, fighting anti-dog legislative endeavors, the Basenji Health Endowment, and the like. This income will not be used for day-to-day club operations, Club reserves, or funding national specialties.

STIPEND PAYMENTS FOR CLUB BUSINESS

- BCOA will offer, to the extent practicable, a discretionary stipend in the amount of \$100 (per attendee, per event) to help defray expenses for any BCOA member attending a BCOA-approved event/meeting/conference as an official BCOA representative. If a vote is to be taken at such an event, the individual representing BCOA shall vote as directed by the BCOA Board (if he/she knows in advance that a vote will take place) and will make a reasonable effort to obtain Board input concerning all matters (with the exception of ministerial issues) coming to a vote at the event. All stipends are provided at the discretion of the Board, and will be approved on a per event basis, with the Board taking into account the financial well-being of the Club, and any other relevant factors. Events, meetings and conferences that may qualify for a stipend include, but are not limited to, AKC quarterly delegate meetings, the ASFA ACOD, the CHF Health Conference, and the AKC Parent Club Conference.

SUBMISSION OF BILLS FOR REIMBURSEMENT [2004-48]

- BCOA members incurring expenses covering BCOA budgeted items during the fiscal year shall submit invoices to the Treasurer on or before March 1st of the next year to be eligible for reimbursement. Expenditures incurred by members that are not covered by the Budget shall require

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Board approval. These bills shall be submitted to the Treasurer on or before February 1st of the next year. Committee Chairs shall be responsible for notifying committee

CONTROL DOCUMENT:

BCOA Constitution and Bylaws

REFERENCE DOCUMENTS:

Ballot 2004-48

Ballot 2005-07

Ballot 2005-22

Ballot 2005-28

Ballot 2006-33

Ballot 2008-04

Ballot 2008-06

JUDGES' EDUCATION

PURPOSE: To describe the method of conducting breed education to judges and potential judges.

- All material presented at BCOA-sponsored judges' seminars be material approved by the BCOA Board of Directors and/or the Judges' Education Committee. [2001-17]
- The official illustration breed standard shall be available to prospective judges and attendees of BCOA sponsored seminars.

EDUCATIONAL MATERIALS AND PRESENTATIONS

PURPOSE: To describe the images appropriate for used in educational materials.

Photographs and artwork used in BCOA educational materials or presentations may include currently living dogs if the following criteria are met:

- a. Handlers cannot be identified in the photograph;
- b. Signage of win is not visible in the photograph;
- c. Obvious background that may identify the dog shall be deleted, blurred, or cropped from the photograph.

All BCOA educational materials or presentations must be reviewed and approved by the BCOA Board of Directors. [2008-32]

CONTROL DOCUMENT:

BCOA Constitution and Bylaws

REFERENCE DOCUMENTS:

Ballot 2001-17

Ballot 2008-32

SUPPORT DOCUMENTS:

A Review of the BASENJI STANDARD

NATIONAL SPECIALTY

PURPOSE: To describe the management and operation of the Club's annual national specialty.

AUTHORITY: The BCOA National Specialty is governed by the National Specialty Procedures and supporting documents and by the BCOA Officers and Board.

SITES:

- The BCOA Officers and Board shall appoint a Site Coordinator to gather information on site locations through the country. *[2007-63]*
- The National Specialty Oversight Committee shall provide a list of site requirements to accommodate a national specialty to the Site Coordinator.
- The Site Coordinator shall convey a list of suitable sites to national specialty host groups/clubs.

CASH RESERVE ACCOUNT *[2006-33]*

- BCOA may maintain a 2 ½ year reserve of \$15,000 (\$6,000 for the current year's and the following year's Nationals and \$3,000 for the last of the three), making this money available to the host groups to the extent that funds are available.

ARTWORK DEVELOPED FOR NATIONAL SPECIALTIES AND ACTIVITIES

PURPOSE: To describe the appropriate use of photographs and drawings used to development artwork for national specialties and other activities. *[2008-31]*

Artwork created on behalf of BCOA for events or activities shall not consist of images or photographs of living basenjis so as to avoid the appearance of bias or influence.

- a. Images of well-known basenjis that are deceased may be used as drawings, but not their actual photographs.
- b. Written permission to use photographs and drawings shall be provided by the owner of the dog or artist of any drawings.
- c. The BCOA Board shall approve all artwork.
- d. All artwork shall become the property of the Basenji Club of America.

OPTIONAL EVENTS AND ACTIVITIES:

Videography:

- The BCOA Officers and Board shall appoint a National Specialty Videograph Committee to ensure that the National Specialty is videographed each year for the Club archives. *[2006-35]*
 1. At least two copies shall be sent to Oklahoma State University to be held in the BCOA archives.
 2. Additional video [DVD] sets may be offered for sale to the general public to offset the cost of this project.
 3. The Videograph Committee shall be responsible for any marketing and sales of video sets.

Top Twenty Competition

- A Top Twenty Competition may be offered at a BCOA National Specialty, but shall be at the discretion of the sponsoring host group/club. *[2003-56]*

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CONTROL DOCUMENT:

BCOA Constitution and Bylaws

REFERENCE DOCUMENTS:

BALLOTS:

2004-09; -49

2005-29; -30; -43; -44; -45; -46; -49; -50

2006-02; -33 -34

2007-26; -27; -28; -29; -30; -31, -67

2008-19; -20; -22, -31

SUPPORT DOCUMENTS:

National Specialty Procedures

Appendix A – Information required for the premium list

Appendix B – Awards Listing

Appendix C – Schedule of Dates

Appendix D – Specialty Site Proposal Form

Appendix E – Events & Classes Stated in Premium Lists

Appendix F – Chart of Accounts

Perpetual Specialty Calendar

African Stock Exhibition Procedures

National Specialty Lure Field Trial Procedures

Standing Committees – Descriptions and Responsibilities

PROGRAMS

PURPOSE: To describe the various programs offered by the BCOA to support education, assistance, and achievements of the basenji.

OUTREACH PROGRAM [2003-27]

Description: Basenji breeders, rescue volunteers, and owners have frequently commented on the need for education of the public about Basenjis, particularly in the areas of breed characteristics, locating responsible breeders, and breed health information. This public education needs to be attractive, accurate, cost-effective, and coordinated between the various committees that send out BCOA breed information.

OBJECTIVES:

Make it easier to locate breed information

Action Steps:

1. Develop BCOA breed information material, consistent with the breed standard, in categories that might include:
 - a. Breed characteristics and history
 - b. Informational flyer "Congratulations on your new Basenji!!" as supplied by AKC for new registrations.
 - c. Frequently asked questions
 - d. "Things I wish I had known before I got my Basenji" - quotes and comments from owners
 - e. Where do I get a Basenji?
 - f. Etc.
2. Gather information from new owners, breeders, the Breeder Referral representatives, the Public Education Committee, and the BCOA Secretary.
3. Update web site with newly developed material
4. Prepare a formatted emails and a printed handout. The emails and printed handout should differ only in how they are delivered. They should be attractive and professional.
5. Provide these standardized communications materials to Breeder Referral, Outreach volunteers, and Public Education volunteers, as well as the BCOA Secretary, so that a standardized and consistent message is used.

Spread the Message

1. Provide the BCOA contact information in national print markets, including those that have an online presence. Model ad:

What are Basenjis really like? Where do I get one? The Basenji Club of America provides free breed information and free referrals to member breeders all over the United States. To request a free information packet and a list of breeders in your area, please visit our web site <http://www.basenii.org> or email us at bcoa@basenii.org or write us at whatever address is used for the volunteer.

Suggested Markets

- *Dog Fancy* - \$400-600 per year for an advertisement and listing on the web site. May be purchased monthly for clubs - a 12 month commitment is not necessary
 - *Dogs USA*
 - *Puppies USA*
 - *The Basenji*
2. Listings on most frequent puppy sales web sites shall be evaluated and recommended by the committee. Many are free, but those that come up high in the search engines may have small charges. Suggested budget - \$250.00
 3. Improve the search engine results for the BCOA home page. Outreach page should come up when searching for Basenji puppies, Basenjis for Sale, Basenji Stud Service, Basenji Rescue, Basenji Breeders, etc.

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4. Mail or email the information packet and a breeder listing to all requesting it. Suggested initial budget - \$250.00 for postage and copying costs.

Provide Public Education in Targeted Areas

Some areas are currently saturated with backyard and commercial breeders and are generating large numbers of rescues. Targeted public education may be particularly cost-effective here.

Advertising

The Outreach Committee is authorized to place advertisements on free websites, as well as to receive beginning funding (amount unspecified), for advertisements on other websites and in popular dog publications. These advertisements will emphasize the needs for learning about Basenjis and for responsible ownership. [2003-52]

RESCUE PROGRAM

Description: To describe the extent to which the BCOA is involved in the rescue of purebred basenjis. [2004-32]

- The BCOA shall assist affiliated Clubs and BCOA members who are engaged in private rescue efforts by providing limited financial assistance pursuant to the terms and conditions stated in official Rescue Program Policy.
- The BCOA does not participate in “hands-on” rescue of purebred basenjis, but supports the efforts of its members, or those individuals outside the Club who may request financial assistance.
- Individuals who seek financial assistance must contact the BCOA Rescue Committee Chair for more information.

VERSATILITY PROGRAM

Description: To recognize the achievements of basenjis working at various performance events and levels of competition. The program includes three levels of recognition:

- Versatile Basenji (VB)
- Versatile Basenji Excellent (VBX)
- Master Versatile Basenji (MVB)

Information about this program shall be available on the BCOA Club website [2003-22]

CONTROL DOCUMENT:

BCOA Constitution and Bylaws

REFERENCE DOCUMENTS:

Ballot 2002-49 – Versatility
Ballot 2003-22 - Versatility
Ballot 2003-27 - Outreach
Ballot 2003-52 – Outreach
Ballot 2004-32 – Rescue Policy Adoption
Ballot 2007-22 – Rescue Policy amended
Ballot 2007-23 – Rescue Policy amended

SUPPORT DOCUMENTS:

BCOA Rescue Program (02-21-07)
Standing Committees – Descriptions and Responsibilities
Versatility Program Application Form

PUBLICATIONS

PURPOSE: To describe the management and operation of all Club publications.

EDITORS:

- The editors for all BCOA Publications shall be approved annually by the BCOA Officers and Board.
- If an editor cannot fulfill the duties or must vacate the position, the BCOA Officers and Board shall appoint a replacement as necessary.
- An editor of a Club publication is not required to be a member of the Basenji Club of America.
- Editors have the right to refuse to print or may reasonably edit any article or advertisement.

PUBLICATION CONTENT: *[Ref. 2006-23]*

Permissible Content of Paid Advertisements and Displays (Bulletin, Roster & Specialty Catalogs)

- The BCOA Bulletin Editor, Roster Editor and Specialty Catalog Editor will not accept any advertisement or display that, in the opinion of the Editor, together with the Editorial Advisory Committee:
 1. Makes unsubstantiated claims, or contains false or misleading information;
 2. Is not in keeping with (or is unrelated to) the purposes and goals of the BCOA, as stated in its current Articles of Incorporation and Bylaws (for example, displays relating to non-Basenji breeds);
 3. Makes reference to illegal or objectionable products or activities;
 4. Contains fraudulent, deceptive or offensive material, including material that misrepresents, ridicules, or attacks any individual or group on the basis of age, color, national origin, race, religion, sex, sexual orientation or handicap.

ADVERTISING:

1. Advertising rates are recommended by the Editors and approved by the BCOA Officers and Board.
2. All advertising must be accompanied by payment in full. *[2001-33]*
3. Categories of Advertisements:
 - Display Advertisements – Personal ads displaying achievements of basenjies, litter announcements, and similar content.
 - Commercial Advertisements – Advertiser is offering goods or services for a profit. [Note: Items sold on behalf of the BCOA are not considered commercial advertising.]

BULLETIN MAGAZINE, the official BCOA breed publication

1. **Subscription – Members:**
 - All current BCOA members in good standing shall receive the BULLETIN magazine as part of their membership dues.
2. **Subscription – Non-Members:** *[Ref. 2007-03]*
 - Single copies, as available, of The Bulletin may be available for nine (\$9.00) dollars each,
 - Non-member yearly subscription shall be offered:
 - a. Thirty (\$30.00) dollars/ US resident
 - b. Forty-five (\$45.00) dollars for foreign residents
3. **Distribution:**
 - The BULLETIN shall be distributed four times annually. Deadlines for each issue are as follows:
 - 1st Quarter – January 25th; distribution in March
 - 2nd Quarter – April 25th; distribution in June

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- 3rd Quarter – July 25th; distribution in September
 - 4th Quarter – October 25th; distribution in December
4. **Complimentary Copies:** The BULLETIN shall not be distributed free to licensed AKC judges. *[Ref. 1997-24]*
 5. **Content:**
 - Material submitted for the BULLETIN magazine may include articles of opinion, research, training tips, general items of breed interest, letters to the editor, announcements, etc.
 - Quarterly financial reports.
 - Statistics, tallies, and titles reports
 - Display layouts and commercial advertising. These types of advertising may be submitted by members and by the general public. [2008-02]
 - Club Committee reports
 - Other items that reflect the interest and development of the breed
 - Items that, while may not be breed-specific, may contribute to the general interest of the membership.

BULLETIN BOARD NEWSLETTER

1. All current BCOA members in good standing shall receive the Bulletin Board newsletter as part of their membership dues.
2. BCOA Bulletin Board Newsletter shall contain only business pertinent to the operation of the Club; announcements, and items related to the BCOA and its affiliated clubs.
3. BCOA Bulletin Board Newsletter shall be published electronically and emailed to BCOA members with Internet service. *[2006-26]*
4. BCOA Bulletin Board Newsletter shall be distributed eight (8) times a year on the months when the BULLETIN is not distributed.
5. BCOA Bulletin Board Newsletter shall be available by no later than the 15th of each month it is published.
6. Members without email service shall continue to receive a paper copy.
7. Members with email service may exercise the option to receive a paper copy by notifying the Bulletin Board Editor. *[Ref. 2006-26]*

BCOA MEMBERSHIP DIRECTORY -

1. The BCOA Membership Directory shall be published once annually following the conclusion of the membership renewal period.
2. The Directory shall be sent to all current BCOA members in good standing.
3. The Directory shall be sent to one affiliate club liaison as designated by that club.
4. The membership directory is released for use only by BCOA members and affiliate clubs. Member information may not be furnished, with or without compensation, to non-member entities or individuals, or be used for any commercial purpose, except as expressly approved by BCOA. *[2008-23]*.
5. The BCOA Membership Directory is a publication for BCOA members only. Paid advertising in the BCOA roster is for individual members and BCOA affiliate clubs. Member owned and/or operated business ventures may also advertise dog-related goods or services (for example, Basenji craft items, grooming services, handling services) in the Roster. The publication which takes paid advertising for other individuals or groups is the quarterly *Bulletin*. *[2008-02]*

CONTROL DOCUMENTS:

BCOA Constitution and Bylaws

REFERENCE DOCUMENTS:

Ballot 1997-24

BASENJI CLUB OF AMERICA, INC. – POLICY MANUAL

Ballot 2001-33

Ballot 2006-26

Ballot 2006-53

Ballot 2007-03

Ballot 2008-02

Ballot 2008-23

BASENJI CLUB OF AMERICA, INC. – POLICY MANUAL

RESCUE - BREED

PURPOSE: To assist BCOA affiliated clubs and BCOA members engaged in private purebred basenji rescue efforts by providing limited financial assistance pursuant to the terms and conditions stated in the Official Rescue Program Policy. [2006-32]

RESPONSIBILITIES:

1. Respond to all telephone calls relating to rescue matters.
2. Respond to all emails relating to rescue matters.
3. Maintain BCOA Rescue Committee Email contact list
4. Receive applications for financial assistance, check all references, and assign BCOA Rescue ID numbers to all new applicants.
5. Forward requests and disposition of requests to the BCOA Treasurer.
6. Receive and copy all of the BCOA Rescue Fund Claims and receipts.
7. Check on the status of all claims submitted, as needed.
8. Review all financial applications.
9. Direct all parties to BCOA Affiliated Clubs, or to individual BCOA members in their area for both adoptions and surrenders.
10. Organize rescue-related fundraising (raffles, etc.)
11. Present Rescue Committee Report at the BCOA National Meeting.
12. Mentor and assist BCOA Affiliated Clubs and individual BCOA members with respect to rescue-related matters.

CONTROL DOCUMENT:

BCOA Constitution and Bylaws

REFERENCE DOCUMENTS:

Ballot 2006-32

SUPPORT DOCUMENTS:

2007 BCOA Rescue Policy

BCOA Standing Committee Descriptions

ELECTRONIC MEDIA

PURPOSE: To describe the purpose of content and management of BCOA electronic media

WEB DOMAIN:

- The BCOA shall be the owner of the domain name "basenji.org" and other domains whose web sites are used to represent BCOA in an official or public capacity, including the National Specialty web site.
- The BCOA shall secure a web hosting service for website/ Internet presence, using BCOA funds to pay for such.

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The BCOA may choose to take advantage of social media or other third party web presences, and appoint authorized representatives to manage such.

- The BCOA or its authorized representatives shall be the owner, moderator, or sponsor (whichever is applicable) of BCOA's use of any third-party domain or web site representing the Basenji Club of America publicly, including social networking media such as Facebook, MySpace, YouTube, Twitter, etc.

- Materials created for the BCOA website by BCOA members, committee members, contractors, or paid staff on behalf of BCOA shall be owned by BCOA.

- Intellectual property owned by others may be used on the BCOA web sites, whether directly owned or third-party, only with prior written permission for such use from the owner or owners.

- All content used on the BCOA website and owned by BCOA may not be used by any other individuals without the express written permission of the Basenji Club of America, Inc.

WEB MASTER:

- The BCOA Officers and Board shall appoint, annually, a Club Webmaster to manage and maintain the Club Website.
 1. The Webmaster may provide security access to sub-site liaisons (see below) for the purpose of maintaining a portion of the web site.
 2. The BCOA Officers and Board will appoint one or more backup Webmaster(s) to the Webmaster.
 3. The BCOA Officers and Board may replace the Webmaster or Backup Webmasters at any time
- 4. The BCOA Officers and Board may assign the Webmaster or backup webmasters or may authorize other members as area managers to manage BCOA's presence on BCOA websites social networking sites.
- 5. The Webmaster or backup Webmaster shall notify the Board of any requested update that raises legal, technical, or policy concerns. If such concerns are raised, posting of the material may be held pending the Board's recommendation.

INTERNET SECURITY:

- The BCOA Officers and Board shall appoint a club member in good standing to conduct Internet Security practices to ensure the safety and security of the Club website and to stay abreast of Internet security issues. [2006-12]. The duties for this position shall include:
 1. Regular third-party archiving of all on-line club files.
 2. Maintain a complete library of all previously published files.
 3. Monitor the Club's domain status and the policies that govern that domain or domains.
 4. Ensure minimal website down-time in the event the website is compromised.
 5. Review use of the web site or sites and any use of third party social networking applications used by the club for compliance with applicable laws and BCOA policies.
 6. Compile an annual inventory of tools and technologies currently in use on the web site and third party sites, for planning and backup purposes.

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CONTENT: [1997-46] [2010-30]

1. All material displayed on the Club website, whether the primary site or other sites representing BCOA in an official or public manner, shall be approved by the BCOA Board. Approval may be direct or indirect.

Persons who have been delegated approval authority by the Board may have such authority revoked if they approve the posting of material that they know or should have known was in violation of law, including copyright or defamation law or in violation of BCOA policy. Revoking such privileges is at the discretion of the Board.

Updates to a BCOA web site or social media site must be reported within 48 hours to the BCOA Board. The report should include the file modified (when applicable) and a brief description of the modification.

No single person has the authority to deny and/or demand an update as the ultimate responsibility for site content lies with the full Board. Any denial not made by the full Board may be appealed to the full Board.

If concerns are raised about content, the Board may request that the posting of items be held. The Board may also request such content be held until the Board makes a determination as to how to proceed.

The Board may also at any time request removal from the web sites or third party sites of any content of items that they deem not suitable for the sites, including but not limited to items that violate policy, that are factually inaccurate, that are defamatory, or that violate copyright.

To assist the Board and liaisons in their work, information about copyright and defamation will be compiled or developed by the Legal Advisory Committee.

METHODS OF APPROVAL

Methods of approvals are listed below by categories. The level of approval required depends on the type of material.

Category A. Webmaster routine updates

The following items, and others as may be determined by the Board, may be updated by the Webmaster or backup Webmasters without further approvals:

- i. Membership renewal forms up on January 1st and removed on March 1st
- ii. Bulletin Board Newsletter
- iii. Trash removal
- iv. Outdated items
- v. Message board items when reach expiration date

The list of content authorized for Webmaster routine updates will be maintained and available to the web master and membership.

Category B Liaison for the Board

A liaison is a person appointed by the Board, who has been delegated authority to approval the addition or removal of routine material within a particular scope. Approval may be written or verbal, but verbal approval should be followed up by an email or other written documentation.

Liaisons are responsible for the content they approve. In particular, they are responsible for insuring that proper copyright ownership exists or that written permission for use has been given, that the material is not defamatory, and that the material complies with BCOA policy and procedure.

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Items that may be approved by a liaison include:

- i. Updating club documents that have balloted revisions.
- ii. Updating Officers and Board, affiliated clubs, lists of standing committees, breeder referral listings.
- iii. Adding new items for Message board (i.e., time sensitive AKC or general news announcements)
- iv. Poll questions
- v. Moving items from one page to another.
- vi. Removal of items on store that are no longer for sale.
- vii. Updates of routine committee items already approved by policy as the responsibility of that committee and under their authority to revise without further approvals
- vii. Additional items as authorized by the Board

The list of items authorized by liaison will be maintained and available to the web master, backup webmasters, committees, and membership.

Category C - Assigned Board Liaisons for Sub Sites

Sub-site liaisons have pre-approvals to submit specific types of content for posting to particular BCOA sub sites or third party sites. The liaison will approve routine content changes on these subsites or third-party sites, including authority to, at their discretion, submit or upload actual changes themselves.

Sub-site Liaisons are responsible for insuring compliance with rules and policies of the items they approve. In particular, they are responsible for insuring that proper copyright ownership or written permission for use has been given, that the material is not defamatory, and that the material complies with BCOA policy and procedure.

Designation as a sub-site liaison is not a blanket permission for any change of any type; content that is not routine needs to be approved by the Board.

- i. African Stock web site - yearly updates of offspring and newly registered stock.
- ii. Native Stock web site - yearly submissions
- iii. National Specialty Site - all content must adhere to NSP and any required approvals must have been completed in advance
- iv. Versatility site - New qualifiers
- v. Event Coordinator – List of supported entries and specialties list
- vi. Junior Showmanship tallier – junior showmanship tally or link to such

The list of sub-site liaisons and their authorizations will be maintained and available to the web master, committees, and membership.

Category D - Straw Poll of board

Straw polls are intended for approval of non-controversial minor content changes that need attention in a timely way but do not present issues requiring a formal ballot. Items that may be approved by straw poll include but are not limited to:

- i. BCOA News announcements
- ii. Changes to links (URLs)
- iii. Minor changes where no issues were identified by the board.
- iv. Adding items to the online store, including pricing of items

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The list of items authorized by straw poll will be maintained and available to the web master, committees, and membership.

Category E. Board Ballot

Formal balloting of substantial changes, such as adding entire new sections, or changes that might have policy or legal implications. Examples of issues that require a formal ballot include content changes that involve a matter of policy, that have legal implications, or that are contested among the Board.

- i. New Pages
- ii. New Programs
- iii. New Sections
- iv. Changes that could have legal implications
- v. New URL's linked to site.

Any item not otherwise delegated would, by default, fall in this category. However, the Board may always add items to any of the above lists as they see fit.

2. Removal of content

Materials may be removed by the Webmaster or backup Webmasters after their expiration date or on request of the Board. The Webmaster may request removal of outdated or expired items. The Board may request, on an emergency basis, the removal of any items that they believe are in violation of intellectual property laws, are potentially defamatory, are factually inaccurate, or that in any way violate the law, BCOA policy, or AKC policy.

3.. The BCOA web site may list assorted fund-raising-for-a-good-cause efforts of affiliated clubs or may refer browsers to those clubs with the following disclaimer:

The BCOA provides this web space as a courtesy to various regional Basenji clubs. By virtue of doing so, the BCOA in no way endorses or guarantees the activities conducted by or the products sold by these clubs, and assumes no liability for any action or inaction on the part any regional basenji club using web space on this site.

4. Committee reports must be published in either the Bulletin or the Bulletin Board Newsletter before appearing elsewhere on the BCOA web page, in order to assure equal access to information for all Club members.

5. The Club documents listed below shall be available on the BCOA Website. This list may be added to or amended by the BCOA Board: [2003-51]

- BCOA Constitution and Bylaws
- BCOA Policy Manual
- The standing rules for Club fiscal year operation shall be available on the BCOA website. [2005-13]
 - National Specialty Procedures and all supporting documents.
 - Descriptions of Club Publications and on-line Advertising payments
 - National Specialty Lure Coursing Procedures
 - African Stock Exhibition Procedures
 - BCOA Rescue Program Procedures
 - BCOA Ballots [2010-30]

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- BCOA Various Forms [2010-30] including the membership application

Additional content, as approved by the BCOA Board, may include but are not limited to:

- On-line Shopping pages
- BCOA Club related announcements
- Club related topics of interest with regard to Health, Events, Seminars, Club programs, and breed information

Versatility Program [2003-22]

BCOA Rescue Program [2004-32]

Outreach Program [2003-27]

- Related links

CONTROL DOCUMENT:

BCOA Constitution and Bylaws

REFERENCE DOCUMENTS:

Ballot 1997-46
Ballot 2001-07
Ballot 2003-22
Ballot 2003-27
Ballot 2003-51
Ballot 2004-32
Ballot 2005-06
Ballot 2005-13
Ballot 2005-27
Ballot 2006-12
Ballot 2010-30

<u>Date Originated</u>	<u>Revision</u>	<u>Comments/Ballot #</u>	<u>Author</u>
<u>09-19-2008</u>	<u>New</u>	<u>Originating document</u>	<u>WKPooley</u>
<u>4-15-2010</u>	<u>A</u>	<u>2010-30</u>	<u>P Geoffroy</u>