

Guidelines for the GSSCC East Region:

1. Board of directors:

outlined in the GSSCC Policy manual:

34(b) The Executive positions of the Regional Boards shall be titled as follows:

- (i) Chairperson
- (ii) Secretary/Treasurer
- (iii) Trial Director
- (iv) Show Director

34 (c) Candidates for the positions in Section 34(b) must meet the requirements as set out in Section 15(a),15(b), 15(c) and 15(d) of the GSSCC Policy manual

15(a) A member must have trained a German Shepherd Dog to at least a SchH I degree.

15(b) A member must be the owner of a German Shepherd Dog(s).

15(c) A member must be a Canadian citizen/resident.

15(d) A member must have consecutive membership with the German Shepherd Schutzhund Club of Canada for at least two years.

Responsibilities outlined in the GSSCC policy manual:

Section 36 – REGIONAL BOARD RESPONSIBILITIES

36(a) Report directly to the GSSCC Executive Board.

36(b) Must follow the policies of the GSSCC as outlined in the Policy Manual.

36(c) Must submit a copy of all minutes from all Regional meetings to the GSSCC Executive.

36(d) Must hold a Sieger Show and Breed Survey each year.

36(e) Administer the business of the GSSCC on behalf of the GSSCC executive board and as directed by the GSSCC executive board

36(f) Implement and support the goals, objectives, policies, and procedures of the GSSCC

36(g) Schedule and support the regional championship trial and show.

36(h) Arrange and support the Canadian German Shepherd Dog Championships as it becomes the regions turn to host the event.

36(i) Provide assistance and information to prospective members, members, forming clubs and accredited clubs.

36(j) Liaise with communities, suppliers, corporate sponsors, and customers in support of the GSSCC

36(k) Promote the development of membership and clubs in the region and the GSSCC.

36(l) With GSSCC executive board approval appoint members to vacant Regional Positions.

36(m) All regions must advise the GSSCC executive of the time, date and location of all Regional meetings 30 days prior to the meeting. The GSSCC executive shall make every effort to have a director in attendance.

Section 36.1 – REGIONAL CHAIRPERSON RESPONSIBILITIES

36.1 The regional chairperson shall:

36.1(a) Be a member in good standing of the GSSCC for a period of 2 consecutive years.

36.1(b) Have trained and titled a German Shepherd Dog to a SchH 1.

36.1(c) Report directly to the president of the GSSCC.

36.1(d) Attend GSSCC executive meetings as required.

36.1(e) Schedule and chair regional executive meetings or annual general meetings.

36.1(f) Execute the duties of chairperson by administering the business of the Region with regards to

meetings, events, elections, corporate business partnerships, and promotions.

36.1(g) Represent the Region at the Canadian German Shepherd Dog Championships.

36.1(h) Provide reports to the GSSCC executive board from time to time or as directed.

36.1(i) Provide assistance to prospective members and forming clubs as well as current members and accredited clubs.

36.1(j) Ensure trials and shows in the region are conducted in accordance with GSSCC Policy and

Procedures. Where there are ethical or procedural concerns these concerns must be addressed

to the GSSCC executive board immediately. In extreme cases the chairperson may suspend an

event with the written approval of the GSSCC Executive Board.

36.1(k) Attend, participate in, or support GSSCC sanctioned events in the region as a spectator or handler.

Section 36.2 – REGIONAL TRIAL DIRECTOR RESPONSIBILITIES

36.2 The regional trial director shall:

36.2(a) Be a member in good standing of the GSSCC for a period of 2 consecutive years.

36.2(b) Titled and handled a German Shepherd Dog to a SchH 1.

36.2(c) Report directly to the regional chairperson and the head judge.

36.2(d) Implement and support GSSCC policy and procedures.

36.2(e) Ensure trials and shows are conducted in accordance with rules and regulations by the GSSCC and the head judge. Where there are ethical or procedural concerns

these incidents will be transmitted to the head judge and the GSSCC executive board immediately.

36.2(f) Provide reports to the Head Judge and the GSSCC executive board from time to time or as directed.

36.2(g) Maintain records of trail applications submitted by regional clubs.

36.2(h) Provide assistance and information to clubs in the event of regional scheduling conflicts.

36.2(i) Provide letters of authorization to trial judges.

36.2(j) Assist judges and clubs in executing trials upon request.

36.2(k) Advise the Team Canada co-ordinator of handlers that have met the qualifications for the team

at the regional championship.

36.2(l) Attend or participate in GSSCC sanctioned events in the region as a spectator or handler.

Section 36.3 – REGIONAL SHOW DIRECTOR RESPONSIBILITIES

36.3 The regional show director shall:

36.3(a) Be a member in good standing of the GSSCC for a period of 2 years.

36.3(b) Trained and titled a German Shepherd Dog to a SchH 1.

36.3(c) Implement and support GSSCC policies and procedures.

36.3(d) Have handled a dog in GSSCC sanctioned shows.

36.3(e) Be a certified show chairperson and have organized and chaired shows.

36.3(f) Report directly to the regional chairperson and the GSSCC national show director.

36.3(g) Provide reports to the GSSCC executive board and the national show director from time to time or as directed.

36.3(h) Ensure all shows are conducted in accordance with GSSCC trial and show regulations. Where there are ethical or procedural concerns the incident must be reported to the GSSCC executive board and the national show director immediately.

36.3(i) Maintain records of event applications by regional clubs.

36.3(j) Assist clubs with information in the event of scheduling conflicts.

36.3(k) Provide letters of authorization for judges.

36.3(l) Assist clubs and judges in the execution of the event when requested.

36.3(m) Attend or participate in GSSCC sanctioned events in the region as a spectator or handler.

Section 36.4 – REGIONAL SECRETARY/ TREASURER RESPONSIBILITIES

36.4 The regional secretary/treasurer shall:

36.4(a) Be a member in good standing of the GSSCC for a period of 2 consecutive years.

36.4(b) Have trained and titled a German Shepherd Dog to SchH 1.

36.4(c) Report directly to the regional chairperson and the GSSCC treasurer.

- 36.4(d) Implement and support GSSCC policies and procedures.
- 36.4(e) Maintain regional financial accounts in accordance with GSSCC financial policy and as directed by the GSSCC Treasurer.
- 36.4(f) Provide financial statements and reports to regional members and the GSSCC Executive Board yearly or as directed.
- 36.4(g) Record and maintain minutes from all regional executive or annual general meetings. Provide these minutes to the Regional members and the GSSCC executive Board.
- 36.4(h) Attend or participate in GSSCC sanctioned events in the region as a spectator or handler.

2. Election process:

Outlined in the GSSCC Policy manual:

ELECTION PROCESS /REGIONAL

- 14(e) (i) An Election Committee Chairperson will be appointed at each Regional AGM to oversee the election of board officers the following year. Their duties would include naming a committee, sending out ballots and establishing a procedure for collecting and counting ballots.
- (ii) Nominations are to be received by the Election Committee Chairperson by the prescribed date.
- (iii) Nominations will then be copied to the editor for publication.
- (iiii) Ballots will then be mailed out to all members in the Region. This will be done by the Regional board.
- 14(f) When the ballots have been received, the above committee will:
- (i) Select one among them who will be in attendance at the Regional Annual General Meeting to oversee the counting of the ballots and to carry a deposition indicating the results have been scrutinized. Each candidate may have a scrutinizer present for the opening and counting of the ballots.
- (ii) Examine the postmarks and eliminate envelopes that do not qualify for counting.
- (iii) Open those that qualify, and reach agreement on the total counts for each candidate. Opening and counting is to be done the day of the AGM, but prior to the meeting.
- (iiii) Be at the Annual General Meeting to announce the outcome of the elections. They should carry the ballots with them and be prepared to oversee a recount should the request arise..
- (iv) Destroy the ballots following the AGM

3. Regional schedule:

The Regional Trial Director, in consultation with all clubs, will prepare a yearly event schedule by January for the current year. Trials must be held 14 days apart.

Exemptions can be made with agreement of the Regional Trial director. The schedule should be posted on the Regional Web site.

A fundraiser in form of a 50/50 draw will be held at each event including working weekends, helper seminars and trials. The received money from the fundraiser will go to the Regional account for supporting Team Canada members of the East Region.

4. Regional Championships:

A club wishing to host the Regional Championships must apply to the Regional Board in written form (email acceptable) 2 weeks prior to the AGM of the preceding year.

If there is more than one applicant, the members present at the AGM will vote on the decision. The East Regional Championships are a Regional event. The hosting club committee and the Regional board will work together if assistance is necessary

Suggested Timeline for the Regional Championships: Date to be set at least 10 months prior the event. Judges to be secured at least 9 months prior to the event. Name a contact person for the Regional Championship at least 6 months before. In fairness to all participants, the trial location as well the tracking conditions will be announced in a timely manner. All revenue made from entry fees and hosting club fundraisers remains with the hosting club.

A fundraiser in form of a 50/50 draw will be held at each Regional event including working weekends, helper seminars and trials. The received money from the fundraiser will go to the Regional account for supporting Team Canada members of the East Region.

5. Regional Finances:

Existing and received monies are handled by the Regional treasurer. The Regional Board can make decisions up to \$500.00 by voting on one item. The Regional Board plus the club presidents of all clubs can make decisions up to \$1000.00 for one item. Higher amounts for one item can only be voted on by the Regional membership, either by mail ballot or vote at the AGM. The treasurer will have a report ready and open for the Regional membership at the AGM. If the funds are spent for East Region Team Canada members, the Regional Board and the Club Presidents can make a decision above \$1000.00.

6. Regional website:

The web hosting expense for the website will be paid by Regional funds. The Regional website should be used to keep membership informed of events and news items, and all attempts should be made to keep it current.

7. Meetings

Regional AGM : The AGM will be held each year between March and the Regional Championships. A suitable location and time will be set prior to the event, in agreement with the Regional Board and the hosting club. Reports will be done by all Regional Board members. The meeting will be announced to the membership (such as via Club contacts or Regional Website) at least 4 weeks prior the meeting. An agenda will be placed 14 days before.

Special Regional meetings: A Special Regional meeting can be called at any time, if at least than 3 club presidents, the Regional Board or 20 Regional members wish to have a meeting. The meeting will be announced to the membership (such as via Club contacts or Regional Website) at least 4 weeks prior the meeting. An agenda will be placed 14 days before.

Quorum: A minimum of 3 board members and 15 regular members will constitute a quorum.

Roberts Rule of Order and Parliamentary Procedures will be followed at all meetings.

8. Motions:

Motions can be made prior and at the AGM as well the Special Regional meetings. Any motions passed at Special Regional meetings will be in effect until the next AGM where they will be brought forward for ratification by the membership. Votes can be done by secret ballot (at request of any one member) or show of hands at meetings. Majority is defined at 50% plus one.