

Name Candace Ardizzone

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Canastota, NY, 13032

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How many years have you been a member? 41

Select the office for which this nomination applies.

Requirement 1: Officers elected must have a working knowledge of the CCA Bylaws (2021), CCA Board of Director Code of Ethics, CCA Code of Conduct (formerly known as the Code of Ethics), CCA website, CCA Newsletter, Public Outreach, and other CCA documents as needed to participate in discussions and actions of the Board of Directors.

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Requirement 2: Officers elected must be familiar with the organizational structure of the CCA and its Operations Manual (pending approval).

I am familiar with the organizational structure of the CCA and its Operations Manual (pending approval).

Requirement 3: Officers elected must have a basic understanding of Robert's Rules of Order (12th Edition) and why it is important.

I have a basic understanding of Robert's Rules of Order (12th Edition) and why it is important.

Requirement 4: Officers elected must be willing to commit to attending electronic or telephone meetings as scheduled on a regular basis (typically monthly).

I am willing to commit to attending electronic or telephone meetings as scheduled on a regular basis (typically monthly).

Requirement 5: Officers elected must have internet access to be able to actively participate in the Board Discussion Group, committee meetings, and Board meetings.

I have internet access to be able to actively participate in the Board Discussion Group, committee meetings, and Board meetings.

Requirement 6: Officers elected must have basic computer and word processing skills, including the ability to open and edit word processing documents and spreadsheets.

I have basic computer and word processing skills, including the ability to open and edit word processing documents and spreadsheets.

Requirement 7: Officers agree to follow the CCA Code of Conduct, Board of Director Code of Ethics, CCA Board Confidentiality Agreement, and disclose any conflicts of interest and sign the Pre-election and Annual Conflict of Interest form. Documents may be found at <https://www.collieclubofamerica.org>

I agree to follow the CCA Code of Conduct, Board of Director Code of Ethics, CCA Board Confidentiality Agreement, and disclose any conflicts of interest and sign the Pre-election and Annual Conflict of Interest form.

Describe your qualifications and responsibilities relating to the role of CCA Officer.

CCA history: I served many years ago as a district director and again as such for the last 2 years. I have also served as past National Symposium Chair, served on the National Show Committee (as Invitational Chair for 2 nationals; Trophy Committee 2021, Facility Committee 2020 and past Junior Committee Chair. I am also currently a member of the current CCA 2025 Committee)

Collie Club of Central New York (Incorporated NYS): I have served as past president, past vice president, past secretary, past and current board member, Education Chair, Match Chair, and multiple times as Specialty Show Chair.

Syracuse Obedience Training Club (Incorporated NYS): I have served as the president of this organization. There was a \$300,000 treasury when I was elected president. During my tenure we moved to a facility which allowed for increased training classes and added building rentals. We established committees which allowed for an increased number of AKC events with no facility charges, increased availability of training classes, and increased educational seminars. The facility being made available for rent also contributed to the financial success of this organization during my time of leadership. These changes approximately doubled the treasury while I was in office and membership increased by over 100 members. The treasury of SOTC from growth over last 14 years with this new facility is currently at \$1,500,000.

As a junior handler and fancier:

Onondaga Junior Kennel Club positions held: secretary, board member, match committee member.

Junior Collie Fanciers of America positions held: Editor of *Jive Magazine*, Fundraising Chair, founding member of the Central New York Shetland Sheepdog Club and the Herding Association of Central New York.

For your personal biography, in addition to the qualifications you have included above, please answer the following questions about the CCA Officer's role and responsibilities.

Briefly describe the role and duties of each office and director as identified in the CCA Bylaws (2021).

Per the Constitution, terms of office are two-year terms unless another representative is selected to complete the term of a vacated seat.

While the below is a somewhat abbreviated version of the bylaws, the outlines contains detailed responsibilities which require the proper attention. Encouraging members to work with their District Director and District Directors to communicate with the officers should be a stated goal. I feel this would help keep the club on target with its responsibilities and goals.

The president oversees the operation of the Collie Club of America based on the club's purpose and goals. They run the Executive Committee and the full board meetings. The president oversees the implementation of decisions of the board. The president appoints committee chairs and presents the appointments of committee members recommended by the committee chair and nominates an AKC Delegate (see below) and an editor for the national bulletin, subject to the approval of the board. The president shall perform such other duties as are incidental to the office or that may be required by the board or by the membership.

Vice presidents (1st, 2nd) are part of the Executive Committee. They are to be knowledgeable and involved in the club's affairs. Should the President be temporarily unable to serve as president, the first vice president shall perform the presidential duties. If the first vice president is unable to serve, the second vice president shall then perform the presidential duties. If the president is permanently unable to serve in the office, then the first vice president automatically replaces the president, and the second vice president automatically assumes the position of first vice president.

The secretary shall keep all minutes of the meetings of the Executive Committee, board and membership. They will issue reports and notices of meetings to the membership. The secretary is responsible for maintaining letters, records, and other information important to demonstrate the club's actions in keeping with its objectives. The secretary is also responsible for keeping the official roll of members' names and addresses and is jointly responsible for membership recording with the Membership Committee. The secretary may also forward information that may be of interest to our members. They will also perform tasks incidental to the office upon request of the board.

The treasurer is the custodian of the funds of the Collie Club of America. In addition to making deposits, paying bills and disbursing funds as the club's procedures require and providing a regular accounting on the financial status of the club. The board may require a bond to safeguard the funds and property of the Collie Club of America.

The above officers comprise the Executive Committee. The Executive Committee holds the authority of the Board except as specified by Section 712(a)(1) through (9) of New York's Not-for-Profit Corporation Law.

There will be 15 District Directors. The Districts will be reviewed and may be restructured every 4 years in an effort to maintain districts of approximately equal size. The District Director is elected by their individual district to represent that district's members.

The AKC Delegate is a non-voting member of the board. They are elected by a majority of the board and serve at the pleasure of the board as the CCA's Delegate to the American Kennel Club meetings. Their purpose is to represent our club's interests and report to the board and membership after each AKC meeting. They serve a 4-year term.

While these guidelines are outlined in similar, more detailed description in the Constitution and Bylaws, the role of the president assists with moving the club towards its goals by aiding committees with timely review of their assignments while maintaining fiduciary responsibilities to stay objective, responsible, trustworthy, and efficient with unnecessary financial strain on the club.

Discuss in more detail the specific office of this nomination and how it relates to the CCA Board as a whole. Use the CCA Bylaws, Director Code of Ethics and Confidentiality Agreement in formulating your answer.

The president presides over meetings and helps determine the needs of the club. The president oversees the processes for meeting the needs and activities of the club. The president, along with the board, should encourage exchange of ideas through committees and our members. As president, it will be important to keep the confidence of the members. As detailed in the Code of Conduct for District Directors, it is important to maintain respect for all. I have witnessed this year that it can be important to keep delicate discussions, such as ethics concerns, contracts that may not be complete, and discussions on new member applications confidential. I find clubs run by impartial leaders that encourage healthy and progressive discussion from all involved and who sort through the contributions of the committees and memberships revolve into a more cohesive organization.

What is the role of an Officer in relation to confidentiality? Use the principals outlined in the Board of Directors Confidentiality Statement when formulating your answer.

As an officer, it would be important to follow the guidelines agreed to, which I have done earlier in this document: Any document or form created by conducting Club business is considered proprietary and all information contained therein shall be considered confidential and will not be discussed, duplicated, published or released in any format unless originally intended or until instructed to be disclosed or published. • All information discussed or reviewed in a closed Executive Session shall be interpreted as being confidential and will not be discussed or released to anyone not in attendance at that meeting without prior board approval. • Specific or identifying information shared or discussed on the board discussion forum will not be shared outside the board without permission. General topics of discussion may be shared with members for feedback. • Any Club information, personal comments, or any member personal data collected by the Club will be considered confidential information and will not be discussed or released in any manner unless through an approved venue and/or for a clearly delineated specific purpose (such as the website, committee chairs, member and judge bios, election materials, etc.). As an officer, I would be clear about things that can be shared at meetings and things that are considered confidential.

Why is having a working knowledge of the CCA Bylaws (2021) important to your role?

The bylaws are the blueprint for the structure and function of any organization. They spell out the roles of the various officers and provide guidelines for conducting business. They are an invaluable resource and tool to allow the club function successfully and to adhere more fully to its own purpose and goals.

Why is a basic understanding of Robert's Rules of Order (12th Edition) important for an Officer?

Robert's Rules of Order is referenced in our Constitution and Bylaws document as a reference for procedural matters after all other applicable sources (Operations Manual, Bylaws, Certificate of Incorporation, NYS Not-for-Profit Corporation Law, or other special adaptations by the club). It is not unusual to consult over procedural matters and is accepted by most organizations as the reference book for such procedural issues. Adherence to Robert's Rules of Order helps any organization to hold effective meetings and efficiently and fairly conduct the business of the organization.

Describe your understanding of the fiduciary responsibility an Officer holds as it relates to running the club including implications for costs in decision making, interpreting treasurer reports, national show bids, and any other financial matters of the CCA.

The term fiduciary involves a relationship of trust. Fiduciary responsibility involves managing the money or property for the organization in a trustworthy manner. By accepting an officer or district director role, we must, by law, effectively manage the club's money and property solely for the club's benefit. An officer holds responsibility for having a working knowledge of the reports of the treasurer to be able to fully understand the financial position of the club. This fiduciary responsibility must be taken seriously especially when making any decisions that may impact the club's financial outlook.

What is the significance of the following statement regarding NY Not-for-profit board responsibility (501(c)(7)): Directors must vote and make decisions based on the best interest and benefit of the entire organization and not just a particular group of beneficiaries.

This is in line with fiduciary responsibilities but directs that the best interest of our entire club be the guiding factor in ALL decisions, not just those of a financial nature. The benefit of all stakeholders is of key import, board members and the general membership alike. It is important that the board thoroughly investigate the implications of any major change. It has been often said that the board CAN do it. I have been told by those experienced with multi-organization relations that just because you can doesn't mean you should without spending the appropriate time, investigation, discussion, and revision to ensure that it truly is of benefit to all and to improve member acceptance.

Do you have experience managing a large, diverse, and sometimes divisive group of members? What strategies would you use to move the club forward if an issue arises? As part of your answer, provide a specific example and how you managed/would manage a group to a workable outcome.

**Syracuse Obedience Training Club (\$500K club - 200 +members at Presidency; currently over \$1.5 M - 300 members) (incorporated in NY) ** President, Board member, Conformation Instructor, Assistant Obedience Instructor, Facility Coordinator, Junior/4H Coordinator, Awards Dinner Coordinator

I have been involved with SOTC one way or another since the 1970s. At that time, the club would pay to rent a place one night per week for training classes. I became very active again in 2000. I had been teaching conformation classes and assisting with beginner obedience classes. We grew into a closed store facility that we were allowed to rent for training 5 days per week and for weekend events. The facility allowed obedience 3 nights per week, and agility 2 nights per week. I maintained the event calendar, and regularly opened the building, closed the building and was the contact for building repairs and needs. When I became president, the club had been working hard for 20 years to build the treasury to over \$200,000 so that they could purchase a building. \$200,000 was not enough. I worked with a committee who found facilities in all but abandoned warehouses. We were able to obtain a low rent due to our not-for-profit status. We were able to better equip this larger facility and extend our classes schedules for multi types of training over 5 days per week, expended the ability to host weekend educational events, and allow other dog clubs to rent the facilities for agility, obedience, rally, and specialty shows. This more than doubled our treasury and increased the membership by over 100 members. It even reached a point where due to the club size, meetings could not achieve a quorum attendance. The constitution was adjusted to change attendance guidelines to get the club back on track. Non-voting associate memberships were encouraged for those people who wished to support the club without bogging down our ability to do business. The

club was able to offer additional obedience trials, rally trials, and agility trials at the building so expenses were greatly reduced. This club is supported by a wide range of fanciers, and we have committees devoted to the activities of the club and the interests of dog fanciers in general. With the increase of use and income, new treasury systems were developed with good cross checks in place. The membership became more involved with dog legislation and awareness with our Legislation Committee. This is the tip of the iceberg on how much growth happened and I was pleased to name and work with excellent committees, many who were new committees due to the expanse of what services were available through the club.

Why do you want to serve, or continue to serve, as an Officer of the Collie Club of America?

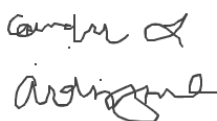
I have loved this breed and the people in it for most of my life. I am concerned about the cynicism in our club. I hope that we can involve more of our members who will bring in fresh knowledge, experience and ideas. It is important that we involve more of our members so that we have people who understand the processes and continue to keep this club going for another 125 years.

What is your vision for the Collie Club of America?

My vision is of a club that works to preserve and protect the Collie while respecting each of its members. I envision a club that recognizes that, while united through a common goal, all individuals will work together respectfully to further our mission - board, committees, and membership alike. More member involvement through committees and working with their District Directors would be encouraged, including that all District Directors distribute information and accept feedback equally. Some committees can be aligned so that they are not duplicating efforts. Because we have a relatively new Constitution, and because our board is not wholly made up of New York State Law professionals, people experienced with similar sized Not-for-profit organizations and Robert's Rules experts, I would like to see a committee established utilizing members within our club who do possess valuable experience and knowledge in these areas who will guide the board. This committee would not only advise if we can do something, but outline the pros and cons of taking certain actions. They will also monitor the Constitution and Bylaws for details and language that may need modification when the window becomes available to do so. I would also like to see stronger checks and balances for all committees.

This nomination form must be complete and include a signed Pre-election and Annual Conflict of Interest Statement, Board of Directors Code of Conduct, and Confidentiality Agreement. An electronic Pre-election and Annual Conflict of Interest Statement, Board of Directors Code of Conduct, and Confidentiality Agreement are included at the end of this form for your signature.

Signature



Part 1 of 2

Pre-election and Annual Conflict of Interest Statement

I, the undersigned, am, or may become, a Director of Collie Club of America, Inc. (the "Club") and I hereby certify to the following:

Part 1

- I have received a copy of the Club's Conflict of Interest Policy, which is included in Article XIV of the Club's Bylaws.
- I have read the Club's Conflict of Interest Policy and I understand it.
- I acknowledge that I receive information which must remain confidential.
- I agree to fully comply with the Club's Conflict of Interest Policy.
- I understand that the Club is a tax-exempt organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Part 2 of 2: To the best of your knowledge, are you an officer, director, trustee, member, owner, or employee of any entity with which the Club has a relationship?

NO

If yes, please identify the entity, your relationship to that entity, and the relationship that entity has to the Club. Please include information for all entities.

N/A

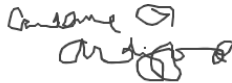
Part 2 of 2 continued: Is there any transaction in which the Club is a participant and which you have or may have a conflict of interest?

NO

If yes, please identify the transaction with which you have or may have a conflict of interest. If you have or may have a conflict of interest with more than one transaction, please describe each conflict of interest below.

N/A

Signature



Board of Directors Code of Conduct

Members of the Board of Directors for the Collie Club of America (hereafter referred to as "Club" in this document) serve in leadership positions and, therefore, are held to a higher standard of conduct than non-board Club members. By signing this Code of Conduct, each Board member demonstrates his/her commitment to honest and ethical Board service by agreeing to the following provisions.

As a member of the Board of Directors for the Collie Club of America, I will

Adhere to the Club's By-Laws and act within the boundaries of its authority as defined by New York State Non-Profit law.

As a member of the Board of Directors for the Collie Club of America, I will

Strive at all times to discharge my duties and serve the interests of the Club as a whole regardless of my personal interests. This includes being fully versed in the governing documents of the Club and Director Guidelines.

As a member of the Board of Directors for the Collie Club of America, I will

Use due diligence and sound judgement to make the best possible business decisions for the Club taking into consideration all available information, circumstances, and resources.

As a member of the Board of Directors for the Collie Club of America, I will

Immediately disclose to other Board members any conflict of interest as soon as I become aware of the potential conflict.

As a member of the Board of Directors for the Collie Club of America, I will

Treat other Directors and members of the Club with respect at all times and refrain from making personal attacks on or inflammatory comments about anyone.

As a member of the Board of Directors for the Collie Club of America, I will

Provide member feedback and participate in discussions on Club motions and actions, but support and abide by all duly adopted Board decisions once made.

As a member of the Board of Directors for the Collie Club of America, I will

Continue to remain a Club member in good standing for the duration of my term.

As a member of the Board of Directors of the Collie Club of America, I will NOT

Reveal any discussion or decisions made during any properly closed Executive session of the Board without prior approval of the Board.

As a member of the Board of Directors of the Collie Club of America, I will NOT

Use my position and/or decision-making authority for personal gain or to seek advantage over another Club member.

As a member of the Board of Directors of the Collie Club of America, I will NOT

Share specific comments or identifying information from the Board discussion group without permission.

As a member of the Board of Directors of the Collie Club of America, I will NOT

Divulge personal information about any Club member that was obtained in the performance of Board duties.

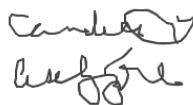
As a member of the Board of Directors of the Collie Club of America, I will NOT

Misrepresent known facts in any issue involving Club business.

As a Board member, I have read the Board of Director Code of Conduct presented above. I agree to abide by the requirements of this policy and to inform the Board President immediately if I believe any violation (unintentional or otherwise) of the policy, has occurred.

I agree

Signature



Board of Directors

Confidentiality Agreement

Confidentiality refers to the duty to preserve privileged information and to share entrusted information responsibly. Board of Director members are cautioned to demonstrate professionalism, good judgment, and care at all times in handling any information relating to the Collie Club of America (hereafter referred to as "Club" in this document) to avoid unauthorized or improper disclosures of confidential information. Board members are expected and encouraged to discuss Club business with one another and with members. However, there are limits to what is shared and how it is shared as outlined below. Therefore, the undersigned hereby acknowledges and agrees to the following:

Any document or form created by conducting Club business is considered proprietary and all information contained therein shall be considered confidential and will not be discussed, duplicated, published or released in any format unless said document or form is originally intended to be non-confidential or until instructed to be disclosed or published by a majority vote of the CCA Board of Directors.

I agree

All information discussed or reviewed in a closed Executive Session meeting shall be interpreted as confidential and will not be discussed or released to anyone not in attendance at that meeting without prior Board approval.

I agree

Specific or identifying information shared or discussed on the Board discussion forum will not be shared outside the board without permission. General topics of discussion may be shared with members for feedback.

I agree

Any Club information, personal comments, or any member personal data collected by the Club will be considered confidential information and will not be discussed or released in any manner unless through an approved venue and/or for a clearly delineated specific purpose (such as the website, committee chairs, member and judge bios, election materials, etc.).

I agree

I agree with and shall abide by all provisions of this Confidentiality Agreement. I understand and agree that failure to abide with any and all provisions listed herein may result in immediate loss of access to information and potential disciplinary actions by the Club.

I agree

Signature

Candace C
Caroline