

EDITOR - MEMBERSHIP ROSTER

The Editor for the Membership Roster shall refer to the BCOA Policy Manual for a complete description of this publication's requirements.

JOB DESCRIPTION:

Prepare an annual Membership Roster to be circulated to all the BCOA members in good standing using the membership records provided by the BCOA Treasurer at the close of annual membership renewal.

I. INSTRUCTIONS:

A. DEADLINES:

1. Receive membership data from club treasurer at the conclusion of February 1st member renewal deadline.
2. BCOA allows a 30-day grace period for member renewals between Feb. 1st and March 1st. Members who renew their dues between Feb 1st and March 1st will not have their contact information printed in the membership roster.
3. Roster should be ready for printing by April 1st.
4. Roster should be mailed by April 15th.

II. ADVERTISING MATERIAL AND DEADLINES

A. Advertising rates are determined each year by the BCOA Board.

B. All advertising material MUST be submitted to the Roster Editor no later than March 1st. If ad copy is NOT received by March 1st, money paid for advertising will be forfeited to the BCOA, Inc.

C. The BCOA Treasurer will verify to the Editor all payments received for all advertising prior to publishing the Membership Roster

D. Advertising Materials. Requirements for ads designed by the Editor:

1. Photos sent electronically to the Editor should be at least 4" x 6" size and saved in .jpg or .tiff format at 300 dpi resolution.
2. Advertisers may mail photos, ad copy, and any desired layouts to the Editor. All pictures shall be returned.
3. Send advertisers a proof copy of their ad to review. Approval or comments of proofs are expected to be returned to the Editor with 48 hours upon receipt of their proof.

E. Advertising Materials. Camera-ready designs submitted by advertisers:

1. Dimensions for "Camera Ready" ads must be 4.5"w x 7"h for a full page and 4.5"w x 3.5"h for a half page.
2. Suitable formats: jpg, tiff, or PDF at 300 dpi resolution.
3. MS Word and MS Publisher documents will not be accepted as "camera-ready" layouts.
4. Camera-ready ads are assumed to be pre-proofed by the submitter. Advertiser will not receive a proof copy for review.

III. ROSTER COVER ARTWORK

A. Editor will select the artwork used on the cover of the Membership Roster.

1. Any dogs featured in the cover artwork will NOT represent dogs currently being shown or campaigned.
2. Artwork solicited by outside sources must be accompanied by a signed release by the artist giving the Editor permission to use the artwork in the Roster.
3. The title of the artwork and the name of the artist will appear inside the Roster.

B. The cover may be in black/white or color as long as the total cost of the Roster does not exceed the amount budgeted for each year's publication.

IV. CONTENTS OF THE ROSTER

Assemble the data in the membership spreadsheet. MS Word mail merge is an effective program to order each member's contact information.

A. Names of the BCOA Lifetime Members

B. BCOA Officers and Board of Directors

C. BCOA Standing Committees and Talliers - supplied by the BCOA Board

Basenji Club of America, Inc.

- D. Editor of all BCOA publications
 - 1. Bulletin Board Newsletter
 - 2. Bulletin magazine
- E. Key to Abbreviations
- F. Membership Listings
- G. BCOA Website Address
- H. BCOA Affiliate Clubs and each club Liaison contact information
- I. Rescue-Adoption contacts listed by State - supplied by the BCOA Rescue Liaison.
- J. List of Members (see below for items to be included under members' names.
- K. Index of Members by Last Name
- L. Index of Members by Kennel Name
- M. Index of Advertisers
- N. DIRECTORY INFORMATION - Members are listed alphabetically by state. Some members will not have all the items listed below:
 - 1. Name (order: first and last)
 - 2. Household members, juniors noted with an asterisk
 - 3. Kennel Name
 - 4. Address
 - 5. Telephone
 - 6. Email Address
 - 7. Website address
 - 8. Colors of dogs
 - a. Red/white = R
 - b. Black/white = B
 - c. Brindle/white = BR
 - d. Black/Tan/White = T
 - 9. Breeder Information
 - a. Puppies (P)
 - b. Adults (D)
 - c. Stud Service (S)
 - 10. Activities
 - a. C = Conformation
 - b. Ag = Agility
 - c. Ob = Obedience
 - d. RO = Rally
 - e. LC = Lure Coursing
 - f. OTR - Oval Track racing
 - g. SLR = Straight-line racing
 - h. SW = Scent Work
 - i. R = Rescue
 - j. Affiliate club membership designation
- O. Include disclaimer on inside front cover:

"The Basenji Club of America, Inc. does not recommend, guarantee, endorse, or rate breeders, their kennels, or their stock. Individual dogs are not examined by the BCOA. Buyers should be certain to check all matters relating to registration, health, quality, and stud agreements with the breeders, sellers, or stud dog owners before making any decision."

V. PRINTING

- A. Editor shall obtain a cost estimate from the printing company prior to the Roster being printed.
 - 1. Costs that exceed the budgeted amount must be approved by the BCOA Board prior to submitting the Roster to the printing company.
- B. The Editor shall send a high resolution PDF formatted file to the printing company via an electronic upload. The printing company will provide PDF requirements and upload instructions.
- C. Editor shall determine the number of rosters to print. The total number shall include:
 - 1. Membership - US & Foreign
 - 2. Affiliate clubs - club liaison
 - 3. Allowance approximately 30 extra copies for new member applications through the year.
- D. Editor shall supply a mailing list to the printing company and include:

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1. BCOA US members
 2. BCOA Foreign members
 3. Instruct printing company that the mailing labels shall not include: OR CURRENT RESIDENT.
- E. Postage may be prepaid prior to mailing the Membership Rosters or billed separately in an invoice.
1. If prepaid postage is required, the Editor shall instruct the BCOA Treasurer to mail a check for the postage amount that will be provided by the printing company.
 2. If the postage is billed separately, Editor shall determine from the printing company if a check is payable directly to the printing company or to the US Postmaster.

DATE EFFECTIVE	REVISION LETTER	BALLOT	NAME
March 25, 2011	NEW	2011-16	Pam Geoffroy, President
Feb. 18, 2012	A	2012-27	ByLaws & Documents Committee
Nov. 18, 2012	B	2012-105	ByLaws & Documents Committee