

AMERICAN TEDDY ROOSEVELT TERRIER CLUB



POLICY AND PROCEDURE MANUAL
REVISED 8/5/25

Certificate of Incorporation

Constitution & Bylaws—see attached.

Code of Ethics

Breeder Code of Ethics

INTRODUCTION

This document will provide a single source reference for board members, committee members, and the general membership at large as to the current policies and procedures which are used to govern the American Teddy Roosevelt Terrier Club (ATRTC).

These policies and procedures are meant to supplement the Bylaws of the ATRTC and to provide a summary of the duties and activities of the officers, board members and appointed positions along with the required skills for these positions.

If any of these policies or procedures conflict with the Bylaws of the ATRTC, the Bylaws will take precedence.

It is our hope that this will be a “living” document, being revised and updated frequently to meet the changing needs of the ATRTC. It will provide guidance and direction for each succeeding board and a source of continuity of the Club.

Respectfully submitted,
Cindy Rickey
ATRTC Secretary

JOB DESCRIPTION–PRESIDENT

SUMMARY

1. The President shall have all of the duties and powers normally appurtenant to the office of President in addition to those specified in the Bylaws, the ATRTC's Articles of Incorporation, *Robert's Rules of Order, Newly Revised*, and those specified herein. In the event of conflicting duties, the order of resolution shall be in the order put forth above.
2. The President shall be responsible for the general and active management of the Club's business and shall see that all orders and resolutions of the Board are carried into effect.
3. The President shall set meeting agendas and shall preside and keep order over the annual meeting along with ensuring an annual report of the Club's operations is provided to the membership.
4. The President shall set meeting agendas and shall preside and keep order over all meetings of the Board of Directors.
5. The President shall execute all bonds, mortgages, and contracts of the Club and has the power to accept and receive donations, gifts, devises, and bequests made to the Club and to give receipts and acquittances, therefore.
6. The President shall provide a column about recent ATRTC activities and developments to the *Teddy Tales* Editor for each newsletter.
7. The outgoing President shall provide a detailed standard of operation for all of his/her duties to the incoming President.

REQUIRED SKILLS

Demonstrated ability to manage a diverse team, use good judgment, take initiative, and assume responsibility. In-depth knowledge of the ATRTC Constitution and Bylaws, club policies, and *Robert's Rules of Order, Newly Revised*. Excellent interpersonal, oral, and written communication skills. Solid computer skills.

BYLAWS REQUIREMENTS

The President must have served at least one (1) term as a Board member and have met the requirements of a Board member as follows: must be a United States citizen; must be a voting Club member in good standing for one (1) year after completing

Probationary Membership; must be actively involved in Club functions such as meeting attendance and service to the Club; and must be active in conformation, companion dog, or performance events or must provide an extensive knowledge of the breed, its history, or the AKC rules and regulations.

JOB DESCRIPTION–VICE PRESIDENT

SUMMARY

1. The Vice President shall have all of the duties and powers normally appurtenant to the office of Vice President in addition to those specified in the Bylaws, the ATRTC's Articles of Incorporation, *Robert's Rules of Order, Newly Revised*, and those specified herein. In the event of conflicting duties, the order of resolution shall be in the order put forth above.
2. The Vice President shall have the duties and exercise the powers of the President in case of the President's death, absence, or incapacity.
3. The Vice President shall serve as a liaison to regional Teddy Roosevelt Terrier Clubs, as they are formed.
4. The Vice President shall work with all committee chairs and provide a report on the activities of all committees to the Board at each Board meeting.
5. The Vice President shall work with the Webmaster and monitor the website to ensure that all website updates and pictures are appropriate.
6. The outgoing Vice President shall provide a detailed standard of operation for all of his/her duties to the incoming Vice President.

REQUIRED SKILLS

Demonstrated ability to manage a diverse team, use good judgment, take initiative, and assume responsibility. In-depth knowledge of the ATRTC Constitution and Bylaws, club policies, and *Robert's Rules of Order, Newly Revised*. Excellent interpersonal, oral, and written communication skills. Solid computer skills.

BYLAWS REQUIREMENTS

The Vice President must have served at least one (1) term as a Board member and have met the requirements of a Board member as follows: must be a United States citizen; must be a voting Club member in good standing for one (1) year after

completing Probationary Membership; must be actively involved in Club functions such as meeting attendance and service to the Club; and must be active in conformation, companion dog, or performance events or must provide an extensive knowledge of the breed, its history, or the AKC rules and regulations.

JOB DESCRIPTION–SECRETARY

SUMMARY

1. The Secretary shall have all of the duties and powers normally appurtenant to the office of Secretary in addition to those specified in the Bylaws, the ATRTC's Articles of Incorporation, *Robert's Rules of Order, Newly Revised*, and those specified herein. In the event of conflicting duties, the order of resolution shall be in the order put forth above.
2. The Secretary shall keep a record of all ATRTC meetings and of all Board meetings and of all matters of which a record shall be ordered by the Club. At meetings of the Club and the Board, the Secretary shall read the minutes of prior Board or Annual Meetings; maintain a roster of members for a roll call, when required; and shall determine if a quorum is present.
3. The Secretary shall handle all Club correspondence and email.
4. The Secretary shall update the Membership Application, as approved by the Board.
5. The Secretary shall notify ATRTC members and Board members of meetings.
6. The Secretary shall notify Officers and Directors of their election to office.
7. The Secretary shall notify new members of their election to membership.
8. The Secretary shall keep a roster of Club member addresses and contact information.
9. The Secretary shall maintain an up-to-date list of all Officers, Directors, and Committees. This list will include name, address, phone number, and email address.
10. The Secretary shall have custody of the Club seal and shall affix the same to all papers and documents whenever the seal shall be required to be affixed.
11. The Secretary shall maintain the Club's files and databases.
12. The Secretary shall process disciplinary charges submitted according to the Bylaws.
13. The Secretary shall immediately notify the Nominating Committee members and alternates of their selection every August.

14. The Secretary shall maintain the Policy and Procedures Manual. This manual is available by request from members for the cost of printing and mailing as determined by the Board.
15. The Secretary shall email the approved Club and Board minutes to the membership and shall post these minutes on the ATRTC Facebook page.
16. The Secretary shall prepare and provide required annual information to the American Kennel Club (AKC).
17. The Secretary shall facilitate the Return of Assets and Records from any outgoing Officer, Director or committee member, as necessary.
18. The outgoing Secretary shall provide a detailed standard of operation for all of his/her duties to the incoming Secretary.

REQUIRED SKILLS

Strong organizational, secretarial, and computer skills. Excellent interpersonal, oral, and written communication skills.

BYLAWS REQUIREMENTS

The Secretary must have served at least one (1) term as a Board member and have met the requirements of a Board member as follows: must be a United States citizen; must be a voting Club member in good standing for one (1) year after completing Probationary Membership; must be actively involved in Club functions such as meeting attendance and service to the Club; and must be active in conformation, companion dog, or performance events or must provide an extensive knowledge of the breed, its history, or the AKC rules and regulations.

JOB DESCRIPTION–TREASURER

SUMMARY

1. The Treasurer is a Board-appointed position and will be appointed at the first meeting after the annual election. The Treasurer will serve as a voting Board member. The Treasurer will serve a term of one year with an unlimited number of terms permitted.
2. The Treasurer shall have all of the duties and powers normally appurtenant to the office of Treasurer in addition to those specified in the Bylaws, the ATRTC's Articles of Incorporation, *Robert's Rules of Order, Newly Revised*, and those specified herein. In the event of conflicting duties, the order of resolution shall be in the order put forth above.
3. The Treasurer shall keep full and correct account of receipts and disbursements in the Club books and shall deposit all monies and other valuable effects in the name and to the credit of the Club in such banks for deposit as may be designated by the Board of Directors.
4. The Treasurer shall balance all accounts monthly and provide a monthly report of all accounts to the Board of Directors.
5. The Treasurer shall provide a copy of all monthly financial statements to the Secretary prior to each Board meeting.
6. The Treasurer shall research and advise the Board regarding financial investment strategies to ensure that the Club's accounts are earning the best possible rates of return.
7. The Treasurer shall instruct the Secretary to send out dues notices and reminders and shall notify the Secretary as dues payments are received for each member.
8. The Treasurer shall prepare and submit a projected Club budget to the Board annually.
9. The Treasurer shall work closely with the Chairperson of the ATRTC's national specialty or other shows to ensure proper accounting practices are followed in recording revenues and expenses and shall provide a profit/loss statement for each specialty or show to the Board.
10. The Treasurer shall obtain appropriate insurance coverage with Board approval, as needed.

11. The Treasurer shall present an annual financial report of Club funds received and disbursed at the ATRTC Annual Meeting.
12. The Treasurer shall maintain the Certificate of Incorporation in Delaware.
13. The Treasurer shall maintain the ATRTC's nonprofit status with the IRS.
14. The Treasurer shall maintain the account with the ATRTC's registered agent in Delaware.
15. The Treasurer shall file, or cause to be filed, all necessary tax returns and other government reports, as required.
16. The Treasurer shall provide all financial records to the Audit Committee for review and reconciliation on a regular basis at the discretion of the Board.
17. The Treasurer may be bonded at the Board's discretion for an amount to be determined by the Board.
18. The outgoing Treasurer shall provide a detailed standard of operation for all of his/her duties to the incoming Treasurer.

REQUIRED SKILLS

Demonstrated ability to take initiative, assume responsibility, and work independently with careful attention to accuracy. Excellent interpersonal, oral, and written communication skills. Knowledge of basic accounting principles and practices and forecasting ability, including the ability to balance and maintain various accounts. Must be bondable in an amount as determined by the Board. Strong computer skills.

BYLAWS REQUIREMENTS

The Treasurer must have served at least one (1) term as a Board member and have met the requirements of a Board member as follows: must be a United States citizen; must be a voting Club member in good standing for one (1) year after completing Probationary Membership; must be actively involved in Club functions such as meeting attendance and service to the Club; and must be active in conformation, companion dog, or performance events or must provide an extensive knowledge of the breed, its history, or the AKC rules and regulations.

JOB DESCRIPTION–BOARD MEMBER

SUMMARY

1. The Board Member shall have all of the duties and powers normally appurtenant to the position of Board Member in addition to those specified in the Bylaws, the ATRTC's Articles of Incorporation, *Robert's Rules of Order, Newly Revised*, and those specified herein. In the event of conflicting duties, the order of resolution shall be in the order put forth above.
2. The Board Member shall attend all regular and special Board of Directors meetings and the Annual Membership Meeting.
3. The Board Member shall review all materials prior to the Board meeting and be fully prepared to participate in discussions of board issues and to vote as necessary.
4. The Board Member shall be willing to accept special assignments upon request of the President or Board of Directors as a whole.
5. The Board Member may be selected to serve on the Nominating Committee.
6. The Board Member, upon completion of one term, may be requested to assume an Officership, if needed.
7. The outgoing Board Member shall provide a detailed standard of operation for all of his/her duties to the incoming Board Member.

REQUIRED SKILLS

Ability to work collaboratively with others, use good judgment, take initiative, and assume responsibility. In-depth knowledge of the ATRTC Constitution and Bylaws and club policies. Excellent interpersonal and oral communication skills.

BYLAWS REQUIREMENTS

The Board Member must be a United States citizen; must be a voting Club member in good standing for one (1) year after completing Probationary Membership; must be actively involved in Club functions such as meeting attendance and service to the Club;

and must be active in conformation, companion dog, or performance events or must provide an extensive knowledge of the breed, its history, or the AKC rules and regulations.

JOB DESCRIPTION–AKC DELEGATE

SUMMARY

1. The AKC Delegate is a board-appointed position and shall be appointed at the first meeting of the Board after the annual election. The AKC Delegate will serve a term of one year with an unlimited number of terms permitted. The AKC Delegate is not a Board position.
2. The AKC Delegate shall have all of the duties and powers normally appurtenant to the position of AKC Delegate in addition to those specified in the Bylaws, the ATRTC's Articles of Incorporation, *Robert's Rules of Order, Newly Revised*, and those specified herein. In the event of conflicting duties, the order of resolution shall be in the order put forth above.
3. The AKC Delegate shall act as the ATRTC's chosen representative between the AKC and the ATRTC.
4. The AKC Delegate may attend the AKC's quarterly delegate meetings.
5. The AKC Delegate shall report to the ATRTC through its Board of Directors any actions or activities of the AKC which may affect the Club, its officers, or the Teddy Roosevelt Terrier breed.
6. The AKC Delegate shall report to the AKC upon direction of the Board any actions or activities of the ATRTC which may affect either the Club or the AKC.
7. The AKC Delegate shall provide a column to the *Teddy Times* Editor to inform the general membership of AKC activities and decisions which may have a direct effect upon them.

REQUIRED SKILLS

Excellent interpersonal, oral, and written communication skills. Ability to travel to meetings. Good computer knowledge.

JOB DESCRIPTION–AUDIT COMMITTEE CHAIR

SUMMARY

1. The Audit Committee Chair shall be appointed by the Board.
2. The Audit Committee shall be composed of the Chair, one Board member, and one Club member who shall be a voting Club member in good standing. The Audit Committee Chair shall select Committee members in a timely manner.
3. The Audit Committee Chair will call meetings of its Committee to discuss and review the financial statements and records of the Club and will provide the necessary financial materials to the Committee members for review.
4. The Audit Committee Chair will provide a report of their review to the Board within 60 days of formation of the Audit Committee.

REQUIRED SKILLS

Demonstrated ability to take initiative and assume responsibility. Excellent interpersonal, oral, and written communication skills. Knowledge of basic accounting principles and practices. Good computer skills.

JOB DESCRIPTION–NOMINATING COMMITTEE CHAIR

SUMMARY

1. The Nominating Committee shall be formed each August. The Nominating Committee shall consist of three (3) members and two (2) alternates, each of whom shall be voting Club members in good standing and not more than one of whom may be a member of the Board. The President shall designate a Chair from those individuals selected or appointed, and such designation is subject to Board approval.
2. The Nominating Committee Chair shall call a Committee meeting to determine nominations for any open Officer or Director positions before the end of August.
3. The Nominating Committee Chair or his/her designated Committee members will contact each nominee to ascertain their willingness to serve.
4. The Nominating Committee Chair shall report the Committee's nominations to the Secretary in writing no later than September 1st.

REQUIRED SKILLS

Demonstrated ability to take initiative and assume responsibility. Excellent interpersonal, oral, and written communication skills. Good computer skills.

JOB DESCRIPTION–TEDDY TALES EDITOR

SUMMARY

1. The *Teddy Tales* Editor shall be appointed by the Board and shall prepare three (3) editions of the newsletter annually.
2. The *Teddy Tales* Editor will work closely with the Secretary who will send out notices to the Club membership for newsletter information.
3. The *Teddy Tales* Editor shall compile and edit information submitted by the President and Club members for inclusion in the newsletter.
4. The *Teddy Tales* Editor shall research various topics of interest to the membership and write articles, as needed, for inclusion in the newsletter.
5. The *Teddy Tales* Editor shall lay out the newsletter.
6. The *Teddy Tales* Editor shall work with the National Specialty or Show Chairs regarding coverage in the newsletter and will work with the membership regarding any special coverage such as member participation in AKC Invitational events.
7. The *Teddy Tales* Editor shall present the newsletter to the Board of Directors for approval before distribution. Upon Board approval, the Editor shall provide the newsletter to the Secretary for distribution to the membership via email and for posting to the Facebook page.

REQUIRED SKILLS

Demonstrated ability to work independently, use good judgment, take initiative, and assume responsibility. Excellent written communication skills with careful attention to accuracy and proofreading. Strong computer skills including the ability to work with publishing software. Research abilities using the internet. Knowledge of layout design. Good interpersonal skills.

JOB DESCRIPTION–WEBMASTER

SUMMARY

1. The Webmaster shall be appointed by the Board.
2. The Webmaster oversees the ATRTC website.
3. The Webmaster shall gather and compose material to be posted to the website to inform the general public and ATRTC members about the Teddy Roosevelt Terrier breed, current Club activities, and general practices of the ATRTC.
4. The Webmaster shall choose pictures for the website that illustrate the best of our breed; are appropriate for their particular section of the website, i.e., conformation, sport, puppy pictures; and are representative of the club's membership, not showing favoritism towards any particular kennel or club member.
5. The Webmaster shall also ensure that the latest versions of the Breed Standard, Membership Application, Code of Ethics, Code of Breeder Ethics, Constitution and Bylaws, and the AKC Code of Sportsmanship are uploaded to the website.
6. The Webmaster shall direct questions to the Secretary or Vice President for response.
7. The Webmaster shall submit suggestions for future website format changes and redesign to the Vice President who will present them to the Board.

REQUIRED SKILLS

Knowledge of website construction and programming.

JOB DESCRIPTION–MEET THE BREED COORDINATOR

SUMMARY

1. The Meet the Breed Coordinator in conjunction with the Board of Directors will develop handouts and other materials for dissemination to the general public at Meet the Breed events.
2. The Meet the Breed Coordinator will recruit and train other club members to enable them to participate in and run Meet the Breed events in their geographic areas.
3. The Meet the Breed Coordinator, whether in person or via communication with club members running Meet the Breed events, will ensure that Meet the Breed displays provide information about the Teddy Roosevelt Terrier in an attractive manner and will ensure that good breed examples are available for the public to meet.
4. The Coordinator will also facilitate the provision of any needed materials to club members who will be running Meet the Breed displays. Board approval is required for any shipping costs, and shipping receipts must be provided to the Treasurer for reimbursement.
5. The Meet the Breed Coordinator will maintain an inventory list of the club's supplies and banners needed for Meet the Breed events and will maintain storage of some of these supplies.

REQUIRED SKILLS

Excellent public relations, interpersonal, and oral communication skills. Ability to take initiative, assume responsibility. Excellent knowledge of the breed including the breed standard and breed history. Good computer skills. Ability to travel to event sites, if needed.

Date: 6/12/25

JOB DESCRIPTION–JUDGES EDUCATION COORDINATOR

SUMMARY

1. The Judges Education Coordinator will conduct teaching seminars through the use of an ATRTC board-approved slide presentation to provide education to AKC conformation judges.
2. The Judges Education Coordinator will run hands-on workshops with a minimum of four dogs.
3. The Judges Education Coordinator will be responsible for the choice of dogs for these seminars and workshops, thus providing judges with the opportunity to see and examine the full breadth of our breed. In addition, the Coordinator will be responsible for obtaining club members to assist in handling these dogs.
4. The Coordinator will serve as a Ring-Side Mentor to judges, if needed.
5. The Judges Education Coordinator will be responsible for providing ATRTC board-approved handouts to seminar participants.
6. The Judges Education Coordinator will recruit and train other club members to run Judges Education seminars and workshops.
7. The Judges Education Coordinator will be responsible for obtaining audiovisual equipment, room reservations, etc., as needed.
8. The Coordinator will keep up to date with AKC requirements to run these educational seminars and workshops.
9. The Coordinator will provide the necessary application information to the ATRTC Board of Directors for prior approval before submission to AKC for publication on their webpage.
10. The Coordinator will collect all seminar fees from the judges and send them with an accounting to the Treasurer.
11. The Coordinator will ensure that all final paperwork is in order and provided to AKC.
12. The Coordinator will provide feedback to the Board after the presentation.

REQUIRED SKILLS

Excellent public relations, interpersonal, and oral communication skills. Ability to take initiative, assume responsibility. Excellent knowledge of the breed including the breed

standard and breed history. Prior training under an ATRTC Judges Education Coordinator. Facility with audiovisual equipment. Good computer skills. Ability to travel to event sites.

Date: 8/5/25

JOB DESCRIPTION-VERSATILITY AWARDS CHAIRPERSON

SUMMARY

1. The Versatility Awards Chair will update the Guidelines, Versatility Table, and Application Form, as needed, keeping these documents up to date with any new AKC titles that would be applicable to these awards.
2. The Versatility Awards Chair will be the recipient of all award applications and will confirm their accuracy.
3. The Chair will prepare all award certificates and plaques and provide them to the President or other Board Member for signature. Board approval is required for any purchase of materials, and receipts must be sent to the Treasurer for proper accounting.
4. The Chair will present the awards at the Annual Meeting.
5. The Chair will copy the Club Secretary on all correspondence and will provide the Club Secretary with a copy of the completed application for filing.

REQUIRED SKILLS

Good organizational and computer skills. Good oral and written communication skills.