



THE PEKINGESE CLUB OF AMERICA

POLICY BOOK

Revised and approved 3-30-09, amended 5-14-10

I. 7/8/08. POLICY BOOK. Board and Club policies are adopted by the Board of Directors or Membership and shall not conflict with the Club's adopted Constitution, By-laws or Articles of Incorporation. If any Club Policy conflicts with the Club's adopted Constitution, By-laws or Articles of Incorporation, such policy is automatically null and void and has no effect.

II. BOARD OF DIRECTORS.

A. Committees

1. 1/18/08. The following is a list of the current Standing Committees:

- **Show Committee** (the full PCA Board)
- **Rotating Specialty** (plans, coordinates, publicizes, and manages the events)
- **Accounting Review** (internal auditors, reports to board and members)
- **Breed Standard** (reviews and recommends changes to the breed standard)
- **Advertising/Publicity** (catalog ads, promotion of shows and PCA)
- **National Breeder Referral Network** (Chair listed with AKC; committee network of regional representatives)
- **Constitution and By-Laws** (Board is the committee and appoints a chair, not necessarily on the Board; advised by a PRP appointed by the Board)
- **Committee Manual** (for all committees)
- **Judges Education** (study guide, mentor program, seminar presentation, publications, breed video)
- **Publications** (Newsletter/Bulletin, parent club and breed promotional material, AKC Gazette Columnist)
- **Public Education** (promotes education on Pekingese with the general public)
- **Pekingese Rescue and Rehoming** (Nationwide network coordinates all rescue groups, saves and protects Pekes; re-homes members' dogs)
- **Pekingese Health Committee** (International team promotes continuing education & research; reports to the Board, members and AKC)
- **Regional Club Liaisons** (correspondents for diplomacy and good relations between Pekingese AKC specialty clubs and PCA)
- **Breed and Club Historian** (collects and reports historical data; educates on Breed and Club history)
- **Canine Legislation** (assists AKC in disseminating information about important legislative issues)
- **Junior Showmanship Development** (encourages youth to show, condition, handle and compete with Pekingese; publicizes Juniors at the National)
- **Hospitality** (for judges, members, guests at all PCA events)
- **Website Liaison** (submissions to website, maintenance of accuracy of information and updates)
- **Yearbook** (Annual book of ads, reviews, articles, membership list and club history)

- **Membership** (applicant research; recommends to the Board)
- **PCA Board Nominating**
- **Register of Merit-ROM** (maintains records, ROM certificate sent immediately upon completion of requirements)
- **Member Outreach** (cheers the infirm, sends thank you notes)
- **Awards, Honors and Trophies** (maintains inventory, records, premium list and recommends recognition for outstanding achievement by members)
- **Policy Manual** (for all committees)
- **Auction** (promotes event, collects auction items, and holds auction at the National)
- **Finance** (generates donations to general fund)
- **Good Sportsmanship** (recognizes members who raise the standard of exceptional sportsmanship in PCA and the sport; ballots membership for annual AKC Outstanding Sportsmanship Award/Medallion)
- **Statistics** (keeps records of National entries since 1911, record holders in both sexes, annual Top Twenty)
- **Pekingese Companion Advisory** (provides education on Pekingese pet care to members and the public, and answers common questions that pet owners have; publishes an educational pamphlet)

2. 2/13/98. There must be a member of the Board on any Committee chaired by a person from the general membership.

III. CLUB SPECIALTY SHOWS.

A. Trophies

1. 11/24/09. PCA Bred by Exhibitor Medallions.

a) PCA Specialties: PCA Silver Medallions for Best Bred by Exhibitor Dog and Bitch will be awarded to the Best bred by Exhibitor Dog and Bitch provided there are at least five (5) entries in actual competition in the class. These medallions can only be awarded to PCA members, but not in the ring at the show and shall not be listed in the premium list or show catalog. The medallions may be presented at an awards ceremony or sent to the exhibitor after the shows.

b) Local Pekingese Clubs: PCA Silver Medallions for Best Bred by Exhibitor Dog and Bitch will be offered to local AKC licensed Pekingese Clubs, but can only be awarded to members of PCA provided that a PCA member's dog or bitch has won a BBE class at the local Pekingese Club specialty with at least five (5) entries in actual competition in the class. These awards may be listed in the club's newsletters or any club communication medium, but shall not be listed in the premium list or show catalog. Following the local Club specialty in which the requirements were met, that Club's Secretary must send a marked show catalog from the specialty to the PCA Secretary for verification. If the requirements have been met, the PCA Secretary will notify the PCA Trophy Chair to send a PCA silver Bred by Exhibitor Medallion to the member(s) whose dog or bitch won first in that class at the local specialty.

2. 9/14/06. Only Sterling Silver, Silver Plate, Cash or Crystal trophy donations will be accepted for PCA Specialties.

2a. The National Specialty will offer all silver and/or silverplate trophies. If back-to-back regional specialties are held in New York State, the Sunday specialty will offer all silver and/or silverplate trophies only, in addition to the customary silver challenge and perpetual trophies offered exclusively for the New York show.

3. 1/24/08 (amended 5-15-10). PCA will award Gold Medallions to Winners Dog and Winners Bitch at each of the Club's specialty shows. In addition, the PCA President will present one Gold Medallion to the Best of Breed winner at the Club's National specialty show."

B. Awards of Merit (AOM).

1. 01/18/08. Awards of Merit will be offered at all PCA Specialties and are open to all. The judge will be permitted to give Awards of Merit to dogs in competition in the Best of Breed class that the judge feels are worthy of BOB. The judge *may* give Awards of Merit, but is not required to do so.

Awards of Merit derive from the concept that judging is the evaluation of breeding stock. The meaning of an Award of Merit is essentially "Reserve Best of Breed," and is meant to recognize the quality in dogs or bitches in order of preference in a judge's evaluation. The idea being, that if the Best of Breed dog had not been present, the 1st AOM would have been Best of Breed, and so on.

There is one Award of Merit available for dogs in actual competition (not entries) in the Best of Breed class including the Winners Dog and Winners Bitch as follows:

- 10 through 14 dogs in actual competition = 1 Medal
- 15 through 24 dogs in actual competition = 2 Medals
- 25 through 34 dogs in actual competition = 3 Medals
- 35 through 44 dogs in actual competition = 4 Medals
- 45 through 54 dogs in actual competition = 5 Medals (and so on)

2. **Order of AOM's.** If a dog is Best of Breed, and Bitch "A" is Best of Opposite Sex, and the judge wishes to award an AOM to the Winners Bitch, said judge must first give an AOM to the BOS, Bitch "A", since she has beaten the Winners Bitch by being awarded BOS (Best Bitch).

If after awarding an AOM to the BOS, if the judge wants to give the Winners Bitch an AOM, but she did not go Best of Winners, the judge must first award an AOM to the BOW dog because he defeated the Winners Bitch for BOW (a higher award based on merit). In other words, the progression of Awards of Merit must be based on a logical sequence of placements which must not conflict with class awards.

C. Judges Selection Procedure.

1- 3/30/09 - FOR ALL PCA SPECIALITY SHOWS:

This is the procedure for Judges' selection for the Club's Specialty shows: The entire Board of Directors is the Judges' Selection Committee with one Director chosen as Chair who will then coordinate the following procedure.

Judges Eligibility Requirements: Current members of the Board of Directors of The Pekingese Club of America are ineligible to judge at the Club's Specialties, including Sweepstakes, except in the case of an emergency on the day of a PCA Specialty. No judge is eligible to judge the Club's Specialty if they have judged a PCA Specialty or judged during the same events held in conjunction with PCA's Specialty, for 5 years prior to the date of the show being balloted.

Each Director will nominate 5 potential judges who meet PCA Judging Eligibility Requirements stipulated in this provision of the PCA Policy Book. The Directors will endeavor to nominate judges suggested to them by the General Membership and on the annual Member Survey. Directors will then email or fax their nominations to the Committee Chair. The Chair then collects the entire list sent by the whole Board/Committee, arranges the names alphabetically, and emails or faxes the Committee's list of nominees to each Board member to conduct a weighted vote so as to arrive at list of 5 nominees for each show to be voted on by the General Membership.

From the Committee's list of nominees, each Board member will vote for the judges in order of preference, 1 through 5 (#1 being their first choice and so on), and then will email or fax to the Chair those five choices. The Chair will tally the results according to the following weight table:

Choice #1= 5 points
Choice #2= 4 points
Choice #3= 3 points
Choice #4= 2 points
Choice #5= 1 point

The five judge nominees receiving the highest points will be balloted to the entire membership by way of secret ballot cast by mail to be returned to the Club's independent CPA for tabulation in accordance with PCA By-Laws.

Prior to a membership ballot being issued, the Chair will verify that each nominee is eligible and available to judge PCA's specialty in accordance with the PCA Policy Book. If a judge nominee is found to be ineligible, the nominee receiving the next highest vote in the weighted ballot will be added to the final list of nominees, and so on, until a completed list of eligible, available judges is ready to be balloted by the Membership. The Club's CPA will issue the ballot and send the results to the President, Secretary and Committee Chair. In the case of a tie, the Board of Directors will vote to break it.

The judge receiving the highest number of membership votes will be invited to judge PCA's Specialty Show(s). If the first place Judge selected is no longer available or declines the assignment, the Judge receiving the next highest votes will be invited to

judge. If the second place judge also declines, then all remaining nominees on the ballot for any show for the year will be eligible to be invited to judge in descending order of the highest number of votes received. Any judge voted first place by the membership to judge PCA but is not available for the show date will automatically be offered a contact to judge the following year(s) for which no judge has yet been selected by the membership.

This procedure should take place 2 years prior to the show being voted on, unless there is a cancellation on the Judge's part.

2. – 3/30/09. There will be no remuneration for hotel or travel expenses for PCA Sweepstakes Judges or Special Event Judges.

3. - 12/10/10. **Judges Contracts.**

a) Judges contracted to judge PCA Specialties must agree not to judge Pekingese classes at all breed and specialty shows for one (1) year prior to their assignment for the Pekingese Club of America Specialty. This stipulation does not apply to Group and Best in Show judging.

b) The Judges fee for Regular Classes, Obedience and Rally shall be determined by the Board.

4. -1/18/08. Neither the Show Chairpersons nor the President will exhibit at The Pekingese Club of America Specialties.

5. - 2/10/08. The annual Club specialties held outside of New York will be in a different location of the country each year and will be known as “**The Pekingese Club of America National Rotating Specialty.**”

D. Classes.

1. 5/1/08. **The division of classes is:**

Puppy Dogs, 6 mos. & under 9 mos.

Puppy Dogs, 9 mos. & under 12 mos.

Dogs, 12 mos. & under 18 mos.

Novice Dogs (and Amateur Owner-Handler)

Bred by Exhibitor Dogs

American Bred Dogs

Open Dogs, 6 lbs. and under (if over 12 mos. old)

Open Dogs, Over 6 lbs. and under 8 lbs. (if over 12 mos. old)

Open Dogs, 8 lbs. to 14 lbs. (& under 8 lbs. if less than 12 mos. old,) Black, White, Cream, Parti-Color & Black & Tan

Open Dogs 8 lbs. to 14 lbs. (& under 8 lbs. if less than 12 mos. old)

AOAC (Any other allowed color)

Veterans, Dogs, 8 yrs. & under 10 yrs.

Veteran Dogs, 10 yrs. and older

SAME CLASSES FOR BITCHES

Winners Dog

Reserve Winners Dog

Winners Bitch

Reserve Winners Bitch

Best of Breed

Best of Winners

Best of Opposite Sex to Best of Breed

Best Bred by Exhibitor

Best Puppy

Best Veteran

Sweepstakes Classes

Puppy Dogs, 6 mos. & under 9 mos.

Puppy Dogs, 9 mos. & under 12 mos.

Dogs, 12 mos. & under 18 mos.

SAME CLASSES FOR BITCHES

F. 3/5/10. Parent Club Approval of Local Specialty Club Events.

The Pekingese Club of America cannot give parent club approval to local Pekingese Club specialties held within a 500-mile radius and 21 days prior to a Pekingese Club of America Specialty weekend unless the local club's show is held in conjunction with a Pekingese Club of America Specialty.

The PCA discourages AKC clubs to hold their shows in conjunction with non-AKC dog clubs and events. All local Pekingese clubs must comply with the AKC Board Policy concerning non-AKC clubs. For parent club approval of local specialty shows, the AKC events must be separated from any non-AKC dog event by location, or if in the same location, may not be on consecutive days. The non-AKC dog event cannot be publicly advertised or represented as being associated in any way in AKC documents, including premium lists, judging schedules, catalogs, or mailings. If any local Pekingese club is found to be in violation of this policy it will be referred to The American Kennel Club.

IV. General Rules, Policies and Regulations.

1. 6/25/07. During any secret ballot cast by mail, any board member or member in good standing shall, upon written request to the CPA employed by the club, have the right to inspect, and receive by email or fax from the CPA directly, the exact membership roster in possession of the CPA that is being used for mailing, verification and tabulation of the ballots.

2. 7/8/08. The Board of Directors shall set all fees/deposits for all club business and membership dues.

3. 11/24/08. The deposit for filing charges against a member is one hundred dollars (\$100).

4. 11/24/08. For a written secret ballot to the members generated by petitions submitted by 20% of the members, such petition must be accompanied by a five hundred dollar (\$500.00) per question fee, or the CPA's fee with postage, whichever is higher to cover the expenses of a mailing and the tabulating of ballots. There shall be no fee for petitions to amend to the Constitution, By-laws or Breed Standard, or to nominate a candidate for election to the Board.

5. 10/22/08. **Membership Roster.** Every member in good standing shall receive by regular mail from the secretary an annual members' roster no later than July 1st of each year. The annual members' roster shall bear the name, address, phone number and email address of all members in good standing to date based upon the treasurer's report for annual dues paid.

6. 1/19/09. **Members approved in 4th quarter.** The dues paid by any new member approved during the 4th quarter shall apply for the remainder of the year and the following year.

7. 1/25/10 **Treasury procedures**

a). Any club expenditure of \$1,000 or more shall have the president's and a vice president's authorization on record.

b). Any reimbursement to a member of the Board of Directors for club expenditures shall have at least two authorizations on file, the president's and a vice president's, except in the case where a president or vice president is seeking reimbursement for themselves in which case these officers shall not authorize their own reimbursement and shall have the authorization of other vice presidents of the club.

V. CLUB MEMBERSHIP, GENERAL MEMBERSHIP MEETINGS AND

MISCELLANEOUS 1. 11/14/67. Sterling silver PCA Club pins will be made available for purchase by members.

2. 7/8/08. The Club's Bulletin and all official Board minutes shall not be published or distributed without Board approval.

3. 2/2/08. The PCA checking account will have three signatories which may be any PCA director, none of whom will be from, or living in, the same household as another signatory, or have or have had a business partnership of any kind including breeding, owning or exhibiting dogs with another signatory. Two signatures will be required for any checks over \$500. No invoice or bill to PCA shall be divided into smaller payments to circumvent this rule or for any other reason.

VI. AWARDS.

A. REGISTER OF MERIT (ROM) 05/1/08, amended 4-3-09. The Pekingese Club of America Register of Merit (ROM) Awards program honors member-breeders who have:

1. Bred twelve (12) or more AKC champions.

2. Dams that have produced four (4) or more AKC champions.
3. Stud dogs that have produced six (6) or more AKC champions.

In addition a ROM award will be presented for:

1. Each Dam of Distinction a minimum of seven (7) Champions.
2. Each Sire of Distinction must have produced a minimum of twelve (12) Champions
3. Obedience titlists must have obtained a minimum of (2) titles including an advanced title of CDX or higher.

Those applying for a ROM award must submit the following documentation to the ROM Chairperson to be approved:

- ROM Breeder: Copies of (12) AKC Championship Certificates.
http://www.akc.org:80/events/title_certificates.cfm
- ROM Sire/Dam: An AKC Progeny Report and a copy of the AKC Registration Certificate for the qualified Pekingese.
<http://www.akc.org/store/reports/index.cfm>
- ROM Dam of Distinction/Sire of Distinction: An AKC Progeny Report and a copy of the AKC Registration Certificate for the qualified Pekingese.
<http://www.akc.org/store/reports/index.cfm>
- ROM Obedience: Copies of two AKC Obedience title certificates, one being a CDX or higher and a copy of the AKC Registration Certificate for the qualified Pekingese.

There is no deadline for these awards, but applicants must notify the committee chair of eligibility and supply requested documentation. When a breeder meets the requirement for the award, the committee chair will mail an ROM Award Certificate to the member within 30 days. All new ROM titles will be announced before an assembly of the members at the subsequent Members dinner, either at the Rotating or New York specialties.

In order to be eligible for an ROM award above, ALL owners/co-owners must be PCA members in good standing.

B. 02/10/08, amended 04/15/09. PCA Sportsmanship Award. An "AKC Outstanding Sportsmanship Award" medallion will be awarded through PCA annually to a member who exemplifies the AKC Code of Sportsmanship and PCA Code of Ethics. The PCA Good Sportsmanship Committee will collect nominations from the general membership by email, fax or regular mail until the closing date which is set by the chairman of the committee. Current PCA Officers and Directors are not eligible for nomination. The Board will vote for one candidate from the list of nominees. In the event of a tie the Board will vote to break it. The honoree will be spotlighted in the subsequent PCA Bulletin, PCA Yearbook and on the PCA website as well as the AKC website.

VII. CLUB BULLETIN/NEWSLETTER

1. 05/13/08. The PCA Bulletin is published quarterly for members only by PCA, edited by the Bulletin editor and approved by the Board. The Board has complete jurisdiction

over the content in the newsletter and the editor is always subject to the authority of the Board. The quarterly issues will be mailed in the months of January, April, July and October. The Board may adjust the mailing date to accommodate updated information, except when the Bylaws provide otherwise.

2. 02/10/08. The name of the PCA Bulletin will be ***The Pekingese Club of America Bulletin***.

3. 02/10/08. The bulletin will be primarily a Club news medium. Any ads included will be black & white, the price of which will be determined by the Board.

VIII. JUDGES' MENTOR GUIDELINES

1/4/09

All PCA Judges' Mentors must have been approved by the PCA Board of Directors after having met the following requirements:

1. Be a member in good standing of The Pekingese Club of America.
2. Have documented twenty years in the Breed and/or recognized knowledge and experience in the breed.
3. Must have knowledge of background, history, and idiosyncrasies of the breed.
4. Mentors/seminar presenters must have attended at least four (4) PCA National Specialty Shows.
5. Either be an approved AKC breeder-judge or a breeder having bred five litters resulting in five champions as a sole breeder, not co-breeder, unless the co-breeder resides at the same premises. All litters must have been whelped and raised on the applicant's premises.
6. Having attended a minimum of two parent club approved Pekingese seminars, one of which must be one presented at the National Specialty.
7. The potential mentor/seminar presenter must assist an approved presenter in delivering a breed seminar at a National Specialty or an approved AKC seminar.
8. Have read PCA's Study Guide on the Pekingese.
9. PCA approved mentors must agree in writing to use the PCA Board approved education materials including the PCA Study Guide.
10. Submit a Mentor Qualification Application form to PCA's Board of Directors for review.
(United States residency is not a necessary requirement to be a PCA Judges' Mentor.)

Additional criteria considered by the PCA Board for becoming a Judges' Mentor include:

For purposes of educating prospective Pekingese judges, candidates should possess an in-depth understanding of the breed standard as demonstrated by all or some of the following:

1. Has shown skills as an approved, provisional or sweepstakes judge at specialties.

2. Has consistently bred and shown dogs of excellent quality.
3. Has become an ROM breeder.
4. Has owned or produced ROM dogs.
5. Has demonstrated an ability to recognize type while informally observing dogs.
6. Is willing to demonstrate ability to critique a Pekingese in front of a group.
7. PCA Judges' Mentors must have excellent communication skills with the ability to provide discussion based strictly on the standard in a clear, understandable and insightful manner.
8. Willingness to travel to make presentations at judges' study groups.
9. Promotion of dogs that members are showing or campaigning is forbidden.
10. Promotion of individual living dogs or the mentor's own breeding is strictly forbidden, plus show records should not be discussed.
11. Must have the time available and willingness to attend shows to assist prospective judges with understanding the Pekingese standard through ringside tutoring and/or hands on evaluation (after exhibiting at a show) and answering questions.
12. Transportation expenses to and from seminars are the responsibility of the presenter/mentor.
All mentors will be listed on the PCA website with their email addresses to make it convenient for prospective judges to contact them.

All PCA members who wish to become a Judges' Mentors, and believe that they have met the aforementioned criteria, should make application to the PCA Board of Directors, documenting their qualifications. A two-thirds approval of the present voting Board at a meeting will be necessary to be put on the Judges' Mentor list.