



USASA MEMBER CLUB PROGRAM GUIDELINES

(effective January 1, 2008)

INTRODUCTION

The USASA Member Club Program is intended to help USASA club members interested in forming a local specialty club. Member Club objectives should be to promote and support Australian Shepherds at the local level through educational events, health clinics, seminars, matches, etc. USASA's Member Club Committee is a resource to all Member Clubs.

As Member Clubs gain experience, they may progress to offering other events. USASA's National Show Committee (NSC) will work with them on sponsoring USASA events such as, but not limited to, Supported Entries and Specialties.

USASA will also help promote Clubs and their events via its Newsletter, website, and The Journal.

FIRST STEPS

The first steps are to gather a core group of people in your area interested in forming a club and hold an organizational meeting. You will need to select temporary officers. Your Board must include a President, Vice President, Treasurer, and Secretary. The Secretary is responsible for recording minutes and keeping club records. These are essential documents for club approval by USASA. These are also essential documents if the club eventually chooses to be recognized by the AKC.

USASA recommends that no individual hold more than one Board position at one time. However, USASA recognizes there are sometimes circumstances where this is unavoidable until a club matures.

One Club member, preferably the President or Secretary, should be selected as the "Club Contact" to speak for the Club in dealing with USASA.

Define your geographic area, which should be based on where the majority of your members reside. There are no specific rules on this and USASA's Member Club Committee would be happy to discuss this with you as you move on in your planning.

Choose a club name. Again, there are no specific rules on this, but it should identify your geographic area.

Plan a set of activities for the coming year. These should include show events such as matches, plus educational activities such as eye clinics, "meet the breed" events, etc. USASA's Member Club Committee will be happy to help with this planning process.

Draft your Constitution and By-laws. AKC has samples on its website (<http://www.akc.org/rules/index.cfm>). The Member Club Committee also has samples.

You will want all officers and directors to have a copy of the AKC booklet, "How to Form an AKC-Accredited Dog Club". Even if your club objective in the beginning is not AKC accreditation, this booklet contains valuable information and advice on forming a successful club. This can be ordered from the AKC or downloaded from its website (<http://www.akc.org/pdfs/rulebooks/RCFORM.pdf>).

AFTER YOUR CLUB HAS BEEN FUNCTIONING UNDER IT'S CONSTITUTION AND BY-LAWS FOR AT LEAST ONE YEAR, HELD MEETINGS, ELECTIONS, AND ACTIVITIES, YOU MAY APPLY TO USASA FOR APPROVAL AS A USASA MEMBER CLUB.

MEMBER CLUB APPROVAL

Following are the requirements and documentation that must be submitted for approval as a USASA Member Club.

Member Club Application Form

The New Member Club Application Form, along with required documentation should be sent to the Member Club Committee (instructions are on the Form).

The Member Club Committee will submit the application to the next possible Board of Directors meeting for review and approval. Your designated Club Contact will be notified promptly of the results.

Membership List

A current list of Officers, Directors and Members (minimum of 10 Club members required). All Officers and Directors must be current USASA members. Overall, 50% of Club members must be current USASA members.

This list should contain all members' names, addresses, phone numbers and email addresses.

Member Club Territory

A description of the Club's proposed area of operation.

Constitution and By-laws

A copy of the Club's Constitution and By-Laws must be submitted. They must conform to AKC requirements.

Summary of Club's activities for the past 12 months

List all meetings and a brief description of all club activities (fun matches, education events, health clinic, etc.) on the New Member Club Application Form. If available, include a summary of planned future activities.

Copies of meeting minutes, copies of entry forms, etc. are NOT required.

BENEFITS OF MEMBER CLUB STATUS

Member Clubs are part of the "USASA Family". In addition to support from the various Committees, Member Clubs are entitled to:

USASA Website

Member Club contact information will be listed in Member Club section of the USASA website.

Member Clubs may promote their events under the website's Event section. This can include general information, premiums, links to Superintendents/Show Secretaries, show/event results, etc. These listings will be coordinated by the National Show Committee.

USASA Newsletter

Member Clubs may utilize the Newsletter to promote Club events, announce show results, and communicate to the general membership it's activities and plans. Information should be sent directly to the Newsletter Editor.

The Journal

Member Clubs are entitled to :

A free one page Black & White ad promoting approved Specialties (one per year).

A free one page Color ad with Specialty results, including a number of photos of winners. The availability of space and number of photos will be determined by the Journal Managing Editor.

Insurance

USASA will cover sanctioned events that are held under USASA's name under USASA's general liability contract. The Member Club must contact the USASA Treasurer to arrange for the appropriate coverage. The Treasurer will provide the Member Club with all necessary documentation of insurance coverage for this event.

