

GUIDELINES for APPLICANTS and SPONSORS

The ACKCSC is the Parent Club for the Cavalier King Charles Spaniel breed in the United States. The Club is comprised of many people committed and dedicated to the Breed. The ACKCSC owns the "Breed Standard" and is the only entity that can change it. This Club is not a pet organization, but is intended for serious fanciers, breeders, and show people. Below are some suggested guidelines for Applicants for Membership and their Sponsors.

For all Applicants and Sponsors:

- Applicants must be 18 years or older.
- The Applicant and both sponsors must be in good standing with the AKC.
- Only Regular Members in good standing with the ACKCSC (who live within the USA), may sponsor Applicants.
- Two Regular Members, not living in the same household as each other, or the household of the Applicant, must sponsor each Applicant.
- Each sponsor may sponsor only two Associate and two Regular Applicants in any one calendar year, based on the date of the sponsor's signature.
- It is important that the Applicant knows both of the sponsors personally and does not just hand the sponsor a form to complete and sign.
- All Applicants must read the "Ethical Guidelines" and then initial the last page indicating they have read and understand them. If a sponsor does not have a signed copy of the Ethical Guidelines on file with the Club, the sponsor should initial them as well.
- Applicants and sponsors should retain a copy of the completed application package in case of questions.
- It is preferred the Applicant participates in either AKC conformation or performance events.
- It is preferred the Applicant is a member of one of the many local Cavalier King Charles Spaniel Clubs or All Breed Clubs associated with the American Kennel Club.
- It is preferred the Applicant has worked at a show or event related to Cavaliers, such as an Education Day, a Health Clinic or other community service related to dogs.
- If an AKC Cavalier Club or All Breed Club is not available in the area, it is preferred the Applicant has performed a service or shown a commitment to the Breed through volunteer work such as Rescue or Pet Therapy.

- ***For Associate Applicants:***

- Associate Membership is available to people who live inside or outside of the USA.
- It is preferred the Associate Applicant has owned a Cavalier King Charles Spaniel for at least two years.

- ***For Regular Applicants:***

- The Applicant must have been an Associate Member for a minimum of one year.
- Regular Membership is available only to people who live within the USA.
- It is preferred that both sponsors be two different people than the two who sponsored the Applicant for Associate Membership.

**INSTRUCTIONS and PROCEDURES
for Application for
Regular and Associate Memberships in the ACKCSC**

- Download the current relevant Application Form. Answer all questions in as much detail as possible. If you need more room, attach additional sheets. Incomplete applications, applications completed more than three months before submission, and applications submitted on outdated forms will not be processed. Send a copy of your completed application with a sponsorship form to each of your sponsors for them to complete and sign both the application and the sponsorship form.

Each application should be submitted as a whole package, including:

- Application: All pages **initialed**; last page signed by the applicant and both sponsors within 3 months of submission;
- Two completed sponsorship forms, signed and dated within 3 months of submission of Application;
- Initialed copy of the last page of the Ethical Guidelines from applicant; and both sponsors if not previously signed.
- A check for dues should be attached to an Associate Membership Application, or, if dues are then due (Nov- Jan.), with the Regular Membership Application as well.
- It can take six months or longer to complete the entire process. Your application must be reviewed and investigated by the Membership Committee, published in the Royal Dispatch for comment, and then submitted to and voted upon by the Board of Directors.

The APPLICATION PROCESS -- What You Can Expect

- Your Application is received by the Membership Committee, and it is checked for completeness and compliance with these guidelines and instructions. If any of the above required items are missing, you will be contacted to correct the necessary items or your Application will be returned with an explanation.
- Your name and the names of your sponsors will be published in the next issue of The Royal Dispatch, which is published quarterly "Members have 30 days from the Dispatch mailing date to submit comments to the Membership Committee.
- Your Application is then investigated by the Membership Committee. The Membership Committee will not contact you directly during this process, but will likely contact one or both of your sponsors for verification and clarification of information you provided, and will investigate any comments submitted. This part of the process could take several weeks, depending on how many Applications are in process at any given time.
- Once the Membership Committee reviews the Applications, they notify the Membership Chair and the Corresponding Secretary of their findings.
- The Corresponding Secretary emails a copy of all Applications to each Board Member before the preparation of the ballot.
- Once the Board of Directors has had a chance to discuss all of the applicants, the Corresponding Secretary prepares a "secret" ballot, which is mailed/distributed to each Board Member for a vote.
- Affirmative votes of 2/3 of the directors present at a meeting of the board or of 2/3 of the entire board voting by mail, shall be required to elect an applicant.
- The Corresponding Secretary notifies the Officers and Board Members of the ballot results and sends a letter of acceptance or denial to each Applicant. ***Note: Should an Application be denied, the ACKCSC, Inc. is under no obligation to make known the reasons. Cashing the applicant's check does not indicate approval for membership and will be refunded subsequent to a negative vote.***