

**Border Terrier Club of America
Policies and Procedures Manual**

Updating the BTCA Policy and Procedures Manual

1. All policies, procedures and publications will be documented in the BTCA Policy and Procedures Manual. The manual will be reviewed every five years by the P&P Committee and Board Liaison to ensure that content is current. The years of review will begin 2020, 2025, 2030, etc.
2. Prior to being included in the Policy and Procedures Manual, a new or revised policy or procedure will be submitted to the Board for review. The Board has 7 days in which to provide comments or corrections. The Policy or Procedure will then be incorporated directly into the manual.
3. Whenever there is a change to Section 4. Specialty Guidelines, the Specialty Chairperson for the current year's Specialty and any known Chairpersons for future Specialties will be advised. If the current Specialty Committee has an Internet Group (e.g. Yahoo), the notification of the change will be posted to the group by the show chairman.
4. Each policy or procedure will carry the name and the date of the procedure. For existing procedures the default date will be the issue date of the reformatted Policy and Procedures Manual (01 November 2002). This is to ensure integrity of the policy or procedure when printed. As procedures are revised, the following formatting will be used:
 - Font – Verdana 10 pt. for the body of the policy or procedure, except for those policies which are printed as part of the Borderline (e.g. 1-03) in which case the font will remain as Times New Roman.
 - Font – Helvetica or Arial 10 pt. for Header & Footer
 - Header: Border Terrier Club of America Policies and Procedures Manual
 - Margins will be set to "narrow" in Microsoft Word except that those policies which are printed as part of the Borderline (e.g. 1-03) will respect the margins required by the Borderline editor
 - Header may not be used on forms or letters
 - When sending electronic versions of policies for printing, remove the header and/or footer before sending
5. The Policy and Procedures Committee will be responsible for maintaining a master for each policy or procedure, and in the event of missing files, will supply an electronic version on request.
6. The Policy and Procedures Committee will maintain a spreadsheet tracking the changes to the manual. The BTCA Web Site Committee are responsible for maintaining and updating the Table of Contents
7. The Policy and Procedures Manual is available on the BTCA Web Site at:
<http://www.btcoa.org/policy/pp-index.html>