

**Name** Jacqueline Caruso  
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Ridgefield, CT, 06877  
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**How many years have you been a member?** 42

**Select your district** District 2: Connecticut, Massachusetts, New Hampshire, Rhode Island, Vermont, Maine

**Requirement 1: Directors elected must live in the District Zone you will serve.** I live in the District Zone I will serve

**Requirement 2: Directors elected must communicate with members of your District by sharing information, seeking input and answering inquiries as needed or requested.** I will communicate with members of my District by sharing information, seeking input and answering inquiries as needed or requested.

**Requirement 3: Directors 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.** I 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.

**Requirement 4: Directors 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 5: Directors 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 6: Directors 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 7: Directors 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 8: Directors 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 9: Directors elected must agree to follow the District Director Guidelines, 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.colliclubofamerica.org>**

I agree to follow the District Director Guidelines, 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 District Director.**

• CCA District Director NY 1992-1996

• CCA District Director CT 1996-2022

• CCA District Director Zone2 New England 2022-Present

• Chair Breeders Ed 2004-2006 (initiated Collie as a Family pet, sales contracts, ringside mentoring for breeders etc)

- Chair Realignment Committee (reduction of board size)2019-2020
- Chair Election Committee 2020-Present
- Chair Meet the Breeds NYC 2010-2020 representing the CCA at the Meet the Breeds event in NYC.
- Served on the first constitution committee to bring our by-laws into compliance with our state of incorporation NYS which is our highest authority 2019-2020
- Committee member of the Code of Ethics (now Conduct) revision committee 2023.
- Ethics Trial Chair 2019
- Created and narrated a series of Video Presentations explaining the changes in our By-Laws revised in 2021.
- CCA Breed Mentor
- Secretary Tri County Collie Breeders 25+ years
- Secretary Collie Club of Connecticut 25+ years
- President and Board Member Collie Club of Northern New Jersey 10+years
- Show Secretary Collie Club of Northern New Jersey
- Trophy chair for Collie Club of Northern New Jersey
- Advertising Chair Greenwich KC raising over \$5,000 in ads for their annual show.

I am a Business Analyst in the Food Industry. Proficient in Excel/Word/Power Point/ Power BI and various other programs used to analyze data. My business background of analysis is important in evaluating bids, reading spreadsheets etc. A large part of my job is problem solving and suggesting business plans for our clients. I manage clients whose commissions to our company are worth over \$7 Million.

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

**What is the District Director's role in relation to the CCA Board and club as a whole? Use the CCA Bylaws (2021), Director Code of Conduct, and Confidentiality Agreement in formulating your answer.**

The DD's role is to be an active member of the board of directors that manages the business of the club and as such represents or "speaks for" the members in their assigned districts. The DD's role is to adhere to the by-laws as outlined by NYS Not for profit law and to vote on behalf of the club and membership as a whole regardless of personal interests or pressure from groups of individuals and to know thoroughly our by-laws, parliamentary procedure, our operating documents and all codes of ethics and confidentiality.

**Given your understanding of the director role as developed in the previous question, how would you keep your CCA district membership informed of important information and seek member input and what tools would you use to do this?**

I would alert my members to any information sent out by the CCA as I have done in the past, share any member news or news of interest and would only share information from discussions with permission to share with the membership. On big issues I would poll my membership keeping in mind that it is my responsibility to vote in the best interests of the CCA, using available information and resources, including an online survey program. I have utilized surveys in the past as sometimes members are more willing to express opinions when they are anonymous responses.

**What is the Director role in relationship to confidentiality? Use the principals outlined in the Board of Directors Confidentiality Statement when formulating your answer.**

CCA Board business is proprietary, and all information considered confidential is not to be discussed, duplicated, put out on social media etc unless it is something not considered confidential and there is permission to share. All discussions in the Executive Session are strictly confidential and are not to be distributed or shared anywhere. Club information to include private comments, member information, discussions regarding individuals which is considered confidential and never to be released in any public forum or discussed otherwise. This policy is to protect the members and their reputations and the CCA.

**What is the Director's role and responsibility regarding new membership applications, member reinstatement, and dues renewals?**

The director is required to sign a new membership and renewal application. They should review the application and know the members sponsoring the new or renewing member and should find out information about the person applying and answer any question the new member might have. We have no real requirements for a new member application, but it is important to ask about the applicant and not just sign the form. The membership chair sends out a list of unpaid members every year and it is the responsibility of the director to contact those members to remind them to renew.

**Why is having a working knowledge of the CCA Bylaws important to your role?**

Having knowledge of the CCA Bylaws is an absolute requirement of the job. It is our governing documents. It is the job of the director at times to explain things members might question or request that e.g., might be in violation of our by-laws. Those questions should not come to the board, the Director is in place to explain them. The by-laws clearly explain the role of the director and other officers. At all times we must be in compliance with our bylaws so when the Directors are making decisions for the CCA they must have complete knowledge of those bylaws.

**Why is a basic understanding of Robert’s Rules of Order (12th Edition) important for a Director?**

Understanding Roberts’ Rules is especially important to be an effective board member. Utilizing Robert’s Rules brings order to meetings and allows the group to take care of business in an efficient and predictable manner. It provides a structure that every director should know so that the meetings run smoothly, and there can be a constructive and productive meeting. Meetings run according to Robert’s Rules ensure that meetings are fair, efficient, democratic, and orderly.

**Describe your understanding of the fiduciary responsibility a District Director 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 fiduciary responsibility of a director is to vote for the benefit of the CCA as an entity. Fiduciary responsibilities of a director include but are not limited to: Understanding and making sure that the organization is in compliance with the law. In our case, NYS not for profit law. In the order or hierarchy that is the first thing we must be in compliance with followed by the AKC and then our own By-Laws. A director must attend board meetings and actively participate in discussions and decision-making, such as setting up policies, including a Code of Conduct. A director must also understand the finances of the CCA and written policies that safeguard, promote and protect its assets and be able to review bids for the National Specialty, understand treasurer reports and all expenditures of money made by the CCA.

**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 or other directors.**

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 or other directors. This is a key point that all Directors should understand when they vote. A Director votes on behalf of the organization (the CCA) as an entity. The responsibility is to vote on behalf of the entire CCA and its membership as a whole and not any group. A director should use various methods to gather member concerns and suggestions by polling members for an opinion or to take the pulse of a situation and take those suggestions and concerns into consideration when making decisions for the good of the CCA and the breed.

**Why do you want to serve, or continue to serve, your District and the Collie Club of America?**

I have been honored to serve the CCA members in NY, CT and now the New England zone. I feel that the CCA is at an extremely critical juncture with this election. We have made a great deal of progress over the last 10 years, and we have had to continue to adapt to changing times. I want to continue to serve to ensure that the good programs that we have put in place for the members of the CCA will stay in place and that we can work toward more programs to preserve the integrity of this great organization, one of the oldest parent clubs in America. We must continue with our excellent education programs for judges, breeders and exhibitors, institute regional seminars, our juniors scholarship program, national show sites and encourage ethical behavior utilizing a Code of Conduct to name a few of the programs in progress. We need to keep moving forward and I would like to remain a voting member of the BOD to accomplish this.

**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

**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

**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 judgment 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**

