

**DOGUE DE BORDEAUX SOCIETY
OF AMERICA, INC.**

STANDING RULES

Approved by BOD on 01/19/2023

Updated 05/18/2023

Updated 02/27/2025

I. CORPORATE RENEWAL

Registered trade name with the State of New Jersey will expire on 5/18/2026. Registered Name: Dogue de Bordeaux Society of America, Inc.

The DDBSA corporation renewal is due in October of each year but pay for in August.

The DDBSA's annual club membership fee is due 1/1/2023 and each first of year thereafter.

II. BUDGET/SUPPORTED ENTRY

All club expenditures over \$150.00 require prior approval of the Board.

Money received from DDBSA supported entry shows will be held in a Supported Entry/Awards fund.

III. PERPETURAL TROPHY

The perpetual trophy is a lasting tribute in history of the DDBSA and the prestige of being a Best of Breed at the DDBSA National Specialty Show.

- a. The perpetual trophy will be awarded to the Best of Breed winner at the DDBSA National Specialty Show. The award is presented to the National Best of Breed winner each year but remains in the club's possession.
- b. The trophy is a Revere Silver bowl situated on a base. On the base is a metal plate for engraving the date, location and the Best of Breed winner of all DDBSA National Specialties.

IV. TOP 20 INVITATIONAL

Beginning 2022, Top 20 one invitation will be mailed to the first registered name of all top 20 dogues. All Top 20 dogues will receive a special gift recognizing their accomplishment.

V. MEMBERSHIP

Membership Application:

The Corresponding Secretary will notify applicants who did not have their membership application approved and return their check or instruct the Treasurer to release a refund check.

The endorsed application, copy of payment, and Code of Ethics of new members shall be maintained on file in the Clubs permanent records after election to membership by the Recording Secretary. At the end of the year these files will be made electronic and saved and put with the Club's permanent records.

A file of rejected applications shall be maintained by the Corresponding Secretary and put with the Club's electronic permanent records. All letters to rejected applicants must have their payment included.

For New Members: If the proposed new member has received negative feedback from the membership the sponsoring members of the applicant will be notified by the Corresponding Secretary. The sponsors then have the option to continue with sponsoring the applicant or remove their names as sponsors.

VI. DIRECTORS AND OFFICERS

- a. Board Members shall be expected to attend Board and Annual meetings and promote the Club.
- b. The specifics of Board business are strictly confidential.
- c. Every Board member must serve or act as liaison on one or more committees.
- d. Every Board member present at board meeting must vote on membership batches when applicable.
- e. Board members can and should express any and all objections to a proposed action. Once a decision is made, all board members are responsible for supporting the decision. Board members will not talk against action taken by the board.
- f. New members to the Board are required to make themselves fluent with Club Constitution, Bylaws, Roberts Rules of Order and Standing Rules.

VII. DUTIES

President:

The President is in charge of conducting and controlling all board and club general meetings. The President shall also be the only club officer, other than the Treasurer authorized to sign checks on behalf of the Club.

Vice-President:

The Vice President shall be responsible to make sure that the club's bi-monthly Newsletter the Slobber News is sent out in a timely manner.

Recording Secretary:

- a. The Recording Secretary shall furnish to the Corresponding Secretary the minutes from all Board meetings within one (1) week to be delivered to the membership.
- b. The Recording Secretary shall furnish to the editor of the newsletter a copy of all Club minutes within two (2) weeks after each meeting.
- c. The Recording Secretary will maintain a current list of Constitution, Bylaws, Standing Rules, Breed Standard, and Code of Ethics.
- d. The Recording Secretary will forward results from official balloting of membership to the President, Corresponding Secretary and Newsletter Editor.
- e. The Recording Secretary shall deposit checks within 14 days of receipt, so members know their dues have been received.

Corresponding Secretary:

All club correspondence shall be sent by and received by the Corresponding Secretary.

Delegate:

The AKC Delegate will inform the board of any upcoming voting and get approval of how the Board wishes to vote.

Treasurer:

- a. The Treasurer shall be bonded pursuant to the Bylaws. The Board will set the amount of said bond.
- b. The Treasurer shall prepare an electronic report of the income and disbursements available at the monthly Board meeting and distributed to the editor of the newsletter.
- c. The Treasurer shall maintain an inventory of all Club property and its location.
- d. The Treasurer shall provide to the Audit Committee fifteen (15) days after the end of the **12/31** fiscal year all the financial records of the Club;
- e. The Treasurer shall submit a copy of the inventory and its value to the Recording Secretary upon completion of the annual audit;
- f. The last official duty of an outgoing Treasurer shall be the preparation and the presentation of the annual financial report to the General Membership.
- g. The Treasurer shall be the only club officer, other than the President authorized to sign checks on behalf of the Club.

VIII. COMMITTEES

1. The DDBSA shall establish Standing Committees and utilize Ad Hoc Committees to develop and manage its programs and services.
2. The DDBSA Board of Directors shall appoint a Chairman for each Standing Committee and the Chairman shall thereafter appoint members to the Committee which will be voted and approved by the Board of Directors.
3. There is no time limit on service on a committee by any member.
4. Members in good standing of the DDBSA will be actively solicited and encouraged by the DDBSA Board of Directors to participate in Committees.
5. A list of Standing Committees, their purpose, and the names and contact information for members of Standing Committees will be published on the DDBSA website and published at least annually in the DDBSA newsletter.

At the conclusion of their committee duty, the Committee Chairperson(s) shall present all moneys received and expended in order for the Treasurer to prepare a financial statement to be presented to the Board of Directors and the General Membership.

6. Standing Committees shall be:
 - AKC Gazette Column
 - Annual Awards
 - Breeder Education/Health/CHIC/Longevity
 - Breeder Listing Service
 - Ethics

Legislation
Judge's Education
Membership/Member Retention/Growth
National Specialty
Nominating Committee (as needed each year)
Rescue
Social Media
Supported Entries
Sunshine
Ways N Means
Website
Working Dog

7. All committees shall always be subject to the final authority of the Board.

The President or Vice President (on President's request) shall be an ex-officio member of all committees with the exception of the Nominating Committee.

All committee are to develop yearly goals and will submit an estimated budget to the Board for approval, at minimum of 120 days prior to the event.

All committees shall make a monthly report to the Club as to their progress.

All Event Committee Chairpersons are responsible to record a list of all Club members that worked at their specific event, and at the conclusion of the event submit the list to the Club President.

IX. COMMITTEE DESCRIPTION/DUTIES

AKC Gazette Column:

Appointed by the Board of Directors. May submit up to four articles on a quarterly basis to AKC Gazette Editor. AKC's description of duties is as follows: "Columnists are asked to write about topics of interest (approx. 600 words) to serious dog fanciers in general as well as those of specific interest to judges and devotees of the breed". The breed columns rotate quarterly by group so that each breed's column can appear four times per year. Information and opinions expressed in the breed columns represent the views of the authors, not necessarily those of the breed's parent club or the AKC."

Annual Awards:

1. The Awards Committee and/or Awards Chairperson will be responsible for:
 - a. Notify the membership in the Club newsletter of the deadline for submission and what information must be submitted to the Committee.
 - b. Confirm that Club members, who have submitted Award forms, are in good standing).
 - c. The Club's Annual Awards will be announced during the National Show weekend.
 - d. Must provide a list of all awards and titles to the Slobber Newsletter Editor.
 - e. List of Awards:

Lifetime Achievement Awards:

Ambassador Award
Breeder of Excellence
Friend of Dog
Outstanding Sportsman
The Sire/Dam Hall of Fame
Versatility Award
Working Dog Hall of Fame

Annual Achievement Awards:

Breeder Medallion
Sire/Dam of the Year
Top 20 Invitational
Top Bred-By
Top Junior Handler
Top Owner Handler
Top Working Dog

Audit Committee:

- a. During the month of July, the Board shall appoint three (3) members in good standing and two (2) alternates to the Audit Committee.
- b. The Committee shall obtain the financial records from the Treasurer and perform an audit under generally accepted accounting procedures.
- c. The Committee will meet electronically to perform the audit. The final results of the audit shall be reported to the membership in the August Slobber Newsletter.

Breeder Education/Health/CHIC/Longevity:

- a. This committee will review and recommend research studies to be funded by the DDBSA, including raising funds to support the research study.
- b. Report to the membership via the Slobber Newsletter the progress of studies funded and matters of interest relating to the Dogue de Bordeaux.
- c. The committee will recommend health and research related educational opportunities for seminars at our National Specialty or regional events.
- d. The committee will be responsible for sample collections at National Specialty and regional events.
- e. All Health Committee/Breeder Education efforts will be approved by the Board.

Breeder Listing:

- a. The Breeder Listing Service is provided as a venue for member breeders to promote their breeding program to the general public. No endorsement by the DDBSA of any breeder or any dogue is implied by a listing on the BLS.
- b. In order to be listed on the BLS, a breeder must be a current member in good standing of the DDBSA and must comply with all rules and eligibility requirements as established by the DDBSA Board of Directors and published on the DDBSA website. While no documentation of eligibility fulfillment is required prior to a breeder listing with the BLS, such documentation will be produced by the breeder upon demand by the DDBSA Board of Directors or its designee responsible for management of the BLS.

- c. A breeder listing may be removed from the BLS by a majority vote of the DDBSA Board of Directors if it is determined that a breeder is not in full compliance with all rules and eligibility requirements. No refund of fees will be made to the breeder so affected.
- d. The BLS year will run from January 1st to December 31st. Fees must be paid by February 1 of each year in order for a listing to continue. A breeder desiring to list with the BLS at any time during the year must pay the full fee regardless of the time of year the listing is made.
- e. Fees for the BLS will be determined by the DDBSA Board of Directors.

Ethics:

Ethics Committee maintains the DDBSA Code of Ethics and updates and will review all complaints brought to the DDBSA.

All official complaints - resolved and unresolved - will be kept on file permanently. The Ethics Database will be utilized by the Board of Directors when determining eligibility for membership and/or programs of the DDBSA.

If an issue cannot be resolved and the party needs further action, they may file a complaint per the Bylaws of the DDBSA.

Legislation:

The AKC Delegate will inform the membership of upcoming legislation as provided by the AKC or any other source.

Judge's Education:

- a. To give judges both, practical and theoretical knowledge of the Dogue de Bordeaux breed standard.
- b. Must have owned Dogue de Bordeaux for at least 12 years. Must also have exhibiting experience as well. A member with 10-year membership in the DDBSA and has displayed outstanding knowledge of the breed and demonstrated that they would further advance the goals of the committee, will also be considered by the Board.
- c. All material developed by JEC is subject to approval by the Board. All materials used in presentations must be approved by the JEC. All JEC materials used in presentations are DDBSA copyrighted and are only to be used with permission by the DDBSA Board.
- d. The JEC will designate qualified mentors in accordance with AKC guidelines and standards.

National Specialty:

- a. In August (in even numbered years) the Board shall appoint a National Specialty Chairperson(s).
- b. The National Specialty Chairperson(s) shall select a Co-Show Chairperson to be approved by the Board.
- c. The National Specialty Chairperson(s) shall appoint Assistants as deemed necessary for the performance of the duties of the show.
- d. Trophy pledges shall be paid in full prior to the date as determined by the National Specialty Chairperson(s) before said trophy will be published in the premium list.
- e. The National Specialty Committee needs to work 2 years out.
- f. The Show Chair and Assistant Show Chair, including their immediate family members, spouse, partner may not show any dogs during the National Specialty Show.

National Memory Dedication: If a member has passed the previous year the board may vote to dedicate the next national in their honor. If possible, mention of this dedication shall be placed in the show premium, show catalog and any catalog the DDBSA may use at the National Show.

A memory book will be prepared with members providing their favorite memory to the honored member. Said book will be present at the National show weekend with additional blank pages for people to add additional memories, if any. Said book will then be sent to the honor member's family. If anyone would like a copy of the memories sent to the book prior to Nationals a .pdf file will be emailed to any member requesting a copy.

Newsletter:

- a. The newsletter is published by DDBSA for the purpose of keeping members informed about upcoming events, Club activities and information of interest to all dog fanciers.
- b. The material contained in it does not necessarily represent the views of the Club, its Officers or members.
- c. Issues will be sent to the current membership list by the Corresponding Secretary via email. This list shall be provided by Recording Secretary.
- d. Content:
 1. Committee Reports
 2. Financial statements for both the club and rescue
 3. Board Minutes
 4. President's Letter
 5. Articles submitted by members or other sources that are not in disagreement with the procedure and policy of the AKC or DDBSA and submissions deemed controversial by the Editor may be submitted to the Board for approval and then may be published.
 6. The Annual Financial Report submitted by Treasurer in February Issue
 7. Complete membership list will be published in February Issue pursuant to DDBSA/Delisi Agreement.
 8. Membership list, of those who so choose, will be published in August Issue listing name, city and state.
- e. The Newsletter is sent to all members via email as PDF files. They are in full color.
- f. Newsletter Advertising Rates:
 1. All quotes are per issue
 2. To submit advertising or inquire on publication dates and due dates, please email to then Editor.
 3. Full Page (7.5 x 9) 3 Photos - \$40.00
 4. Half Page (7.5 x 4) 2 Photos - \$30.00
 5. Quarter Page (3.5 x 4.25) 1 Photo - \$20.00

Nominating Committee:

1) Appointment of the Nominating Committee

- a. The Board shall appoint a Nominating Committee preceding the election year, consisting of three (3) members in good standing.
- b. The committee will appoint a Chairperson who shall be responsible for the calling of the first meeting and those thereafter of the committee.

2) Rules and Procedures of the Nominating Committee

The committee shall set up rules governing its procedure which shall include:

- There shall be no soliciting of candidates unless authorized by the committee.
- There shall be no reporting of committee discussions and action until authorized.
- As courtesy the committee will ask incumbent if interested in serving another term.
- The committee is not required to nominate an Officer or Board Member for another term.
- There shall be no nominating committee member nominating a spouse or family member by the nominating committee.
- There must be a balanced Board with an even number of members from the three different regions of the United States. So East, Central and West.

After determining its procedure, the committee shall begin the consideration of candidates for positions open for election starting with the highest office.

Each member of the committee, informally or upon roll call, is given the opportunity to present the name of a candidate for the office under discussion.

A candidate must receive a majority of the votes to be the committee's choice. This procedure is followed for each office.

No member of the committee may be nominated for any office by the committee.

3) Nominating Committee Report

The report of the committee shall be signed by all members of the committee agreeing to the report, which must be a majority.

4) Nominee Biography

Each nominee shall submit a short (not to exceed 300 words) biography for publication in the Club's newsletter to support their campaign.

The nominee(s) biography will be published in the newsletter just prior to the election. It is solely the responsibility of the candidate to deliver their copy to the Recording Secretary in time for publication.

Rescue:

- a. Will consist of minimum 5-7 members and will expand as the Rescue expands to include regional representatives and state representatives.
- b. The Rescue committee will keep a separate Rescue bank account with the Rescue Chair and DDBSA Treasurer as signatory. The committee may also designate the DDBSA President as signatory if it wishes.
- c. The Rescue committee shall maintain records indicating all sources of income, DDB rescued and placed, cost per individual rescued and placed and any other expenditures.
- d. The Rescue committee will provide written report indicating treasury and DDB activity at the monthly Board meeting and to the Slobber Newsletter Editor.

Social Media:

The DDBSA social media outlets: Facebook, Twitter and Instagram shall be updated as necessary.

Supported Entries:

- a. Coordinates Supported Entry of Sweepstakes including necessary paperwork, premium information and trophy lists. A DDBSA board members must be in charge of distribution of the award or appoint a trustworthy representative.
- b. Must be submitted as required by the show club.
- c. DDBSA provides awards to one show per region, per year. Exhibitors are asked to donate awards to any remaining shows in their area. The cost of said awards shall be approximately \$150.00 and shall include the minimum awards of Best of Breed, Best of Opposite, Winners Dog, Winners Bitch and Owner Handled.
- d. Donors are responsible for the delivery of committed trophy regardless of whether the donor attends the show or not (any related penalties incurred by the DDBSA will be the responsibility of the donor).
- e. Money received from DDBSA supported entry shows will be held in a Supported Entry/Awards fund.

Sunshine:

- a. The Board shall ask for Club member(s) in good standing to serve as member(s) of this Committee.
- b. The Club shall send a card to any member who is hospitalized, who has experienced the loss of a dog or immediate relative.

Ways N Means:

Will submit to the board for approval new proposals for fund raisers yearly.

Responsible for maintaining accurate inventory records and sales receipts.

Website:

- a. The Web Page is to be used for official business of the Club.
- b. Any member wishing to suggest content must have permission from the Board of Directors.
- c. Management and its use will be entrusted to the Board.
- d. The Web Page is not to be used to refer business to any Club member.
- e. Links on Web Page and/or Social Networking site to for profit organizations is prohibited unless approved by the Board.

Working:

- a. The DDBSA Working Dog Ability Program was created to recognize those Dogues de Bordeaux (DDB) that exemplify the qualities of a true working dog. DDB's receiving a Working Dog Award of Achievement receive a signed certificate acknowledging their achievement in one or more of the three levels of recognition: WDI (Level 1), WDII (Level 2) or WDIII (level 3). Awards will be published in the Slobber. Awardee may request that awards not be published and/or announced.
- b. Criteria for earning Working Dog Awards of Achievement are published on the DDBSA website and will be updated as necessary according to rule changes of the working venues.

- c. Annual Working Dog awards will be presented at the DDBSA National Specialty as part of the club awards ceremony and published in the Slobber. If a national specialty is not held, annual awards will be mailed to the recipient(s) and published in the Slobber.

X. BOARD CALENDAR

At the January Board meeting a monthly calendar for the Club year should be established to aid the Board in what Club activities or what committee appointments need to be made to assist the Club President in preparing the monthly meeting agenda. An example of a Club Calendar is as follows:

January:

- Membership deadline on or before January 1
- Clubs' fiscal year begins January 1
- Upload Membership List to AKC by 1/31
- File tax return with the IRS

February:

- Publish annual financials in Newsletter
- Review insurance policies two (2) months prior to payment due.
- List of member names shall be published in Slobber

March:

April:

- Recording Secretary notifies membership of Nominating Committees' Nominees April 15
- Officer and rescue insurance renews in April
- Renew parliamentarian

May:

- Additional nominations from floor due by May 15th

June:

- General Liability Insurance Due – 7/15
- Elections Ballots mailed by June 5
- Committee via the Awards Form published in newsletter
- New Jersey Registered Agent Due 7/11

July:

- Club's Official Year begins 7/1, Newly elected officers take office 7/1

August:

- Choose National Specialty Chairperson for ensuring year. All national specialties shall be held in the fall.
- Members who gave permission shall be listed in Slobber. Name, city and state will be published.

September:

- Vote on membership dues for the ensuring year

Nominating Committee Appointed at Annual Meeting

October:

Notify membership of dues for the ensuring year
Corporation Renewal

November:

December:

New full members must be approved by December 31st to vote in next year's elections.