

COLONIAL ROTTWEILER CLUB POLICY & PROCEDURE MANUAL

Board of Directors and Club Guidelines

(Revision Approved 6/5/2024)

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A. OVERVIEW

1. The contents of this P&P manual are administrative guidelines with respect to the day-to-day operation of the Club. In no instance may these guidelines conflict with the provisions of the By-Laws and Code of Ethics of the Colonial Rottweiler Club.
2. The P&P Manual shall be given to each new Board member and should be reviewed by all Board members annually. This manual will also be made available on the Club website.
3. It may be revised at any time by a 2/3 vote of Board members at a meeting provided notice has been given; or by a 2/3 vote of the entire Board if no notice has been given. The Board is responsible for keeping this document up to date, but may appoint a Policy & Procedure Administrator to maintain. If an Administrator is appointed, the Secretary will notify the Administrator every time there is a change and/or addition to these Procedures. The Policy & Procedure Administrator will see to it that all Board members receive a revised copy. The P&P Manual will be posted on the website, and when updates are made, an email blast will be sent out to members letting them know there is a new version.

- A summary timeline is below to assist in adhering to the due dates in the Bylaws and this Manual.

due by	who	description
2/1	bod	mail Nomination slate for Board to members
2/15	Judge select comm	compile ballot for judge selection
3/1	bod	deadline for floor nominations
qtr 1	treasurer	previous year actual and budget for new year
March	Judge select comm	mail ballot for judge selection (due back by June 1)
March	bod	mail ballot for Board if floor nominations (no later than 4/1)
5/15	treasurer	tax return due
5/15	treasurer	financial statement to NL Editor for Qtr 2 NL
May annual meeting	bod	vote for Board if floor nominations
May annual meeting	treasurer	present previous year actual and budget for new year
June	Show chair	contact judges for CY+2 (current year plus 2 years)
June every other year	bod	appoint V&R committee
7/15	member chair	send dues renewal form to NL Editor for Qtr 3 NL
9/1	Show chair	send contracts for judges CY+2
10/15	Show chair	follow up with judges if contracts not received back
Dec	bod	appoint Nomination committee
Dec	bod	appoint Judge selection committee

Note: CY+2=current year plus 2 years, so in 2024, judges are for 2026

B. BOARD VOTING

- A motion must be voted on by a majority of the Board to be adopted by a majority of the votes cast. A motion is lost on a tie vote.
- For balloting purposes, Board members shall notify the Secretary when they will be away from home for any extended period of time.
- Copies of Board letters must be sent to all Board members and all correspondence must be dated.

C. BUDGET

- In the first quarter of each Club year, the current Treasurer shall submit to the Board a proposed budget for the fiscal year for their review and approval. The show chair will communicate budgets to the specialty chair people.
- CRC shall carry \$1,000,000.00 in General Liability Insurance annually. A copy of the policy shall be maintained at the office of the Treasurer.

3. Receipts or itemized statements must accompany all requests and shall be submitted quarterly to the Treasurer.
4. The Board will allow \$150.00 towards all CRC supported shows.
5. Officers and Board Members may attend any educational event sponsored by CRC at no charge.

D. COMMITTEES

1. The Board shall appoint standing or special committees. The Board will also appoint the chairman of each committee. Present committees include: Newsletter Editor; Membership Chairman; Medallion Chairman; Achievement Awards Chairman; Specialty Show Chairman; Judges Selection Committee; V & R Committee; Archives.
2. Each Board member may serve on committees, either as an active participant or in an advisory capacity. The only exception being the Violations and Recourse Committee that will be composed entirely of all non-Board members as per the By-laws; however, the Secretary will serve as the liaison between that Committee and the Board. If a board member is not a member of a committee that changes yearly, for example the Nomination Committee or the Judges Selection Committee, it is suggested to designate one board member as a liaison to this committee to answer questions on the process.
3. If an alternate is indicated to be appointed, and is used, it is not necessary to replace with a new alternate.
4. The Board will designate the duties of the various committees.

E. MEMBERSHIP

1. A current membership list is available electronically to all members in good standing. The Membership Chairman is responsible.
2. Membership Lists and/or mailing labels will not be sold or given to anyone other than for the use of club business.
3. The Board shall periodically review the membership application and update it as needed. When a new application is approved, the old application will continue to be accepted for 60 days after the publication of the new form. Membership categories are listed in the Bylaws Article II, Section 1.
4. Renewals are due by January 1st per Bylaws. If paid after January 1st there will be a \$10.00 late fee. If not paid by February 15, membership will be terminated.
5. New members will be prorated on the following basis: If they join between January 1 to June 30, they owe full dues. If they join between July 1 to Nov 30, they owe ½ dues. If they join in December, they pay full dues which also covers the coming year.
6. The Code of Ethics will be printed on the back of the Membership Renewal Form, for members to

read and sign.

7. When the Secretary receives an objection to a proposed applicant, the following procedure should be followed:
 - i. will immediately notify the Membership Chairman that an objection has been received
 - ii. will send a copy of the objection(s) to all Board members
 - iii. will also send a letter to the endorsers of the application stating that an objection has been received and asking if they would like to give the Board any input before the decision is made to accept or reject the application.
 - iv. the Board shall take whatever additional measures they deem necessary in order to clarify the objection(s).
 - v. the Board will make its decision to accept or reject the application as soon as possible; however, thorough investigation of the objection(s) is of more importance than expediency.
 - vi. the Secretary will notify the Membership Chairman of the Board's decision.
 - vii. in the case of the applicant being rejected, the Secretary will send a letter to the applicant explaining that he/she/they would be entitled to re-apply for membership in twelve (12) months.
 - viii. *Under no circumstances will the name of the person(s) objecting, or the nature of the objection, be available to anyone else other than those persons serving on the Board, except in the case that a majority of the entire Board decides to do so.*

8. Membership pins will be offered to members who have been a member of CRC for 5 years, and at 5-year increments thereafter.

F. CRC NEWSLETTER

1. Electronic newsletter will be provided to all members. Printed copies for members are available for \$20 annually. Individual printed copies may be ordered, prior to ad deadline, for \$10 an issue.
2. Subscriptions may be offered to non-members at an annual subscription rate determined by the Board, based on current costs. Individual printed copies for non-members may be ordered, prior to ad deadline, for \$25 for non-specialty issues and \$30 for the specialty issue.
3. All Officers and Board Members shall receive their newsletter via First Class mail at no charge to them.
4. An advertising policy, along with current rates of advertising and deadlines, will be clearly stated in the front of each newsletter. These policy and rates are to be periodically reviewed. No changes to the Policies listed in the newsletter will be changed without documented approval from the board.
5. Letters from any source will be printed at the discretion of the Board.
6. A financial statement from the Treasurer shall be printed annually in the Q2 newsletter.
7. All advertisements concerning Rottweiler and educational activities from other clubs shall be

included free of charge. However, only information directly related to the activity will be printed, i.e., we will not print a flier asking for trophy donations or catalog advertising, etc. We will include the name/address of the trophy or advertising chairman in with the general information. Also, there will be a limit of 1 full page of copy.

8. An advertisement for a CRC supported show may be printed at no cost to the host club.
9. We shall accept commercial advertising.
 - a. Advertisement is considered commercial if it advertises a product or a service, i.e., dog food, stationary, artwork, training, handling, etc.
 - b. Any questions regarding a commercial ad will be decided by the Board of Directors, if time permits; otherwise by the Editor and President and at least one other Board member.
 - c. No commercial advertisements will be accepted for the front or back covers.
 - d. A separate rate structure would be used for commercial ads. The rate for commercial ads will be double the going rate for regular advertisement. If a commercial advertiser is a CRC member, he/she will be entitled to a 25% discount.

G. AWARDS

1. CRC MEDALLION POLICY

- a. Medallions will be awarded for all AKC titles. All requests must be supported by a copy of the AKC title certificate, which can be either snail mailed or emailed. All titles for which a Medallion is awarded must be earned while the dog is owned by a CRC member in good standing. To receive a Medallion, all requests must be sent to the Medallion Chairman within 12 months of the title being earned. Contact the Chairperson for any questions.

2. CRC ACHIEVEMENT AWARDS

- a. The Colonial Rottweiler Club Achievement Awards were established to recognize the achievements of Rottweilers owned and/ or co-owned by CRC members in good standing. Because CRC is a sanctioned AKC club, emphasis on these awards is placed on the working ability, character and appearance as recognized by AKC titles.
- b. Achievement Awards are presented each year at the Annual CRC Meeting, held in conjunction with the CRC Specialty Show. All Awards will be based on titles earned by December 31st of the year preceding the award presentation. See details and forms on the club website, or contact the Chairperson if questions.

3. JR. HANDLING PARTICIPATION MEDALLION

- a. Medallions will be awarded yearly to Junior Handlers of Rottweilers. To be eligible, the Junior Handler or his/her parent(s) must be a member in good standing of CRC.
- b. Proof of competing in five AKC licensed shows from January 1 through December 31 must be submitted.
- c. Awards will be presented at the Annual Meeting.

4. **OUTSTANDING SERVICE AWARD** shall be awarded annually to whomever the Board feels is deserving. Occasionally this award shall be given to 2 persons the same year and some years the Board may decide not to present it at all. It is suggested that this not be awarded to a member of the BOD.
5. **The JAEDYN ANNUAL VOLUNTEER THERAPY AWARD** is sponsored by Maureen and Doreen Sullivan, and will be awarded annually if the CRC board of directors and the sponsors feel a dog and team has met the necessary criteria set forth. Please visit our Club website for the background and criteria for this award.

H. SUPPORTED SHOWS

1. All supported shows will have one CRC member who acts as Host and is in charge of trophies, education, catalog advertising, etc.
2. The \$150 that is allotted by the Board for each supported show may be used at the discretion of the Host for trophies, ribbons, flower decorations, tail gate picnic, etc. The Host will raise funds to cover any additional expenses.

I. JUDGES SELECTION PROCEDURE

Committee Purpose

The Judges Selection Committee is charged with the task of selecting judges for conformation and puppy and veteran sweepstakes for the Colonial Rottweiler Club Specialty Show.

Committee Make Up

The Committee will consist of four members plus one alternate. They are to be selected and appointed by the Board no later than January 1st of each year. The Committee members may serve for one term, with the exception being the Chairperson. At the time of the appointment the Board will designate 1 of the 4 members of the Committee to be the Chairperson. This person should be willing and able to assume the administrative responsibilities of the Committee. It would be beneficial for the Chairperson to have been a committee member the previous year to provide continuity and procedural knowledge to the committee.

Any member in good standing may volunteer to serve on the Committee. Such offers of service should be made in writing and submitted to the President or Secretary prior to September 1st of each year.

In selecting members to serve on the Committee, the Board should take into account the member's experience. The members of the committee should be recently active in conformation.

Operating Procedure

The general procedure for selecting judges to appear on the Judges Selection Ballot, the time frame in which this must be voted upon, etc. are given below.

At the time the Committee is appointed, the Secretary will send the Committee Chairperson a copy of the procedure and a list of the past Specialty Judges for the last 5 years. The Chairperson will send out the procedure and an introductory letter or e-mail to each member; setting up time lines and a communication plan for the selection process. Each committee member should read this procedure thoroughly in order to become familiar with the process.

Time Frame

The Committee selected by January 1st will be selecting Judges for the Specialty Show to be held 2 years in advance. (For example: The committee selected by January 1, 2021, will be for the 2023 Specialty.)

Selection Process for Conformation Judges

The Chairperson shall ask each of the three Committee members to submit four names for Conformation Judges and four names for Sweepstakes Judges. After the Committee members return their suggestions; the Chairperson compiles the list of judges for each category. The Chairperson normally has no input into this list; however, if the judges' names are duplicated on the Committee's lists, then the Chairperson will add his/her suggestions to the list to come up with a total list of 12 judge for each category. A committee member will be appointed to obtain all judges fees and expenses for those on the list. A summary of the judges' fees will be included on the ballot to share with club members.

The Chairperson will send this list back to each committee member. Each member may veto one name on each category list and send it back to the Chairperson. The Chairperson normally will not participate in the veto process, however, if the vetoes are duplicated, or if someone decides not to veto, they may add a veto in order to come up with a final list of nine judges in each category.

Foreign Judges

The Colonial Rottweiler Club Board has the discretion to designate a foreign judge for conformation once every 5 years.

Selection Criteria for a Conformation Judge

The criteria for selecting the regular Conformation Judges shall be as follows:

1. Their provisional judging assignments for Rottweilers have been completed.
2. Their judging assignments have included at least 50 Rottweilers in total, with one show entry of at least 25 Rottweilers.
3. They should have an in-depth understanding and appreciation for the breed.
4. They must not have judged at our CRC Specialty within the last 5 years
5. They must agree to participate on the ballot and be certain they will be available for that year's judging assignment.

Selection Criteria for Sweepstakes Judges (not inclusive)

1. Must have in-depth knowledge and appreciation of the breed (student/steward of breed.)
2. Preferred experience having judged Sweepstakes at a Colonial Rottweiler supported entry show, and/or other recognized Rottweiler Club Specialty show, and/or sanctioned Match.
3. Must have owned, bred, or handled at least 2 AKC champions.
4. Equal consideration to individuals who have attended an American Rottweiler Club Judges Education Seminar; those who aspire to earn AKC approval to judge rottweilers, and/or individuals currently licensed to judge other Working breeds, without previous listed requirements.
5. They have not judged conformation or sweepstakes within a 5-year period at the Colonial Rottweiler Club Specialty.
6. They must agree to participate on the ballot and be certain they will be available for that year's judging assignment.
7. Must be in good standing with AKC and, if a member, the Colonial Rottweiler Club

Ballot

The Chairperson will compile a ballot which includes the final list of 9 names for each category. The ballot will list the candidates in alphabetical order by last name and request that each member vote for 3 judges in each category. The Committee should have compiled a ballot by Feb 15th to be mailed in March. The ballot will also be available to be downloaded from the website and be available at the Specialty. All ballots are to be returned by June 1st.

The Chairperson will check the names against the current membership list to make sure there are no duplicates. He/she will tabulate the results and list the names in each category in order of largest vote.

Results and voting sheets will be kept until completion of the show.

The Chairperson will contact the President of the club with the final tally. The results of the judges that accept the assignment will be communicated to members.

Contacting the Judges: Conformation

The Show Chairperson will be given a list of the Judges chosen and they will contact the potential judges regarding availability, cost, etc. The initial contact will ascertain if the top Judge is available. If not, the Show Chairperson will proceed down the list. Any substantial travel costs or expenses will be discussed with the President, and he/she will socialize with the CRC BOD before a contract is actually signed and accepted. The only reason for removing a judge from the ballot would be financial restrictions; otherwise, the vote of the membership will stand.

There is 1 judge needed for each regular conformation show. The judge receiving the most votes in conformation will be given his/her choice of a show; the Judge with the 2nd most votes will have second choice of a show, and the 3rd most votes will judge the remaining show.

Once the Show Chairperson has received the "go ahead" from the President/Board, they will first verbally confirm the assignment and immediately follow up with a cover letter (Sample 1 & 2) and request a signed contract (Sample 1a & 2a) be returned. These contracts should be sent out no later than September 1st. If the contracts are not returned by October 15th, the judge should be contacted again and a deadline established for receiving a signed contract; otherwise, the 2nd judge on the list should be moved to the #1 slot, and the 3rd should move into the 2nd slot. The Show Chairperson will send a copy of all signed contracts to the Club Secretary for filing and keep a signed copy for themselves.

Conformation Judges' Restrictions

The Colonial Rottweiler Club asks that Conformation Judges not accept judging assignments at Rottweiler specialty shows within 6 months prior to or subsequent to their judging of our Specialty.

Contacting The Judges: Sweepstakes, Puppy & Veteran

There is 1 Judge needed to judge each Sweepstakes event. The Judge receiving the most votes in Sweepstakes will be given his/her choice of an event; the Judge with the 2nd most votes will have second choice of an event, and the 3rd most votes will judge the remaining event.

The Show Chairperson will contact the Judges to ensure their availability to judge on that specific day/dates. If the judge is willing to accept the assignment, the Show Chairman will explain CRC's policy for Sweepstakes Judges and expense reimbursement and get a verbal agreement to judge. This should be followed up immediately with a cover letter (Sample 3) and two copies of the Judge's contract (Sample 3A). These contracts should be sent out no later than September 1st and returned no later than October 15th. The Show Chairperson will send a copy of all signed contracts to the Club Secretary for filing and keep a signed copy for themselves. The President will notify the Show Chairman to proceed in contacting the Sweepstakes Judges and obtaining Judges contracts.

Sweepstakes Judges' Restrictions

The Colonial Rottweiler Club asks that Sweepstakes Judges not accept judging assignments at Rottweiler specialty shows within 6 months prior to or subsequent to their judging of our Sweepstakes. Also, it is the Colonial Rottweiler Club's policy that the Sweepstakes Judges not enter any dogs which they own or co-own in the regular Specialty classes, nor handle other people's dogs in these classes.

Sweepstakes Judges' Expenses

All expenses will be the responsibility of the Sweepstakes Judge(s).

Junior Showmanship Judges

The Show Chairman shall have full responsibility for contracting a Junior Showmanship Judge.

However, this Judge should be local if at all possible, to save on expenses. If the Conformation Judge is eligible, they may also be asked to judge Junior Showmanship. If the judge is used for Junior Showmanship, they should be sent an amended contract.

Agility, Herding, Tracking, Obedience/Rally Judges

The Chairman of any of these events will have full responsibility for selecting and contracting judges. However, he/she should contact the President to see if any financial restrictions apply.

Carting judge

The Show Chairman shall have full responsibility for contracting a Carting Judge.

Committee expenses may be submitted to the Treasurer for reimbursement following the usual Club procedure.

J. VIOLATIONS & RECOURSE PROCEDURE

Committee Purpose

The V & R Committee is charged with the task of investigating and reviewing all cases involving violations of the Code of Ethics. Upon completion of an investigation, the Committee will report its findings and recommendations to the Board of Directors.

Committee Make-up

Review Bylaws Art VI, Sec 3. The Committee will consist of no less than 3 acting members. It is recommended to appoint an alternate, and to always work with an odd number of members. They are to be selected and appointed by the Board at the first Board meeting of an incoming Board. The Committee members will serve for a term of 2 years.

Any CRC member in good standing may volunteer to serve on the Committee. Such offers of service should be made in writing and submitted to the President or the Secretary prior to or at the Club's election meeting.

It is recommended, but not required, that at least 1 member of the Committee be a "hold-over" from the previous term in order to maintain continuity.

No member of the Board may be a member of the V & R Committee. This is to assure that 10 individuals, i.e. 3 V & R members and 7 Board members will be involved in any decisions regarding violations of the Code of Ethics.

At the time of appointment, the Board will designate 1 of the 3 acting members of the Committee to be Chairperson. Chairperson should be willing and able to assume the administrative responsibilities of the Committee.

Operating Procedure

Review Bylaws Art VII, Sec 2. The general procedures for entering complaints, the time frame in which cases must be acted upon and the levels of the punitive actions which can be recommended are outlined in the Code of Ethics and the Club By-Laws and must be adhered to precisely.

At the time the Committee is appointed, the Secretary should send each member a copy of this manual, the current Bylaw's, and a current copy of the Code of Ethics. Each Committee member

should read these documents thoroughly in order to ensure that they will be familiar with their responsibilities and be aware of the requirements of their position.

Accepting and Processing Charges

The Code of Ethics allows written charges of violations to be submitted by a club member to any member of the Board of Directors. Such charges must be accompanied by a fee of \$50. Upon receipt of the charges and the proper fee, the Board member should send the allegations to the Chairperson of the Committee and also inform the remaining board members that this action has been taken. The fee should be sent to the Treasurer, who will deposit it until the outcome of the case is decided. Speed is of the essence, as the maximum time allowed by the Code for beginning to process charges is 2 weeks from the time of receipt.

Upon receipt of the charges, the Chairperson should promptly send a copy of the charges to the Committee members to first determine if the charges, if proven, might constitute conduct prejudicial to the best interests of the Club, or if a member violated the COE. If that decision is to move forward, then the chair shall send the charges to the accused member by registered mail together with a request for a response to these charges to be submitted by a specified date. The Chairperson should send copies of all letters and documents from each individual involved in the case to all involved parties: the accused; the accuser; and all Committee members. This should be done promptly as the COE and Bylaw's allows a maximum of 2 months for investigating and reporting on charges.

The time limit between the receipt of the complaint and the supporting documents, and the initial response of the Committee members to the Chair is presently set at 5 days. Such responses should indicate whether the member will be available to deliberate. They could also include requests or first opinions on the direction of the investigation and the type of additional information that might be needed.

Committee Deliberation

It is the responsibility of each Committee member to be certain that he/she is able to deliberate each case fully and without personal prejudice.

A Committee member should abstain from deliberating on a case if impersonal evaluation is impossible, or if other commitments would make him/her unavailable during the 2-month period in which the case is under consideration.

Upon deciding to abstain from deliberating on a case, the Committee member should immediately inform the Committee Chairperson. The Chair will then call upon the Alternate to take the abstaining member's place on the Committee for that case only.

Each Committee member must recognize the need for discretion and must refrain from discussing cases with non-members of the Committee. Privacy of all parties should be respected, and reports of the cases should only be made at the proper time and through proper channels.

The Chairperson is responsible for ensuring that copies of all materials and communication pertaining to every case are distributed promptly to all Committee members, both regular and alternate. The Alternate should receive copies of all materials, whether or not he/she is directly involved in the deliberations; however, the Alternate will have no vote and express no opinion unless a regular Committee member is unable to participate or becomes unable to participate during the course of

deliberation.

In an effort to expedite matters, the Chair may choose to ask each Committee member to send his/her views to the Chair with copies to all other members and Alternate. This is an acceptable procedure, as long as the Chair is able to ensure that all members are kept properly informed.

Should more than 1 Committee member be unable to deliberate, the Chairperson will ascertain the earliest possible date at which 3 members will be available. The Chair will then notify the Board, the accused, and the accuser, in writing, as to when the deliberations will take place and the reason for the delay.

Committee members may communicate by letter or by phone, providing all phone conversations are promptly confirmed in writing via follow-up letters, such letters to be sent to all Committee members including the Alternate.

Expenses for mail and phone costs may be submitted to the Board for reimbursement following the usual Club procedures. The Chair should contact the Treasurer regarding such procedures at the beginning of the term. The Chair should confer with the Treasurer before incurring any unusually high costs.

Disciplinary Procedures & Recommendations

Four levels of discipline may be recommended to the Board:

1. **Warning:** The code explicitly states that no member may receive more than 1 warning in a year without incurring further disciplinary action. No mention is made of infractions which result in a second or third warning in different years. It is suggested that record be kept of all disciplinary action taken by the V & R Committee and CRC members be allowed no more than two warnings at any time before being subject to stronger disciplinary action.
2. **Monetary Fine:** The amount of the fine may range from small to substantial, depending on the violation. All fines collected will be awarded to RRF or RHF as outlined in the Code. Fines may also accompany warnings.
3. **Suspension:** The member may be suspended of all club privileges for a stated period of time. Expulsion may be recommended along with a suspension.
4. **Expulsion:** Expulsion of a member from the Club may be accomplished only at a special meeting of the Club. Cases which involve "physical cruelty or mistreatment" of our animals should be considered for expulsion even on a one-time basis.

Reporting

At the conclusion of the investigation of a case, the Chair will mail copies of the final report to all Committee members with sufficient time for them to read the report and communicate any disagreement with its contents to the Chair and other members.

Each report will contain the following: identification of the committee members who deliberated; outline of the charges; statement of the Committee's recommendations and the reasons for the same.

Board Hearing

The final report of each investigation and the Committee's recommendation will be submitted to the Board for examination and action. The Board should take no more than a month to reach its final decision regarding a case, thus allowing a maximum of 3 months for the processing of charges.

The Board has complete authority to decide whether the parties in this investigation and/or their counsel may attend the hearing, but both the accuser and the accused shall be treated uniformly in that regard.

Any member of the Board who is in any way materially involved on either side of a charge, is unable to make an impersonal evaluation or is otherwise unavailable to consider this charge must excuse him/herself from sitting in jurisdiction at the hearing.

Should the charges be sustained, after hearing all the evidence and testimony presented by the accuser and accused, the Board may, by a majority vote of those present, take disciplinary action and/or recommend expulsion.

If expulsion is the Board's recommendation, this may only be accomplished at a regular or special meeting of the Club. The accused shall have the privilege of appearing in his own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Board's findings and recommendations, and shall invite the accused, if present, to speak in his own behalf if he wishes. The meeting shall then vote by secret written ballot on the recommended expulsion. A 2/3 vote of those present and voting at the meeting shall be necessary for expulsion. If expulsion is not so voted, the Board's suspension shall stand.

Upon the Board reaching a decision regarding each case, the Secretary will send written copies of that decision to the accused, the accuser and all members of the V & R Committee.

Also, a record of the Board's decision regarding each case and any disciplinary measure taken will be submitted for publication in the next issue of the Newsletter. The publication of such records is very important to maintain awareness and an understanding of the functioning of the Committee and the seriousness with which the Club regards violations of the Code of Ethics.

Maintenance of Records

A record of all cases and the final actions taken should be maintained by the Chairperson. At the end of each V&R event, the Chairperson shall send the charges and the final report to the Club Secretary, who will maintain a file including the Board's decision, and make this available to each new V&R Committee, as well as each new Secretary. This is to foster an awareness on the part of the Committee as to the type of cases that have been presented in the past and the level of discipline that has been recommended for various infractions.

Although each Committee is free to investigate cases and make recommendations as they see fit, each Board may do likewise, there should be a sense of equality and fairness to the discipline measures that are recommended and imposed for similar infractions.