



Norwegian Elkhound Association of America, Inc.

WORKING RULES

(Amended through April 30, 2010)

This document provides the working procedures and rules of the Norwegian Elkhound Association of America. New inclusions, amendments, and removal of existing “rules” requires a separate Board motion and a majority approval vote of the Board of Directors for each said motion. The *Working Rules* and *NEAA Bylaws* shall be available online to all NEAA members at www.neaa.net. A hardcopy of *NEAA Bylaws* may be requested from the NEAA Corresponding Secretary.

As indicated in the *NEAA Bylaws*, all committee appointments are one-year terms coinciding with the terms of the NEAA Officers and Board of Directors. The National Futurity/Maturity Coordinator and the National Specialty Coordinator are appointed at the annual board meeting for 2-year terms.

Details about membership in the NEAA are covered in the *NEAA Bylaws*.

Language contained in the document:

AKC Delegate – NEAA Delegate to the American Kennel Club

Association – Norwegian Elkhound Association of America (NEAA)

Director – NEAA Director (3 Directors are members of the Board)

Board – NEAA Board of Directors including all Officers, Directors, and the AKC Delegate

Letter – letter refers to a hard copy mailed letter or an email of the pdf of the signed letter

Member – NEAA member in good standing

Officer (President, Vice President, Treasurer, Corresponding Secretary, Recording Secretary) – NEAA Officer

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I. ADMINISTRATIVE OPERATIONAL POLICIES

MAILING LIST

- Not to be confused with the electronic newsletter mailing list for E-news subscribers or with the NEAA Membership List
- There is a space on the dues renewal notice for members to mark either "yes" or "no" as to whether they are agreeable to have their name, address, and contact information on the **Mailing List**.
- The Mailing List is **available to NEAA members** at a Board designated fee to cover processing expenses
 - Order and fee should be sent to the NEAA Treasurer (payable to NEAA, Inc) who in turn will notify the NEAA Recording Secretary for order processing

NEAA MEMBERSHIP LIST

- The **NEAA Membership List** is the official mailing list used for Association business mailings and used by the Association's Board of Directors and its appointed committees only. The recording secretary, in accordance with the Bylaws, maintains the membership list. The list is comprised of member names, addresses, phone numbers, email, and Mailing List inclusion preference (fax & cell numbers are optional)
 - The **NEAA Membership List** in abbreviated form (name and state or country if other than USA) is provided to the Newsletter Editor in Chief for publication in the November/December issue of the NE News
- The treasurer provides the recording secretary with a current list of paid members by October 31 of each year, including all contact and Mailing List preference info from the dues renewal form. The recording secretary, upon receipt, provides a copy to the following NEAA members and committees:
 - Board of Directors
 - Awards Coordinator
 - Historian East
 - Historian West
 - National Futurity/Maturity Coordinator
 - National Specialty Coordinator
 - Newsletter Editor in Chief
 - Nominating Committee Members (including alternates)
 - Sunshine Committee
 - Versatility Awards Committee
 - Web Coordinator

NEAA WORKING RULES

The NEAA Working Rules are the operational working procedures of the Association. New inclusions, amendments, and removal of existing "rules" requires a separate Board motion and a majority approval vote of the Board of Directors for each said motion.

- The vice president is responsible for maintaining the Working Rules as follows:
 - Update as working procedure motions are approved
 - Provide an up-to-date copy to each board member at the Board Meeting held in conjunction with the Annual Association Meeting
 - Provide updates to the Web Master

II. STANDING COMMITTEES AND ADVISORY COUNCILS

In accordance with the bylaws (Art V, Sec 1), "The President may each year, with approval of the Board, appoint standing committees to advance the work of the Association..."

30/7 Breeders Advisory Council

Committee description: The 30/7 committee mission is to provide a link between the large knowledge base of longtime breeders and standing committees, with focus on the Education Committee.

Committee appointment and members: Nominations of new committee members may be sent to the Board for action at the next Board meeting following the submission. Self-nominations are allowed. Nominees must meet the following requirements: involvement in the breed for a minimum of 30 years and owned at least seven successive generations of Norwegian Elkhounds (including 3 successive AKC champions). The nominator must submit details showing that these requirements are met prior to Board approval.

Duties: The committee should appoint a moderator whose main duties are to lead discussions of issues pertinent to the breed and forward a summary of key points to the related committees as appropriate, with a focus on education.

AKC Breed Promotion Committee

Committee description: The AKC Breed Promotion Committee ensures that the NEAA and Norwegian Elkhounds are represented at AKC sponsored promotion events such as the Eukanuba Show of Champions Meet the Breeds.

Committee appointment: The Board annually appoints a chair and two additional members from the NEAA membership.

Duties: The AKC Breed Promotion Committee has the following duties:

- Ensure representation in the NEAA booths at the AKC Eukanuba Meet the Breeds and others as deemed necessary
- Work with the Education Committee to develop additional materials targeted at owning an elkhound and responsible dog ownership
- Develop a permanent, transportable display for use at such activities

Canine Health and Research Committee

Committee description: The CH&R Committee mission is to support improved health of Norwegian Elkhounds through education of breeder, the membership, and the general public.

Committee appointment: The Board appoints a chair and five additional members from the NEAA membership. It is preferable that one of the committee members be a D.V.M. with research experience. The D.V.M. member of the committee does not need to be a member of NEAA. If the CH&R committee decides that additional members are needed, they shall make a recommendation to the board to appoint additional NEAA members to the committee. If a Board member does not sit on the committee, a Board liaison will be appointed by the board.

Confidentiality: All CH&R committee members and the Board liaison must keep information that may identify a dog or person strictly in confidence. Any confidential research specifically deemed as such by the researchers must also be held in confidence. Acceptance of an appointment to the CH&R committee or as a Board liaison is an acceptance of these terms.

Duties: Duties for the CH&R committee are as follows:

- Edit and prepare news releases on canine health related topics as needed (with approval of final copy from the Board)
- Maintain a breed health bibliography of documents related to health problems of interest to elkhound owners and breeders
- Monitor and attend canine health seminars and share the information from these seminars with the membership through the *NE News*
- Develop and conduct health surveys (via hardcopy distribution and/or online) and maintain a database of the results
- Monitor and report to the Board the progress of NEAA funded projects (including projects through the AKC Donor Advised Fund), including the following:
 - Propose a list of prioritized research topics to the Board at least once per year
 - Communicate with the AKC Canine Health Foundation and funded researchers about status of all NEAA supported projects and upcoming opportunities
 - Prepare an updated report for each Board meeting to be presented by the CH&R chair or the Board CH&R liaison
- Provide the Web Coordinator with updated materials for the NEAA website related to health issues, including updates to the breed health bibliography
- Provide the Treasurer a financial report including all transactions related to CH&R and the Donor Advised Fund; the report should be submitted on or before July 30th each year
- The CH&R chair maintains all files related to the committee. In the event that the chair resigns or is replaced, all records must be forwarded to the new chair within sixty days.
- The committee will forward a recommendation to the Board for a representative to attend the National Parent Club Canine Health Conference. The representative will be reimbursed \$150 from the NEAA Research Fund.
- Contributors to the Donor Advised Fund will be recognized through publication of their name in the *NE News* within the following categories:
 - Bronze: gifts from \$1-\$49
 - Silver: gifts from \$50-\$99
 - Gold: gifts of \$100-\$499
 - Platinum: gifts of \$500 or more

Education Committee

Committee description: The education committee oversees educational programs and seminars for the general public; Norwegian Elkhound owners and breeders; NEAA members and judges.

Committee appointment: The Vice President serves as the chair of the committee. The Vice President with Board input should appoint a minimum of three (3) additional

members. If an AKC conformation licensed judge (approved for elkhounds) is not a member of the committee, the Vice President will appoint an AKC conformation licensed judge (approved for Elkhounds) as consultant to the committee to fill this role. The consultant member does not need to be a member of the NEAA.

Duties: The education committee is responsible for the management of educational activities and educational materials, including (but not limited to) the following:

- Public education: develop and provide access to materials for use at dog educational events for the general public.
- Elkhound owner education: provide the Web Coordinator with updated information relating to responsible Elkhound ownership and breeding.
- NEAA member education: coordinate educational seminars on topics of interest to the membership including showing, breeding, health, and training.
- Judge education: develop and update a consistent, accurate, and impartial *Judge's Resource for Norwegian Elkhounds* with input from the 30/7 Breeder's Advisory Committee, Breed Mentors, and other individuals as needed; the resource should be available as follows:
 - Electronic format downloadable from the NEAA website as a general educational resource; and
 - Printed copy shipped directly to seminar presenters or to any AKC approved judge requesting the material; coordinators for all NEAA approved seminars should request printed hardcopies directly from the Vice President two months prior to the seminar
- Oversee the Breed Mentor Program (*see Section V. Programs*): only those on the Breed Speaker list may present at NEAA approved Judge's seminars—requests for seminar approval must be made to the Vice President at least 4 months prior to the seminar and approved by the Board at least 2 months prior to the date of the seminar.
- Submit approved judge's seminar information to the Web Coordinator for inclusion on the judge's education page.
- Provide NEAA Judge's Seminar certificates to the seminar coordinator to be distributed to judges attending NEAA approved seminars.
- Coordinate a Judge's seminar at each NEAA National Specialty.
- Suggest updates to the *Guidelines for Breeders of Norwegian Elkhounds* as needed to the Board
- Provide input to the Yearbook Coordinator with respect to content, organization, and pricing of the Yearbook.

Historical Committee

Committee description: The committee serves to compile and maintain the history of the NEAA and its regional member clubs.

Members: The committee consists of two (2) Chairpersons – one from the East and one from the West, with the Mississippi River as a dividing line.

Committee appointment: The Board appoints The Historian East Chairperson and the Historian West Chairperson.

Duties: The historians will accumulate the historical data of the Association, including the following:

- National Specialties, National Futurity, and Regional Specialties (as submitted by the Regional clubs).
- Publications (NE News, National Event Catalogs, NEAA Yearbook, breed articles, AKC Gazette breed column).
- List of NEAA Board of Directors, Committees, and individual Appointments.
- List of AKC Norwegian Elkhound titleholders.
- List of recipients of NEAA awards (dogs and people).
- List of kennel prefixes and associated NEAA members.
- Record of the history of the AKC Breed Standard as well as the Norwegian standard and other related materials.
- Year-end statistics from the AKC relating to Norwegian Elkhounds.
- AKC Stud Book registration reports
- Any other material of interest from a historical perspective including all materials formerly part of the NEAA Library.

The historical documents should be preserved in an appropriate method and stored in a safe location known to the Board. Expenses related to this effort should be submitted to the Board for approval prior to purchase.

The Historical Committee should work with the Educational Committee in planning seminars associated with the National Specialty that feature items from the archived historical material and speakers discussing the history of the NEAA.

Legislation *(Amended Apr 23, 2009)*

Committee appointment: The committee consists of a board approved chairperson and representatives from “several areas.”

Duties: Chairperson notifies the membership of legislation needing attention in their area.

Local Clubs’ Advisory Council (LCAC)

Committee description: The mission of the LCAC is to provide a liaison between local specialty clubs and the Association for matters of mutual interest and communication.

Committee appointment: The committee consists of one representative of each NEAA member regional specialty club. The representative is chosen by the local club and the name forwarded to the NEAA President by April 1 of each year. The LCAC should elect a liaison to the Board from its LCAC members.

Duties: The LCAC liaison should provide a summary of topics of interest prior to each scheduled Board meeting.

NEAA National Specialty Judge Selection Committee *(Rein 04/21/09, Amended 09/20/09)*

Committee appointment: The president, with approval of the NEAA Board, appoints the NEAA National Specialty Judge Selection Committee in April or May of the odd numbered year, three (3) calendar years before the proposed National Specialty. (i.e. 2012 committee is appointed in 2009, 2014 in 2011, and 2016 in 2013, etc.) The committee includes five (5) members: the three (3) directors from the NEAA Board and two (2) non-board members from the general membership. The president appoints one of the non-board members as chairperson.

Duties: The NEAA National Specialty Judge Selection Committee addresses only the judge appointment(s) for the regular conformation classes. The committee duties are as follows:

- The chairperson, immediately upon appointment, contacts primary-registry foreign kennel clubs to secure an up-to-date list of judges approved to judge the Norwegian Elkhound (grey) in their respective countries.
- The chairperson, in the fall of the committee appointment year, solicits judge-nominations from the membership by providing the NE News Editor a copy of the “*Selection Procedure... Nomination Request*” notice for publication in the following issues: Sept/Oct (odd year), Nov/Dec (odd year), and Jan/Feb (even year). **A sample of the newsletter publication notice is located at the end of this committee section.**
- The committee maintains a Questionnaire Mailing List that includes the names of ALL eligible judges obtained through the solicitation efforts of the committee. The current committee, at its discretion, may include on the mailing list any names on file of eligible judges previously considered by past committees.
- Immediately following the even-year Annual Meeting, the chairperson of the committee sends a “Judge's Questionnaire” to all judges on the mailing list requesting a “return by” date that provides ample time for the committee to process questionnaires and prepare a report for the Board’s fall meeting.
- The committee reviews all returned questionnaires and sets aside for the Board all that appear favorable.
 - The committee should not consider a nominee that has judged the NEAA National Specialty within the previous ten (10) years
 - The committee, when reviewing foreign judge questionnaires, should give preference to those judges who breed/bred the Norwegian Elkhound (grey) and/or hunt/hunted with the Norwegian Elkhound (grey).
- The committee submits to the Board Members in attendance at the even-year fall Board Meeting no less than ten (10) favorable-judge questionnaires. (The Board, before December 15 of the even numbered year, selects no less than three (3) or no more than ten (10) names for inclusion on the Judge Ballot.)
- The committee, immediately following the Board’s selection of candidates, contacts all the judge nominees who returned a questionnaire and updates them on the status of their nomination.
- The committee chairperson immediately following confirmation of the March counting of the ballots, contacts the candidate with the highest number of votes and extends an invitation to judge the NEAA National Specialty. This invitation process continues from highest to lowest votes until one on the ballot accepts the invitation.
- Upon acceptance to judge, the committee chairperson writes the NEAA Recording Secretary and copies all Board Members providing the name and contact information of the NEAA National Specialty judge-elect.
- The committee chairperson notifies the judge candidates listed on the ballot and updates them on the election results.
- The chairperson forwards the committee file records on to the NEAA National Specialty Judge Selection Committee appointed for the next National Specialty event.
- The duties of the NEAA National Specialty Judge Selection Committee are not

complete until the NEAA Recording Secretary receives confirmation from the AKC approving the judge's appointment for the National Specialty.

Chairperson: See the following page for a sample of the NE News publication notice for the "SELECTION PROCEDURE for NEAA NATIONAL SPECIALTY JUDGES for REGULAR CONFORMATION CLASSES... Nomination Request."

- **Before sending to NE News Editor, make sure information is current under the "Mail your nomination before April 1, <year>" heading.** (*Year to insert is the one that is two (2) years before the proposed specialty.*)

**SELECTION PROCEDURE
for NEAA NATIONAL SPECIALTY JUDGES
for REGULAR CONFORMATION CLASSES**

Immediately following the even-year Annual Meeting, held two (2) years before the proposed specialty, the chairperson of the NEAA National Specialty Judge Selection Committee sends a "Judge's Questionnaire" to all the judge nominees solicited by the committee.

The committee reviews all returned questionnaires and submits no less than ten (10) favorable questionnaires to the Board Members in attendance at the even-year fall Board Meeting. The Board selects no less than three (3) or no more than ten (10) names for inclusion on the Judge Ballot. The recording secretary includes the Judge Ballot with the "written notice" mailing of the Officer and Director slate of candidates and mails to the membership not later than January 5 of the odd numbered year.

Ballots, to be valid, must be received by the recording secretary before March 1 of the odd numbered year. Three (3) pre-appointed and board approved individuals count the Judge Ballots and return the tallies with ballots to the recording secretary before March 15.

The election results are declared at the Annual Meeting held on the odd numbered year in conjunction with the NEAA Cavalcade of Events venue.

N O M I N A T I O N R E Q U E S T

**<insert year> NEAA NATIONAL SPECIALTY JUDGE
for REGULAR CONFORMATION CLASSES**

NEAA members in good standing are encouraged to nominate judges by submitting names to the NEAA National Specialty Judge Selection Committee no later than April 1 of the even-year, two (2) years before the proposed specialty.

The names are to be accompanied by:

- nominee's address
- qualifications
- biography
- signatures of 10 NEAA members in good standing for i) a foreign judge approved to judge the Norwegian Elkhound (grey) in their respective country or ii) for a Norwegian Elkhound breeder judge residing in the USA.

Mail your nomination before April 1 to:

<name>, Chairperson
<address>
<City, State zip code>
<phone number and e-mail address>

Committee Members

<name> (state), <name> (state), <name> (state), <name> (state)

Statistics Committee

Committee description: The statistics committee maintains the conformation, obedience, agility, tracking, junior handler, agility preferred, and rally obedience statistics for the Association. The statistics committee also tabulates NEAA versatility points.

Members: The committee consists of statisticians for conformation, obedience, junior handling, agility, tracking, agility preferred, and rally obedience events, and versatility tabulations.

Committee appointment: The Board appoints the committee members.

Duties: Each statistician is responsible for the following:

- Timely record keeping of statistics with submission for inclusion in each issue of the *NE News* (and simultaneously submitted to the Web Coordinator), and
- Compilation of the year-end totals for inclusion in the *NE News*, website, and submission of event Top Winner to the Awards Coordinator – conformation Top Winner includes Top Winning Dog and Top Winning Bitch based on all-breed wins.

If the results needed to maintain statistics are not available online, the Association will provide a yearly subscription to the *AKC Awards* magazine.

III. INDIVIDUAL BOARD APPOINTMENTS

Awards Coordinator (Approved 04/01/09)

Description: The Awards Coordinator works with Statistics Committee members and award chairpersons associated with the **Susan D. Phillips, Ed Schlesinger**, and special recognition **NEAA** award programs. The coordinator's duties shall be performed in accordance with Trust Agreement policies, NEAA Working Rules operational procedures and directives from the association president.

Duties: Pre-banquet duties include but are not limited to:

- Coordinate with Statistics Committee members, Susan D. Phillips, and Ed Schlesinger award chairpersons for timely newsletter publications of award nominee solicitations pursuant to the applicable Trust Agreements and the operational procedures of the Working Rules.
- Two months before the Annual Awards Banquet, the coordinator provides instructions and a deadline date to 1) the Statistic Committee members for submitting award winner information and 2) to the Ed Schlesinger and Susan D. Phillips award chairpersons for submitting award nominee information
- Order awards 4 weeks prior to the Annual Awards Banquet
- Responsible for delivery of awards to the association president or president-designated presenter along with presentation write-up for each award
- Maintain a current hard copy file and an electronic file listing the honorees of the Susan D. Phillips, the Ed Schlesinger, and the NEAA awards presented at the Annual Awards Banquet

Duties: Post-banquet includes but are not limited to:

- Coordinate with the presenter instructions for mailing awards to honorees not in attendance.
- Deliver invoice(s) to the treasurer with an attached transmittal that documents the name and price of each award.
- Provide the recording secretary a print out listing the honorees of the Susan D. Phillips, the Ed Schlesinger, and the NEAA awards presented at the Annual Awards Banquet
- Submit to the editor for publication in the NE News a write-up summarizing all Association awards presented at the Annual Awards Banquet
 - ✓ Obtain honoree names from the chairpersons of award programs not managed by the Award Coordinator.

National Futurity/Maturity Coordinator

Appointment: The National Futurity/Maturity Coordinator is appointed by the Board.

Description and duties: The National Futurity/Maturity Coordinator oversees all items concerning the National Futurity and Maturity as described in Section VII. The Coordinator works in conjunction with the coordinators and show chairs of the shows held in conjunction with the National Futurity/Maturity. The Futurity/Maturity Coordinator also provides information to the Web Coordinator for a Futurity web page.

National Specialty Coordinator

Appointment: The National Specialty Coordinator is appointed by the Board.

Description and duties: The National Specialty Coordinator oversees all items concerning the National Specialty as described in Section VII and Appendix E. The Specialty Coordinator also provides information to the Web Coordinator for a Specialty web page.

Newsletter Editor in Chief

Description: The Newsletter Editor in Chief organizes the editing and publishing of the *NE News*. The newsletter shall be published six times annually. The Web Coordinator provides assistance in editing the final camera ready copy in electronic form. Standard copyright rules shall be followed.

Guidelines: The following content shall be published in each issue:

- List of Board of Directors, Standing Committees, and Coordinators,
- The NEAA Code of Ethics (see Appendix A),
- The NEAA Mission Statement (see Appendix B), and
- A disclaimer reading: "All articles, including editorials, letters, and book reviews, represent the opinions of the authors and do not reflect the opinion of the NEAA, including its officers, directors, and Newsletter Editor in Chief, unless otherwise clearly specified."
- Scheduled dates of regional specialties and events and National events,
- Minutes, when applicable, of NEAA Board and General Membership meetings,
- Reports from NEAA committees

Photos and articles about NEAA National events should be published as applicable.

All material published in the *NE News* is subject to Board approval. The Newsletter Editor in Chief will provide the final read-through of the *NE News* and bring items to the Board as deemed necessary.

Pedigree File Coordinator

Description: The Pedigree File Coordinator maintains the electronic database of Norwegian Elkhound pedigrees in addition to preserving historical pedigree documents.

Appointment: The Board appoints the pedigree file coordinator annually. The appointment requires basic knowledge of Excel at a minimum with a preference toward knowledge of html (or the desire to learn).

Duties: The Pedigree File Coordinator has the following duties:

- Supervise entry and update of the electronic database in a timely manner including update of dog titles in coordination with the Web Master
- Store historical pedigree documents in a safe location known to the board and forward items to the Historical Committee as appropriate.

Performance Coordinator (Approved 04/08/09)

Description: The Performance Coordinator works with the obedience, agility, and rally obedience statisticians to develop ideas for encouraging interest in the performance areas.

Appointment: The Board appoints the performance coordinator annually.

Rescue Coordinator

Description: The Rescue Coordinator provides support and encouragement for regional rescue efforts on behalf of the Association.

Appointment: The Rescue Coordinator is appointed by the Board.

Duties: The Coordinator acts as a liaison between regional clubs and independent rescue groups and the Board. Requests for funds or grants are appropriated from the Rescue Fund account with prior approval from the Board. The Coordinator may propose a program to disperse funds to support organized rescue efforts. The amount of funding allocated to this purpose should be included in the rescue report for a Board vote each year. The Coordinator maintains statistics documenting dog involved in regional rescue programs including intake, placements, and costs on an annual basis.

Sunshine Coordinator

Description: The sunshine coordinator sends condolences and get well wishes to NEAA members and their families on behalf of the Association.

Appointment: The sunshine coordinator is appointed by the Board.

Duties: The sunshine coordinator sends a card on behalf of the Association for NEAA members who are ill and to families of NEAA members who have passed away. Expenses associated with this activity are covered by the operating fund. The coordinator submits a list of names of NEAA members who have passed away during the fiscal year ending June 30th with a request for Board approval for the Treasurer to submit a donation to the AKC CHF NEAA Donor Advised Fund in memory of these members. A notification of this donation with a list of the members who have passed away will be published in the January/February issue of the *NE News*.

Yearbook Coordinator

Description: The Yearbook Coordinator organizes the format and publication of the Yearbook with input from the Education Committee.

Appointment: The Board appoints the Yearbook Coordinator.

Duties: The Yearbook is published a minimum of every two years (coinciding with the National Specialty) as part of the educational mission of the Association. As such, the Yearbook should be published regardless of the projected income or loss of the project, *however the coordinator and the board should use common sense and cancel the Yearbook on any year they feel low numbers of ads received do not warrant publication.*

Every attempt should be made to make it a positive financial contribution to the education fund. Funds from the Yearbook return to the education fund and likewise, losses are covered by the education fund unless otherwise instructed by the Board. Specific duties of the coordinator include the following:

- Prepare a proposal for format, content, ad deadlines, and pricing of the Yearbook for the Board's approval. This should be submitted to the board by April 1 the year preceding a Yearbook publication. The proposal should be developed in coordination with the Education committee.

- Advertise in the *NE News* no later than May/June for bids for Yearbook publication of camera ready ad copy in spiral bound books with covers. Estimates must be submitted to the Board for approval no later than August 1.
- Advertise the upcoming Yearbook in the *NE News* beginning no later than the September/October issue.
- Work with the web coordinator to update the Yearbook section of the web site, including ad submission guidelines and Yearbook ordering information.
- Prepare camera ready ads for the publisher

The Treasurer will reimburse the publisher directly. The Yearbook Coordinator will be reimbursed or provided a fund for all mailing expenses related to the publication of the Yearbook. The Coordinator may request The Yearbook should be distributed at the National Specialty and for those not in attendance, media mail should be utilized.

Web Coordinator

Description: The web coordinator is the primary contact for all NEAA members for updates to material on the NEAA website (www.neaa.net) and is the list master for the electronic *NE News*.

Appointment: The web coordinator is appointed by the Board.

Duties: The web coordinator feeds information to the web master for inclusion on the NEAA website. Email access is required, but no knowledge of web pages or html is needed (although basic familiarity with web page layout is desirable). The web coordinator has the following duties:

- Maintain updated contact information for all NEAA web pages,
- Coordinate with the web master for content and layout,
- Coordinate with NEAA committees, appointees, and event chairs to develop and update associated web pages,
- Maintain an up-to-date show calendar for regional specialties (taken from the AKC website or as received from regional clubs) and supported entries (as received from sponsoring member clubs),
- Maintain the *NE News* listserv including the update of list members (with information forwarded to the Recording Secretary), and
- The *NE News* electronic file (in pdf format) for each issue will be forward to the web coordinator from the Editor. The web coordinator checks the file and forwards it to the web master along with the new password. All electronic issues remain on the website with access password protected. After the file is uploaded by the web master and verified by the web coordinator, the web coordinator sends a notice with the new password to all NEAA listserv members.

Web Master

Description: The web master maintains the NEAA web page: www.neaa.net

Appointment: The web master is a paid position and may not be held by an NEAA voting member (unless the member donates his/her services). The web master submits a summary of proposed fees for contracted maintenance of the website for a specified time frame. The approval of the web master and associated fees is given through a vote by the Board.

Duties: The web master has the following duties:

- Acquisition and maintenance of web space, domain name, and file backup for www.neaa.net
- Update web information in a timely manner as provided by the web coordinator; all update request must come through the web coordinator unless otherwise requested by the Board, and
- Provide html coding of information received from the web coordinator in order to minimize file upload time for website users.

IV. AWARDS AND AWARD COMMITTEES

A. Wells and Catherine S. Peck Award

*This award made possible through a Trust Agreement made 13 March 1990 between John H. Prentiss and the NEAA, Inc. In accordance with the Trust Agreement, **NEAA shall hold money, securities, and other property as a Trust Fund, known as the A. WELLS and CATHERINE PECK MEMORIAL FUND, separate from its own general assets.** See Trust Agreement for full details.*

Award description: Awarded to the person or persons whose work and efforts are deemed by the Association to have been of outstanding quality and benefit of the Norwegian Elkhound breed. The award is presented at the annual NEAA National Specialty awards banquet on even numbered years. No more than one award may be given in any even numbered year.

Funding: The Trust Fund was established in 1990 with an original donation of \$100, a Norwegian Elkhound mold and six (6) reproductions cast from said mold. In accordance with the Trust Agreement, four (4) reproductions are for presentation as THE A. WELLS and CATHERINE S. PECK AWARD. The Trust Agreement provides for disposing of the net income from the Trust Fund accumulated in excess of the original donation to provide funding for awards.

The award committee selects a suitably engraved plaque (plate) with appropriate data for affixing on the reproduction – the value of the plate shall not exceed the net proceeds from the Trust Fund, plus any additional amount approved by the NEAA Board of Directors from the Association's general funds.

Committee appointment: The president, with Board input, appoints the A. WELLS and CATHERINE S. PECK AWARD COMMITTEE each even numbered year immediately following the NEAA Annual meeting. An attempt should be made to appoint committee members from different areas of the country.

Members and Duties: Appointed for a 2-year term are two (2) NEAA members who are not Officers or Directors of the Association, and one (1) member of the Association's Board. The committee, in accordance with the Trust Agreement, has the following duties:

- The granting of the award is at the sole discretion of the A. WELLS and CATHERINE S. PECK AWARD COMMITTEE.
- The committee may grant one award in any Association even-numbered year or it may elect not to grant an award in any such given year.
- The committee solicits nominations through an announcement each year in the July-August issue of the *NE News*.
- The committee chooses the award honoree no later than February 1 of the presentation year.
- The chairperson, after presentation of the award, provides the Recording Secretary written notification of the honoree's name for inclusion in the Peck Award keep-forever file.
- The chairperson, after presentation of the award, notifies the web coordinator to include the honoree's name on the A. Wells & Catherine S. Peck Award web page.

Ed Schlesinger Outstanding Service Award

*This award made possible through a Trust Agreement made 2 February 1987 between Richard Deimel and the NEAA, Inc. In accordance with the Trust Agreement, **NEAA shall hold cash, securities and other property as a Trust Fund, known as the ED SCHLESINGER MEMORIAL FUND, separate from its own general assets.** See Trust Agreement for full details.*

Award description: The ED SCHLESINGER OUTSTANDING SERVICE AWARD is awarded to the person or persons whose work and efforts are deemed by the Association to have been of outstanding quality and benefit to the Association and/or the Norwegian Elkhound breed. The award may be presented yearly at the National Specialty awards banquet or other NEAA gathering held in conjunction with the NEAA annual meeting.

Funding: The Trust Fund was established in 1987 with an original donation of \$500. The award, in accordance with the Trust Agreement, consists of a suitably engraved plaque purchased using net income from Trust Fund income accumulated in excess of the original donation plus any additional amount approved for such use by the Association's Board of Directors from the Association's general funds.

Committee appointment: Each year, immediately following the Annual meeting of the Association, the President of the Association will appoint the ED SCHLESINGER OUTSTANDING SERVICE AWARD COMMITTEE. An attempt should be made to appoint committee members from different areas of the country.

Miriam Phillips Educational Trust Award

*This award made possible through a Trust Agreement made 20 June 1980 between the Norwegian Elkhound Association of Minnesota and the NEAA, Inc. In accordance with the Trust Agreement, **NEAA shall hold cash, securities and other property as a Trust Fund, to be known as the MIRIAM PHILLIPS EDUCATIONAL FUND, separate from its own general assets.** See Trust Agreement for full details.*

Award description: In any calendar year, an award or awards to be known as the MIRIAM PHILLIPS EDUCATIONAL TRUST AWARD, shall be granted to the person or persons, association or associations and/or corporation or corporations whose work and efforts are deemed by the Association to be, or have been of outstanding educational value and benefit to the Association, The Norwegian Elkhound Breed and/or dogs in general.

Determination of Recipient(s): The granting of awards shall be at the sole discretion of the Association; the decision shall be by a majority vote of the Board of Directors present at any regular meeting or special meeting duly called and held for such purpose - any such decision shall be conclusively binding upon all interested parties.

Funding: The Trust Fund was established in 1980 with an original donation of \$500. Net income from Trust Fund income accumulated in excess of the original donation shall be used to purchase awards or for the granting of monetary awards.

Susan D. Phillips Memorial Awards

*These awards made possible through a Trust Agreement made 29 April 1977 between Elmer I. Phillips and the NEAA, Inc. In accordance with the Trust Agreement, **NEAA shall hold cash, securities and other property as a Trust Fund, to be known as***

the SUSAN D. PHILLIPS MEMORIAL FUND, separate from its own general assets.
See Trust Agreement for full details.

In accordance with the Trust Agreement, inclusion of an event in the Susan D. Phillips award program shall be at the sole discretion of the Association. The decision shall be by a majority vote of the Board of Directors present at any regular meeting or special meeting duly called and held for such purpose - any such decision shall be conclusively binding upon all interested parties.

Award description: Awarded to the owner of the top winning elkhound as given in this section. NEAA membership of at least one of the owners is required, unless otherwise noted. The awards are presented each year at the NEAA Awards Banquet or other NEAA gathering coinciding with the Annual Membership Meeting.

Determination of Recipient(s): The event Statisticians, no later than two-months before the annual awards ceremony, are contacted by the Awards Coordinator for submission of award information of the qualifying top winner in their designated event – qualification is based on the awards program criteria.

Funding: The Trust Fund was established in 1977 with an original donation of \$1000 and two (2) subsequent donations of \$5000 each. In accordance with the Trust Agreement, net income from Trust Fund income accumulated in excess of the original donation shall be used to purchase the above qualifying Susan D. Phillips Awards. The awards are 9” x 12” plaques, not to exceed \$75 each).

Awards for the following, unless otherwise noted, are based on performance during the preceding year (January 1 through December).

- **Susan D. Phillips Top Winning Dog Award**
Points earned based on AKC All-Breed wins
- **Susan D. Phillips Top Winning Bitch Award**
Points earned based on AKC All-Breed wins
- **Susan D. Phillips Top Winning Obedience Award**
Presented to the highest scoring Elkhound in AKC obedience classes, **excluding** Rally Obedience, based on NEAA Obedience Statistician’s records
- **Susan D. Phillips Top Winning Agility Award**
Presented to the highest scoring Elkhound in all standard and jumpers with weaves AKC agility classes, **excluding** agility preferred classes. Scores based on NEAA Agility Statistician’s records and scoring as outlined in *Appendix C*.
- **Susan D. Phillips Top Winning Junior Handler Award**
Presented to the top winning handler – NEAA membership is not required. Points earned based on one (1) point for each Junior Handler defeated by AKC Class Placement or Best Junior wins. Points tabulated by the Junior Handler Statistician.
- **Susan D. Phillips Top Producing Bitch Award**
Qualification is based on the AKC show/trial events held through Dec 31 the year before the award’s presentation and published in the February issue of the AKC Awards magazine. This is a one time award honoring the merits of bitches that in their lifetime-producing accomplishments produced (9) or more AKC champion of record offspring.

A nomination announcement shall be published in the July-August issue of *NE News* requesting owners of qualifying bitches to submit the following information to the "Top Producing..." award chairperson:

- Registered name of bitch
- AKC registration number
- Owner name(s), address, and telephone number (fax and/or e-mail if available)
- Breeder name(s)
- AKC registered names and AKC registration numbers of nine (9) or more AKC qualifying champion of record offspring each qualifying champion offspring

- **Susan D. Phillips Top Versatility Awards**

Qualifying Award of Merit points for Top VNE, Top VNEX, and Top OVNEX are based on the show/trial events held through Dec 31 of the year previous to the award's presentation and published in the February issue of the AKC Awards magazine.

The dog with the most Award of Merit points in its category will be honored as the Top VNE, Top VNEX, or Top OVNEX of the year and receive a Susan D. Phillips "Top Versatile Award" plaque.

The following awards presented based on Award of Merit points tabulated by the NEAA Versatility Statistician's records. See guidelines for the *Versatility Awards Program*.

- **Susan D. Phillips Top Versatile Norwegian Elkhound Award** (Top VNE)
- **Susan D. Phillips Top Versatile Norwegian Elkhound Excellent** (Top VNEX)
- **Susan D. Phillips Top Outstanding Versatile Norwegian Elkhound Excellent Award** (Top OVNEX)

NEAA Top Winner Recognition Awards (*Amended Nov 18, 2009*)

Award description and Funding: One "NEAA Top Winner" award presented for each qualifying event (regardless of co-ownership). NEAA membership and awards presentation criteria are the same as that of the Susan D. Phillips awards program with the following exceptions: a) the award type is at the discretion of the Awards Coordinator with Board approval, b) awards funded by the NEAA general fund and c) the cost is not to exceed \$50.00 per recognition award.

- **NEAA Top Winner Agility Preferred**

Presented at the NEAA Awards Banquet to the highest scoring Elkhound from agility preferred classes (jumpers and standard) based on NEAA Agility Statistician's records.

- **NEAA Top Winner Rally Obedience**

Presented at the NEAA Awards Banquet to the highest scoring Elkhound in rally obedience classes based on NEAA Rally Obedience Statistician's records

V. PROGRAMS

Breed Mentor Program (Amended 01/26/10)

Program description: Breed mentors are breeders of Norwegian Elkhounds who are willing to teach prospective judges about the breed in preparation to judge Norwegian Elkhounds. Speakers are those approved to be breed mentors who also may conduct NEAA approved seminars.

Mentors: The following minimum criteria must be met before an individual requests consideration and approval by the Board:

- Current NEAA member in good standing
- Breed involvement for a minimum of fifteen years after obtaining his/her original Norwegian Elkhound
- Bred a minimum of five litters
- Finished at least five AKC champions from a minimum of three consecutive generations of Norwegian Elkhounds where they are the breeder of record

Upon meeting the above criteria, an individual must submit a written request to the Vice President (including details showing verification of the requirements). The Education Committee will make a recommendation for consideration and approval by the Board.

Approved Mentors will be listed on the NEAA website. Mentors may only participate in ringside critiquing for NEAA approved judge's seminars. Mentors must adhere to the following Mentor Code when acting in the capacity of NEAA mentor:

- Have thorough knowledge and acceptance of the breed standard as written,
- Critique dogs based on positive traits as stated in the Norwegian Elkhound Standard
- Have knowledge and acceptance of the *Judge's Resource for the Norwegian Elkhound* as the material supported by the NEAA,
- Refrain from using any dog for mentoring purposes that the Mentor is actively campaigning or plans to actively campaign, and
- Refrain from critiquing Elkhounds being campaigned in the Top 10 of our breed

A Mentor who disregards the mentor code may be removed from the Mentor list by a vote of the Board. Outside of NEAA activities, a good Mentor will use the Mentor Code as a guideline in all interactions that reflect on the Norwegian Elkhound breed.

Mentors are encouraged to actively participate in providing suggestions about judges education to the Education Committee and/or the 30/7 Committee.

Speakers: All Speakers must meet the criteria of a Mentor and adhere to the Mentor Code. Requests to attain Speaker status must be submitted by the individual to the Vice President for a recommendation for consideration and approval by the Board.

Approved Speakers will be listed on the NEAA website. Only Speakers will be considered as presenters at an NEAA approved judge's seminar. Speakers must agree to the following:

- Use NEAA Approved Judge's Education Materials (including the *Judge's Resource for the Norwegian Elkhound*); any additional materials used must not be

- in conflict with the NEAA materials and may not contain dogs currently being campaigned
- References to names of dogs or owners/handlers/breeders/kennel names must be avoided
- Adhere directly to the language of the standard rather than the Speaker/Mentor's interpretation of the Standard
- Dogs used for mock judging or hands-on demonstration should not be currently campaigning; discretion should be used in choosing dogs for the demonstrations so as not to suggest any sense of impropriety
- Present only at Norwegian Elkhound judging seminars that are approved by NEAA
- Provide seminar participants with certificates of attendance (provided by the Vice President); all certificates not used should be returned to the Vice President or destroyed.

Any Speaker not following these requirements may be considered for removal from the Speaker list by the Board.

All Mentors and Speaker/Mentors in the NEAA Breed Mentor Program before April 15, 2007 will be grand fathered into the program without requesting approval. However, the items in this section, including the Mentor Code, apply to all approved Mentors and Speakers beginning July 1, 2007.

Norwegian Elkhound Bumper Stickers & Window Decals (Amended 07/06/09)

Approval of both stickers presented by Rita Burson and Robert Lee for elkhound breed promotion with an original run of 100 stickers each with a cost to NEAA not to exceed \$550. Sales will be handled by Rita Burson and Robert Lee with advertisement in the newsletter and on the website courtesy of NEAA. Rita has purchased these – coordinate with her for details. (1st Qtr 2009_E-vote: "NEAA Bumper/Window Sticker Sales" project approved. July 6, 2009: Motion approved to rename project to prevent confusion with the official NEAA Logo)

Versatility Program (July 2009)

Program description: The Versatility Program recognizes Norwegian Elkhounds that excel in more than one area of AKC titled programs. The owner of the Elkhound does not have to be an NEAA member to participate; however, only NEAA member owned Elkhounds are eligible for the Susan D. Phillips Top Versatility Awards.

Program Administration: The Versatility member of the Statistics Committee manages the Versatility Program and tabulates points for titles in the Program. The Versatility Committee utilizes the AKC Awards to recognize dogs who earn Versatility Titles. The owner is responsible for contacting the Versatility Statistician to apply for an Award of Merit and will be asked to supply proof of the completion of the requirements (for instance, copies of the AKC title certificates, a copy of an AKC Certified List of awards, AKC Online Report Progression of Awards, or a copy of the new title as listed in the AKC Awards magazine).

Versatility Awards are funded from the NEAA Operating fund with the exception of the Susan D Phillips Top Award plaques (Top VNE, Top VNEX, Top OVNEX). One NEAA Versatility Title Certificate and/or Versatility Award of Merit Certificate for each qualifying

dog (regardless of co-owners) will be made up by the Versatility Statistician. Title certificates will be mailed to the owner and Award of Merits will be presented at the NEAA Annual Awards Banquet.

VERSATILITY TITLES

The NEAA offers three levels of Versatility Titles for any Norwegian Elkhound that earns a combination of American Kennel Club titles in the following categories: Breed Championship, Obedience, Agility or Tracking. A Versatility Title will be earned as the requirements for entry-level titles in each category are completed. The following schedule defines the required criteria needed for each level. (Titles *may* be earned at higher levels of competition).

VNE (Versatile Norwegian Elkhound)

Minimum requirements are for the dog to be titled in two categories at the basic level of competition. Dogs titled in any two of the following categories would qualify:

- CH
- CD, BN or RN
- NA, NAP, NAJ, NJP, NF or NFP
- TD

VNEX (Versatile Norwegian Elkhound Excellent)

Minimum requirements are for the dog to be titled in three categories at the basic level of competition. Dogs titled in any three of the following categories would qualify:

- CH
- CD, BN or RN
- NA, NAP, NAJ, NJP, NF or NFP
- TD

OVNEX (Outstanding Versatile Norwegian Elkhound Excellent)

Minimum requirements are that the dog be titled in all four categories at the basic level of competition. Dogs titled in all four of the following would qualify:

- CH
- CD, BN or RN
- NA, NAP, NAJ, NJP, NF or NFP
- TD

VERSATILITY AWARDS OF MERIT

The NEAA offers Versatility Award of Merits to further honor those NEAA Versatility Titled Norwegian Elkhounds and their owners who have achieved above and beyond the ordinary. Certain criteria must be met at each of the three versatility levels (VNE, VNEX, OVNEX) to grant Versatility Award of Merits. This will be based on achieving advanced titles, as well as points as determined by the schedule in this section. Owners are responsible for providing proof of all titles and points when submitting their application.

V-AOM (Versatility Award of Merit)

To the VNE dog who goes beyond the basic titles to earn intermediate or advanced titles in two categories. Dogs titled in any two of the following categories would qualify:

- CH with one or more BOB win with competition or CH with a conformation Award of Merit

- CH with one or more BOS win with competition or conformation Awards of Merit
- GN, CDX, GO, UD, UDX, VER, OTCH, OM or OGM - RA, RE, or RAE
- OA, OF, AX, XF MX, OAJ, AXJ, or MXJ; OAP, OFP, AXP, XFP, MXP, MXF, OJP, AJP, MJP, FTC, or FTCP
- TDX or VST

VX-AOM (Versatility Excellent Award of Merit)

To the VNEX dog who goes beyond the basic titles to earn intermediate or advanced titles in three categories. Dogs titled in any three of the following categories would qualify:

- CH with one or more BOB win with competition or CH with a conformation Award of Merit
- CH with one or more BOS win with competition or conformation Awards of Merit
- GN, CDX, GO, UD, UDX, VER, OTCH, OM or OGM - RA, RE, or RAE
- OA, OF, AX, XF MX, OAJ, AXJ, or MXJ; OAP, OFP, AXP, XFP, MXP, MXF, OJP, AJP, MJP, FTC, or FTCP
- TDX or VST

OVX-AOM (Outstanding Versatility Excellent Award of Merit)

For the OVNEX dog who goes beyond the basic titles to earn intermediate or advanced titles in all four categories. Dogs titled in all four categories would qualify:

- CH with one or more BOB win with competition or CH with a conformation Award of Merit
- CH with one or more BOS win with competition or conformation Awards of Merit
- GN, CDX, GO, UD, UDX, VER, OTCH, OM or OGM - RA, RE, or RAE
- OA, OF, AX, XF MX, OAJ, AXJ, or MXJ; OAP, OFP, AXP, XFP, MXP, MXF, OJP, AJP, MJP, FTC, or FTCP
- TDX or VST

TOP VNE, TOP VNEX, AND TOP OVNEX AWARDS

Qualifying Award of Merit points for Top VNE, Top VNEX, and Top OVNEX are based on the show/trial events held through Dec 31st of the year previous to the award's presentation and published in the February issue of the AKC Awards magazine.

The dog with the most Award of Merit points in its category will be honored as the Top VNE, Top VNEX, or Top OVNEX of the year and receive a Susan D. Phillips "Top Award" plaque with an engraved plate that includes the dog's name, owner's name, level of award and number of points. The following criteria apply:

- NEAA Membership is required
- Dogs may be honored once at each level. This may be retroactive only to living dogs.
- "Top Award" plaques are a part of the Susan D Phillips Top Winning awards and will be presented at the NEAA Annual Awards Banquet
- One "Top Award" plaque will be awarded to the top qualifying dog (regardless of co ownership) in each of the three top positions
- The owner or at least one co-owner must be a member of NEAA

POINTS TO BE APPLIED TO VERSATILITY AWARD OF MERITS (TOP AWARDS)

Points earned towards Versatility Award of Merit Certificates will be accumulated with each level building upon the other. Example (see *Point System* section below): A VNE dog

earns a V-AOM earning a total of ten (10) points. He is now a CH dog CDX – with two qualifying Best of Breed wins and a Regional Specialty High in Trial. Two (2) points are earned for each CH, CD, and CDX title: one (1) point for each BOB and two (2) points for the HIT equaling the ten (10) points.

The dog later becomes a VNEX when it earns an agility title. It then earns an advanced agility title with two perfect 100 scores and a 1st place. It now qualifies for the VX-AOM with a total score of the ten (10) points earned at the first level, plus four (4) points for the basic and advanced agility titles, and six (6) points for the scores and placement for a total of twenty (20) points.

The following proof is required to verify awards and insure issuance of a Versatility Certificate. Copies of the following documents are requested:

- Copy of AKC Certificate of title, or
- Copy of an AKC Certified List of Awards, or
- Show photo of Conformation Award of Merit win with name of show, date and award clearly shown. (Also accepted is documentation of conformation Award of Merit from show giving club, to be written on club letterhead giving date of show, name of dog, and owner's name.)

For individuals who believe they have a dog who qualifies for one or more of these awards, but cannot locate all the required documentation, please submit all available information, especially years in which titles were earned. The Versatility Awards Committee will assist in verification as much as possible. It is the responsibility of the owner of the dog to keep track of points, and the total must be submitted to the awards committee for verification and awarding the appropriate award. Dogs may be honored only once at each level. Points may be accumulated throughout the dog's show/trial career. (In other words, an owner need not apply as soon as the dog reaches each level, should he desire to wait for the maximum amount of points to accumulate before applying for the Award of Merit.)

POINT SYSTEM FOR VERSATILITY AWARD OF MERITS: TOP AWARDS

Points are awarded based on wins published in the AKC Awards magazine (except AOM wins) and require proof. (i.e. Non-regular event competition wins will not be recognized.) The points awarded are as follows:

One half point for each...

- BOS win with competition

One point for each...

- BOB win with competition
- Regional or Hound Specialty Trial:
 - Agility Placement
 - Obedience or Rally Obedience Placement
 - Perfect 100 score run in Agility

Two points for each...

- AKC Title earned
- Titled offspring
- National Specialty Trial:
 - Agility Placement

- Obedience or Rally Obedience Placement
- Regional Specialty Show Win: BOB, BOS, WD, WB, Conformation Award of Merit, HIT, or HC
- All-Breed Agility Placement
- All-Breed Obedience Placement
- Perfect 100 score in Rally Obedience

Three points for each...

- RAE leg

Five points for each...

- Group Placement
- National Specialty Win: BOB, BOS, WD, WB, Conformation Award of Merit, HIT, or HC
- Hound Specialty Win: BIS, BOB, BOS, WD, WB, HIT, or HC
- AKC National Obedience Invitational Participant
- AKC Agility Invitational Participant
- AKC National Agility Championships Participant
- AKC/Eukanuba National Championship Participant (Conformation)
- NEAA Obedience Invitational Participant
- Agility Title earned with 3 clean runs, 100 scores
- Rally Obedience Title earned with 3 clean runs, 100 scores
- Earning 80 points in the Agility Class "Fast"
- Double Q in Excellent Agility (MX, MXJ, or PAX legs)
- Dog World Award (obedience title earned with 3 consecutive scores 195 or better)
- UDX Leg

Seven Points for each...

- FTC title (Fast Century)
- FTCP title (Fast Century Preferred)
- OGM title (Obedience Grand Master)

Ten points for each...

- All Breed BIS
- All Breed HIT or HC
- Obedience Trial Champion (OTCH)
- Master Agility Champion (MACH)
- Champion Tracker (CT)

VI. APPROVALS

Judge's Seminar Approval

Only those NEAA members on the NEAA Speaker list may present at an NEAA approved Judge's seminar. Approval requests must be made to the Vice President at least 4 months prior to the seminar and approved by the Board prior to the date of the seminar. The host club, Judge's Association, or individual typically makes logistical arrangements, but the responsibility for upholding the Breed Mentor Program criteria and obtaining NEAA Board Approval is the responsibility of the Speaker.

The following specific details are needed in the letter requesting approval:

- Name of Speaker/Mentor (substitutions may only come from the Speaker/Mentor list and the Board must be informed of the change prior to the date of the seminar),
- Location, date, and time of seminar,
- Cost to participants, and
- Contact information for questions regarding the seminar.

After notification of Board Approval and no later than 2 months prior to the seminar, the Speaker should request the required number of copies of the *Judge's Resource* material from the NEAA Vice President.

Specialty Show Approval

NEAA member clubs wishing to hold a Specialty show shall request NEAA Board approval a minimum of 6 months before the show date. The request letter should be sent to the Corresponding Secretary and include the following information:

- Name of NEAA member club and club contact for the Specialty show,
- Types of events to be held: conformation, sweepstakes, junior showmanship, agility, obedience, rally obedience, and
- Location and date.

In addition, the regional club should provide the following information for use to update the NEAA show calendar. Additions or changes after submission of the approval request should be forwarded to the web coordinator.

- Judges (if confirmed at time of request)
- Social events planned (banquet, auction, etc)
- Specify as independent specialty or name associated all-breed show/cluster

VII. NEAA NATIONAL EVENTS

Annual Awards Banquet

Description: An Annual Awards Banquet shall be held in conjunction with the NEAA venues held that coincide with the Annual Association (Membership) Meeting - NEAA National Specialty (even year) and the NEAA Cavalcade of Events (odd year).

The following are included in the banquet ceremony program:

- Welcome
- Invocation and Dinner
- Introduction by President of
 - NEAA Board of Directors,
 - Local Member Clubs,
 - Non-Member Clubs,
 - Past NEAA Presidents in attendance,
 - Honored Guests (includes Event Judges and their comments)
- Special recognition by President or designated speaker of trial and event competition winners (as applies to National Specialty year and/or off-specialty year events)
 - *Agility High In Trial Winner (Dog's name, owner's name)*
 - *Obedience High In Trial Winner (same as above)*
 - *Rally Obedience has only class placements and qualifiers – AKC does not recommend awarding a High in Trial for rally. (Recognition option: The speaker asks the owners to stand whose dogs received a qualifying score in the Rally Obedience Trial.)*
 - *Best In Futurity Winner (Dog's name, breeder and stud dog owner names, and owner's name)*
 - *Best In Maturity Winner (same as Futurity winner)*
 - *Best In Junior Puppy Sweepstakes Winner (Dog's name, owner's name)*
 - *Best in Senior Puppy Sweepstakes Winner (same as above)*
 - *Best Dog in Veteran Sweepstakes Winner (same as above)*
 - *Best Bitch in Veteran Sweepstakes Winner (same as above)*
 - *Best Junior Handler (winner recognized; not dog) It is always a nice touch to follow the introduction of "Best Junior Handler" by recognizing and asking all the junior showmanship entrants in attendance to stand*
 - *Best Of Breed National Specialty Winner (Dog's name, owner's name)*
 - Following recognition of the Best of Breed winner, the speaker invites the breeder of the Best of Breed to come forward, and presents him/her with the Barbara Innes Breeder Best of Breed commemorative keepsake trophy *(Note: The breeder received a commemorative trophy in the ring.)*
- AKC Outstanding Sportsmanship Award presentation
- The designated speaker is responsible for checking with the president and recording secretary before the banquet and obtains all information, if applicable, for additional presentations.
- "Top Winning" Awards Ceremony (See Section IV for qualifying awards).

Annual Association Meeting

Description: An annual membership meeting is held between April 1 and June 30 at a

location determined by the Board of Directors. This is typically held in conjunction with the NEAA National Specialty on even years and the NEAA Cavalcade of Events on odd years. Details about the Annual Meeting are given in the *NEAA Bylaws*.

NEAA National Futurity and Maturity

Description: The National Futurity and Maturity is held yearly as the showcase event for breeders. On even numbered years it is held in conjunction with the NEAA National Specialty and on odd numbered years it is held with a Regional Specialty or other Regional Club sponsored event (supported entry, Utstilling, etc) held before July 1.

NEAA National Futurity/Futurity is coordinated by the National Futurity Coordinator as described in Section III and Appendix D.

Futurity entry begins with a nomination of the litter followed by individual puppy nominations.

The full National Futurity/Maturity Rules are given in Appendix D.

NEAA National Specialty

Description: The National Specialty is held in even numbered years as the premier event to showcase the Norwegian Elkhound. The show is coordinated by the National Specialty Coordinator with duties as described in Section III. The judge selection process is described in Section II under the heading *NEAA National Specialty Judge Selection Committee*. Section VII includes Annual Meeting and Annual Awards Banquet information.

Location: (Amended 1/26/2010)

The location of the National Specialty is determined with preference to a rotation between 6 areas of the United States: Northeast (NY, VT, NH, ME, MA, CT, PA, OH, IN, RI, NJ), North central (ND, SD, MN, WI, MI, IA, NE), Northwest (MT, WA, OR, ID, WY, CO), Southeast (WV, DE, VA, KY, TN, NC, SC, GA, AL, MS, FL, MD), South central (IL, MO, AR, LA, TX, NM, OK, KS), and Southwest (AZ, UT, NV, CA). The rotation includes both the NEAA National Futurity/Maturity and NEAA National Specialty. For example, the rotation through 2020 is as follows:

- 2010 National Specialty/Futurity, North central
- 2011 National Futurity, Southeast
- 2012 National Specialty/Futurity, Southwest
- 2013 National Futurity, Northwest
- 2014 National Specialty/Futurity, Northeast
- 2015 National Futurity, North central
- 2016 National Specialty/Futurity, South central
- 2017 National Futurity, Southwest
- 2018 National Specialty/Futurity, Southeast
- 2019 National Futurity, Northeast
- 2020 National Specialty/Futurity, Northwest
- 2021 National Futurity, South central

Any NEAA member may present a proposal to the board detailing the specifics of the show site proposed. More than one proposal is acceptable (and encouraged). Considerations

that should be addressed are given in Appendix E. The proposal for the site should be submitted to the President no later than September 1 three calendar years prior to the show date (for instance, September 1, 2011 for a National Specialty held during the calendar year, January 1 – December 31, 2014). If no proposals are submitted by this date or none meet the minimum requirements (as defined by the board with consideration of the items in Appendix C), the Board reserves the right to open the call for proposals to all regions. If the winning proposal comes from outside the region specified by the rotation, the rotation will continue as originally planned. For instance, if no proposal is received from the Northeast region in 2011 and the South central places a successful bid, the South central may still hold the National event in 2016. This is done to encourage preparation of proposals and investigation of show sites far in advance.

Dates: It is preferable that the National Specialty be held between April 1 and June 30 to coincide with the Annual Association Meeting. The date should not conflict with a regional elkhound club specialty.

The average length of the National Specialty shall be a minimum of four days to accommodate Conformation, Junior Showmanship, Sweepstakes, the NEAA National Futurity/Maturity, Obedience, Agility, Rally Obedience, Health Clinics, and Educational Seminars. If the region has a history of large entries, an additional day may be added for conformation. It is preferable to hold all performance events before the conformation classes.

Complimentary Lodging and Meals (Amended 10/21/05)

Free rooms and meals given to the judges and to those persons for who free rooms and/or meals are specified in their contracts. No other persons will receive complimentary rooms and meals.

Trophies (Rein 12/22/09)

- **Perpetual Trophy – Obedience High in Trial** (Adopted 09/06/1986)
 - The trophy is to be awarded to the High in Trial by qualifying score in a regular class at the national specialty
 - The trophy is to be presented at the National Specialty banquet
 - Not to be listed on trophy page of catalog
 - The recipient has possession of the trophy until there is a successor
 - It is the recipient's obligation to have the trophy available for presentation at the next NEAA National Specialty
 - It is the recipient's obligation to have own engraving done
 - *No provision in proposal for "permanent possession."*
- **Perpetual Trophy – Best of Breed** (Adopted 07/02/03, Amended 01/18/10)

Two trophies donated by Barbara Innes

 - Barbara Innes Best of Breed Perpetual Trophy
 - Barbara Innes Breeder of Best of Breed Perpetual Trophy

The following rules apply to the Barbara Innes perpetual trophies

 - The trophies will remain the property of the NEAA and stay in its possession – not the possession of the winner.
 - The owner and the breeder of the Best of Breed winner each receive a small permanent-possession commemorative keepsake-trophy – trophy

selection at the discretion of the caretaker but within Board approved budget.

- The Barbara Innes Best of Breed Perpetual Trophy and a commemorative keepsake-trophy are presented in the ring – this allows the trophies to be available for photograph.
 - The trophy chairperson is responsible for having the perpetual trophy on display at the Awards Banquet
 - The Barbara Innes Breeder of Best of Breed Perpetual Trophy and the commemorative keepsake-trophy are displayed at the Awards Banquet – following recognition of the Best of Breed winner, the breeder is recognized and presented the Barbara Innes Breeder of Best of Breed commemorative keepsake-trophy.
 - The trophy chairperson is responsible for having the perpetual trophy and keepsake-trophy at the Awards Banquet
 - A person will be appointed by the board to maintain and keep the trophies. The caretaker is responsible for engraving and returning them to each National Specialty.
 - If not being hand delivered the caretaker must take care to get the trophies in the hands of the trophy chairman one month before the specialty show.
 - The cost of engraving and mailing to/from the trophy chairman (if not hand delivered) will be the responsibility of the NEAA.
 - Best of Breed Trophy: A nameplate will be engraved with the winning dog's name, owner(s) name, date won, and location of win.
 - Breeder of Best of Breed Trophy: A nameplate will be engraved with the name of the breeder(s), date won, and location of win. (The dog's name is not included on this trophy.)
- **Perpetual Trophy – Agility High in Trial** *(Approved 07/21/05)*
 - A traveling trophy, donated and financed by Dick and Barb Budny, in memory of CH Midnight Sun's Grin N Berrit CDX MX AXJ
 - The CH Midnight Sun's Grin N Berrit CDX MX AXJ Memorial Trophy to be awarded at the NEAA National Specialty Agility Trial to the highest scoring Elkhound in trial
 - If there is a tie, the dog with the most yards per second prevails
 - For permanent possession, the trophy must be won by the same handler three times, but not necessarily with the same dog
 - The trophy is an acrylic multifaceted octagon on a walnut base with an etched elkhound head.
 - The winner receives a medallion with the above inscription dated with the current year as a permanent remembrance.

VIII. ELECTIONS

Election Process

Description: Elections are held yearly for the Board (President, Vice President, Treasurer, Corresponding Secretary, Recording Secretary, and three Directors) with exception of the AKC Delegate who holds a two-year term. A Nominating Committee, in accordance with the Bylaws, is selected by the board before November 1 – the board should strive to make the appointment before October 1 in order to meet the NE News deadline for committee publication in the Sept/Oct issue. The Nominating Committee then selects a slate of candidates for all open board positions. Additional nominations may be made by the membership. If the slate is uncontested, the slate is duly elected. If contested, a formal ballot is sent to the membership and votes are recorded by the Ballot Committee.

The official process is outlined in the *NEAA Bylaws*. Additional guidelines to aid in the process are given below.

Nominating Committee

- The Board should strive to have fair geographic representation on the nominating committee; the Recording Secretary will maintain a running record of all past Nominating Committees
- The Nominating Committee and Alternates will have their names and contact information published in the *NE News* no later than the September/October issue. This issue will also contain the Guidelines for the NEAA Nominating Committee as given in this section and a standard form to allow members to indicate a willingness to serve on the Board (to be mailed to the Nominating Committee Chair). The forgoing information will be provided by the Recording Secretary to the *NE News* Editor in Chief
- The Recording Secretary sends a list of all current members and a copy of the *NEAA Bylaws* to all members and alternates of the Nominating Committee
- Bios from each nominated candidate and letter of acceptance of the nomination will be requested by the Nominating Committee Chair; this information must be received by the Chair by February 5 of the election year; bios should include ideas and goals for the NEAA

Guidelines for the NEAA Nominating Committee

1. The Nominating Committee should work as a total committee with the Alternates for more expanded input. However, the final selection of the slate is up to the three original members. A conference call can be used for the final discussion and selection of the slate.
2. The Nominating Committee is required to work within the framework of the *NEAA Bylaws*.
3. In the slate selection process, the Nominating Committee should consider the following as guidelines.
 - a) The Nominating Committee should strive for regional and demographic representation on the slate.
 - b) The Nominating Committee should carefully consider (*and avoid*) kennel affiliations and group dynamics with the selection of each slated candidate.

- c) The Nominating Committee should make clear to each candidate that each office is a responsibility which requires meeting attendance and possible expense, e.g. phone calls, travel, etc. It is up to the candidates to determine their financial status, not the Nominating Committee.
 - d) The Nominating Committee should be aware that a year or more of service as a Director is good apprenticeship for an officer position. This would allow new faces to be introduced within the organization at the Board of Directors level.
 - e) The Nominating Committee should select one candidate per office as per the *NEAA Bylaws*. The Nominating Committee should not be permitted to petition additional candidates as the organized Nominating Committee. After publication of the original slate by the recording secretary, petitions may then be filed as provided in the *NEAA Bylaws*.
 - f) The Nominating Committee should not be limited to select a slate from the volunteer list.
4. Publication of the final slate is provided for in the *NEAA Bylaws*. After the publication, the Nominating Committee ceases to exist.
 5. On or before February 5, nominated candidates shall send to the recording secretary a short biographical statement, which includes the candidate's ideas and goals for the NEAA. The Nominating Committee Chairperson will forward a list of names of those eligible members who were contacted but not slated, and who expressed a desire to run for office of the NEAA at some future date, to the recording secretary. The recording secretary will keep this list of names on file and then turn them over to the next Nominating Committee for their consideration the following year.

Ballot Counting Procedure

1. The Nominating Committee's slate shall be declared elected and no balloting will be required if no additional valid nominations are received by the Recording Secretary on or before February 5. The newly elected board shall take office on April 1 (From the *NEAA Bylaws*, ARTICLE IV, Section 4c).
2. In the case of additional nominees for officers and directors, the election shall be conducted in accordance with ARTICLE IV, Section 4d of the Bylaws. For the purpose of counting the ballots, The President, with the approval of the Board, shall designate by March 1, an independent agency or a Teller's Committee comprised of three individuals who are neither members of the current Board nor candidates for election. The Tellers must be in good standing with the American Kennel Club but need not be members of the Association. The president shall designate one member of this committee as "Chief Teller."
3. In the period between the closing of the polls and April 1, the Tellers Committee shall meet for the purpose of counting the ballots. The Recording Secretary will present all unopened ballots received by the closing date to the Chief Teller in their unopened return addressed envelopes with a current membership list. Ballot envelope addresses will be verified with the membership list.
4. The Tellers will open and count the ballots. The Person receiving the largest number of votes shall be declared elected.
5. The Tellers will report their tabulations to the Board and results will be posted on the NEAA Web site.

IX. OFFICERS AND DIRECTORS

General

All officers and directors should carefully read the working rules and NEAA Bylaws. This section is provided as a supplemental guideline to aid incoming officers. All officers shall forward the NEAA materials associated with their office to the new officers within 30 days of the election.

Document Retention

The following apply to document retention:

- contracts, legal documents, and financial documents (including accounts) shall be kept for a minimum of 7 years
- general correspondence shall be kept for a minimum of 2 years
- historical documents shall be forwarded to the Historian East or Historian West
- meeting minutes shall be maintained in a permanent file by the Recording Secretary
- membership applications shall be maintained in a permanent file by the Corresponding Secretary
- hard copy financial ledgers of all accounts shall be maintained in a permanent file by the Treasurer – after 7 years and at treasurer's discretion, ledgers shall be forwarded to Historian East or Historian West
- award recipient names shall be maintained in a permanent file by the Recording Secretary

Meeting Guidelines (Corrected April 2009)

Meetings of the Board of Directors are held a minimum of two times per year. One meeting shall be held at the NEAA National Specialty or NEAA National Futurity/Futurity. The other meeting may be either a face-to-face meeting or a teleconference meeting. The President as necessary may call additional meetings. Board discussion and balloting may be handled by email providing that an adequate period of time is given for voting process.

The President runs the meeting and acts as a moderator for all meetings. Members of the Board of Directors are expected to cover any costs incurred from attending the board meetings. Any conference room rental cost for the meeting will be paid by the NEAA. The cost of telephone board meetings will be split between participating board members. Refer to the *NEAA Bylaws* for detailed information regarding meetings.

President

Description: The President's primary duty is facilitate the proper functioning of the NEAA as outlined in the *NEAA Bylaws*. Specific duties are discussed in the applicable sections of this document. These duties include the following:

- Call, run, and moderate Board of Directors Meetings and the Annual Membership Meeting
- Master of ceremonies for (*or designate a speaker to assist in*) the Annual Awards Banquet presentations
- Insure that committee appointments and individual appointments are made

Vice President

Description: The Vice President accepts the duties of the President in the event of his/her death, resignation, or absence as outlined in the *NEAA Bylaws*. Specific duties are discussed in the applicable sections of this document. These duties include the following:

- Update the Working Rules as motions are approved by the Board
 - Provide a complete copy to each board member at the annual board meeting
- Chair the Education Committee (and associated duties)

Recording Secretary (Corrected April 2009)

Description: The Recording Secretary performs a number of duties as outlined in the *NEAA Bylaws* and as discussed in the applicable sections of this document. These duties include the following:

- Send notices of Association meetings
- Take minutes for Association meetings
- Plays a lead role in the election process (refer to Section VIII of this document)
- Maintain an updated membership list (with information on currently paid members as provided by the Treasurer) and provide a copy to the NEAA members and committees listed under the “Membership List” heading in Section I., Administrative Operational Policies.
- Notify officers of their election and committee appointees of their appointments
- Submit to the Board the names of nominees for the LCAC

Corresponding Secretary

Description: The Corresponding Secretary handles correspondence and all applications for membership as outlined in the *NEAA Bylaws* and as discussed in the applicable sections of this document. These duties include the following:

- Handle all phases of the membership application process
 - Receive completed membership application. A check for the initial dues shall be submitted with the application.
 - Responsible for sending to applicants, whose membership approval is pending, all **newsletters issued during** the period of time the application is awaiting final NEAA Board approval. (Amended 05/10/09)
- Run the Breeder Referral for the Association
- Handle correspondence from the membership and from non-members requesting general information about Elkhounds
- Handle placement of NEAA catalog advertising including requests from regional clubs and for AKC events
 - Standard ad copy shall be approved by the board
 - Ads over \$75 shall be approved by the board
- Forward any address changes to the Recording Secretary for inclusion in the membership list
- Forward regional specialty approval requests to the Board for vote
- Notify the AKC of any changes to the list of officers (and provide the new list immediately after the election)

Treasurer

Description: The Treasurer handles financial items for the Association as outlined in the NEAA Bylaws and as discussed in the applicable sections of this document. These duties include the following:

- In accordance with the Bylaws, “At the Annual Meeting and/or by publication in the Newsletter, he shall render an account of all monies received and expended during the previous fiscal year.”
- Process payments received within 10 business days
- Send out and receive membership dues notices to members and member clubs
- Annual audit
 - Begin within 60 days after the last day of the fiscal year (June 30)
 - Completed no later than February of the following year
 - Auditor chosen as approved by the board
- Maintain a Federal Tax Identification number for the Association for tax purposes
- File an Annual Franchise Tax Report with the State of Delaware (required as a Delaware not-for-profit corporation) on or before March 1st of each year
- The Association will maintain a Federal Tax Identification number and a nonprofit status for tax purposes
- Maintain insurance coverage
 - Adequate general liability for the activities of the Association
 - Bonding Policy for Officers, Directors, and other named positions involved in the collection and distribution of funds
 - Director and Officers liability Insurance
- Provide the Recording Secretary a list of paid members by October 31 of each year
- Ad billing
 - send out statements for ads payable on a yearly basis with the membership renewal notices; ads not paid by September 30 will be dropped
- Special Accounts and Funds
 - The main division of accounts is operational, educational, rescue, and research
 - Trust Funds exist for the Awards outlined in Section IV and other purchases designated in accordance with each Trust Agreement
 - original Trust Agreement donations are non-useable funds
 - each Trust Fund money account shall be named and maintained in accordance with applicable Trust Agreement

APPENDIX A: NEAA CODE OF ETHICS

The NEAA Code of Ethics shall serve to promote the highest ideals among owners and breeders of the Norwegian Elkhound, and to aim for the continuous improvement of the Norwegian Elkhound within the framework of the breed standard as approved by The American Kennel Club. As a member in good standing of the Norwegian Elkhound Association of America, I subscribe to and am bound by the following NEAA Code of Ethics.

- I. Adhere to the rules and regulations adopted by the American Kennel Club.
- II. Abide by the principles of good sportsmanship in such a manner as to reflect credit on all Norwegian Elkhound events, activities, and competition.
- III. Fully explain to all prospective Norwegian Elkhound owners the advantages, as well as the disadvantages, of owning a Norwegian Elkhound.
- IV. Attempt to aid and befriend any novice owner, exhibitor, or breeder.
- V. Cultivate knowledge in the field of canine genetics and work resolutely to eliminate hereditary defects from the Norwegian Elkhound.
- VI. Before entering into any breeding agreement carefully analyze the conformation and the pedigree of the prospective sire and dam. Keeping the Norwegian Elkhound breed standard clearly in mind, refuse any mating if the opinion is held that it is not in the best interest of the breed. If stud service is denied, fully explain the reasons to the owner of the bitch.
- VII. Before entering into any breeding agreement, make the health and welfare of the bitch of primary concern. Ensure that no bitch shall be bred before attaining the age of 18 months, nor before her second season, and that no bitch shall be bred after attaining the age of 9 years. Ensure that no male shall be bred before attaining the age of 1 year.
- VIII. Refuse to deal with, nor sell any Norwegian Elkhound to, a pet store, wholesaler, or commercial dealer. Include in all stud contracts an agreement to be signed by the owner of the bitch stating that no puppies resulting from the mating will be wholesaled or sold to pet stores.
- IX. The ***NEAA Guidelines for Breeders of Norwegian Elkhounds*** shall be reviewed for additional principles and practices recommended by the Norwegian Elkhound Association of America.

The Norwegian Elkhound Association of America, Inc. cannot be held responsible for the actions of any kennel or individual who seems to be engaging in unethical practices or fails to abide by the NEAA Code of Ethics.

APPENDIX B: NEAA MISSION STATEMENT

The mission of the Norwegian Elkhound Association of America is to maintain the integrity of the Norwegian Elkhound breed as the hunting dog of moose in Norway in the following ways:

- to provide those people who breed Norwegian Elkhounds with the knowledge to do so in a quality manner
- to seek the continuous improvement of the breed by adhering to the breed standard created by the Association with the approval of the American Kennel Club
- to oversee the regional clubs in promoting and protecting the breed and to assist these clubs in their missions and educational pursuits
- to develop, promote and disseminate educational information regarding the Norwegian Elkhound
- to sponsor national events to monitor the progress of the breed and to demonstrate its versatility
- to actively contribute to the study and eradication of diseases and hereditary defects that affect the Norwegian Elkhound

APPENDIX C: AGILITY AWARD SCORING

Due to the unique nature of agility scoring, statistics for Elkhounds are not readily compiled from AKC standings. The following scoring system shall be used for NEAA purposes:

Base Points:	
Score	Points Awarded
100	8
98-99.9	7
96-97.99	6
94-95.99	5
92-93.99	4
90-91.99	3
88-89.99	2
85-87.99	1
Bonus Points:	
1 st Place	4
2 nd Place	3
3 rd Place	2
4 th Place	1
Additional Difficulty Points:	
Each score in Excellent	2
Each score in Open	1

APPENDIX D: NATIONAL FUTURITY & MATURITY RULES

Litter nominations:

Only puppies from nominated litters may compete in the Futurity and Maturity. Litter nominations may be made by NEAA members in good standing. If there are multiple breeders, at least one of the breeders must be a NEAA member in good standing. Nonmembers may submit an application for membership with the nomination form for the litter. If the NEAA Board accepts the membership application, the nomination will be valid for the date the nomination was received. If the membership application is not accepted, the nomination of the litter will be invalid and the nomination fee will be refunded.

Any member who, having nominated a litter, fails to remain a member in good standing with the NEAA, by lapsing of dues, suspension, or expulsion, and has not been reinstated thirty days prior to the Futurity/Maturity, shall lose all rights in the Futurity/Maturity stake. Dogs nominated by the lapsed or suspended member, but transferred to the ownership of another before said lapse or suspension, are eligible to compete. In such instances, monetary awards will be made only to the owner of the dog, and owner of the sire according to futurity stake prize rules. Monetary prizes not awarded will be put into the category of General Expense Fund.

The litter nomination shall be submitted on the form available from the Futurity/Maturity Coordinator or from www.neaa.net with all fields completed. No litter nominations will be accepted after 30 days after the litter is whelped. Fees are as follows:

- prior to whelping, \$30
- between whelping date and 30 days after whelping, \$70

The Futurity/Maturity Coordinator shall send an acknowledgement of the litter nomination and the assigned identification number within 30 days of receipt.

Individual puppy nominations:

Puppies from nominated litters must be nominated as individuals in order to compete in the National Futurity and/or Maturity. Starting with dogs born in 2008, the dog's age for the purposes of the Futurity/Maturity will be that as of April 1 of the year of their birth. Once an individual puppy has been nominated once, the puppy then is eligible to enter the Futurity or Maturity during any year that the puppy qualifies with no further individual nomination. The individual puppy nomination shall be submitted on the form available from the Futurity/Maturity Coordinator or from www.neaa.net with all fields completed. The nomination form should include the AKC number of the puppy. If the AKC number is pending, then this should be noted on the nomination form and the puppy owner should forward the number to the Futurity/Maturity Coordinator no later than 45 days from the original puppy nomination submission. Change in ownership of the puppy should also be forwarded to the Futurity/Maturity Coordinator. No individual puppy nominations will be accepted once the puppy is 5 months old. Fees are as follows:

- puppies three months of age or younger, \$20
- puppies over three months of age but younger than four months of age, \$40
- puppies over four months of age but younger than five months of age, \$60

The Futurity/Maturity Coordinator shall send an acknowledgement of the individual

nomination within 30 days of receipt. All correspondence will be sent the nominating owner unless a change is requested by the nominating owner (for instance, if the puppy ownership changes).

The National Futurity and Maturity:

Nominated puppies may compete in the Futurity one time and the Maturity one time. Starting with dogs born in 2008, the dog's age for the purposes of the Futurity/Maturity will be that as of April 1 of the year of their birth. The divisions are as follows:

Futurity

6 months & under 9 months dog	6 months & under 9 months bitch
9 months & under 12 months dog	9 months & under 12 months bitch
Best in Futurity	
Best of Opposite in Futurity	

Maturity

12 months & under 18 months dog	12 months & under 18 months bitch
18 months & under 24 months dog	18 months & under 24 months bitch
Best in Maturity	
Best of Opposite in Maturity	

Non-Monetary Awards

Awards will be funded from sponsors and from the portion of funds allocated to futurity expenses. Ribbon prizes shall be as follows:

First Place	Pink
Second Place	Brown
Third Place	Light Green
Fourth Place	Gray
Best in Futurity	Green with Pink Edges
Best in Maturity	Green with Pink Edges

Two special traveling trophies will also be given:

- The Futurity Breeders Cup
- The Maturity Breeders Cup

The cups are awarded to the breeders of the winners of Best in Futurity and Best in Maturity and are given in addition to the standard awards. It is the responsibility of the winners to return the cups to the Futurity/Maturity Coordinator before 6 weeks prior to the next Futurity/Maturity unless the current cup holders will be in attendance at the next Futurity/Maturity. If the cups are mailed (at the breeder's expense), each should be insured for \$500 and include tracking of the shipment.

Monetary Awards

The money from nominations and entries makes up the Futurity/Maturity pot. This pot is distributed as follows:

- Expenses 25%
- Best in Futurity 15%
(divided 50% to breeder, 30% to puppy owner, 20% to sire owner)
- Best in Maturity 15%
(divided 50% to breeder, 30% to puppy owner, 20% to sire owner)

- Class Placements 45%

The 45% allocated to Class Placements is distributed according to the number of entries in each class:

Percent allocated to class = (number in class)/(total entry)

From the individual class pot, the division by placement is as follows:

- 1st = 40% (divided 60% to breeder, 40% to owner)
- 2nd = 30% (divided 60% to breeder, 40% to owner)
- 3rd = 20% (divided 60% to breeder, 40% to owner)
- 4th = 10% (divided 60% to breeder, 40% to owner)

Judge Selection

Approximately eight (8) months before entry closing date of the Futurity/Maturity, the Futurity/Maturity Coordinator shall send a questionnaire to breeders of nominated litters in which the breeders are asked to nominate a person to judge the Futurity/Maturity. Only the one breeder listed, as the nominator will receive correspondence related to Judge Selection. Correspondence may be sent by email with "return receipt" for those specifying an email address on the nomination forms. Others will be sent via US Mail.

- Every effort should be made to allow a minimum of 21 days from date forms are sent for the return of the form; any nominations received after the specified deadline are void
- The Futurity/Maturity Coordinator shall send a letter to everyone nominated, along with a standardized biography form. The judge nominee shall return it by the date set by the chair (a minimum of 14 days from the time the forms are sent). If the nominee is not interested in judging, he or she shall decline at this time. The form shall have a check box for those nominees declining the judging opportunity.
- The Futurity/Maturity Coordinator will send to the nominator of each litter a list of all nominees interested in judging the Futurity/Maturity. A short biography on each nominee shall be included. Each breeder, before returning ballot, will list four judges in order of their preference.
- The individual receiving the most votes shall be contacted first, and if willing, declared the Futurity/Maturity judge. Each individual shall be contacted in order of most votes received until an individual agrees to judge. The name that receives the most votes is first; the one receiving the next amount is second, and so on. Persons nominated as the Futurity/Maturity judge do not have to be a licensed Norwegian Elkhound judge but must be in good standing with both the NEAA and the AKC.
- Any person elected to judge the Futurity/Maturity who has a litter nominated for that Futurity/Maturity must forfeit that nomination. No members of the judge's immediate family (as defined by AKC) shall exhibit any dog owned or co-owned by said family members.
- When the judge has been secured, the application to hold the national futurity shall be sent to the AKC for approval at least **twenty-four (24)** weeks before the closing date for entries of the Futurity/Maturity. (*ref: AKC Rules Applying to Dog Shows, Chapter 2, Section 4*)

APPENDIX E: NATIONAL SPECIALTY GUIDELINES

- 1) The National shall be held from April 1 through June 30.
- 2) It is best to choose a week that does not include Easter weekend, if possible, or does not fall during a regional specialty (unless a regional club in the area of the show wants to hold a show after the national).
- 3) Pick a week where the weather will be optimal for the area, keeping in mind that a great majority of members drive to the National.
- 4) Things to consider if the show will be held at the hotel in a ballroom:
 - a) What is the cost of the ballroom?
The cost should be negotiable depending on the number of room nights booked. Keep in mind NEAA is a small scale club compared to many and the number of rooms we can guarantee will not usually fill a large hotel.
 - b) The size of the ballroom has to be at least 7,000 square feet.
 - c) There has to be adequate space for grooming
 - d) The hotel has to have space for RV parking
 - e) Adequate dog walking area
 - f) Any restrictions on where dogs can/cannot be
 - g) Does hotel require matting on the floor of the ballroom
 - h) Is there adequate space for vendors
 - i) Conformation and obedience both need to be held indoors if possible
- 5) If the site is away from the hotel:
 - a) Cost of site
 - b) Size of site
 - c) If indoor site, do we need matting
 - d) Ease of getting to site from host hotel
 - e) Eating facilities at site
 - f) Does host hotel have banquet facilities and a restaurant?
- 6) Other considerations
 - a) Are there facilities nearby to hold an agility trial? What is rental of facility, and what is rental of equipment? If held outdoors, we must have gating.
 - b) If show secretary does not have obedience equipment, it will have to be rented from an obedience club.

A sample bid form is shown on the next pages. An electronic version can be attained from the Corresponding Secretary.



NORWEGIAN ELKHOUND ASSOCIATION OF AMERICA

PROPOSAL FOR NATIONAL SPECIALTY

All items must be filled out as thoroughly as possible for a bid to be considered by the NEAA board. More detail will increase your chances for success. All items related to cost must be complete for consideration. Be concise on the form (but use as much space as required). Attach any supplemental information separately.

<u>Year</u>	20__
Available dates ¹	
<u>Location</u>	
City, State	
Facility	
Related Event	Is a related event being proposed (such as a Regional Specialty) following the National Specialty at the same location? If so, name the sponsoring club (and contact person) and whether they have approved their show pending approval of the National Specialty.
<u>Show Facilities</u> ²	
	Location: Dimensions: If on carpet, is matting required by the hotel (note that AKC does not allow matting over carpeting)?
Conformation	Other information:

Obedience	Location: Dimensions: Other information:
Grooming	Location: Dimensions: Other information:
Agility	Location: Dimensions: Other information:
Vendors	Location: Dimensions: Other information:
Hospitality	Location: Dimensions: Other information:

<u>Hotel Facilities</u>²	
Guest Rooms	
Meeting Rooms ³	
Banquet	
RV Parking	
Dog Walking Areas	
General	<p>How many floors does the hotel have?</p> <p>Does the hotel have elevators?</p> <p>How many ground floor rooms would be available to be held with an NEAA hotel room block?</p> <p>Are there any areas in and around the hotel where dogs are prohibited?</p> <p>Other information:</p>
<u>Cost</u>⁴	
Guest Room Rate(s)	
Show Site Rates ⁵	
Agility Site Rates ⁵	
Misc. Room Rates ⁶	
<u>Area Information</u>⁷	
Travel	
Local Attractions	

<p><u>Other Information</u>⁸</p>	
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¹The National Specialty must be held between April 1st and June 30th to coincide with the scheduling of the NEAA Annual Meeting as per NEAA Bylaws. Try to avoid any Regional Specialty date conflicts and conflicts with Easter. Try to pick dates when the weather will be optimal for the area, keeping in mind that a great majority of members drive to the National. Plan for 5 days for the National and associated activities. Any additional shows (such as a Regional Specialty) should follow the National Specialty and days should be added to the 5 day total to accommodate these shows.

²Show and hotel facilities may be separate or together – for these two sections, give the detail needed to explain where both people and dog events will be held. If they are not at the same facility, please indicate the distance between the sites. Conformation and Obedience classes should be held indoors (or if outside, with a backup location indoors).

Any pictures or brochures that are available should be included as a supplement to this form.

Dimensions of the available area for all show areas (including agility) MUST be included. If the area is not rectangular, provide a drawing on a separate sheet (The main show area must be a minimum of 7000 sq ft.).

Rule of thumb numbers for planning purposes:

Main show site for rings and grooming: 200-250 dogs total

Guest rooms: 75 rooms (with dogs allowed in room; specify dog limits or additional charges)

Banquet: 150-200 people

Educational seminars: 75 people

Judge's seminar: 20 people

³Room needs include banquet, educational seminars, judge's seminars, plus any not at show site (grooming, rings, vendors, hospitality). See above for number estimates on attendance.

⁴Attach a printout from the quoted rates from the hotel/site, but also fill in this section. Give as much detail as possible so that no costs or additional fees are overlooked. For instance, use of the ballroom may require a filled number of guest rooms or a minimum purchase of meals. Include any information on complimentary rooms that will be provided.

⁵Obedience and Agility may require additional equipment rental. Mat, table, chairs, etc, rental may also be needed. All of these items should be included in this section. If they are included in the price of the facility rental, this should be stated.

⁶Hospitality room, meeting rooms, vendor area, etc. should be included here. If they are included at no charge in conjunction with site/hotel use, this should be stated.

⁷Include information on proximity to restaurants and any other items of interest. Include travel information related to the nearest major airport and available shuttle services.

⁸Include any other needed information (benefits or potential drawbacks) that has not already been covered.