

Havanese Club of America (HCA) Local Club Policy and Applications

Local Club Name:	Contact Name: Email or Phone #:	Application Date:
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- 1) Applying for (check one): [] Recognition Status or [] Formation Status
 2) Read the policy below, then complete the appropriate Form and return it to the HCA Local Club Chair.

Local Club Committee Mission Statement

The Havanese Club of America Local Club Committee is responsible for encouraging and assisting the formation of new local clubs as well as providing policy guidelines for HCA recognition of such clubs. Applications from local clubs seeking HCA recognition should be sent to the HCA LCC Chair. The committee will review and process all local club applications for HCA recognition, and provide the necessary recommendations to the HCA Board. The Local Club Committee shall establish and maintain an informational section on the HCA website directing interested individuals to existing HCA recognized local clubs as well as clubs in the process of formation and individuals who are the contact person for a geographical area. The Local Club Committee will institute a directory of HCA educational services and programs beneficial to local clubs. Additionally, the Local Club Committee will mandate that each HCA recognized local club will provide to the Local Club Committee updated information regarding membership, officers, and any changes in its constitution and bylaws on an annual basis.

Definitions

HCA Recognized Local Club – a club that represents the interests of a single breed (Havanese) on a local level and has been formally recognized by the HCA Board of Directors

Formation Status Club – A group of individuals that are currently in the process of forming a local club in a specific geographical area. These clubs have not met the criteria for recognition by the HCA Board of Directors.

Contact Person – An individual who is interested in forming a local club and whose application has been approved by the LCC as the contact point for that geographical area. These contact individuals should be afforded access to the Local Club e-list and all other HCA information and resources regarding local club formation and development. These contact persons will be listed on the HCA website.

Process of Local Club Formation

- Interested person or persons apply to the HCA LCC for recognition and listing on the HCA website.
- When several people in an area express interest and begin organizing, they can be considered a formation status club.
- The LCC will provide assistance, as requested, in organizing and forming the local club.
- When the formation status local club feels it has satisfied the criteria expressed in the guidelines for HCA recognition it shall provide an application requesting HCA recognition to the LCC.
- The LCC reviews the application for recognition and presents it to the Board for approval.
- The local club becomes an HCA Recognized Local Club

Guidelines for HCA Recognition of Local Clubs

- Clubs should be made up of 12 to 20 households
- Membership should represent a geographic area.
- Individuals listed on the membership list should be marked so as to indicate their level of participation: B for breeder, E for exhibitor, J for judge, HCA for Havanese Club of America member
- 30% of the club’s membership should be HCA members
- The club should provide information establishing that it has been in existence for at least six months.
- Provide a list of Officers and /or Steering Committee
- Copy of Constitution and Bylaws based on the AKC model
- Code of Ethics should not be tied to disciplinary action.
- Dissatisfaction with an existing club in the same area is not a justification for the formation of a new club. Proof of notification of all local clubs closest to your geographical area.

Policy for HCA Recognized Local Clubs

- Encourage inclusive membership policies
- Encourage holding HCA events such as supported entries and/or specialties
- Utilize HCA resources in planning educational events and programs.
- Obtain some form of liability insurance to cover local club events and meetings.
- Encourage local club members to utilize HCA national services (like breeder referral) rather than attempting to duplicate them at the local level.
- The Local Club Committee will mandate that each HCA recognized local club will provide to the Local Club Committee updated information, regarding membership, officers, and any changes to its constitution and bylaws on an annual basis. The failure of an HCA Local Club to comply with the above provision may result in the forfeiture of its ability to participate in HCA Local Club events.

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Recognition Status Form	
Requirements For HCA Recognition of Local Clubs: Local Club Policy on HCA Website – Approved April 2005 http://www.havanese.org/hcaLocalClubCommittee.htm	Requirement Met? Indicate Yes or No and Describe:
1. Clubs should be made up of 12 to 20 households	
2. Membership should represent a geographic area (suggest providing map of region)	
3. Membership list members should be marked with B (breeder), E (Exhibitor), J (Judge), and HCA (HCA Member)	
4. 30% of local club membership should be HCA Members (for rural areas, this requirement can also be met by 30% receiving the Hotline and/or those members who are applying for HCA membership may also be factored into helping to meet this qualification, if this seems reasonable at the time)	
5. Information showing club in existence at least 6 months. Note: Include Date of Formation Status Application if applicable.	
6. List of Officers and/or Steering Committee	
7. Copy of Constitution & Bylaws provided based on AKC model	
8. Copy of Code of Ethics Provided Note: A COE is not required. It should not be tied to disciplinary action.	
9. Dissatisfaction with an existing club in the same area is not a justification for the formation of a new club	
10. Summary – All requirements have been met for approval (Indicate Yes or No)	

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Formation Local Club Contact Person Application			
Contact Name		Date	
US Mail Address	Street		
	City		
	State		
	Zip		
Other Contact Info	Phone (H)		
	Phone (C)		
	Fax		
	Email		
	Other		
1. Which Method of Contact do you want listed on the HCA website?	<input type="checkbox"/> Phone <input type="checkbox"/> Email		
2. Are you a member of HCA?	<input type="checkbox"/> Yes <input type="checkbox"/> No Since:		
3. Are you a Local Havanese Club Member?	<input type="checkbox"/> Yes <input type="checkbox"/> No Since: Local Club Name:		
4. Hotline subscriber?	<input type="checkbox"/> Yes <input type="checkbox"/> No Since:		
5. Describe the Geographic Area of the proposed club:			
6. Briefly describe your vision of the local club activities:			
7. Describe your involvement in pure-bred dogs, including other clubs and offices or positions you have held:			
8. Have you ever been suspended from the AKC? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain the circumstances:			
9. Are you aware of any complaints against you made with the HCA? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain the circumstances:			
10. Would you be willing to be contacted by HCA Placement and Rescue Services to be a contact in your area? <input type="checkbox"/> Yes <input type="checkbox"/> No			