

Standing Rules, Policies and Procedures



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The Standing Rules, Policies and Procedures, hereinafter referred to as SRs, are published and maintained under the authority of the Board of Directors and membership of the Russian Toy Club of America, Inc (RTCA).

The primary purpose of these SRs is to communicate guidelines, procedures and information to be followed.

The primary expectation is that members will be guided by the contents.

The objectives of the SRs are:

- a. To provide consolidated information in an easily accessible form and manner to which reference can be easily made by members;
- b. To provide uniform instructions which enable the club to stage events;
- c. To promote unity of direction and continuity despite changes in personnel;
- d. To communicate realistic goals and expectations to members;
- e. To promote feedback from members on the quality and level of services with a view to improving participation and satisfaction of the entire membership.



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1 Intellectual Property

- 1.1 All materials created to be used for or by the Russian Toy Club of America, (Judges Education, Meet the Breeds, etc.,) shall be approved first by the Board of the Russian Toy Club of America prior to use.**
- 1.2 The logo is a black bordered circle with white background and the outline of a smooth coated Russian Toy in profile on the left facing left, and the outline of a long coated Russian Toy in profile on the right facing right, in the center. Around the outside of the black border circle are the words "Russian Toy Club" on the top and "of America" on the bottom. It cannot be amended embellished, or changed in any way unless modified or replaced by a majority vote of the membership. It cannot be used on websites without the written permission of the Board of Directors. A descriptive text line may be used in a title format at the side of the logo when needed for special projects.**
- 1.3 Any printed material published by RTCA should be marked "Copyright or © by the Russian Toy Club of America, Inc.".**
 - 1.3.1 Policy and Procedure Regarding Use of the Russian Toy Club of America Name or Logo (20250210)**
 - 1.3.2 The full or abbreviated form of the name Russian Toy Club of America, RTCA, or the club logo shall not be used without an approved written request from the Russian Toy Club of America. The request can be made through the Board Secretary. (20250210)**
 - 1.3.3 If the name or the logo is used without permission the member shall be brought up on charges as per the ByLaws Article VI, Section 2. (20250210)**

2 Board Policies

2.1 General

- 2.1.1 Board and Club policies are adopted by the Board of Directors or Membership and shall not conflict with the Club's adopted Constitution, Bylaws or Articles of Incorporation.**
- 2.1.2 The Board Enhanced Code of Ethics and the Board Core Values are to be read, followed and signed by all the members of the Board of Directors within 15 days of them taking**



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office if appointed, and by all Board members every year by June 15th during their term. Failure to do so will result in them being subjected to a Disciplinary hearing per Bylaws Article VI for misconduct prejudicial to the best interests of the Club. (20250818)

- 2.1.3 Each Committee has a Board Member as an advocate/liaison for communication purposes.
- 2.1.4 The RTCA will pay for a PO Box for the Corresponding Secretary, if requested. (20250420)
- 2.1.5 The RTCA will bond the President, Treasurer and anyone else who has access to the club bank account, credit card, or any other financial account.

2.2 Contracts

- 2.2.1 A copy of all contracts that involve the RTCA must be filed with the Recording Secretary. (20250420)

2.3 Elections

- 2.3.1 Election protocol will be revised to state that letters for additional nominations from the floor and acceptance letters for an election requires a letter with a handwritten signature. Such letters must be received by the Corresponding Secretary by February 15th. Letters may be sent by postal mail or may be scanned and emailed as an attachment. If a nominee wishes to have his or her biography and photograph included with the election



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mailing, those items must be received by the Corresponding Secretary by February 15th. .
(20250420)

- 2.3.2 No one shall be added to any ballot for a Board position, unless they have submitted a signed copy of both the Board Enhanced Code of Ethics and the Board Core Values.
(20250818)

2.4 Gifts

- 2.4.1 The Club will purchase gifts for the officers and directors who are leaving office. Gift amounts will be determined by the Board after an election year.

2.5 Notification

- 2.5.1 Notifications by electronic means may be used by Board and Club members to include, but not limited to, meeting notices, dues notices, newsletters, and minutes. Those who sign an electronics communications waiver will only receive notifications by US mail.

2.6 Polls

- 2.6.1 Any poll or survey of the Russian Toy Club of America's membership must have prior approval of the RTCA Board. Requests should be made via the Corresponding Secretary.
(20250420)

2.7 Property

- 2.7.1 Any Chair or member assigned any responsibility or duty for the Club must, upon vacating their position, turn over within two (2) weeks to the Recording Secretary or to someone designated by the Recording Secretary any written or electronic material relating to this task and any related RTCA property. (20250420)
- 2.7.2 If the Chairperson or member does not return the Club property referred to above, they will be subject to discipline under Bylaws Article VI for misconduct prejudicial to the best interests of the Club, and the theft will be reported to their local authorities by the



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Recording Secretary. If the Chairperson or member is no longer an RTCA member, they will never again be allowed to apply for membership. (20250818)

3 Meetings

3.1 General

- 3.1.1 If a motion is defeated twice, it will be automatically tabled for six months.
- 3.1.2 Meeting minutes will be published and archived on the Members Only RTCA web site.

3.2 Committee Reports

- 3.2.1 If a report contains a recommendation, then the recommendation shall be put on the Board agenda to be voted on.
- 3.2.2 Committee reports will be posted on the Members Only RTCA web site following the Board meeting minutes.

3.3 Board Meeting prior to the Annual Meeting

- 3.3.1 A list of current members will be reviewed at the Board Meeting held just before the Annual Meeting to select and vote on those that the Board feels should be awarded Life Memberships and Honorary Memberships.

3.4 Annual Meeting

- 3.4.1 Members must submit proposals for items of discussion at the Annual Meeting in writing to the Corresponding Secretary at least 14 days prior to the Annual Meeting.



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4 Membership Applications

4.1 General

- 4.1.1 The requirements for sponsoring an applicant are to be published on the Members Only web site and on the public RTCA web site.
- 4.1.2 All payments to RTCA must be in US dollars. All checks must be drawn on a US bank.

4.2 Application Process

- 4.2.1 Submission
 - 4.2.2 All membership applications must be sponsored by two RTCA members in good standing who do not reside in the same household and who are not related to each other nor to the applicant.
 - 4.2.2.1 All applications are to be submitted to the Membership Chair who will review them for completeness, signatures and included dues payment.
 - 4.2.2.2 New member applications must be accompanied by a signed and dated copy of the current Code of Ethics. (20250818)
- 4.2.3 Publication
 - 4.2.3.1 Upon receipt of a completed membership application, applicants' names and kennel names shall be published in the next issue of the newsletter and on the Members Only web site noting that any comments from members about the potential member must be



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submitted to the Board via the Corresponding Secretary before the Board Meeting where the applicant will be voted on. (20250420)

4.2.3.2 A copy of the membership application shall be forwarded to the Board members for review.

4.2.4 Voting

4.2.4.1 Applications will not go before the Board for a vote until the applications have been posted in the newsletter and on the Members Only web site for at least two weeks, to allow members time to respond.

4.2.4.2 If negative feedback is received from a member about an applicant, see Section 4.3.

4.2.4.3 If no negative feedback was received from the membership, at the next Board meeting, the applications will be read and voted on at the Board Meeting following the publication requirements listed above, during Executive Session.

4.2.4.4 If an applicant does not receive the required number of votes for membership, the Membership Chairperson will notify the applicant that s/he did not receive the required number of votes. Any applicant not voted in as a member shall have their dues payment returned.

4.2.4.5 Board policy is that the Board does NOT explain Board decisions regarding acceptance or rejection of membership applications. This policy shall be published in the minutes, the newsletter, and on the RTCA web site.

4.3 Negative Feedback

4.3.1 If negative communication is received regarding an applicant, the Membership Chair shall notify the applicant's sponsors that one or more negative communications have been received and that they have thirty (30) days from the receipt of the first negative communication to provide positive comments from other RTCA members on the



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applicant's behalf. The Membership Chair shall not disclose to the sponsors or applicant the number or authors of the complaint(s).

4.4 Applicant Letter Guidelines

- 4.4.1 Board members reviewing the letters should use judgment and common-sense regarding comments received.
- 4.4.2 Letters containing hearsay should not be given the same consideration as factual letters from individuals with firsthand experience or knowledge.
- 4.4.3 There is no time limit on information provided to the Board by members, but information from the past five years is considered more relevant than information from ten years ago, etc.
- 4.4.4 Letters from non-RTCA members are not to be considered.

5 Membership

5.1 Policies

5.1.1 Membership Chair

- 5.1.1.1 The Vice President shall serve as the Membership Chair.

5.1.2 Dues Notification

- 5.1.2.1 Within two weeks of when dues should have been received per Bylaws Article I, Section 2, the Treasurer shall mail late notices to each member whose dues have not been received by the Treasurer. *(20250512)*
- 5.1.2.2 A disclaimer will be placed on dues notices stating, "All members renewing their membership in the Russian Toy Club of America, Inc. agree to reread and follow the current Code of Ethics."
- 5.1.3 Grace Period
 - 5.1.3.1 Dues arriving within two weeks of when they are due per Bylaws Article I, Section 2 will be accepted with a \$10 late fee added to the dues amount. *(20250512)*
 - 5.1.3.2 Dues arriving within the last 15 days of when they are due per Bylaws Article I, Section 2 will be accepted with a \$15 late fee added to the dues amount. *(20250611)*

5.2 Membership Fees



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- 5.2.1 The Russian Toy Club of America Annual Membership dues are:
- | | | | |
|-----------------|---------|-------------------------------|---------|
| Individual | \$45.00 | Associate | \$30.00 |
| Joint Household | \$55.00 | Junior (9 to 17 years of age) | Free |
- Life Membership and Honorary Membership is free for life (20250416)
- 5.2.2 Those that are 65 years or older as of January 1st will receive a 15% discount on their Membership dues.

5.3 Membership Roster

- 5.3.1 The annual RTCA Roster will be compiled and published every August by the Corresponding Secretary and posted in pdf format to the Members Only web site. Members who have requested non-email only notifications will be mailed a printed copy. (20250512)
- 5.3.2 The annual RTCA Roster will contain the names of all current members along with the state in which they reside. Optional information, which may be included with the member's permission is street address, city and zip code, telephone number, email address, web site URL and kennel name.
- 5.3.3 The annual RTCA Roster and website may include descriptive codes called "legends" under each member's name to indicate members' involvement in any of the following: B - Breeder; EX - Conformation Exhibitor; H - Handler; J - Judge; A - Agility; OB - Obedience; RA - Rally; T Tracking; BH - Barn Hunt; TH - Therapy Dog; C - Coursing Ability; F - Flyball; R - Rescue; JM - Judge Mentor.
- 5.3.4 The annual Roster will contain the Minutes of the Annual Meeting in their entirety, the President's Report, the Corresponding Secretary's Report, the Recording Secretary's Report, the AKC Delegate's Annual Report and the Treasurer's Annual Report. (20250420)
- 5.3.5 The annual Roster will contain the RTCA Constitution, Bylaws, Code of Ethics and a current copy of these Standing Rules.

5.4 Membership Pins

- 5.4.1 The Membership Chair will send a membership pin to new members along with their welcome letter.
- 5.4.1.1 Replacement pins may be purchased at a price, including postage, set by the Board.
- 5.4.1.2 Consecutive Years of Membership shall be defined as continuing membership without lapses. A year of membership shall be counted towards a member's total upon the



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anniversary of their election to the membership provided that they have renewed their membership for that year and payment of their dues has been received.

5.4.2 Upon membership renewal, the Membership Chair will send each member who has earned one, the appropriate Consecutive Years of Membership bar to add to their membership pin. The CYOM bars indicate 5, 10, 15, 20, 25 and LIFE or HONORARY.

5.4.2.1 Replacement bars may be purchased by those that have earned them at a price, including postage, set by the Board.

6 Committees

6.1 General

6.1.1 Board Liaison

6.1.1.1 Each Committee will have a Board liaison/advocate for communication purposes only. This individual will follow through with any needs the committee may have from the Board.

6.1.2 Committee Formation

6.1.2.1 The Standing Committees listed below will have a Chair appointed by the Board each Club year. The Chair may recruit committee members from the RTCA members in good standing.

6.1.2.2 The Board may form Ad Hoc committees as needed to research and perform specific tasks. Ad Hoc committees will automatically terminate at the end of the Club year unless the Board votes to extend its term. The Board will appoint a Chair for each of these committees when they are formed and when the term is extended. The Chairs may recruit committee members from the RTCA members in good standing, who may serve with Board approval.

6.1.2.3 In order to recruit committee members, notice will be given to the membership of any new committees to be formed or of any vacancies on existing committees.

6.1.2.4 Committees are always subject to the final authority of the Board.

6.1.2.5 Anyone wishing to resign from a committee must send a written notice to the Corresponding Secretary and to the Committee Chair. Email is acceptable. The Chair



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may then recruit a replacement for the resigning member from RTCA members in good standing. (20250420)

6.1.3 Monetary Records and Budget Requirements

- 6.1.3.1 All committee members who are charged with receiving Club money must keep a record of all money they receive, and when they send the money to the Treasurer, they must make a copy of the record. This copy is to be sent to the Recording Secretary who will keep that record on file.
- 6.1.3.2 For all events or projects with income and/or expenses estimated to exceed \$200, the Chair MUST submit a budget to the Board for approval prior to incurring that expense.
- 6.1.3.3 Anyone spending Club monies on non-authorized items must repay such funds to the Club.

6.1.4 Committee Reports

- 6.1.4.1 Committee Chairs must submit a report to the Recording Secretary monthly. The Secretary will include the Committee Reports on the Board agenda. (20250420)
- 6.1.4.2 The following is due to the Recording Secretary by January 15th of each year:
 - Report Format
 - Title & Date (End-of-year Committee Report)
 - Committee: (committee name)
 - Committee Chairman
 - Committee Members
 - Liaison to the Board: (Board member name)
 - Action Items Completed
 - Action Items In-Progress/Pending
 - Announcements
 - Questions for the Board(Note: Committee reports should be written in the third person). (20250420)

6.1.5 Standing Committees

- 6.1.5.1 The following shall be considered RTCA Standing Committees:
 - 6.1.5.1.1 AKC Canine College (Sub-committee of Judges Education)
 - 6.1.5.1.2 Annual Awards
 - 6.1.5.1.3 Archivist/Historian
 - 6.1.5.1.4 Breed Advisory/Referral
 - 6.1.5.1.5 Breeder Education (20250416)



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- 6.1.5.1.5.1 The Chair of this committee shall be referred to as the Breeder Education Coordinator per AKC's request. The Breeder Education Coordinator should be a member who is willing to be available to answer emails or phone calls and should be willing to join the chat list of other AKC Breeder Education Coordinators. *(20250416)*
- 6.1.5.1.5.2 This committee shall help educate its breeders and its members on help educate its breeders and its members on the Breed Standard, how to successfully read a pedigree, how to choose a Stud dog or Brood bitch, how to successfully have a litter, how to choose the 'right' puppy that meets the Standard, how to mentor breeders, how to preserve your breed's legacy. *(20250416)*
- 6.1.5.1.5.3 This committee should provide materials and people to help with education and should have breed seminars and educational opportunities at club events such as local dog shows, National Specialties, or other venues. *(20250416)*
- 6.1.5.1.6 Companion Events
- 6.1.5.1.7 Communications *(20250416)*
- 6.1.5.1.8 Futurity/Maturity
- 6.1.5.1.9 Health & Genetics
- 6.1.5.1.10 Historical Awards
- 6.1.5.1.11 Judges Education
- 6.1.5.1.11.1 All RTCA approved AKC Judge Mentors shall be members of this committee. *(20250416)*
- 6.1.5.1.12 Juniors
- 6.1.5.1.13 Legislative Liaison
- 6.1.5.1.14 Meet The Breed
- 6.1.5.1.15 Membership
- 6.1.5.1.16 Newsletter
- 6.1.5.1.17 Rescue
- 6.1.5.1.18 Specialties
- 6.1.5.1.19 Sunshine
- 6.1.5.1.20 Ways and Means
- 6.1.5.1.21 Website
- 6.1.5.2 The Specialties Committees shall include the following positions:
 - 6.1.5.2.1 Show Chair



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- 6.1.5.2.2 Show Secretary, if a Superintendent is not being used
- 6.1.5.2.3 Obedience/Rally Chair, if offered and a Superintendent is not being used
- 6.1.5.2.4 Agility Chair, if offered and a Superintendent is not being used
- 6.1.5.2.5 Hospitality
- 6.1.5.2.6 Trophies
- 6.1.5.2.7 Exhibitor Welcome Bags
- 6.1.5.2.8 Grounds, if a Superintendent is not being used
- 6.1.5.2.9 Advertising
- 6.1.5.2.10 Live Streaming, if applicable
- 6.1.5.2.11 Banquet
- 6.1.5.2.12 Top 20

7 AKC Delegate

- 7.1 The AKC Delegate will be reimbursed up to \$600 in travel expenses for each AKC Delegate meeting attended.**

OR

The Delegate will receive reimbursement of travel costs up to a limit of \$2000 annually as follows. (1) Expenses that will be reimbursed (a) Commercial travel: air, bus, train, taxi fares (b) Personal travel: rental car plus fuel or personal car mileage to and from meeting site; personal car mileage reimbursement will be per the IRS published rate for business and includes fuel (c) Parking fees and tolls (d) Lodging for room expenses only, typically for two nights (e) Meals (2) Expenses that will not be reimbursed (a) Sundry items (b) Other lodging fees: internet access, telephone charges, etc. (c) Personal car mileage to/from airport or another commercial provider (d) Additional nights lodging before or after what is reasonable based on Delegate Meeting and travel times (e) Any unspecified or questionable charges require review and approval of the Treasurer up to \$50, or the Board of Directors more than \$50. Unapproved expenses or those exceeding the annual limit are the responsibility of the Delegate. (f) If the Delegate serves on an AKC Committee and



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receives a stipend from the AKC, that amount will be deducted from reimbursement by the Club.

8 Annual Awards

8.1 General (20250818)

- 8.1.1 Distribution - Annual Awards for the prior year shall be distributed at the National Specialty. Award will be mailed if the Owner(s) is/are not present at the National Specialty.
- 8.1.2 Award Year – the awards year shall be from January 1 to the following December 31st of the year prior to the National Specialty, or the period used by AKC or AKC recognized organizations to calculate the annual rankings.
- 8.1.3 Eligibility - Eligible dogs and bitches must have been owned or co-owned by at least one member of the Russian Toy Club of America in good standing during the awards year.
- 8.1.4 Annual Awards Statistician - The Annual Awards Chairperson will receive the AKC data for breed and performance to calculate/validate the winner of each award. The Annual Awards Chair will receive a list of newly approved members monthly from the Membership Chair.

8.2 Breeder and Exhibitors Awards (20250818)

- 8.2.1.1 The Top Breeder award shall be given to the person that was an RTCA member in good standing during the awards year that bred or co-bred Russian Toys that together earned the most AKC recognized titles during the awards year per the AKC New Titlist Reports.
- 8.2.2 The Top Exhibitor award shall be given to the person that was an RTCA member in good standing during the awards year that owned or co-owned Russian Toys that together earned the most AKC recognized titles during the awards year per the AKC New Titlist Reports.
- 8.2.3 The Top Owner Handler award shall be given to the person that was an RTCA member in good standing during the awards year that owned or co-owned Russian Toys that together earned the most OHS points per the AKC National Owner-Handled Series Ranking breed



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report for the awards year
(https://www.apps.akc.org/apps/ohs/points_ranking/index.cfm).

8.2.4 Junior Showmanship

8.2.4.1 The RTCA shall award Trophies and/or Certificates of Award for the Top 10 RTCA member Juniors handling Russian Toys based on the points posted for the awards year for Russian Toys in all competition types at <https://www.apps.akc.org/apps/junior-recognition-program/>.

8.2.4.2 The Top Junior Showman from those awarded in the previous paragraph shall have their name inscribed on the RTCA Junior Showmanship perpetual trophy.

8.3 Conformation Awards (20250818)

8.3.1.1 The Top Show Dog of the Year award shall be given to the Russian Toy dog that acquired the most points, that was owned or co-owned by an RTCA member in good standing, based on the AKC TopDogs Conformation by Breed – Using Breed Totals report for the previous calendar year (<https://shop.akc.org/collections/akc-reports-pedigree>). In the case of a tie, the dog with the most Best in Specialty wins or the most Best of Breed wins will be determined the winner.

8.3.1.2 The Top Show Bitch of the Year award shall be given to the Russian Toy bitch that acquired the most points, that was owned or co-owned by an RTCA member in good standing, based on the AKC TopDogs Conformation by Breed – Using Breed Totals report for the previous calendar year (<https://shop.akc.org/collections/akc-reports-pedigree>). In the case of a tie, the bitch with the most Best in Specialty wins or the most Best of Breed wins will be determined the winner.

8.3.1.3 The Top Show Russian Toy of the Year award shall be given to the Russian Toy dog or bitch that acquired the most points, that was owned or co-owned by an RTCA member in good standing, based on the AKC TopDogs Conformation by Breed – Using All-Breed Totals report for the previous calendar year (<https://shop.akc.org/collections/akc-reports-pedigree>). In the case of a tie, the dog or bitch with the most Best in Specialty wins or the most Best of Breed wins will be determined the winner.

8.3.2 The Top Owner-Handled Russian Toy award shall be given to the Russian Toy that was owned or co-owned by an RTCA member in good standing during the awards year that earned the most OHS points per the AKC National Owner-Handled Series Ranking breed



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report for the awards year
(https://www.apps.akc.org/apps/ohs/points_ranking/index.cfm).

8.4 Top Sire and Dam Awards (20250818)

- 8.4.1.1 The Top Producing Sire of the Year award shall be given to the Russian Toy dog whose offspring completed the most AKC recognized titles during the awards year based on the AKC New Titlist Reports. No offspring may be counted more than one time.
- 8.4.1.2 The Top Producing Dam of the Year award shall be given to the Russian Toy bitch whose offspring completed the most AKC recognized titles during the awards year based on the AKC New Titlist Reports. No offspring may be counted more than one time.

8.5 Companion Events Awards (20250818)

8.5.1 Obedience

- 8.5.1.1 Top Obedience Dog of the Year will be awarded to the Russian Toy that has the most cumulative points in the Novice, Open and Utility classes per the AKC Year-End Obedience Breed Rankings report (<https://www.akc.org/sports/obedience/obedience-rankings/>). In case of a tie, the dog with the most points in Utility shall be declared the winner. If there are no dogs in the Utility rankings, the dog with the most points in Open shall be declared the winner. If there are no dogs in the Open rankings, the dog with the most points in the Novice rankings shall be declared the winner.

8.5.2 Rally

- 8.5.2.1 Top Rally Russian Toy shall be given to the Russian Toy dog or bitch that acquired the most points, that was owned or co-owned by an RTCA member in good standing, based on the AKC TopDogs Rally by Breed – Using Breed Totals report for the previous calendar year (<https://shop.akc.org/collections/akc-reports-pedigree>).

8.5.3 Agility

- 8.5.3.1 Top Agility Dog of the Year will be awarded to the Russian Toy that has the highest cumulative score per the AKC MACH Year-End Rankings by Breed and AKC PACH



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Year-End Rankings by Breed reports (<https://www.akc.org/sports/agility/exhibitor-resources/agility-statistics/>).

8.5.4 Tracking

- 8.5.4.1 Top Tracking Russian Toy shall be awarded to the Russian Toy that has acquired the most Tracking titles between January 1st and December 31st of the awards year per the AKC New Titlist Reports.

8.6 Performance Events Awards (20250818)

8.6.1 Fast CAT

- 8.6.1.1 Top Fast CAT Russian Toy shall be awarded to the dog or bitch with the highest ranking during the RTCA awards year per the AKC Fast Cat Top 20 Fastest Dogs by Breeds report (https://www.apps.akc.org/apps/fastcat_ranking/index.cfm).

8.6.2 Scent Work

- 8.6.2.1 Top Scent Work Russian Toy award shall be given to the Russian Toy that was owned or co-owned by an RTCA member in good standing that earned the most AKC recognized Scent Work titles during the awards year per the AKC New Titlist Reports.

8.7 Barn Hunt Award (20250818)

- 8.7.1 Top Barn Hunt Russian Toy shall be awarded to the dog or bitch that was owned or co-owned by an RTCA member in good standing with the lowest average of their results per the Barn Hunt Association Fastest Dog by Breed and Class report during the RTCA awards year (<https://www.barnhunt.com/breedstats.html>). The winner will come from the class results in the following order of preference: Master, then Senior, then Open and finally Novice.

8.8 Versatility Dog of the Year Award (20250818)

- 8.8.1 The Versatility Dog of the Year award will be given to the Russian Toy that was owned or co-owned by an RTCA member in good standing that earned the most Conformation titles, and Companion Events and/or Performance Events titles, during the awards year per the AKC New Titlist Reports.

8.9 People's Choice Awards (20250818)

8.9.1 General

- 8.9.1.1 Three months before the Annual Awards are to be distributed, the Annual Awards Chair will request nominations from the RTCA membership for these awards. Nominations



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shall remain open for one month. All nominees must be an RTCA member in good standing, or owned or co-owned by an RTCA member in good standing.

- 8.9.1.2 Two months before the Annual Awards are to be distributed, the Annual Awards Chair will have a poll set up that only RTCA members may vote in to determine which of the nominees shall win these award. The results should remain secret, with only Annual



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Awards committee members knowing the results until it is announced at the Annual Awards ceremony.

8.9.2 Faithful, Industrious, Devoted One (F.I.D.O.) award

8.9.2.1 This award exemplifies service to the RTCA and to the breed. Nominees for this award must be RTCA members in good standing who have served on the RTCA Board of Directors and/or actively served on RTCA committees during the awards year.

8.9.3 Community Outreach Dog

8.9.3.1 Nominees must be Russian Toys, owned or co-owned by an RTCA member in good standing, that have made a positive impact on its community or in the lives of others through service work.

8.9.4 Sportsmanship Award

8.9.4.1 Nominees must be an RTCA member in good standing who has exemplified good sportsmanship in any venue.

8.9.5 Scarlett King's Excellence in Breeding Award

8.9.5.1 Nominees must be breeder(s), who are RTCA members in good standing, who have contributed to the Russian Toy breed through their hard work and dedication to impact the breed through the whelping box and beyond.

8.9.5.2 Nominees must have bred at least 3 litters of Russian Toys, and produced at least 3 Russian Toy AKC champions.

8.9.5.3 Nominees may not have won the award in the last 5 years.

9 Historical Awards

9.1 All Historical Awards are cumulative, not annual. (20250818)

9.1.1 The Corresponding Secretary will forward the monthly AKC New Titlists report to the Historical Awards Chairperson. (20250818)

9.1.2 Membership Secretary will keep the Historical Awards Chairperson informed about all new and terminated members. (20250818)

9.2 Annually, the Historical Awards Committee shall compile a report listing the new ROM, ROMX, ROMS, SC and GC dogs/bitches to



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be published on the RTCA web page and on the RTCA Facebook page. (20250818)

9.3 Register of Merit (ROM)

9.3.1 At least one owner must be an RTCA member in good standing. (20250818)

9.3.2 To qualify for this award:

9.3.2.1 Dogs must produce 6 or more AKC titled offspring, (20250818)

9.3.2.2 Bitches must produce 5 or more AKC titled offspring. (20250818)

9.3.3 Offspring titles may come from AKC Conformation (CH or CM) or Companion events. Only the first Companion event title level is credited. No offspring will be counted more than once toward a parent's ROM title, regardless of how many titles that offspring acquires. Only AKC titles are counted. (20250818)

9.4 Register of Merit Excellent (ROMX)

9.4.1 At least one owner must be an RTCA member in good standing. (20250818)

9.4.2 To qualify for this award:

9.4.2.1 Dogs must produce 12 or more AKC titled offspring, (20250818)

9.4.2.2 Bitches must produce 9 or more AKC titled offspring. (20250818)

9.4.3 Offspring titles may come from AKC Conformation (CH or CM) or Companion events. Only the first Companion event title level is credited. No offspring will be counted more than once toward a parent's ROMX title, regardless of how many titles that offspring acquires. Only AKC titles are counted. (20250818)

9.5 Register of Merit Supreme (ROMS)

9.5.1 At least one owner must be an RTCA member in good standing. (20250818)

9.5.2 To qualify for this award:

9.5.2.1 Dogs must produce 25 or more AKC titled offspring, (20250818)

9.5.2.2 Bitches must produce 15 or more AKC titled offspring. (20250818)

9.5.3 Offspring titles may come from AKC Conformation (CH or CM) or Companion events. Only the first Companion event title level is credited. No offspring will be counted more



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than once toward a parent's ROMS title, regardless of how many titles that offspring acquires. Only AKC titles are counted. (20250818)

9.6 Hall of Fame (HOF)

- 9.6.1 The Hall of Fame maintains a chronological listing of all ROMX and ROMS dogs/bitches, indicating the dog's name and any AKC titles earned at that time, the year of achievement, and the number of qualifying titled offspring produced thus far. In addition, the Hall of Fame creates a page for each ROMX and ROMS dog/bitch listing the chronological number, name, all AKC titles, AKC registration number, Color, Variety, Date of Birth, Name of breeder(s), Name of Owner(s), a three-generation pedigree, and a list of all champions in order of finishing, through the end of the qualifying year. When provided a picture of each ROMX/ROMS will be displayed as a facing page. Membership of breeders and/or owner in RTCA is not a requirement for entry into the Hall of Fame records, as this is recognition of achievement within the breed, not the club. (20250818)

9.7 Silver Club (SC)

- 9.7.1 Owners of dogs that are eligible for the Silver Club award must apply by sending to the Historical Awards Chairperson a current copy of the dog's AKC registration certificate (issue date may be blacked out). They must also send a copy of the AKC award certificate(s) that pertain to the SC or, if the request is based on Group 1 or High In Trial,



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the applicant should list the names and dates of the shows/trials so that the wins can be verified. (20250818)

9.7.2 To qualify for this award a Russian Toy must:

9.7.2.1 Win two Toy Group 1s on consecutive dates, or (20250818)

9.7.2.2 Win two Owner-Handler Toy Group 1s on consecutive dates, or (20250818)

9.7.2.3 Win an all-breed High In Trial, or

9.7.2.4 Acquire a conformation championship (CH) and a Companion Dog Excellent (CDX) title, or

9.7.2.5 Acquire an Agility Excellent (AX) or Utility Dog (UD) title, or Rally Advanced Excellent (RAE) title, or

9.7.2.6 Acquire a combination of 3 different titles, one conformation (CH or CM) title and one title from any two of the following: obedience, agility, tracking or rally. (20250818)

9.8 Gold Club (GC)

9.8.1 Owners of dogs that are eligible for the Gold Club award must apply by sending to the Historical Awards Chairperson a current copy of the dog's AKC registration certificate (issue date may be blacked out). They must also send a copy of the AKC award certificate(s) that pertain to the GC or, if the request is based on Best of Breed, Best of



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Opposite Sex to Best of Breed, High In Trial or Best In Show wins, the applicant should list the names and dates of the shows/trials so that the wins can be verified. (20250818)

9.8.2 To qualify for this award a Russian Toy must:

9.8.2.1 Dogs and bitches must win 100 Best of Breeds and/or Best of Opposite Sex to Best of Breed, or (20250818)

9.8.2.2 Win an all-breed Best in show, or (20250818)

9.8.2.3 Win two High In Trials on consecutive dates, or (20250818)

9.8.2.4 Earn a perfect 200 score in obedience competition, or (20250818)

9.8.2.5 Acquire an Obedience Championship (OTCH), or Utility Dog Excellent (UDX), or Champion Tracker (CT), or Master Agility Champion (MACH) title.

10 Rescue Committee

10.1 The purpose of the Rescue Committee shall be to refer members of the public, that are looking to adopt Russian Toys, to rescue groups in their area that may have Russian Toys for adoption.

11 Website

11.1 Members section

11.1.1 Any member in good standing may be listed in the Member section of the RTCA website. Besides their name(s) and kennel name, their state of residence will be listed along with



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the codes mentioned in the Membership Roster section above. The following will be optional: town of residence, telephone number, email address, website address.

11.1.2 All members who have a link to their website listed in the Members section must have a reciprocal link to the RTCA website on their website.

11.1.3 The Membership Chairperson will inform the Web Keeper of new members who may be added to the Members section and those that are no longer members who must be removed.

12 Participation in American Kennel Club functions and awards

12.1 AKC Breed Information Flyer

12.1.1 RTCA will provide to the AKC breed information for a Breed Flyer. The AKC will print and distribute this to anyone registering a Russian Toy. They will bill the RTCA for this service.

12.2 AKC Electronic Files

12.2.1 All electronic reports received from the AKC shall be sent to the Corresponding Secretary who shall then send them to the appropriate Committee Chair.

12.3 Meet the Breeds

12.3.1 The RTCA shall will participate in Meet the Breeds and support the medallions for agility, obedience and conformation.

12.3.2 All Meet the Breed events must be approved in advance by the Board. All handouts or informational videos used must be approved RTCA materials. Enough Russian Toy dogs



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must be in attendance so no single dog is expected to attend all day and each dog is allowed to have acceptable length breaks away from the public.

12.4 Meet the Clubs.

12.4.1 The RTCA will participate in AKC's Meet the Clubs (in conjunction with Meet the Breeds), file the application to do so and pay the fee to participate.

12.5 Parent Club National Specialty Program

12.5.1 The RTCA shall participate in the Parent Club National Specialty Coupon Program.

12.6 AKC Outstanding Sportsmanship Award

12.6.1 The RTCA shall offer this award, have the medallion sent to the Corresponding Secretary who shall mail it to the recipient.

12.6.2 When a recipient has been selected, this information shall not be shared beyond the Board of Directors and the Delegate. The Delegate will inform AKC of the need for a medallion and coordinate the engraving of this medallion.

12.6.3 The Board of Directors shall decide which members are chosen to receive this award. Members are encouraged to suggest other members, who have been members of the RTCA in good standing for at least five consecutive years, who they feel embody the AKC Code of Sportsmanship (see



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https://images.akc.org/pdf/AKC_code_of_sportsmanship.pdf) and have been an active and valued member of the RTCA.

12.6.4 No member may receive the AKC Outstanding Sportsmanship Award more than once every five years.

12.7 AKC Judge Mentors

12.7.1 All mentors for Judges must be approved by the RTCA Board.

12.7.2 Qualifications:

12.7.2.1 Be a member in good standing for three years of the Russian Toy Club of America.

12.7.2.2 Ten years showing of dogs, need not be in Russian Toys.

12.7.2.3 Three years showing Russian Toys.

12.7.2.4 Has bred three litters.

12.7.2.5 Has attained a CM or Championship on three different Russian Toys.

12.7.2.6 Has attended a minimum of three National Specialties.

12.7.2.7 Judge mentors shall attend a judges education presentation at least once every 3 years.

12.7.2.8 Completely understands the Russian Toy standard and can explain/describe it in a clear and concise manner.

12.7.2.9 Has excellent communication skills with the ability to provide discussion strictly based and adhering to the standard in a clear, understandable, and insightful manner.

12.7.2.10 Has the time, willingness and can financially afford to assume responsibility for transportation expenses to and from seminars, judge's education, etc.

12.7.2.11 Knows the history of the Russian Toy.

12.7.2.12 Understands mentoring requires confidentiality between mentors and mentees.

12.7.2.13 Understands they cannot promote any living dog nor discuss any dog's show record.

12.7.2.14 Understand they may not exhibit in any breed to any individual they have mentored for four months after the mentoring experience.



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13 Financial Management

13.1 General

- 13.1.1 All contracts with the RTCA must be approved by the RTCA Board. The Treasurer and President's signatures must be on all financial contracts.
- 13.1.2 Any expenses submitted for reimbursement from the RTCA Treasurer must be submitted within 90 days of the date of purchase along with copy of receipt. Reimbursement will not be made after 90 days unless there are extenuating circumstances, i.e., serious illness, catastrophic event, etc.
- 13.1.3 Financial records older than 7 years be securely disposed of, as long as the cost does not exceed \$100.
- 13.1.4 PayPal and Credit Card Payments - A charge of \$3.00 USD will be added to all PayPal and credit card payments received by the Club to cover the special handling that these payment types require.
- 13.1.5 Auditing of the Club Accounts - By December 31st of each year the Board shall select three club members in good standing to audit the Club's accounts for the fiscal year. No member who had signatory authority for the Club's accounts during the fiscal year in question may serve on this committee. The Treasurer shall turn over all materials deemed



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necessary by the auditors to complete their work. The auditors shall complete the audit by the following June 1st.

- 13.1.6 Bonding - The Treasurer shall be bonded for the amount of \$5,000.00. The President shall be bonded for the same amount as the Treasurer.

13.2 Budget

- 13.2.1 The President and Treasurer will propose an annual budget to be approved by the Board.

13.3 Cash and Check Policy

- 13.3.1 All methods of payment (in US dollars only) will be accepted without charge. Shipping and handling charges will be added to cover actual cost of anything that requires this service.
- 13.3.2 All checks to RTCA must be in US dollar amounts.
- 13.3.3 No postdated checks may be issued or received.
- 13.3.4 Any person who writes more than two bad checks to RTCA in a period of six months will have to pay by bank check, bank or postal money order in the US or by postal money order if foreign.
- 13.3.5 When a check is returned to the Treasurer, for any reason, it incurs a bank charge in addition to the face amount of the check. The Treasurer will send notice to the maker by way of certified mail, that funds must be submitted within 15 days in the form of a cashier's check or money order for the face amount plus the bank charge and the certified mail cost.

13.4 Donations

- 13.4.1 Before RTCA makes any financial donations, the Board should consider its impact on the overall yearly budget and long-range financial planning. This would allow the Board to consider the consequences of tax strategies.

13.5 Special Accounts

13.5.1 Specialty Fund

- 13.5.1.1 The Specialty Reserve fund is designed to help cover a contingency or unforeseen debt for a RTCA specialty. A majority vote of the Board is required to use, or partially use,



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these restricted funds. This fund should be securely invested in an interest-bearing account or financial instrument.

14 RTCA Specialties

14.1 General Policies

- 14.1.1 National Specialty: Hosting the Specialty - Specialty Clubs or individual groups who would like to propose to hold a National Specialty must complete the form used by the RTCA and send it in to the Board by the date requested to be considered for holding a National Specialty. Consideration of host site should include distance to an airport, cost of rooms, sufficient room for show ring, availability of rooms for seminars, banquet and special events, room for RVs, cleaning costs, hotel's policy on pottying of dogs and rules for dogs at their hotel. All proposals must be submitted on RTCA's standard form for this process, and no other type of submissions are accepted. The proposals will be shared with the membership via the Members Only site so that member feedback can be considered when the Board chooses the winning proposal.
- 14.1.2 The RTCA Board must approve any specialty show dedications.
- 14.1.3 RTCA will pay for one night's lodging and lunch at RTCA specialties for the President, Show Committee Chair, and Show Secretary if a Superintendent is not being used, unless they are showing a dog.
- 14.1.4 The Chairs of Non-conformation events held in conjunction with RTCA specialties will receive lodging and lunch for each day of the event, unless they are showing a dog. If there is a different chair for each event, then they will each receive lodging for one night and lunch on the day of their event.
- 14.1.5 The RTCA President should attend all RTCA specialty shows. If s/he is unable to do so, s/he will appoint another Board Member to attend to represent the RTCA Board.
- 14.1.6 RTCA will support the Russian Toy entry at shows held the day before or the day after the RTCA specialty at the same show site.
- 14.1.7 Each owner exhibiting at RTCA specialties and in attendance will receive one exhibitor gift bag regardless of how many dogs they have entered, even if entered in multiple RTCA sponsored events.
- 14.1.8 Voting on National Specialty issues by the Board must be conducted by only those with no personal vested interest in the outcome of the vote. Those with personal vested interest will recuse themselves from the vote, or the President will excuse them before the



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vote. Further, Board members that submit a proposal, will also recuse themselves from voting on it.

14.2 Budget - The budget for the National Specialty shall be approved in advance by the Board. *Covered under 13.2*

14.3 Complimentary Hotel Rooms - Any complimentary rooms offered by the Hotel shall be used for Judges. Additional rooms may be offered starting (with Videographer if it is in their contract, photographer if it is in his contract, hospitality room. When the specialty show becomes large enough to be offered more complementary hotel rooms by the hotel, the National Show chair shall receive a complementary room) then the Regional Show Chairs, the President, the Vice President, and so on down the list of officers.

14.4 Show Chairperson

14.4.1 All show chairs for a National Specialty must have attended a minimum of one 3 National Specialty and it is preferred that they were on a prior National Specialty Committee before chairing a National Specialty.

14.4.2 The Show Chair and Assistant Show Chair shall not show their own dogs at their specialty. There must be no appearance of undue influence by the SC and ASC. The Show Chair and Assistant Show Chair may have someone else show their dogs for them.

14.5 Regional Specialties in conjunction with the National Specialty - Specialty Clubs seeking permission to hold a Specialty show on the day before or after our National Specialty shall submit a request in writing to the Corresponding Secretary, expressing interest within one month of the National Specialty



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announcement of place and date. The Board will assign a liaison to the Club to work on it along with the Show Chair. (20250420)

14.6 Non-conformation Events

- 14.6.1 With RTCA Board approval, non-conformation events may be held in conjunction with RTCA specialties.

14.7 Conformation Classes

- 14.7.1 In Puppy Sweepstakes, the 6-9 months dog(s) and bitch(es) and the 9-12 months dog(s) and bitch(es) will compete for Best Junior Puppy and Best of Opposite Junior Puppy. The 12-18 months dog(s) and bitch(es) will compete for Best Senior Puppy and Best of Opposite Senior Puppy. The two Best winners will compete for Grand Sweepstakes Winner.
- 14.7.2 Veteran classes at RTCA specialties will be for Russian Toys 6 years old and older. Veteran Sweepstakes classes at RTCA specialties will also be for Russian Toys 6 years old and older. Not 7?
- 14.7.3 All Veteran classes may be divided into 6 Years but not Over 9 Years and 9 Years and Over. The winners will compete for Best Veteran and Best of Opposite Sex Veteran.
- 14.7.4 A competition is to be offered for Best Bred-By-Exhibitor.
- 14.7.5 The Judge's Awards of Merit (aka JAMs or AOMs) must be offered at RTCA specialties. The number of JAMs/AOMs offered shall be up to 10% of the exhibits competing in the Best of Breed class that are, in his/her opinion, outstanding specimens of the breed. Best



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of Breed, Best of Winners, Best of Opposite Sex, Select Dog and Select Bitch are not eligible.

14.7.6 At the Show Committee's discretion, Stud Dog and Brood Bitch, or Brace and Team classes may be offered.

14.8 Judges

14.8.1 General

14.8.1.1 RTCA restricts conformation and sweepstakes judges from judging its specialties more often than once in five years previous to the specialty they are contracted to judge.

14.8.1.2 There will be no limitation on judges for judging non-conformation events at RTCA specialties except those required by the AKC.

14.8.1.3 If because of an emergency a selected judge is unable to judge at a RTCA specialty, the judge receiving the next highest number of votes from the general membership will be asked to replace the judge unable to attend. If this judge is unable to accept, then the procedure will be followed down the list of voted upon judges.

14.8.1.4 In case of an overdraw, judges filling the overdraw who judged only the non-regular classes, will still be eligible to be placed on the eligible judge list.

14.8.2 Judge Nominations and Ballots

14.8.2.1 National Specialty: Judge Selection - A committee of three, with one member of the committee being a Board Member, and 2 club members from divergent areas of the country, shall select a minimum of three judges to be presented to the membership for electronic vote as Judge for the upcoming National Specialty. All judges must be approved for the Russian Toy breed.

14.8.2.2 Anyone who has judged RTCA specialties and sweepstakes within the last five years are ineligible and will not be included on the Specialty Judges ballot form.

14.8.2.3 During the month of January, RTCA Members shall submit nominations to the Corresponding Secretary by February 1st, via nomination form, of eligible Sweepstakes judges, Futurity/Maturity judges and Top Twenty judges for the following year's specialties. Nomination may be made by three (3) members in good standing and accompanied by written acceptance by each nominee signifying his or her willingness to judge. Nominations will be accepted by USPS or email. (20250420)

14.8.2.4 The Corresponding Secretary will mail a voting ballot to the membership on or before March 1st. The ballot will list all eligible AKC licensed breed judges as well as the sweepstakes, Futurity/Maturity and Top Twenty judges that were nominated. Each



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member may select two (2) AKC licensed breed judges to judge the conformation classes, two (2) sweepstakes judges, two (2) Futurity/Maturity judges and two (2) Top Twenty judges. (20250420)

14.8.2.5 Ballots must be received by the Corresponding Secretary no later than April 1st. (20250420)

14.8.3 Contact Process

14.8.3.1 The judges receiving the highest number of votes will be asked to judge. If the judge receiving the highest number of votes is unable to accept the assignment, the Corresponding Secretary will ask the judge receiving the second highest number of votes, and so on down the list in vote order until all judging positions have been filled for the following year's specialties. (20250420)

14.8.4 Contracts / Judging Fees

14.8.4.1 No judges will be hired for any independent RTCA event unless there is a signed contract stating exactly what RTCA will pay for, i.e. air transportation, meal or meals, lodging, and rooms, etc.

14.8.4.2 RTCA will pay a maximum fee for judges of \$600, which will include all their expenses, plus lodging for two nights hotel. (20250416)

14.8.4.3 RTCA will pay for lodging for one night and for the Banquet dinner for a Sweepstakes Judge at the its specialties.

14.8.4.4 RTCA will pay a flat fee of \$100 for an Obedience judge and a flat fee of \$50 for a Rally Trial judge at its independent events. If only one judge is used for both Obedience & Rally judging and both trials are held on the same day, RTCA will pay a flat fee of \$150. RTCA will pay for lodging for two (2) nights and lunch on the days they are judging.

14.8.4.5 Judges' contracts shall include that first publication of the judges' critiques shall be in the Russian Toy Club of America newsletter. After the critique has been published there it may be published in other publications.

14.8.5 Ribbons and Trophies

14.8.5.1 The Trophy Chairperson will have a budget of \$200 for trophies; \$120 for conformation and \$80 for Obedience/Rally. If the Chair wants to spend more, s/he will be required to solicit additional donations to cover all the trophies. Trophies and ribbons for all events



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must be offered to the membership for financial sponsorship. If, by 30 days before the specialty, not all has been sponsored, the club will cover these costs.

14.8.5.2 A trophy will be given to Best Junior & Senior Puppy in Sweepstakes, Best of Opposite Sex to Best Junior and Senior Puppy in Sweepstakes, Grand Sweepstakes Winner, Best Veteran In Sweepstakes & Best of Opposite Veteran in Sweepstakes. Trophies equal in value should be offered to Top Scoring in Rally and Obedience.

14.8.5.3 All RTCA specialties will offer trophies for 1st through 4th place for all classes.

14.8.6 Top Twenty

14.8.6.1 All Russian Toys that participate in the RTCA Top 20 will receive participant rosettes.

14.8.6.2 The charge for a spectator seat and catalog will be \$25. A voting sheet will be attached to the catalog. Reservation of a table for eight will be \$75 in addition to the seat and catalog charge per person.

14.8.6.3 The entry fee for the Top 20 dogs will be \$65.

14.8.6.4 Prior to the Top 20, in a separate room when possible, three individuals selected by the Committee will judge the dogs while a board member and the Top 20 Chair observe.

14.8.6.5 The Top Twenty People's Choice event will have two grooming tables one at each end of the ring so the dogs can be tabled for the spectators to view. The dogs will also be gaited in the ring. The owners will be given a chance to have their dog's accomplishments read and have special music played while the dog is presented.

14.8.6.6 There will be a special seating area for the Top 20 judges to watch the dogs being presented during the People's Choice event.

14.8.6.7 Sponsorship of food trays will be allowed for the Top 20 exhibitors to purchase. Signage will be provided by the Top 20 Committee.

14.8.7 Futurity/Maturity

14.8.7.1 Futurity/Maturity Secretary - The Futurity/Maturity Secretary must be a member of the RTCA in good standing. S/he will accept and process all litter and individual puppy nominations, retain the RTCA Board approved Futurity/Maturity judge, and see to all preparations for holding the Futurity and Maturity. The Futurity/Maturity Secretary may assign other RTCA members to tasks required to be performed to ensure a successful event.

14.8.7.2 Futurity and Maturity Monies - All nomination fees shall be turned over to the RTCA Treasurer to be deposited in a savings account set up exclusively for the Futurity and



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Maturity. The RTCA Treasurer shall also distribute all purse money to the owners, breeders and sire owners of Futurity and Maturity winners from this account in accordance with the Futurity and Maturity Rules.

14.8.7.3 Futurity Stakes Rules.

14.8.7.3.1 Purpose.

14.8.7.3.1.1 To encourage the breeding of Russian Toys which reflect the breed standard. Thus, the Futurity Stakes serves to recognize the breeders, owners and sires of quality Russian Toys.

14.8.7.3.2 General.

14.8.7.3.2.1 Correct and timely nominations of both the litter and the individual puppy are required for stakes eligibility.

14.8.7.3.2.2 Prize monies can only be won through competition in stakes judging.

14.8.7.3.2.3 Litter Nomination forms may be secured from the Futurity/Maturity Secretary or downloaded from the Files section of the Club's FaceBook page. Puppy Nomination Certificates for each puppy in the litter, which include an expiration date (four months from whelp date), will be sent by the Futurity/Maturity Secretary to the breeder upon receipt of a valid litter nomination form. Replacement Puppy Nomination Certificates can be purchased from the Futurity/Maturity Secretary for \$1.00 each.

14.8.7.3.3 Nomination of the Litter.

14.8.7.3.3.1 May be submitted by any breeder, or a co-breeder, who is a member of the Russian Toy Club of America, Inc. or Russian Toy Club of America, Inc. in good standing at the time of the nomination.

14.8.7.3.3.2 Must be within 30 days of the day the puppies are whelped. The postmark on the envelope containing the nomination determines the nomination date.

14.8.7.3.3.3 A legible copy of the Dam's and the Sire's AKC Registration must be received with the nomination (please make sure you black out the certificate issue dates as they are required for registering litters on-line).

14.8.7.3.3.4 Fee is \$15.00 per litter. US funds only. Checks must be made out to Russian Toy Club of America, Inc. There will be no refunds.

14.8.7.3.3.5 Nomination of the litter makes each puppy in the litter eligible for individual nomination.

14.8.7.3.4 Nomination of the Puppy.

14.8.7.3.4.1 Must be made by the owner, who need not be a RTCA or RTCA member.

14.8.7.3.4.2 Must be before puppy reaches four (4) months of age. The postmark on the envelope containing the nomination determines the nomination date.

14.8.7.3.4.3 Fee is \$15.00 for RTCA and RTCA members and \$25.00 for non-members for each nomination. US funds only. Checks must be made payable to the Russian Toy Club of America of Central, Inc. There will be no refunds.



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- 14.8.7.3.4.4 An entire litter may be individually nominated by paying the fee for each puppy and supplying a legible copy of each individual registration. If an individual registration is unavailable at time of nomination, it must be supplied as soon as possible, but will not be accepted later than three (3) weeks before the stakes judging.
- 14.8.7.3.4.5 Any changes in the identifying information which will be included in the Futurity or RTCA Specialty Show catalog from that previously provided the Futurity/Maturity Chairperson, must be received by the Futurity Chairperson at least three (3) weeks before the stakes judging. Failure to provide such information will result in disqualification.
- 14.8.7.3.5 Entry for Stakes Judging.
 - 14.8.7.3.5.1 Must be entered in one of the regular classes, either conformation or obedience, at the RTCA Supported Entry or Specialty Show/Trial held in conjunction with the Futurity Stakes. Fees for these entries must be paid.
 - 14.8.7.3.5.2 Futurity stakes must be indicated as an additional class.
 - 14.8.7.3.5.3 Futurity stakes entry must include age division (e.g., Futurity, 6-9). Puppies are eligible only for the first Futurity stakes which is held on or after the date they reach six (6) months of age. Entrants must be at least six months of age on the day of the stakes.
- 14.8.7.3.6 Class Divisions.
 - 14.8.7.3.6.1 The Stakes is divided into four age divisions; 6-9, 9-12, 12-15, and 15 plus months of age.
 - 14.8.7.3.6.2 Each age division is further divided by sex. Thus, there are two classes in each age division.
 - 14.8.7.3.6.3 Up to four placements are made in the judging of each class.
- 14.8.7.3.7 Sequence of Judging.
 - 14.8.7.3.7.1 Judging sequence for each age division will be: dogs, bitches, Age Division Winner.
 - 14.8.7.3.7.2 Best Futurity Puppy is selected from the 6-9 mos. and 9-12 mos. Age Division Winners immediately following 9-12 mos. judging.
 - 14.8.7.3.7.3 Best Futurity Junior is selected from the 12-15 mos. and 15 mos. plus Age Division Winners immediately following 15 mos. plus age division judging.
 - 14.8.7.3.7.4 The Best Futurity Puppy and Best Futurity Junior compete for Grand Futurity Winner.
- 14.8.7.3.8 Divisions of Total Futurity Stakes Monies.
 - 14.8.7.3.8.1 General.
 - 14.8.7.3.8.1.1 25% to the RTCA for operating expenses ("Operating Fund"). Any funds not spent, and interest on the Operating Fund and Awards Fund, will be added to the following year's Operating Fund to help combat rising expenses.
 - 14.8.7.3.8.1.2 75% to be divided equally between the Puppy and Junior Stakes ("Awards Fund").



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- 14.8.7.3.8.1.3 A redemption card will be given to each winning placement and all monies will be awarded after the completion of the Futurity Stakes judging. Checks will be made out to the first owner or breeder listed on the dog's registration.
- 14.8.7.3.8.2 Divisions of Individual Stakes Monies (Puppy and Junior).
 - 14.8.7.3.8.2.1 80% to placements in classes with at least one entry (maximum - eight classes), with 40% of this going to 1st placements, 30% to the 2nd placements, 20% to the 3rd placements, and 10% to the 4th placements. The monies from unawarded placements will be added to the next year's Futurity Stakes purse.
 - 14.8.7.3.8.2.2 10% to be divided equally between the four Age Division Winners, 2 1/2% to each.
 - 14.8.7.3.8.2.3 5% to be divided equally between Best Futurity Puppy and Best Futurity Junior, 2.5% to each.
 - 14.8.7.3.8.2.4 5% from both the Puppy and Junior Divisions to the Grand Futurity Winner.
- 14.8.7.3.8.3 Division of Individual Prizes.
 - 14.8.7.3.8.3.1 50% to the prize winner's breeder(s).
 - 14.8.7.3.8.3.2 33 1/3% to prize winner's owner(s).
 - 14.8.7.3.8.3.3 16 2/3% to the owner(s) of the prize winner's sire at time of the litter nomination.
- 14.8.7.3.9 Trophies and Ribbons.
 - 14.8.7.3.9.1 A trophy and a rosette will be provided for the Best Futurity Puppy, the Best Futurity Junior, and the Grand Futurity Winner from Futurity operating funds.
 - 14.8.7.3.9.2 Other trophies and rosettes may be awarded at the discretion of the RTCA Show Committee.
 - 14.8.7.3.9.3 Rosettes or ribbons are awarded for each placement.
- 14.8.7.3.10 Records.
 - 14.8.7.3.10.1 It is recommended that those who have made entries in the Futurity stakes have copies of all pertinent correspondence regarding acceptance of nominations, name changes, etc., available at the time of judging.
- 14.8.7.4 Maturity Stakes Rules.
 - 14.8.7.4.1 Purpose.
 - 14.8.7.4.1.1 To encourage the breeding of Russian Toys which reflect the breed standard. Thus, the Maturity Stakes serves to recognize the breeders, owners and sires of quality Russian Toys.
 - 14.8.7.4.2 General.
 - 14.8.7.4.2.1 Correct and timely nominations of Russian Toys who completed the previous year's Futurity nomination process are required for stakes eligibility.



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- 14.8.7.4.2.2 Prize monies can only be won through competition in stakes judging.
- 14.8.7.4.2.3 Maturity Nomination forms will be sent for each eligible dog to the owner listed on the Futurity Puppy Nomination form by the Futurity/Maturity Secretary as soon as the Futurity Puppy Nomination form is processed. Replacement Maturity Nomination Certificates can be purchased from the Futurity/Maturity Secretary for \$1.00 each.
- 14.8.7.4.3 Nomination of the Dog.
 - 14.8.7.4.3.1 Must be made by the owner, who need not be a RTCA or RTCA member.
 - 14.8.7.4.3.2 Must be received two (2) months prior to the date that the Maturity that the dog is eligible for is to be held. The postmark on the envelope containing the nomination determines the nomination date. A copy of the dog's AKC registration must accompany the Maturity Nomination form if any of the information on it has changed since it was individually nominated for the Futurity.
 - 14.8.7.4.3.3 Fee is \$15.00 for RTCA and RTCA members and \$25.00 for non-members for each nomination. US funds only. Checks must be made payable to the Russian Toy Club of America, Inc. There will be no refunds.
 - 14.8.7.4.3.4 Only Russian Toys which completed the Futurity nomination process for the previous year's Futurity, whether they entered the previous year's Futurity or not, are eligible to be nominated.
 - 14.8.7.4.3.5 Any changes in the identifying information which will be included in the Maturity or RTCA Specialty Show catalog from that previously provided the Futurity/Maturity Secretary, must be received by the Futurity/Maturity Secretary at least three (3) weeks before the stakes judging. Failure to provide such information will result in disqualification.
- 14.8.7.4.4 Entry for Stakes Judging.
 - 14.8.7.4.4.1 Must be entered in one of the regular classes, either conformation or obedience, at the RTCA Supported Entry or Specialty Show/Trial held in conjunction with the Maturity Stakes. Fees for these entries must be paid.
 - 14.8.7.4.4.2 Maturity stakes must be indicated as an additional class.
 - 14.8.7.4.4.3 Maturity stakes entry must include age division (e.g., Maturity, under 24 mos.). Dogs are eligible only for the first Maturity stakes which is held the year following the Futurity that they were individually nominated for.
- 14.8.7.4.5 Class Divisions.
 - 14.8.7.4.5.1 The Stakes is divided into two age divisions; under 24 months of age and over 24 months of age.
 - 14.8.7.4.5.2 Each age division is further divided by sex. Thus, there are two classes in each age division.
 - 14.8.7.4.5.3 Up to four placements are made in the judging of each class.
- 14.8.7.4.6 Sequence of Judging.
 - 14.8.7.4.6.1 Judging sequence for each age division will be: dogs, bitches, Age Division Winner.



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- 14.8.7.4.6.2 The Under 24 Months Age Division Winner and the Over 24 Months Age Division Winner compete for Grand Maturity Winner.
- 14.8.7.4.7 Divisions of Total Maturity Stakes Monies.
 - 14.8.7.4.7.1 General.
 - 14.8.7.4.7.1.1 25% to the RTCA for operating expenses ("Operating Fund"). Any funds not spent, and interest on the Operating Fund and Awards Fund, will be added to the following year's Operating Fund to help combat rising expenses.
 - 14.8.7.4.7.1.2 75% to be awarded per section B below ("Awards Fund").
 - 14.8.7.4.7.1.3 A redemption card will be given to each winning placement and all monies will be awarded after the completion of the Maturity Stakes judging. Checks will be made out to the first owner or breeder listed on the dog's registration.
 - 14.8.7.4.7.2 Divisions of Individual Stakes Monies.
 - 14.8.7.4.7.2.1 80% to placements in classes with at least one entry (maximum - four classes), with 40% of this going to 1st placements, 30% to the 2nd placements, 20% to the 3rd placements, and 10% to the 4th placements. The monies from unawarded placements will be added to the next year's Maturity Stakes purse.
 - 14.8.7.4.7.2.2 10% to be divided equally between the two Age Division Winners ,5% to each.
 - 14.8.7.4.7.2.3 10% to the Grand Maturity Winner.
 - 14.8.7.4.7.3 Division of Individual Prizes.
 - 14.8.7.4.7.3.1 50% to the prize winner's breeder(s).
 - 14.8.7.4.7.3.2 33 1/3% to prize winner's owner(s).
 - 14.8.7.4.7.3.3 16 2/3% to the owner(s) of the prize winner's sire at time of the Futurity Litter nomination.
- 14.8.7.4.8 Trophies and Ribbons.
 - 14.8.7.4.8.1 A trophy and a rosette will be provided for the Grand Maturity Winner from Maturity operating funds.
 - 14.8.7.4.8.2 Other trophies and rosettes may be awarded at the discretion of the RTCA Show Committee.
 - 14.8.7.4.8.3 Rosettes or ribbons are awarded for each placement.
- 14.8.7.4.9 Records.
 - 14.8.7.4.9.1 It is recommended that those who have made entries in the Maturity stakes have copies of all pertinent correspondence regarding acceptance of nominations, name changes, etc., available at the time of judging.



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14.8.8 Top Twenty (THIS IS A FORMAL EVENT)

14.8.8.1 Purpose

- 14.8.8.1.1 To showcase the best of the best Russian Toys. The Top 20 Event is in conjunction with the RTCA National and under the umbrella of the National show. It is intended to educate and entertain judges, exhibitors, breeders, and fanciers. This event provides special recognition to those Russian Toys with the most outstanding records in the conformation show ring during the previous calendar year, together with their breeders, trainers and owners. The event provides a continuing incentive to strive for a Russian Toy that excels in structure, movement, temperament, and conformation to our written standard.

The event offers all who attend, a chance to view the very best Russian Toys in the country, based upon their competitive standings in breed points from the previous year. Using a scale of points (Score Sheet), each dog is evaluated according to how closely it conforms to the breed standard.

- 14.8.8.2 Entrance Fee and fee for attendees will be determined on a yearly basis by the Top 20 Committee. Entry fee admits: 1 Dog and the dog's handler.

- 14.8.8.3 The ring size for the Top 20 Competition will not be smaller than the AKC approved size for the show ring.

14.8.8.4 Criteria

- 14.8.8.4.1 The Top 20 Russian Toys in Conformation for any given year are based on the following:

- 14.8.8.4.1.1 Statistics compiled from Breed Only show results published in the AKC online reports, January 1 through December 31 of the same year.

- 14.8.8.4.1.2 Excluded from competition are any previous winners of the Top 20 event. They may attend as Exhibition Only (entry fee required).

- 14.8.8.4.1.3 If the final Top 20 standings include a previous winner or winners, the 20 Russian Toys with the highest point totals that have NOT won any previous Top 20 event are invited to participate. Previous winners are noted in the standings.

- 14.8.8.4.1.4 If a Top Twenty qualifier is deceased, the owner may elect to pay the entry fee to be included in the catalog and receive a commemorative ribbon.

- 14.8.8.4.1.5 Spayed bitches or neutered dogs that have been named among the final Top Twenty Russian Toys may compete in this event.

- 14.8.8.4.1.6 To compete in this event, all owners and co-owners of finalists must be in good standing with the AKC. All dogs must be eligible at the time of the event to compete at AKC events, except for item 5 (14.8.8.4.1.5).

- 14.8.8.4.1.7 A finalist will only be allowed to compete if the owner or agent attends the briefing held prior to the event.

- 14.8.8.4.1.8 All participants agree to abide by any and all rules as they may become effective through authorization of the Top Twenty Committee and/or through the RTCA Officers and Board of



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Directors as concerns the conduct of the finalists participating in the event. Failure to do so may revoke the privileges of invitation in the future, regardless of eligibility.

- 14.8.8.4.1.9 Top 20 Judges Selection Chair or anyone living in their home cannot be the breeder, handler, owner, co-owner, or financial backer of a Top 20 competitor. They may show a Top 20 finalist as Exhibition Only. (20250416)

14.8.8.5 Judges Selection

- 14.8.8.5.1 There will be three (3) judges of the Top Twenty event. There will be one judge from each of the following three categories.

14.8.8.5.1.1 **Breeder Judge:** An established Russian Toy breeder who has been breeding for at least five (5) years and has bred at least two (2) AKC champions of record, as published in the AKC Gazette, or two (2) CM titled Russian Toys. The Breeder Judge must not own, co-own or be the backer of a dog in the Top Twenty or be a recorded breeder of the same. The breeder judge MAY exhibit in all classes, including intersex, at the RTCA National Specialty Show and any associated all-breed or Russian Toy Specialty shows. A Breeder Judge from another country will be eligible if they have produced or finished five (5) champions in their country of origin.

14.8.8.5.1.2 **Breed Judge:** A person approved by the AKC to judge Russian Toys. The Breed Judge must not own or co-own a dog in the Top Twenty or be a recorded breeder or financial backer of the same.

14.8.8.5.1.3 **Handler Judge:** A professional handler, either active or retired, who meets the requirements for membership in a Professional Handlers' Association (though not necessarily a member). The Handler Judge must have at least five years' experience. The Handler Judge must not have shown for an owner of a dog in the Top Twenty Competition for two years preceding the event. The Handler Judge must not own or co-own a dog in the Top Twenty or be recorded breeder of the same. The Handler Judge MAY exhibit Russian Toys in all classes, including intersex, at the RTCA National Specialty Show and any associated All-Breed or Russian Toy Specialty shows. The Handler Judge may not handle for any breeder/owner that had a dog in the Top 20 at the RTCA National Specialty Show and any associated All-Breed or Russian Toy Specialty shows..

14.8.8.5.2 Excluded from judging the event will be the following:

14.8.8.5.2.1 Any person serving as the Top Twenty Judges Selection Chair.

14.8.8.5.2.2 Any person that has previously judged an RTCA Top Twenty event in any of the three judging categories in the past two years.

14.8.8.5.3 The Top 20 Judges Selection Chair will select and hire the judges, who will not be revealed until the night of the Top 20 Competition. The Chair will be provided with a budget for the judges and will be limited to the amounts in the budget for judges' expenses and fees.

14.8.8.5.4 Top 20 Judges Selection Chair cannot be the handler, owner, co-owner, breeder or financial backer of a Top 20 eligible dog.

14.8.8.6 Judging Procedure



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- 14.8.8.6.1 The Top 20 Committee shall select the judging procedure. This may be a prejudging event, or a regular judging event, and at the discretion of the Top 20 Committee. The standard judging procedure below is a guideline but is subject to change based on the Top 20 Committee discretion.
- 14.8.8.6.1.1 Order of judging will be determined by a random draw. All entered in the Top 20 event will meet 30 minutes prior to the competition. The steward oversees the drawing of numbers for the judging order, starting with the #1 and going down from there to #20, or total number entered. The Steward will have a list of dogs entered in alphabetic order and their assigned arm band number, as the numbers are drawn, and the steward will write the number next to the dog's name. This list will be provided to the announcer and posted in the staging area for the exhibitors. The Steward will have the arm band numbers and will write the judging order on the back of the armband to give to the exhibitor, making sure they understand when it will be their turn to show. The Steward will review the judging procedure with the group, so everyone understands what is expected when they enter the ring.
- 14.8.8.6.1.2 Introduction of Top 20 entered dogs to the guests in attendance.
- 14.8.8.6.1.2.1 The Steward will call each exhibit into the ring, stating their registered name in catalog order. Each dog will conduct two (2) laps around the ring and stand in the middle of the ring, so the audience can view the dog. Each dog will move to the assigned section of the ring and remain in the ring until all exhibits are present for the audience to view. All dogs will then be dismissed.
- 14.8.8.6.1.3 Introduction of Judges
- 14.8.8.6.1.3.1 The Steward or announcer will introduce the judges in the following order. Judge's biographies will be distributed by the event chair or designee, during the introductions.
- A. Judges Selection
 - B. Breeder Judge
 - C. Judges Selection
- 14.8.8.6.1.4 Competition
- 14.8.8.6.1.4.1 Exhibition dogs will enter the ring in alphabetical order.
- 14.8.8.6.1.4.1.1 Exhibition only dogs will be the first to enter the ring. The dogs will have their name and descriptions read by the announcer/steward, gait around the ring twice and free stack in the center of the ring before exiting the ring. They will have their rosette presented as they exit the ring. These dogs need not be present for the remainder of the event and their handlers may secure their dogs in the "Off Stage" area and be seated to a designated seating area or with others attending, until all competitors have exhibited their entries.
- 14.8.8.6.1.4.2 The first dog, as determined by the Draw Order, will enter the ring and pose for the "**First Impression.**" The dog will then be placed on the table and examined by each judge. Only the AKC judge will check the bite and inform the Breeder and Handler Judge of his conclusion. Each dog will move down and back (twice), and in a circle while all three judges watch. While the judges are making their final scores, the dog should be in the center of the ring, giving the judges one last look if need. The dog will be scored completely by the three judges. The dog will then circle the ring and exit when instructed by the AKC Judge. Judges score sheets will be collected and taken to the two score keepers for tabulation. This process will be repeated until all dogs have been scored.
- 14.8.8.6.1.4.3 All dogs will be scored by each judge, using the designated scale of points.



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- 14.8.8.6.1.4.4 The scores for each dog, from each of the three judges, are added together. Each tabulation of the three (3) score sheets will be compared for accuracy and matching tally prior to determining the exhibits final score. This process will be completed after each dog is judged, normally while the next exhibit is in the ring.
- 14.8.8.6.1.4.4.1 The winner will be determined, based on the highest score. The winning dog shall be announced at the conclusion of the Top Twenty Event by the AKC Judge.
- 14.8.8.6.1.4.4.2 All dogs will be called back into the ring for the announcement of the winner.
- 14.8.8.6.1.4.4.3 In the event of a tie, the winner is determined by consulting the “First Impression” Score: total. The dog with the First Impression total is declared the winner. The First Impression score is used ONLY to break a tie and is not included in tabulating the average score. If there is still a tied score, there will be two (2) winners who shall share the title of the Top Twenty Winner.
- 14.8.8.6.1.4.4.4 The Top Twenty Winner will be recognized and introduced at the RTCA Annual Awards Banquet.
- 14.8.8.6.1.4.4.5 The score sheets shall then be placed in a signed [by both tabulators] and sealed envelope and turned over to the Recording Secretary to be retained for a period of five (5) years. The tabulators are responsible for this action, and it is to occur at the end of the Top 20 event, immediately after confirmation of the Top 20 winner. In the absence of the Recording Secretary, the Top 20 Chair shall mail the packet to the Recording Secretary within ten (10) business days for retention.
(20250420)
- 14.8.8.6.1.4.4.5.1 Tabulators shall not be the breeder, owner, co-owner or financial backer of a Top 20 exhibit.

14.8.8.7 RTCA TOP 20 SCORE SHEET

	A	B	C
			SCORE
1.	FIRST IMPRESSION	MAXIMUM - 10	
	CATEGORY	MAXIMUM POINTS 100	SCORE
2.	General Appearance	15	
3.	Size, Proportion, Substance	15	
4.	Head, Eyes, Ears	15	
5.	Neck, Topline, Body	15	
6.	Forequarters	5	



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7.	Hindquarters	5	
8.	Coat	5	
9.	Color	5	
10.	Gait	10	
11.	Temperament	10	
	TOTAL	100	

14.8.8.8 Invitations

- 14.8.8.8.1 The first listed owner of a Top Twenty finalist will be sent an invitation to participate in this event.
- 14.8.8.8.2 Entrance fee and fee for attendees will be determined on a yearly basis by the Top 20 Committee.
- 14.8.8.8.3 All non-eligible past winners shall be invited to participate for exhibition only.

14.8.8.9 Catalogs

- 14.8.8.9.1 Each year, a catalog is prepared exclusively for the Top Twenty event.
- 14.8.8.9.2 The catalog will have a maximum of two (2) pages per exhibitor, with photograph, pedigree and text supplied by the dog's owner or agent.
- 14.8.8.9.3 The catalog will dedicate at least one page to acknowledge those that have made donations to make the event a success.

14.8.8.10 Funding

- 14.8.8.10.1 The RTCA Top 20 is intended to be a self-funded event.
- 14.8.8.10.2 Income from the entry fees, guest attendance, donations and fund raising are intended to cover all costs.
- 14.8.8.10.3 Any profit from an event shall be carried forward to support future Top 20 events.
- 14.8.8.10.4 Expense should not be incurred until the funds to cover said costs have been secured. Committee members may volunteer to front costs as needed; this will be considered a donation.



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- 14.8.8.10.5 In some cases, a committee member may need to front a cost that they wish to have reimbursed when and if funds become available. The request will need to be presented to the committee for approval. If funds do not become available or available funds do not cover the entire cost of the expense, the balance of the expense will be a donation.
- 14.8.8.10.6 All expenditures shall be reported to the committee, ensuring an accurate record of actual costs to facilitate the event.
- 14.8.8.10.7 All expenses shall be approved by the Top 20 Committee Chair. The Chair shall keep a record of funds available and will authorize expenses, only if funds are available. The Club Treasurer shall be sent the proper documentation for the expense and requested to issue a check for any approved expense(s). The committee shall receive a monthly report of all income and expenses from the Treasurer.
- 14.8.8.10.8 Any expense that is not a part of the routine/expected for the event shall be reviewed by the entire committee prior to authorization.
- 14.8.8.11 **Budget**
- 14.8.8.11.1 The budget shall include income (entry fees, dinners sold, donations, ...) and Expenses (Judges, Ribbons, Winner prize, catering, bar, decorating, catalog and a \$200 miscellaneous cushion).



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14.8.8.12 ROLES AND RESPONSIBILITIES FOR THE TOP 20

14.8.8.12.1 TOP 20 CHAIR

14.8.8.12.1.1 Select Committee

14.8.8.12.1.2 Appoint Judge Selection Chair

14.8.8.12.1.3 Coordinate with the National Chair on the Time/Date/Room Location

14.8.8.12.2 COMMITTEE MEMBERS

14.8.8.12.2.1 Select judging procedures (pre-judging/standard judging) at event

14.8.8.12.2.2 Work with catering for refreshments

14.8.8.12.2.3 Invitations

14.8.8.12.2.4 Select Theme (Work with the National Committee if possible)

14.8.8.12.2.5 Ribbon Selection

14.8.8.12.2.6 Announcer/Ring Steward

14.8.8.12.2.7 Catalogs

14.8.8.12.2.8 Fundraising

14.8.8.12.2.9 Decorations

14.8.8.12.2.10 Judge's Tabulation Sheets

14.8.8.12.2.11 Ring Set Up



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15 Disciplinary Hearings

15.1 Structure of the Hearing

- 15.1.1 Opening: The Disciplinary Committee Chairperson will introduce the participants, explain the purpose of the hearing, and outline the procedure. *(20250519)*
- 15.1.2 Presentation of the Case: The complainant presents their evidence and explains their allegations. The Disciplinary Committee Chairperson may set a time limit for this presentation. *(20250519)*
- 15.1.3 Defendant's Response: The member is given an opportunity to respond to the allegations, present their side of the story, and offer evidence or witnesses. The Disciplinary Committee Chairperson may set a time limit, equal to that set for the hearing of the defendant's evidence and allegations, for this presentation. If the defendant is unable to attend the disciplinary hearing, the Chairperson shall read any written statement the defendant sends via the Corresponding Secretary. *(20250519)*
- 15.1.4 Questions and Clarification: The committee can ask questions to clarify points. *(20250519)*
- 15.1.5 At the committee's discretion, the defendant, followed by the complainant, may make closing remarks. *(20250519)*
- 15.1.6 Adjournment: The hearing will be adjourned to allow the committee members to meet and reach a fair and impartial decision. *(20250519)*

15.2 Decision

- 15.2.1 The committee shall inform the Recording Secretary of their decision within 10 days of the Disciplinary Hearing. The Recording Secretary will notify both parties of the decision as described in Article VI, Section 3 of the Bylaws. *(20250519)*

Adopted January 6, 2025