

Name Mary Lee Shingle

Address 5 Dry Ridge Road
West Alexander, PA, 15376

Email dmshingl@verizon.net

How many years have you been a member? 40

Select the office for which this nomination applies. 2nd Vice President

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.

Panhandle Collie Club of West Virginia

I have held the following positions: President, Secretary, Treasurer, Show Chairperson, Ways n Means Committee Chair

I have also been a member of Collie Club of Western PA

I am currently a member of Cleveland Collie Club and Collie Health Foundation

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).

President

- shall be the CEO of the club and shall supervise general the management of the affairs of the club subject only to the supervision of the Board. He/she shall preside at all meetings, nominate all committee chairpersons and additional committee members, nominate AKC Delegate, editor for national bulletin. Shall serve for a term of to (2) years until the election of his/her successor at the second annual meeting of the club membership. /the president shall not be eligible to succeed himself/herself after two consecutive terms.

Vice Presidents- shall serve for a term of two (2) years. If in absence, disability or death of President the first vice president shall exercise all the functions of the President, or if the first vice president is unable to serve the second vice president shall exercise all functions of the president. The office of second vice president will be filled as provided in the bylaws.

Secretary- shall keep minutes of the board executive committee and membership meetings and report to the membership. shall issue notices for all meetings, shall preserve all letters, records and data considered by the board of importance for a permanent record of the objectives of the club and shall perform such other duties as incidental to this office which may from be authorized by the Board.

Treasurer- shall be the custodian of the funds, securities, and property of the club and shall keep regular books of account and shall render an accounting from time to time as requested by the board and an accounting of the club's financial status at the annual meeting.

Board of Directors- the board shall consist of duly elected officers and the district directors of the club. The board will consist of twenty (20) voting members. the five officers, president, first vice, second vice, secretary, treasurer, and the 15 district directors. The district directors shall represent the areas/states they represent.

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 office of Second Vice President represents the leadership of the club. I have the collie, club, and club membership in my best interests of serving as second vice president. I will take my role seriously and abide by the CCA By Laws, Director Code of Ethics, and Confidentiality agreement.

The CCA By Laws serve as a guide for the board's actions and decisions. It establishes procedures, structures, requirements and guidelines for how the organization operates, prevents or resolves conflicts and disagreements, protects the organization from potential problems by clearly outlining rules around authority levels, rights, and expectations.

The directors code of ethics encourages behaving honestly and ethically at all times with all people. Acting in good faith, and engaging only in fair and open competition, and representing the interests of the club and its membership. It avoids conflicts of interest, maintaining confidentiality, and complies with the laws, rules and regulations.

The confidentiality agreement is a contract between two or more parties. In this agreement, I will promise to treat specific information as confidential and not to disclose it to others without prior authorization.

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 of the CCA, one must consider the confidentiality of any document created by the club as proprietary and confidential and not to be discussed, duplicated, published or released in any format unless document is to be non-confidential or until to be disclosed or published by a majority vote of CCA BOD. All information discussed or reviewed in a closed ES shall be interpreted as confidential not to be discussed or released to anyone not in attendance. Specific or identifying information shared or discussed in board discussions not to be shard outside the board without permission. Club information, personal comments, or any member personal data collected by the club will be considered confidential and will not be discussed or released in any manner unless it is an approved venue and/or for delineated specific

purposes.

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

As an Officer, one must understand the objectives of the club set forth in the Club's Certificate of Incorporation and the purpose of the club. In addition, one must understand that the club is a not-for-profit corporation incorporated under the laws of the State of New York and have a clear understanding of those laws. One must be familiar with the Articles of the By Laws, such as Laws applying to Members and Membership Dues, Meetings of Club Members, Board and Duties, Committees, Suspension and Expulsion, Collie Standard, Procedural Matters, Amendments and Revisions, Dissolution, Indemnification of Directors and Officers, Loans to Directors and Officers, and Conflict of Interest and related Party Transactions.

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

As an officer of the club, one should be familiar with the guidelines for conducting meetings and making decisions in a democratic and fair manner. Such as the following.

1. Everyone has the right to participate in discussion.
2. Everyone has the right to know what is going on at all times.
3. Only urgent matters may interrupt a speaker.
4. Only one thing (motion) can be discussed at a time.
5. A motion is the topic under discussion (e.g., "I move that we add a coffee break to this meeting").
6. After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table.
7. A motion requires a second to be considered. If there is no second, the matter is not considered.
8. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

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.

Regarding the fiduciary duty and responsibility, the membership places their trust in the Officers and Directors to use their best business judgement, to act in good faith, and to promote the best interests of the corporation whether it is in national show bids, accepting treasurer's reports, running the club or any other financial matter in the club.

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.

The significance of NY not-for-profit board responsibility (501) (c) (7) is that while not only must the club following the laws of the State of New York, the club must still make decisions based in the best interest of the organization and their members. While the club must be organized for recreation, and other similar purposes, a club will not be recognized as tax exempt if its charter, by laws, or other governing instrument, or any written policy statement provides for discrimination against any person based on race, color, or religion.

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.

In my former position as supervisor of transportation, I managed several people from diverse positions backgrounds. When problems or differences arose, I would hold a meeting with those involved to communicate exactly what was the problem and how to bring about resolutions. Once a probable solution was reached, we would work together to bring about a resolution to the problem. I would apply this procedure to move the club forward if an issue arose.

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

I would like to serve as an officer of the club because I feel I can make good logical decisions based on my life experiences, personality, background and that I can work together with people to bring about a

resolution to problems.

What is your vision for the Collie Club of America?

My vision is to work as a unified group of people who have the collie, the club, and its membership in its best interest.

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

