

**ESSFTA and ESSFTA FOUNDATION JOINT RESOLUTIONS GOVERNING THE
"SPRINGER ARCHIVES COMMITTEE"**

1. **General Parameters.** Primary responsibility for the archives of the English Springer Spaniel Field Trial Association ("ESSFTA") and the English Springer Spaniel Field Trial Association Foundation ("Foundation") shall be and herewith is delegated to the "Springer Archives Committee," which is established pursuant to these resolutions. Ultimate responsibility for carrying out the duties of such Committee shall be and herewith is vested in eight "managing members," who, collectively, shall constitute the Committee's Executive Board and who shall be appointed by the Presidents of the ESSFTA and the Foundation, in accordance with the provisions of Section 3, below.

2. **Duties and Responsibilities of the Committee.** The Committee shall establish policies and carry out administrative steps as are appropriate to maintain the highest quality "Permanent Collection" of and situs for Springer archives possible, including (but not limited to) the following:
 - (a) Inventorying (and, if appropriate, taking possession of) all archival items that already belong to the ESSFTA or to the Foundation, as well as identifying and obtaining contributions of archival items to either or both entities in the future.
 - (b) Developing a working protocol as to (i) retention or disposition of in-kind donations (or, in some cases, rejection of proposed donations) and (ii) items accepted but not selected for (or subsequently deleted from) the "Permanent Collection," such protocol to include possibilities for utilization of "non-Permanent Collection" items in fund-raising endeavors to benefit the ESSFTA, the Foundation, or local Springer clubs.
 - (c) Arranging for the archiving of historically significant records (including placement of key documents from the "Permanent Collection" on a Web Page, so that such documents will be available to the public), such records to include standard ESSFTA and Foundation corporate documents.
 - (d) Working out all appropriate arrangements for the physical storage of the "Permanent Collection," such steps to include development of a financial plan to meet all costs for such storage.
 - (e) Orchestrating displays from the "Permanent Collection" at appropriate Springer events, such efforts to include developing all necessary financial plans for shipping, insurance, and related costs for such displays.
 - (f) Assisting the ESSFTA and the Foundation in developing and carrying out appropriate fund-raising endeavors.

- (g) Submitting periodically (or at least at Annual Meetings of the ESSFTA and Foundation) such financial and short-term and longer-term budgetary plans as are appropriate in light of all relevant circumstances.

3. **Operations of the Committee.**

- (a) **Appointments.** Each Committee member shall be a “managing member,” a “regular member,” or an “adjunct member.” Throughout his or her term(s) of service on the Committee, each member must be a member in good standing of the ESSFTA.
 - (i) **Managing Members.** There shall be eight managing members of the Committee, four of whom shall be appointed by the President of the ESSFTA and four of whom shall be appointed by the President of the Foundation. At the 2002 Annual Meetings of the ESSFTA and the Foundation, the President of each entity shall make his or her initial four managing member appointments; and, at the initial meeting of the Executive Board in 2002, the eight appointees shall determine by lot their allocation among four Classes. Each of the four ESSFTA appointees shall be allocated to the four Classes, one per Class; and, correspondingly, each of the four Foundation appointees shall be allocated to the four Classes, one per Class. The two Class I appointees shall serve an initial term of one year, expiring in 2003; the two Class II appointees shall serve an initial term of two years, expiring in 2004; the two Class III appointees shall serve an initial term of three years, expiring in 2005; and the two Class IV appointees shall serve an initial term of four years, expiring in 2006. Commencing with the 2003 Annual Meetings of the ESSFTA and the Foundation and at subsequent Annual Meetings, the President of each entity shall each appoint one managing member to a four-year term—i.e., a person to fill the post in the relevant Class of the managing member whose Class’s term has expired. On completion of any term, an incumbent managing member may be re-appointed.
 - (ii) **Regular Members.** Regular members shall be such persons as are appointed to the Committee by the Committee’s Chair, with the approval of a majority of the other members of the Executive Board. Regular members shall be individuals who have agreed to contribute meaningful time to Committee endeavors. There is no limit on the number of regular members who may serve on the Committee at any particular time. Each regular member shall serve from the effective date of his or her appointment until the next Annual Meeting of the Committee, at which time he or she shall be eligible for reappointment for another one-year term on the Committee.

- (iii) **Adjunct Members.** Adjunct members shall also be such persons as are appointed to the Committee by the Committee's Chair, with the approval of a majority of the other members of the Executive Board. Adjunct members shall be individuals who are willing to be resource persons for specific Committee endeavors, but who are not in positions to make time commitments to Committee endeavors appropriate for regular membership. There is no limit on the number of adjunct members who may serve on the Committee at any particular time. Each adjunct member shall serve from the effective date of his or her appointment until the next Annual Meeting of the Committee, at which time he or she shall be eligible for reappointment for another one-year term on the Committee. Each adjunct member shall receive copies of all basic Committee mailings and shall be encouraged to attend Committee meetings whenever feasible.
- (b) **Officers.** At each Annual Meeting of the Executive Board, a Chairperson, a Secretary, and any other officer(s) deemed appropriate for the Committee shall be elected by a majority of the Executive Board members who are present in person (or via teleconference) at such Meeting. The Chair shall be selected from the ranks of the managing members. Other Committee officers may be regular members. Each duly elected officer shall serve a one-year term; and each incumbent officer shall be eligible for reelection to the same post at the subsequent Annual Meeting. Any vacancy in an officership post shall be filled by action of the Executive Board as promptly as possible.
- (c) **ESSFTA and Foundation Liaisons.** The incumbent President of the ESSFTA (or his or her delegate) and the incumbent President of the Foundation (or his or her delegate) shall each automatically serve as a non-voting liaison member of both the Committee and the Executive Board.
- (d) **Committee and Executive Board Meetings.** In addition to the Annual Meeting of the Committee and the Executive Board (which shall be in conjunction with the annual meetings of the ESSFTA and the Foundation), there may be special meetings of the Committee and/or the Executive Board called by either the Chair or a majority of the Executive Board at any time, provided twenty-one days written notice (including notice via email) is given to all Committee members (i.e., all managing members, regular members, and adjunct members). At any Committee meeting, the Executive Board (including the two liaisons) may meet alone in executive session; and an executive session may be called by either the Chair or, alternatively, by a majority of the managing members participating in the Committee meeting. Managing members may participate in and vote at any Committee meeting either in person or via teleconferencing. Ordinarily, regular and adjunct members may not participate in a Committee meeting via teleconferencing, except in special cases as to which the Chair has approved the particular teleconferencing participation by such a member in advance. While only managing members may formally vote on motions at Committee meetings, the Chair (in his or her discretion) may poll the regular and adjunct members who

are present in person as to their views on any pending motion. All full Committee meetings shall be open to any other ESSFTA member who desires to attend in person as a guest. Except as otherwise provided herein, the conduct of any meeting of the Executive Board or of the Committee shall be and is subject to Roberts' Rules of Order.

4. **Amendments.** These Joint Resolutions may be amended in writing by the Boards of the ESSFTA and the Foundation at any time, except that no amendment shall be effective until it has been duly approved by the Board of each of the two entities.