

AMERICAN CAT FANCIERS ASSOCIATION, INC.



BOARD DIRECTIVES AND POLICIES

Revised August 2018

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BOARD POLICIES

ORGANIZATIONAL GOVERNANCE

A-1: CRITERIA FOR ACCEPTING NEW BREEDS

1. Any breed with a species other than *Felis Catus* anywhere in its *recent ancestry*, as defined by CITES, or a deliberate and undisputed use of a non-*Felis Catus* species in the development of the breed.
2. Any breed with a physical deformity that is a defining characteristic of the breed and which is associated with serious health-affective conditions.

Specific Authority: BL Art. VIII, Sec. 6

Date Adopted: August 2005

A-2: BREED STANDARD CHANGES IN ABSENCE OF BREED EXECUTIVE COMMITTEE

For the purpose of adding genetically possible accepted colors only, the Board of Directors shall serve as the Chair of any breed section that does not have any eligible members.

Specific Authority: BL Art. VIII, Sec. 6

Date Adopted: February 2008

A-3: REMOTE VOTING

To accept voting by a Board member remotely by voice or visual hand vote.

Specific Authority: BL Art. VIII, Sec. 6

Date Adopted: February 2017

A-4: RESTRICTION OF LIVE CATS IN BOARD MEETING ROOM

New breeds requesting experimental or probationary status may not bring live cats to the Boardroom.

Specific Authority: BL Art. VIII, Sec. 6

Date Adopted: August 2005

A-5: REGIONAL SURCHARGES

Distribution of the regional surcharge will be to the region in which a show is held. It was noted that this becomes effective immediately.

Specific Authority: BL Art. VIII, Sec. 6

Date Adopted: August 2004

A-6: INTERAMERICAN BREEDER OF THE YEAR

To be eligible to be honored as an ACFA Breeder of the Year, including not only first place but any other Breeder of the Year awards, a breeder must be an ACFA member on the last day of the show year.

Specific Authority: BL Art. VIII, Sec. 6

Date Adopted: February 2010

SHOW MANAGEMENT

B-1: SHOW DATE GUIDELINES

1. The official Show Calendar will cover a 24-month period.
2. An established show date is a club conducting a show two (2) years in a row on the same weekend. Show dates are determined by weekend numbers from 1 to 4, with 5th weekends as they occur. A split weekend, Saturday in one month and Sunday in the next month are treated as the 5th weekend of the first month. A club must sponsor a show two consecutive years on the same numbered weekend in order to establish the weekend as an established show date for that club. Clubs who establish the 5th weekend as an established show date must have a show on the 5th weekend each time it occurs.
3. Shows on the same weekends must be 750 miles apart.
4. A club changing dates or holding a new show must consult with Central Office and their Regional Director before selecting a date. Central Office will officially assign and coordinate show dates.
5. In the event of a conflict in dates involving two clubs in different regions; both Regional Directors will be contacted and will arbitrate the dispute. A club, which has used the same date for two (2) consecutive years, will be given priority consideration and will not be required to change dates.
6. When two (2) or more Regional Directors are unable to resolve a show date dispute; it will be presented to the Board of Directors for resolution.
7. The Regional Director who deals with any changes in show dates, etc. who is contacted regarding other shows that might affect the scheduled show; is the Regional Director for the region in which the show is held even if the club's address is in another region.
8. Any club which has held a show on the same date for two (2) consecutive years will have that date listed on the calendar until four (4) months prior to the show date. At that time a club must pay a \$50 reservation fee and show some movement towards putting on the show i.e.; listing of judges, entry clerk, and show hall or show motel for the show to remain on the calendar.
9. Sending show information to magazines and publications will not take place until the \$50 deposit is paid. Keep in mind that there is a three (3) month lead-time to get information to the publications.
10. A club which changes its show date on a one-year only basis, due to such circumstances as hosting the Annual or allowing another club to use the date in a special situation, must notify Central Office and its Regional Director and, having done that, will not lose its two (2) year consecutive date status.
11. All show deposits are not refundable or transferable unless approved by the Board of Directors.

Specific Authority: BL Art. VIII, Sec. 6
SR Art. III, Sec. 5

Date Adopted: February 2011

B-2: SHOW PLANNING

Four (4) months prior to a scheduled show date the Regional Director is to contact the club to verify they are working on the show and can show evidence such as a flyer, at least half of the judges are contracted or they have a show hall contract. If they cannot show evidence of working on the show then they must release the date.

Specific Authority: BL Art. VIII, Sec. 6
SR Art. III, Sec. 5

Date Adopted: February 2008

B-3: SHOW DEPOSITS

Show deposits are not refundable or transferable unless approved by the Board.

Specific Authority: BL Art. VIII, Sec. 6
SR Art. III, Sec. 5

Date Adopted: August 2008

B-4: GREAT SHOW GUIDELINES

(To be added at a later date)

Specific Authority: BL Art. VIII, Sec. 6

Date Adopted:

B-5: ENTRY CLERK RESTRICTIONS

No one may be an Entry Clerk for a show for which a member of the same household will be judging.

Specific Authority: BL Art. VIII, Sec. 6
SR Art. XVII, Sec. 1

Date Adopted: February 2007

B-6: ADVERTISING GUIDELINES

Clubs are encouraged to use all forms of media to advertise an upcoming show. This includes social, print and broadcast media. At a minimum, advertising shall include the ACFA logo, or "American Cat Fanciers Association", the date and location of the show. When advertising, clubs shall not use cats exhibiting at the show. When using social media during the show, photographs and videos shall not identify exhibits.

Specific Authority: BL Art. VIII, Sec. 6
SR Art. II, Sec. 15

Date Adopted: February 2017

B-7: EXPERIMENTAL BREEDS

Experimental breeds recognized by the Association are permitted in the show hall for exhibition only. They shall not be presented in the judging ring. Exhibition fees to be determined by the club.

Specific Authority: BL Art. VIII, Sec. 6
SR Art. XI, Sec. 12

Date Adopted: August 2008

B-8: BENEFIT SHOW GUIDELINES

(To be added at a later date)

Specific Authority: BL Art. VIII, Sec. 6
SR Art. XVII

Date Adopted

B-9: ASSIGNMENT OF JUDGES TO JUDGING RINGS

When assigning judges to judging rings, the Show Committee shall follow the following order:

- Allbreed Judges before Specialty Judges
- ACFA Allbreed Judges before Guest/Reciprocity Allbreed Judges
- ACFA Specialty Judges before Guest/Reciprocity Judges serving in a Specialty Ring

ACFA Judge Seniority Date will determine the order among ACFA Judges.

Specific Authority: BL Art. VIII, Sec. 6
SR Art. VII, Sec. 2

Date Adopted August 2018

JUDGES/CLERKS

C-1: JUDGES OPENING CAT'S MOUTHS	
Judges not to intentionally open cats' mouths during judging.	
Specific Authority: BL Art. VIII, Sec. 6	Date Adopted: August 2005

C-2: ID GUEST JUDGE STATUS	
Allow the ID Guest Judges, if it does not conflict with their Mother Association, to judge outside their group when judging ACFA shows on foreign soil.	
Specific Authority: BL Art. VIII, Sec. 6	Date Adopted: February 2005

C-3: TRAINEES INVOLVEMENT AT SHOWS	
A trainee may not serve in any official show capacity for a show at which they are training.	
Specific Authority: BL Art. VIII, Sec. 6	Date Adopted: February 2004

C-4: MECHANICAL ERRORS	
The Clerking Administrator shall send a letter of constructive criticism in the case of mechanical errors on the part of a Clerk and Master Clerk.	
Specific Authority: BL Art. VIII, Sec. 6 SR Art. VIII, Sec. 7	Date Adopted: February 2007

C-5: JUDGES EXPENSE GUIDELINES	
Judges will be reimbursed for reasonable and necessary travel expenses to include but not be limited to:	
<ol style="list-style-type: none">1. A judge will be reimbursed for airfare, to include a pre assigned seat and one checked bag.2. A judge cannot be required to take the cheapest flight available no matter how inconvenient the times or schedule.3. A judge will be paid for any meals eaten at regular meal times which occur during travel to and from the show.4. A judge will be paid enough for meals eaten before and after a show to cover the cost of mid priced meals at mid priced restaurants in the area.5. A judge may not charge a club for liquor.6. A judge will pay all added incidental hotel fees not included with a single room.7. A judge will be reimbursed for tolls paid during travel to and from the show.8. A judge will be reimbursed for driving expenses to and from the show or airport at 45 cents per mile. If two or more judges choose to travel in the same car, only one travel expense will be reimbursed. Reimbursed driving expenses will not exceed the cost of an airfare purchased six (6) or more weeks prior to the show.9. If the club does not provide transportation to or from the airport and there is no hotel shuttle available, the club will reimburse the judge for any taxi or other mode of transportation expense.10. A judge will be reimbursed for necessary parking expense based on flight requirements for the judging assignment.11. A judge will be reimbursed if s/he chooses not to eat the breakfast offered by the hotel	
Specific Authority: BL Art. VIII, Sec. 6 SR Art. VII	Date Adopted: August 2017

C-6: JUDGING SCHOOLS	
All judging schools must be announced at least thirty (30) days in advance.	
Specific Authority: BL Art. VIII, Sec. 6 BL Art. XII, Sec. 4	Date Adopted: August 2018

REGISTRY

D-1: BENGAL ANCESTRY ALLOWED	
Bengal is grandfathered into the ancestry of any new breed.	
Specific Authority: BL Art. VIII, Sec. 6	Date Adopted: February 2005

D-2: VARIABLE CODES FOR REGISTRATION NUMBERS	
The Board adopted the following variable codes for use as the last character of the color/pattern code of the registration number:	
Variable Code	Description
0	Normal
2	Color Point Carrier (CPC)
3	Other colors in ancestry
4	Piebald genetic factor in ancestry
5	Imported Cat
6	Other breeds in ancestry
7	Non-Agouti Tabby (Red Based)
8	Possible Agouti Tabby (Red Based)
A	CPC and Imported Cat
B	CPC and Non-Agouti Tabby (Red Based)
C	CPC and Possible Agouti Tabby (Red Based)
D	CPC and Imported Non Agouti Tabby (Red Based)
E	CPC and Imported Possible Agouti Tabby (Red Based)
F	Other colors in ancestry and imported
G	Imported and Non Agouti Tabby (Red Based)
H	Imported and Possible Agouti Tabby (Red Based)
L	Longhair Carrier
T	Tested Cat
U	Unknown Foundation
X	Not eligible for showing
Specific Authority: BL Art. VIII, Sec. 6 RR Art. III, Sec. 5	Date Adopted: February 2008

Board Policies

Sarbanes Oxley Policies

FIDUCIARY DUTIES/CONFLICT OF INTEREST COVENANT

I agree that in view of my service as a Director of the American Cat Fanciers Association, Inc. (ACFA) that I will disclose any actual or potential conflict of interest or any situation that might give the appearance of a conflict of interest.

Upon request of the ACFA President (and in the President's case, the ACFA Vice President), I will submit a written statement disclosing my business or financial transactions undertaken since the beginning of the preceding calendar year (or at any other time is relevant) that I, any member of my family, or a significant other may have had with the ACFA or any group or individual doing business with the ACFA or its contractors.

I further agree that I will not take part in discussions on nor vote on any matter in which I, members of my family, or any significant others have a business or financial interest.

I also agree that no part of the assets of the ACFA shall inure, directly or indirectly, to my benefit, except to the extent I have performed services or for which I am entitled to reimbursement for expenses I have incurred on behalf of the ACFA or as otherwise authorized by the ACFA.

I recognize that any conflict of interest statement that may be required, as described above, is essential to the business operations of the ACFA and, if requested, would constitute an essential part of this covenant.

I understand that my failure to abide by any aspect of this Covenant Statement shall cause my directorship to be subject to termination for cause pursuant to the ACFA Bylaws.

ACFA Whistleblower Protection Policy

American Cat Fanciers Association, Inc. (ACFA) encourages its employees to report suspected or actual illegal or improper activity, financial or otherwise. ACFA will not condone any activity that is illegal or improper whether done by a Board Member or employee.

Report to the Executive Director or President any activities that you believe to be illegal or improper. Employees will be protected against retaliatory actions resulting from reporting unethical conduct. Any employee who feels that adverse action has been taken toward him/her due to a report of improper activity should notify the Executive Director or the President as soon as possible.

RECORD RETENTION AND DOCUMENT DESTRUCTION POLICY

(based on National Center for Nonprofit Associations policy)

American Cat Fanciers Association, Inc. (ACFA) shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. Records and documents outlined in this policy include paper, electronic files (including e-mail) and voicemail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities.

In accordance with 18 U.S.C. Section 1519 and the Sarbanes Oxley Act, an Association shall not knowingly destroy a document with the intent to obstruct or influence an “investigation or proper administration of any matter within the jurisdiction of any department agency of the United States ... or in relation to or contemplation of such matter or case.” If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction.

In order to eliminate accidental or innocent destruction, ACFA has the following document retention requirements. The following table provides sample minimum requirements.

Permanent Files

Audits

Articles of Incorporation/Charter Documents

Board Minutes

Bulletins

Bylaws/Show Rules/Registration Rules/Standards

Chart of Accounts

Club Files

Contracts, Mortgages, Leases, Loan Documents, Other Legal Matters

Depreciation Schedules

Employee Records

Parade of Royalties

Pedigrees/Cat and Litter Registrations/Household Pets

Tax Returns

7 Years

Accounts Receivable/Payable Ledgers & Schedules

Financial Statements, Trial Balances, Journals, General Ledgers

Insurance Claims

Invoices

Inventory Records

Judges' Books/Show Catalogs

Payroll Records

3 Years

Ballots – Board and Member

Bank Reconciliations, Bank Statements, Cancelled Checks

Credit Card statements

Club Packets

Important General Correspondence/Emails

Judge Information (Schools, Packets)