

BY-LAWS of the NATIONAL PIGEON ASSOCIATION

ARTICLE B I MEMBERSHIP FEE & DUES

Section 1: Senior Annual Members: The membership fee for any individual over eighteen years of age shall be \$20.00 which includes current year's dues. Annual dues thereafter shall be \$20.00 per year.

Section 2: Junior Annual Members: The membership fee for any boy or girl under eighteen years of age shall be \$5.00 which includes the current year's dues. Annual dues thereafter shall be \$5.00 per year until the member reaches eighteen years of age. Dues thereafter shall be \$20.00 per year, the same as for a Senior member.

Section 3: Organization Members: The membership fee and dues for any pigeon club or organization shall be \$20.00 and annual dues thereafter shall be \$20.00 per year. Note: Affiliated Clubs that purchase NPA specialty club bands will automatically be NPA members at no cost as long as they continue to purchase NPA club bands.

Section 4: Family Annual Members: The membership fee for any family of same household shall be \$25.00 which includes the current year's dues. Annual dues thereafter shall be \$25.00 per year.

Section 5: Dues Payable: All annual dues become due and payable on the anniversary date one year from the date of renewal or new membership date. Due notice thereof, with a statement for the amount due shall be sent to each member by the Secretary one month prior to dues expiration. All annual dues must be paid before the expiration date or membership automatically ceases. Any member in arrears for dues shall not be entitled to hold office or vote in the biannual election of the National Pigeon Association or receive literature and other benefits that the association has to offer.

Section 6: The amount of membership fee and dues for any class membership as herein stated may be changed at any time by a two-thirds vote of the Board of Directors.

Section 7: Contributing Members - Dues for a contributing member shall be \$25.00 or more, the amount in excess of regular \$20.00 dues to be reserved for use in the district of which member resides.

Section 8: Foreign dues : \$60/individual & \$70/family except for Canada & Mexico \$25.00/individual & \$30.00/ family.

ARTICLE B II MEMBERSHIP APPLICATIONS

Section 1: All applications for membership of whatever class must be sent to the Secretary in writing, bear the signature of the applicant, and be accompanied by the regular fee. No application shall be accepted or approved unless the fee accompanies the application.

ARTICLE B III REGIONS & DISTRICTS

Section I: The United States and Canada shall be divided into two regions and ten districts. The Eastern Region shall include all States and Provinces east of the Mississippi river and the Western Region all states and provinces west of the Mississippi River; and these regions to be divided into Districts as follows:

District 1 - Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut and the provinces of Quebec, Nova Scotia, New Brunswick, Prince Edward Island, Newfoundland and Labrador.

District 2 - Delaware, New York, New Jersey, Pennsylvania, Maryland, the District of Columbia and Bermuda.

District 3 - Ohio, Indiana, Illinois, Michigan, Wisconsin and the province of Ontario.

District 4 – Kentucky, North Carolina, Tennessee, Virginia, West Virginia.

District 5 - Minnesota, Iowa, Missouri, Kansas, Nebraska, North Dakota, South Dakota and the province of Manitoba.

District 6 – Oklahoma, Texas, Arkansas, Louisiana and New Mexico.

District 7 - Arizona, Colorado, Nevada, Utah, Wyoming, the provinces of Alberta and Saskatchewan.

District 8 – Alaska, Idaho, Montana, Oregon, Washington, the provinces of British Columbia and the Yukon.

District 9 – Alabama, Florida, Georgia, Mississippi, South Carolina.

District 10 – California, Hawaii, and Mexico.

ARTICLE B IV

Band Requirements, Band Orders and Band Distributors

Section 1: ALL birds banded in 2010 or later, must be NPA, AU or IF banded to be exhibited in NPA sanctioned shows (Canadian bands recognized for Canadian exhibitors living in Canada).

Section 2: ALL birds exhibited in NPA sanctioned shows in 2015 and beyond must be NPA, AU or IF banded (Canadian bands recognized for Canadian exhibitors living in Canada).

Section 3: The NPA offers a one time one year exemption to any specialty club who is currently not buying NPA bands with the stipulation that they buy bands in the year they are requesting the exemption and beyond. If the NPA has not received the specialty club band order by May 1st the exception will be voided

Section 4: All band orders must be for ten or more bands per size and in increments of five thereafter. Payment in the form of cash, check or money order must accompany the order. No bands may be returned for a refund, although they may be exchanged in the case an error was made in filling the order.

Section 5: Members pay \$0.05 extra per band to choose band series when ordering. Must be a string of 100 bands.
Example:0-99, 1200-1299 etc.

Section 6: All specialty club band orders shall be in lots that are multiples of 100. Minimum specialty club band order is 1,000 bands.

Section 7: Shipping date for bands shall be December 10th for specialty clubs and December 15th for individuals.

Section 8: Band Distributors must sign a yearly contract agreeing to an initial order of a minimum of 5,000 bands and that future reorders will be for a minimum of 1,000. All band distributors will be listed in the NPA Quarterly Review each issue.

Section 9: Band distributors must report band sales to NPA Sec/Treas on quarterly basis: April 1, July 1, October 1 & Jan 1

ARTICLE B V AWARDS

Hall of Fame Award

Section 1: The Hall of Fame Award is the highest honor that may be awarded a supporter of the National Pigeon Association. It is reserved for those individuals that have dedicated a lifetime to supporting and promoting the National Pigeon Association and have done so in a manner that is extraordinary.

Section 2: In order to be considered for the Hall of Fame Award the applicant must meet all of the following minimum requirements:

- 1) Active member in good standing of the National Pigeon Association for 10 or more contiguous years.
- 2) Breeder and exhibitor of standard-bred pigeons for 10 continuous years.

Section 3: At the beginning of each new term of office, the President shall appoint a committee of 3 current members of the Association that are previous recipients of the Hall of Fame Award to act as a recommendation committee. The committee shall receive all application, review them, decide which, if any of the applications are deserving of the awards, and make their recommendations to the Board of Directors at the National Convention. The Board of Directors shall have the final vote for approval or rejection of the candidates.

Section 4: No more than three Hall of Fame Awards may be made in any one calendar year and if worthy candidates are not available, no awards are to be made.

Junior Merit Award

Section 1: The Junior Merit Award is considered a junior version of the Hall of Fame Award. It is the highest award a junior member can receive and should be reserved for exceptional applications.

Section 2: In order to be considered for the Junior Merit Award the applicant must meet all of the following minimum requirements.

- 1) Active member in good standing of the National Pigeon Association for 3 or more contiguous years.
- 2) Have a total of 50 or more entries in the NPA affiliated shows.
- 3) Entered in the NPA Junior Meet and place in the top five in at least one category.
- 4) Published at least two articles of two hundred or more words on different subjects.

Section 3: The NPA Junior Program Director shall review all applications for the Junior Merit Award and after careful consideration; make recommendations to the Board of Directors at the National Convention. The Board of Directors shall vote on which applicants, if any, receive the award

Wendell Levi Outstanding Service Award

Section 1: The three immediate past presidents of the NPA serve as a committee to select the winner of this annual award. The award is given to that person, who in the opinion of the committee, has done the most service to pigeons in general and the National Pigeon Association in particular during the previous year.

Lifetime Achievement Award

Section 1: The Lifetime Achievement Award was created several years ago. It is intended to be used for members who have never held an office in the NPA but have done many things to promote the pigeon hobby and have been active in pigeons for at least 15 years.

Section 2: The purpose or intent of this award is to recognize those individuals who have made an extraordinary contribution to the breeding and promotion of fancy, flying or utility pigeons.

This award in many ways, will parallel the guidelines of the NPA Hall of Fame award but will be open to those who may have made significant contributions to the pigeon hobby but the activity may not specifically have been related to the N.P.A. In other words, the NPA realizes that any positive pigeon promotion helps the whole pigeon hobby as well as the NPA.

Section 3: Any person, to be eligible for this award, must have bred and exhibited standard –bred pigeons for 25 years or more, been a member in good standing for 25 years or more of any reputable club, and rendered valuable service on behalf of the pigeon fancy. Basically, the number of years an individual has been breeding pigeons and the services rendered that have aided in the promotion and betterment of the pigeon fraternity shall be considered most important.

Section 4: Not more than four Lifetime Achievement Awards shall be made in any one calendar year and, if worthy candidates are not available, no Lifetime Achievement Awards are to be made

President's Award

Section 1: The recipient of this award is selected by the President of the NPA. This honor is awarded to the person who has invaluable assisted the President to successfully administer his office and perform his duties as President during the past year.

Appreciation Award

Section 1: The Appreciation Award is used for show personnel. There will be two awards - one for the Grand National Show Superintendent and one for the Show Secretary. These two awards will be presented each year and will be confirmed by the Board of Directors at their Annual Meeting.

50 Year Membership Award

Section 1: This award is for 50 years of consecutive membership in the NPA.

Outstanding Service Award

Section 1: Each affiliate club can send in a name for each specialty clubs outstanding member of the year.

ARTICLE B VI
MASTER BREEDER CERTIFICATES

Section 1: The National Pigeon Association may issue Master Breeder Certificates to individuals whose skill and ability as breeders enable them to produce pigeons of outstanding quality of any given breed or variety, and win highest honors year after year at well known American Shows. To produce birds of uniform quality over a period of years that have helped to improve and advance the popularity of the breed shall be given full consideration. The quality of birds produced by a breeder and his show record should be an outstanding example in the art and science of breeding.

Section 2: The President shall appoint a committee of three members who shall make careful appraisal of the records submitted if the committee feels a nominee is worthy of recognition, his or her name shall be submitted to the NPA Board of Directors at the annual meet for their approval.

ARTICLE B VII
MASTER JUDGE CERTIFICATES

Section 1: The National Pigeon Association offers the Mater Judge Award to recognize the diligent and sacrificial efforts of those that perform the service of judge at our pigeon shows. There are two forms of the wards, the Master All Breed Judge for those that are capable of judging all-breed shows and Individual Master Judge for those that are capable of judging a single breed of variety of pigeon. When applying for this award the applicant must specify which form of the award they are applying for.

Section 2: In order to be considered for the Mater All Breed Judge Award the applicant must meet all of the following minimum requirements.

- 1) Judged more than one breed at three or more NPA Grand National Shows.
- 2) Judged more than one breed at four or more NPA sanctioned meets i.e. State or District Meets.
- 3) Active member in good standing of the National Pigeon Association for 5 or more contiguous years.

Section 3: In order to be considered for the Master Individual Judge Award the applicant must meet all of the following minimum requirements:

- 1) Specify which breed or variety of pigeon they are applying for.
- 2) Judged the breed applying for at three or more NPA Grand National Pigeon Shows.
- 3) Judged four sanctioned breed meets, not all in the same year, verified in writing by a senior specialty club officer -or- applicant holds Master Breeder Award from breed specialty club.
- 4) Active member in good standing of the National Pigeon Association for 5 or more contiguous years.

Section 4: The President shall appoint a committee of three members who shall make careful appraisal of the applications submitted and if the committee feels a nominee is worthy of recognition, his or her name shall be submitted to the Board of Directors at the National Convention for their approval.

ARTICLE B VIII
SCHOLARSHIP AWARD

Section 1: The NPA Scholarship program was established to recognize outstanding educational accomplishments made by exceptional young pigeon fanciers.

Section 2: To be eligible, the junior member has to be a member in good standing in the NPA for the past 3 years. He or she must submit a transcript of their High School grades to the Secretary of the NPA by July 15th of the calendar year of their graduation. Included should be the history of any extra-curricular activities such as 4H, sports, academic clubs, service organizations, etc. A grade point average of B is required throughout the High School years. If there are any extenuating circumstances concerning the grade point average, the committee will take that under advisement. Extenuating circumstances regarding grade point average must be submitted in writing along with the application for the award. The applicant must also submit an essay about the pigeon hobby, how the applicant has participated in the pigeon hobby and what the hobby means to them. Any junior member will be granted this award only once. The award will be available to High School Seniors who are enrolling in an accredited two or four year institution of higher learning.

Section 3: The Scholarship Advisory Committee shall consist of the National Pigeon Association President, the Eastern & Western Vice-Presidents and the Junior Director. All scholarship applications and accompanying documentation shall be submitted to the National Pigeon Association home office. The Scholarship Advisory Committee shall determine completeness of the application and determine if the application was received prior to the deadline. All applications that fulfill the scholarship rules and guidelines are reviewed for content and then sent, with recommendations, to the Board of Directors for an award decision. The decision of the Board of Directors shall be final.

Section 4: Dependent upon the solvency of the Scholarship Fund, up to three awards will be given annually and the amount of each award will be \$750.00. The fund depends on the generosity of the NPA members and affiliated organizations. The auction at the Grand National Pigeon Show and Convention is one of the funds largest contributors. One-half of all proceeds from the auction are designated for the Scholarship Fund. The other half goes into the Junior Program operating funds.

ARTICLE B IX CODE OF ETHICS

SECTION 1: PURPOSE

A guideline for members and officers of the National Pigeon Association.

SECTION 2: SPORTSMANSHIP

Competition in the show room has been the main purpose for the majority of NPA members. Others may simply enjoy their birds at home. Still others enjoy color breeding or the study of genetics. Some may simply want to improve upon standards or ad new varieties. Whatever the purpose it is important the NPA foster good sportsmanship. 1) Sportsmanship relies on the values of fair play, honesty, courtesy, dignity and respect to all in the fancy. 2) Sportsmanship encourages vigorous competition while allowing for winning and losing with grace. 3) Sportsmanship insures that members and judges will not inject personal advantage or consideration into their decisions or behavior. 4) Sportsmanship enables a judge to make placements based only on the merits of the birds and considers no other factors. The exhibitor has the responsibility not to enter under a judge where it might reasonably appear that the judge's placements could be based on something other than the merits of the birds. 5) Sportsmanship respects the right of a judge or exhibitor to express constructive criticism. 6) Sportsmanship respects the NPA bylaws, rules, regulations and policies governing the fancy. Constructive criticism is offered with prudence for the benefit of the NPA and the fancy. 7) Sportsmanship would not allow anyone to embarrass the fancy, themselves or the NPA while taking part in the hobby. 8) Sportsmanship empowers fanciers to welcome, encourage and support newcomers to the hobby. 9) Sportsmanship recognizes the responsibility for

the welfare of our purebred pigeons. 10) A good sport mentors, shares knowledge and experience with the novice and or veteran in the fancy.

SECTION 3: HUSBANDRY

The NPA fosters the belief that breeders and keepers of purebred pigeons are trusted with responsible care, housing, and stewardship.

. There is no tolerance for abuse, cruelty or any other form of inhumane treatment. It is expected that proper nutrition, health care including appropriate vaccinations will be provided and recorded. It is recommended that pigeons be NPA banded and numbers recorded by the breeder to enhance the proper return of misplaced birds.

SECTION 4: CONFLICTS OF INTEREST

Conflicts of interest can create an unfair advantage for a member or an official of the NPA. Potential or realized financial gain is a prime example. Competitive advantage in the show room is another. When such conflicts occur the NPA wants to make sure that decisions are made that will be in the best interest of the organization and the fancy. There are several ways that the NPA board may deal with a potential conflict of interest. 1) Board members, officers or employees of the NPA must disqualify themselves from participating in any board deliberation or decision related to the potential conflict of interest. 2) Board members, officers or employees of the NPA are required to consider whether their impartiality may be questioned whenever their involvement in a particular matter may have an adverse affect on the organization or fancy. 3) A board member may have a concern that raises a question regarding another board member, officer or employee's partiality. In such a situation, after discussion, the individual will be excused and the NPA board should deliberate to determine whether or not participation by the said individual on the particular matter would be appropriate. 4) Board members, officers or employees of the NPA must not use their office for their own or another's private gain. They are not to use their position, title or any authority associated with their office to coerce or induce a benefit for themselves or others.

SECTION 5: VIOLATIONS

The National Pigeon Association code of ethics is meant to be a guideline but, is not all inclusive particularly to specific situations that might arise. There will be occasions when a member, NPA official or interested party has a concern on ethics violations. These will be referred to the NPA board of directors. They will be handled under the Constitution and By-Laws of the National Pigeon Association Article C X Duties and Powers of the Board of Directors.

Article B X COMPENSATION/REIMBURSEMENT

Section 1: With the exception of Article C X, Duties of the Secretary/Treasurer, Section 9, there shall be no compensation paid for serving in any NPA elected or appointed position.

Section 2: Reimbursement will be given to NPA elected or appointed officials only for those incurred expenses approved by the NPA Board of Directors. Approved expenses must be recorded in the minutes of an official NPA Board of Directors meeting.

Section 3: As the majority of NPA business is conducted at the NPA Grand National Show & Convention, it is necessary for the NPA elected officials to attend the NPA Grand National Show & Convention yearly. It is also usual and customary for the elected officers of the NPA to spend up to 50% of their time at the convention in official NPA meetings

or events. Recognizing that this is a costly requirement, as partial reimbursement for expenses associated with attending the official NPA meeting and events at the Grand National Show & Convention, each elected NPA officer, along with the Junior Director, will receive a partial reimbursement of expenses in the amount of \$350. In an election year, the outgoing officer receives this partial reimbursement, the incoming officer does not.

Section 4: An expense receipt must be submitted to the NPA Sec./Treas. for any and all reimbursements.

ARTICLE B XI JUNIOR PROGRAM

Section 1: One-half of NPA auction proceeds will go toward the Junior Scholarship with the other half going toward the Junior Program operating funds.

ARTICLE B XII GRAND NATIONAL SHOW RULES

Section 1:
National Pigeon Association
Grand National Show Rules

READ THOROUGHLY – DO NOT ENTER IF YOU CANNOT ABIDE BY THESE RULES

1. Failure to recognize or abide by these rules will exclude entry without refund.
2. The entry fee will be established by the host club with approval of the NPA BOD.
3. This show only recognizes NPA approved bands. All birds must be seamless banded and within one size for that breed.
4. This show recognizes all breeds of NPA recognized standard-bred pigeons and ADA recognized doves.
5. Specialty clubs have selected their own judges and their decisions are final. Open class judges have been selected by the host club and their decisions are final.
6. Each exhibit entered must be the bonafide property of the exhibitor and must be shown in its natural condition. Proper trimming and preparation is considered natural condition. The right is reserved to disqualify all unworthy specimens.
7. The show management will not be responsible for the loss of birds. However, the best security possible will be given.
8. An NPA Show Catalog listing exhibitor's names, placing to one past half the class and awards will be printed and mailed to all exhibitors for a fee determined by the NPA BOD.
9. Clean water and feed shall be provided daily.
10. An adequate amount of bedding shall be provided and shall be available for replenishment during the show.
11. All birds entered in the show will be cooped individually.
12. No substitutions will be made prior to check-in at the show. Substitutions shown with specialty clubs will be allowed as the individual specialty club allows. The exhibitor must make the change on the coop card and give the change to the specialty club secretary prior to judging so the change can be made on the judging sheet. Open class substitutions will be permitted only when made in the same class, color, age and sex as the original entry.
13. When a display award is given, the specialty club shall establish the method of scoring points.
14. The show management reserves the right to reject unhealthy or diseased specimens received for exhibition. If sickness develops, the ill bird will be removed from the show hall.

15. The Grand National officially opens on Thursday morning at 10:00am. Birds may be cooped beginning at noon on Wednesday. All birds must be cooped by no later than 4pm on Thursday. All entered birds must remain in the show hall until 5pm Saturday. Birds may be cooped at 4pm Saturday and will be released at 5pm Saturday after all exhibitors have verified that all their birds are in their possession.
16. The number of placings in each class shall be determined by the Specialty Club.
17. A Grand National Championship Certificate will be awarded to each breed exhibited where two or more exhibitors are showing.
18. Specialty Clubs shall establish their own classes. Where no club agreement is in effect, classes shall be provided for Young hen, Young Cock, Old Hen, Old Cock.
19. No birds shall be allowed in the show hall area on which an entry fee has not been paid. Entered birds may be sold but must remain in the show hall until all birds are released on Saturday. No bird sale areas in the parking lot will be allowed.
20. The disposition of carry cases is the discretion of the host club. No birds may be kept in carriers without written permission from the Show Committee. If left in the show hall, all carriers must be stored completely under the coops and may not extend beyond the coops.
21. A violation of these rules will result in a partial or total loss of rebate to the Specialty Club involved and under contract for this show. A consideration of the loss of exhibiting privileges may also be considered by the NPA Board. The Board's decision in these matters is final.

Section 2: NPA Grand National Show is "OPEN COMPETITION". Birds will be shown with sponsoring specialty breed club.

Section 3: NPA Grand National rebates held if specialty clubs do not return judging sheets.

Section 4: NPA members receive a \$1.00 per bird NPA member discount for each bird entered at the NPA Grand National Show.

Section 5: NPA Grand National Show & Convention itinerary:

Receive birds:	Wednesday 12pm
Board meetings:	Thursday @ 7am & Fri @ 7am (other meetings scheduled as needed)
Start of Show/Judging:	Thurs 4pm
Membership meeting:	Thursday 7pm
Banquet:	Friday evening
Crating of birds:	Saturday 4 pm
Show closes:	Saturday 5pm (after it has been determined that no birds are missing)

ARTICLE B XIII

GRAND NATIONAL SHOW SALE SECTION RULES

1. The decision whether to have a sale section resides with the host club.
2. The sale section shall be separated from the show area by a physical barrier.
3. Ventilation, lighting and environmental controls shall equal that of the show area.
4. Security for the sale section shall be the same as for the show area.
5. The same rules regarding health and the removal of ill birds in the show hall shall be in effect.
6. The care of birds regarding food, water and bedding are the same as those birds in the show hall.
7. Birds may come into the sale section during the duration of the show but may not pass through the show area.
8. Birds may leave the sale section during the duration of the show but may not pass through the show area.

9. Maximum of 2 birds per hole in 4-hole cooping. Birds in 4-hole cooping must be of proper size for 4-hole cooping.
10. Maximum of 4 birds per hole in 2-hole cooping unless the breed would normally require 2-hole cooping. If that is the case then a maximum of 2 birds per 2-hole cooping.
11. Birds in carry cases in sale section must be afforded the same space as those in the sale coops. Overcrowding will not be tolerated and those people who overcrowd will be expelled from the sale section AND from the show itself.

**ARTICLE B XIV
BREED SPONSORSHIP**

Section 1: **RULES FOR SPONSORING A MEET AT THE NATIONAL**

1. Any club that has sponsored a breed at the last three Nationals will receive the primary bid if they apply.
2. Co-sponsorship is to take place when more than one club wants to sponsor a breed. There will be one National Champion and the rebates will be split by each club's number of entries. It is in the interest of the NPA that primary sponsoring clubs and secondary sponsoring clubs promote their breed in a friendly and cooperative manner. The NPA reserves the right to arbitrate any dispute in Sponsorship of a breed.
3. Primary Sponsoring Clubs will remain primary sponsors unless they default in lack of cooperation with secondary sponsors.
4. New clubs may sponsor a breed provided they are affiliated with the NPA and the breed does not have a competitor in that they promote specialty clubs to become active in their chosen breed.
5. If a Sponsor defaults we will select the new sponsor by the number of years they have been affiliated with the NPA.
6. The committee to rule on any appeals will be the Executive Committee assisted by the NPA Secretary-Treasurer.

**ARTICLE B XV
GRAND NATIONAL SHOW HOST CLUB AGREEMENT**

Section 1:

National Pigeon Association
Grand National Show Host Club Agreement

The host club, having been accepted by the NPA BOD to host the NPA Grand National Show & Convention, agrees to the following terms:

1. NPA rules shall be followed at the Grand National.
2. The actual show site and hall will be covered by at least a 1-million dollar liability insurance policy during the entire period starting with setup and extending through teardown. A copy of the insurance binder shall be filed with the NPA Secretary's office.
3. All expenses including rent, insurance and those associated with putting on the show will be the sole responsibility of the host club.

4. The host club shall make provisions on the entry blank to receive all classes of NPA membership dues and to receive orders for the NPA Yearbook.
5. The host club will give the NPA all monies collected for NPA dues and the NPA Show Catalog, along with a complete list of names and addresses of those people, within 30 days after the show.
6. The host club agrees to pay the Specialty Clubs a rebate of \$1.00 per bird minus expenses incurred by the Specialty Clubs as detailed in the Specialty Club contracts.
7. Rebates to Specialty Clubs must be returned to the Clubs within 30 days after the show.
8. The host club will collect \$10 for each picture requested by the Specialty Clubs, beyond that of Champion, to appear in the NPA Yearbook. This money shall be turned over to the NPA.

Hotel & Transportation:

1. The host club agrees to provide a host hotel with special room rates for National Show exhibitors and guests.
2. The host club agrees to provide transportation between the airport and the host hotel. If this is a fee for service, the fee shall be clearly stated on the entry form and in promotional materials.
3. The host club agrees to transport birds between the airport and the show hall. If this is a fee for service, the fee shall be clearly stated on the entry form and in promotional materials.
4. The host club agrees to arrange a banquet at the host hotel on Friday night. The cost of banquet tickets shall be clearly stated on the entry form and in promotional materials.

The Show:

1. The host club agrees to uphold the rules of the NPA.
2. The host club agrees to yield to the authority of the NPA BOD when resolving any problem occurring with the breaking of NPA rules.
3. All coops shall be on stands or tables. No coops on the floor.
4. The host club shall ensure that all birds are provided clean water and feed daily.
5. The host club shall provide an adequate amount of bedding in each cage and ensure bedding is available for replenishment during the show.
6. All birds entered in the show will be cooped individually.
7. The host club agrees to provide show security and not allow an exhibited bird to leave the show hall during the duration of the show except for pictures being taken by the NPA Photographer or for health reasons.
8. The host club, in conjunction with the NPA BOD, may release birds from the show if it is deemed the exhibitor has an emergency or in the case of extreme weather related risks.
9. The host club agrees to provide judging areas, cages and stands for every Specialty Club.
10. The host club agrees to allow non-sponsored breeds to compete in open-class competition and not have their breed judged with any other club.
11. The host club agrees to sponsor open-class awards and provide competent open-class judges. Champion and reserve awards shall be given for any breed where there are two or more exhibitors. If there is only one exhibitor in a breed, any open-class awards will be made at the discretion of the host club. There will be no rebates for open-class entries.
12. The host club, in cooperation with the NPA BOD, will determine the show hall hours. These hours shall be clearly stated on the entry form and in promotional materials.
13. The show hall shall be locked and secured at all times outside of show hall hours.
14. The host club agrees to provide a room for the NPA Photographer to photograph birds for the NPA Show Catalog. This room shall be of such design that loose birds can be easily recovered without incident.
15. The NPA provides for a picture of each Breed Champion only. The host club must collect \$10 for any additional pictures requested by the Specialty Clubs. This may be deducted from Specialty Club rebates if there are sufficient entries. The host club agrees to turn over, to the NPA, all collected monies for additional pictures.

16. The host club agrees to set up an area with show coops for birds in the NPA auction. The number of required coops and layout of the auction area will be coordinated with the NPA. The auction will be held at 1pm on Saturday unless otherwise specified.
17. The host club may hold any raffle or auction of its own to generate additional revenue to cover show expenses.

NPA Meetings:

1. The host club shall provide adequate meeting space and time for NPA BOD meetings and the General Membership meeting.
2. NPA meetings shall be coordinated per request from the NPA Secretary.

Show Judging Books / Sheets:

1. The host club shall either provide copies of completed judging records, or the original records themselves, to the NPA Secretary prior to the end of the show. These records are necessary to prepare the NPA Yearbook. Specialty Clubs MUST return their judging records to the show secretary before the end of the show. Failure to return completed judging sheets will result in forfeit of any rebates.

Profits:

1. The host club shall establish a separate bank account exclusively for the NPA Grand National Show & Convention. The account name should be unique and relating to the show such as "National 2010".
2. Checks received by the host club for the show should be made out to the account name such as "National 2010" or some other unique name relating to the show.
3. As the NPA has charged the host club with all the financial responsibility and risk for the NPA Grand National Show & Convention, all the proceeds from the show and convention belong to the host club with the exception of those noted in this contract.

NPA President:

Date:

Host Club Name:

Host Club President:

Date:

Show Secretary:

Date:

ADDITIONAL AGREEMENTS:

NPA President:

Date:

Host Club President:

Date:

ARTICLE B XVI GRAND NATIONAL SHOW GUIDELINES

Section 1:

National Pigeon Association

Grand National Show Guidelines

LOGISTICS

LOCATION

Many people traveling to the Grand National Show will travel by air. This means the show hall must be in or near a city serviced by the major airlines such as Delta, United, American, Northwest, etc. The airport should be served by large jet plane traffic as small commuter planes will not be able to handle the large number of fanciers nor their pigeon carriers.

VENUE

First of all, it is very important to understand that the type of venue may strictly dictate aisle spacing, floor layout, types of paper and bedding you may use, routes of traffic for transporting birds, the use of Union labor for certain work, show hall hours, etc. Local FIRE & HEALTH codes must be obeyed and they vary depending on the type of venue and location.

For obvious reasons, the venue should be located in a decent area where crime rates and safety concerns are low.

There are two types of venues possible for use as a show hall. Both have their advantages and disadvantages.

Convention center attached to a major hotel.

The obvious advantage to this arrangement is that everything is under one roof. There is no need for transportation between the show hall and the host hotel. Once inside you have everything needed without leaving the facility ... room, restaurant, lounge, show hall.

The disadvantage to this arrangement is that there will probably be many more restrictive rules that you must comply with regarding the show. Some of the restrictions you may be forced to comply with have previously been mentioned, but you may encounter others.

Convention center (stand alone)

The major advantage to this type of show hall is, depending upon location, there may be fewer FIRE & HEALTH codes that you need to comply with. There may also be fewer Labor Union issues. So you may find it easier to setup and teardown using your own labor. You should have no problems using the type of paper and shavings you want for bedding. Access with birds will be less restrictive. Minimum aisle width may not be dictated to you. In other words, when planning a Grand National in this type of venue it may be more like the pigeon shows you are used to setting up and attending.

Of course the disadvantage is that you are separated from the host hotel where people will be staying and where the NPA meetings and banquet will be held. In this case, well coordinated transportation becomes very important.

Regardless of the type of venue, the requirements to host a good show remain:

1. The venue must be large enough to accommodate the number of birds you expect, separate judging areas for each specialty club, areas for vendors, area for the NPA Auction, area for the NPA Secretary's tables, area for exhibitor check-in, area for food vendor, and ample room to walk between these areas. A good rule of thumb is the number of usable square feet should be about 7 times the number of birds you expect. This would give you approximately 6' wide aisles. For example, if you expect 5,000 birds your venue should have about 35,000 square feet of usable space. Choosing a venue with a smaller area-to-bird ratio will necessitate the narrowing of aisles. An area-to-bird ratio of 4.5 would give approximately 4' wide aisles. This should be the minimum ratio used when determining the needed usable square-footage of the show hall.
2. Lighting must be adequate in ALL areas of the show hall. Remember, judging cages will probably be setup against exterior walls and in corners.
3. Superb ventilation is a MUST. For the duration of the show the air must be kept clean and fresh. The ventilation system should turn-over the entire volume of the show hall several times an hour.
4. The venue should have a good heating system that evenly heats the show hall and maintains the temperature at a comfortable level during the duration of the show.
5. The venue should have meeting rooms available for use by Specialty Clubs.
6. A good PA system is necessary.
7. Evaluate your venue for security. How many exits are there and how difficult will it be to maintain good security to prevent theft of birds?
8. Access to the venue should be at ground level.
9. Parking should be on ground level and directly adjacent to the show hall. Having to negotiate stairs or elevators is not desired. The ease of transporting birds from vehicles and into the show hall should be addressed.
10. There should be a food vendor in the show hall with a variety of offerings. Many fanciers will spend most of the day in the show hall and having a nice choice of vendor offerings is appreciated.
11. Removing ALL carriers from the show hall cuts the risk of theft. If you are going to require all carriers be removed from show you will need a place to store them.

Venue Contract

The following items must be listed in your contract with the Venue:

1. DATES: Plan for 2 days setup and 3 days show. Decide if teardown can be completed the night after the show ends or if you need the following day. With proper planning and manpower there should be no need for the extra teardown day, but take that into consideration
2. HOURS: Typically you will want the show hall at 7am every day (setup & show). On setup days and the first show day you will want the show hall until about 10pm. The day of the banquet you will close the show hall early, around 5pm. The last day you may need the show hall until midnight or later for teardown
3. COST: Have the daily cost listed in the contract. Try to negotiate a reduced daily cost for setup days. Is there extra cost for meeting rooms, PA systems, cleaning after the show, tables, chairs, security, fork-lift operators, Union labor such as electrician or carpentry, loading dock use, etc? What services and work MUST be performed by Venue personnel and what work are you able to perform yourself? Are there parking fees or fees to enter the venue? For the benefit of those coming to your show, try to negotiate parking and entry fees out of the contract. Any and All associated venue costs should be listed in your contract. Try to negotiate a "package" rate for use of Any & All needed services. It may be more cost effective than an itemized billing of everything used.

4. FOOD VENDOR: Have the hours the vendor will be open and offering food & drink clearly listed.

SECURITY

Preventing the theft of birds and carriers is of primary importance. The following steps can decrease the opportunities for theft or unintended boxing of the wrong birds:

1. Remove ALL carriers and boxes from show hall and store them in a secured area.
2. Birds not entered in the show should not be in the show hall.
3. Once in the show hall, birds should not be leaving until the show is over. This includes birds that are purchased in the show. An exception may be if both the buyer and seller bring the bird, the coop card, and identification to the Show Secretaries desk for check-out. The Show Secretary, or designee, should accompany buyer out of building with bird and past security.
4. Exits should be patrolled and no birds allowed to leave without the Show Secretaries approval as noted above.
5. If you have a sale section there should be a physical barrier between it and the birds in the show. There should be ideally only one entrance/exit and it should be monitored. Birds should not be allowed to be transported between sale section and show.
6. At the end of the show ask everyone to crate their birds and everyone must remain in the show hall until all birds are crated. After all birds are crated, and no birds are reported to be missing, then release everyone to leave the show hall.

HOST HOTEL

You will need to provide at least 300 rooms for those attending the show. Ideally, the Host Hotel would be large enough to provide most of these. If you must use more hotels to provide a sufficient number of rooms, they should be close to the show hall and preferably close to each other. The Host Hotel should offer Hotel shuttle service between the airport and the hotel. Strongly encourage all those traveling by air to stay at the Host Hotel so they may utilize the shuttle between the Host Hotel and the show hall. If the Host Hotel is not adjacent to the show hall, or within a block or two, you will need to provide transportation between the show hall and the Host Hotel in the morning and evening. Be prepared to provide up to 3 hours of shuttle service in the morning and up to 3 hours in the evening. Try to negotiate with the Host Hotel to provide this shuttle service.

A meeting room will be needed by the NPA BOD. This room should accommodate about 16 people. Normally, breakfast is served during the BOD meeting in the meeting room. So either a menu or a small buffet should be made available. In addition, a meeting room to accommodate about 150 people will be needed for the NPA Membership meeting. If there is a meeting room large enough to accommodate the NPA Membership meeting at the show hall that would perhaps be a better choice. Lastly, a room will be needed for the NPA banquet. Try to negotiate with the hotel to comp ALL these rooms since you are providing them with such a large number of guests. The meeting room times will need to be coordinated with the NPA Secretary

You should establish a contract with each hotel you are using that clearly states the number of rooms in your block, room-rates, the tax rate, parking rates, incidentals and amenities. In order to release your club from the liability of paying for unsold rooms, there should be a cutoff date agreed to when the hotel will release the balance of unsold rooms to the general public. Try to get the cutout date extended past the cutoff date for entries as people may not reserve their room until after they have sent in their entry. A cutoff date 2-3 weeks before the show date works well. It is customary, with such a large meeting, for the hotels to give your club a rebate for each room-night sold. A rebate amount of \$5.00 per room-night is common and will provide you with additional revenue to cover show expenses. Make sure all these terms are printed in the contract.

The requirements for the Host Hotel are:

1. Shuttle to and from airport

2. Banquet facilities for up to 250 people
3. Full service restaurant serving breakfast, lunch and dinner
4. A lounge or gathering place for fanciers to enjoy camaraderie when not attending the show
5. Meeting rooms for the NPA BOD on Thursday morning, Friday morning and possibly Saturday morning
6. A meeting room that accommodates up to 150 people for the NPA General Membership meeting on Thursday night

Host Hotel Contract

The following items must be listed in your contract with the Host Hotel:

1. Room rates
2. Tax rate
3. Number of rooms in block
4. Room cutoff date
5. Room-night rebate to your club
6. Comp room rate based upon room-nights sold
7. Rates for meeting rooms used for non-NPA purposes
8. Rate for banquet room (including PA system & A-V equipment)
9. Banquet menu and cost
10. Banquet room hours
11. Rate for NPA BOD meeting rooms (paid by NPA)
12. Rate for NPA Membership meeting room (paid by NPA)
13. Airport shuttle service
14. Parking rates
15. Restaurant hours
16. Lounge hours
17. Incidentals
18. Amenities

NPA Banquet

The NPA Banquet is the social and professional highlight of the show. At the banquet the NPA President addresses the attendees, the host club and its individuals are acknowledged and NPA Awards are presented. NPA Master Breeder, NPA Master Judge and NPA Service Awards are presented at the banquet. There is typically either an educational program presented or entertainment provided such as local musicians offering tasteful music to fit the event. The banquet tends to be a more formal event with nicer dress than one would wear in the show hall. It has been customary to have the banquet room open an hour prior to the start of the program to allow fellowship among fanciers. The program proceeds with a nice meal, NPA business and then a program or entertainment.

Both plated and buffet serving have been used with success. Try to offer as high a quality meal as possible within budgetary constraints. If offering plated meals you will have to ask people to make their entrée choice at the time they purchase their tickets. It is normal for hotels to ask for a final head count 48 hours prior to the banquet so they can purchase and prepare the meals. The cost of the banquet is about \$30 - \$35 per person, including tax, at the present time (2009).

NPA Banquet Requirements

1. Room to accommodate 200 people
2. Head table for NPA Officers (16 people)
 - a. Preferably on a riser or small stage

3. Podium at NPA table with microphone & light
4. Availability of audio-visual equipment for presentations
5. Cash bar
6. If having a buffet, offer at least two nice choices for an entrée. Include vegetable and starch choices as well as dessert choices
7. If serving plated meals, offer at least two nice entrée choices that include vegetables along with dessert choices
8. The NPA BOD is responsible for the program at the banquet in conjunction with the host club

TRANSPORTATION

If there are any fees for transportation during the NPA National Show, those fees shall be clearly publicized in promotional materials and on the Entry Form

1. Airport to Host Hotel
 - a. Host Hotel airport shuttle for people only
 - b. For people with birds they will need to be taken to hotel for check-in and to the show hall to coop birds
 - i. Request people flying with birds to list airline, arrival time, and size of carriers on their entry to arrange pickup by volunteers
 - ii. You will also need to know their departure time and airline
2. Host Hotel to show hall
 - a. Provide up to 3 hours shuttle in morning and up to 3 hours in evening
 - i. You will have to provide shuttle service if Host Hotel will not
3. Non-Host Hotel to show hall
 - a. Attempt to get hotel to provide shuttle service
 - b. For non-Host Hotel guests provide taxi or other transportation information
4. Host Hotel to airport
 - a. Host Hotel airport shuttle may not be able to transport pigeon carriers
 - i. Check with hotel to see if small carriers of birds may be housed in guest rooms overnight
 - ii. Check with hotel to see if they have a secured area to house large carriers of birds overnight
 - b. If hotel cannot safely accommodate birds overnight or transport to airport with guests you will have to accommodate birds overnight in an enclosed area safe from theft and harm. Then you will have to transport them to airport the following morning
 - c. An attractive alternative is to speak with the airlines managers and try to negotiate a deal to bring the birds to the airport on Saturday night after the show. The birds would have to be delivered to the correct airlines for departure with guests on Sunday morning.

5. EXPRESS MAIL BIRDS

- a. You will have to pickup EXPRESS MAIL birds at the post office and transport to show hall
 - i. If exhibitor is not attending the birds will have to be check-in, cooped, fed and watered for the duration of the show
 - b. EXPRESS MAIL birds will have to be boxed up after the show and mailed back to the owner. You will want to box these birds before everyone else is allowed to box birds to eliminate theft.
 - i. You may be able to get the birds mailed back out yet on Saturday. Talk to your Postmaster and they may make special provisions for you to bring the birds in after the Post Office lobby is closed to get them on Saturday's Express Mail route. Find out what the time cutoff is and determine if this is possible It is the best for the birds!!!

INSURANCE

You will need to purchase a minimum of \$1,000,000 liability insurance that covers your club for any damage or injury that may occur during the entire time you occupy the venue. The exact amount is usually dictated by the venue management.

ADMINISTRATION

SPECIALTY CLUB CONTRACTS

1. In the past this has been performed by the NPA Secretary or by the host club with equal success. Prepare and mail contracts to ALL NPA Affiliated Specialty clubs. This should be done by March 1st. You will want to receive all contracts back by June 1st. Contact the NPA Secretary for copies of previous year's contracts. The contract clearly defines what you will provide for their meet and the Specialty Club's responsibilities. You will include an entry blank and rules for them to distribute to their membership. The returned contract will contain information in helping you with the labeling and sorting of coop cards and judging order.

PREMIUM BOOK

1. For most NPA National Shows a premium book has been published and distributed to fanciers who attended the previous 2 National Shows as well as local fanciers who attend shows in the local area. There have been some National Shows where no premium book has been published. Getting an actual premium book into fancier's hands may solicit a larger turnout of exhibitors, especially those wavering on attending. The premium book contains ALL the information regarding the show: date, location, hotel information, airline & transportation information, banquet information, entry blank, show rules, Specialty Club information, etc. With dedicated planning and soliciting of advertisers, a premium book can pay for itself and some very nice collectible quality premium books have been published. A quality premium book can set the tone for the entire show by building excitement and expectation. The premium book should be mailed by October 1st.

PROMOTION

1. With the high cost of advertising, you will want to get the most bang for your buck. The following are strongly suggested media you will want to use:
- NPA Quarterly
 - Purebred Pigeon Magazine (July-Aug & Sept-Oct issues in particular ... consider Nov-Dec if published prior to entry deadline)
 - NYBS Premium catalog
 - LAPC Premium catalog
 - Other major pigeon show premium catalogs

RECEIVING ENTRIES

- Open a checking account EXCLUSIVELY for the NPA Grand National Show.
- Request that all checks written to you are made out to the account name (i.e. "National 2010")
- Consider using a PO Box for receiving all entries and correspondence. This offers more security than a residential mail box.
- The NPA no longer receives any part of the entry fee. All revenues received by the sponsoring club is the property of the sponsoring club/

THE SHOW HALL

COOPING

The number of birds at a Grand National Show ranges from about 4,000 to over 10,000. Your numbers will mostly be determined by the number of people within 1 day's drive of your show hall. Due to those who attend most every National show, the Specialty Clubs that show with the National show, as well as the groundswell locally for such an event, you can expect about 2,000-2,500 more birds than your show normally draws.

The number of entries you expect dictates the minimum number of coops you need just for the birds entered. You will have to add an additional 20-25 holes of cooping for each Specialty Club's judging area. You will need up to 100 holes for the NPA Auction. Additional coops will be needed for the sale section, Junior Judging and Specialty Club auctions.

Just as important as the number of holes available is the variety of sizes available. Gone are the days when we can use 4-hole cooping for the entire show. Long ago many breeds developed either the body size or the feather ornaments requiring a larger cage.

Breeds requiring 18" x 18" 4-hole or 20" x 18" 3-hole cooping (6' or 5' total length, respectively):

Show Kings, Swallows, Giant Homers, Show Racers, French Mondains, Swiss Mondains, Oriental Rollers, Dragons. Figure 10%-15% of total coops.

Breeds requiring 22" x 25.5" 2-hole cooping (4.5' total length – Keipper #14):

Larger Pouters and Croppers, Giant Runts, English Carriers, Jacobins, Magpies, Maltese, English Trumpeters, Bokhara Trumpeters, larger German Trumpeters, Indian Fantails, Frillbacks, Carneaux, Giant Rumlbers, Hungarian Giant House Pigeons. Figure 10%-15% of total coops.

Most other breeds can be accommodated by the standard 15" x 15" 4-hole coop (5' total length – Keipper #9). Figure 70% of total coops.

Most clubs do not have either the number or the variety of coops needed to host a National Show so cooperation with other local clubs becomes key to having the cooping to host a National Show.

TABLES or STANDS

If you are going to use tables under the coops, do you have enough of them? Standard tables are 8' long and 3' wide. This is wide enough to accommodate two rows of 4-hole or 3-hole cooping back to back. It is not wide enough for 2 rows of 2-hole cooping back to back. You could have a double row of tables resulting in a 6' wide row and have a 2' wide gap between the backs of the rows.

If using stands, you can cut a standard 4' wide sheet of plywood into three 8' long and 16" wide strips. These will accommodate the 3 & 4 hole coops. You can also cut a standard plywood sheet into two 8' long and 24" wide strips. These will accommodate the 2-hole coops.

Whether you use tables or stands, the common denominator is the 8' length. Using a 40' row length gives the following:

1. The 40' long row will accommodate 8 5'-long coops (4-hole coops)
 - a. 32 birds in 4-hole coops
 - b. You will place two rows back to back
 - i. 64 birds single-decked or 128 birds double-decked

2. The 40' long row will accommodate 8 5'-long coops (3-hole coops)
 - a. 24 birds in 3-hole coops
 - b. You will place two rows back to back
 - i. 48 birds single-decked or 96 birds double-decked
3. The 40' long row will accommodate 8 4.5'-long coops (2-hole coops) with 4' extra
 - a. 16 birds in 2-hole coops
 - b. You will place two rows back to back
 - i. 32 birds single-decked or 64 birds double-decked

If you have the 6' long 18"x18" 4-hole coops you should use a 48' long row:

4. The 48' long row will accommodate 8 6'-long coops (4-hole coops)
 - a. 32 birds in 4-hole coops
 - b. You will place two rows back to back
 - i. 64 birds single-decked or 128 birds double-decked
5. The 48' long row will accommodate 10 4.5'-long coops (2-hole coops) with 3' extra
 - a. 20 birds in 2-hole coops
 - b. You will place two rows back to back
 - i. 40 birds single-decked or 80 birds double-decked

PAPER UNDER COOPS

Most clubs do not have the luxury of having unlimited tables or stands as well as a large enough show hall to single-deck the entire show so double-decking is commonplace.

On the bottom row of coops you may want to use an inexpensive type of paper such as jumbo tex (plaster craft) or red rosin paper.

The choice for the top row is much more crucial as there is no underlying support between the rows. Paper on the top row must be able to withstand water spills without deteriorating and coming apart. It has been common in the past to use light, 15# felt paper (roofing paper) on the top row. The cost of felt paper has risen quite a bit and other alternatives may be more desirable. But the choice of paper for the top row **MUST** be durable and **MUST NOT** deteriorate when wet.

BEDDING

The bedding of choice is wood shavings. Depending upon your venue, you may or may not be allowed to use wood shavings. A 5,000 bird show will use about 40 bales of shavings.

CUPS

Each show coop will require 2 cups, one for food and one for water. Plastic, 5 ounce cups fit well in the coop cup holders. You can also use paper coffee cups with handles on them. Pull out the handles through the wire and staple them around one of the coop wires.

FEED

Kaytee/Baymore Feed Company, from Chilton, Wisconsin will feed every NPA Grand National Pigeon Show. Contact Kaytee and they will send you their 6C-16% protein feed with popcorn and numerous other high quality grains.

If you have a local feed vendor that will furnish a high quality feed, you may use that feed for the show.

All coops should have feed in cups prior to cooping birds. Once the show starts it is the responsibility of the breeders to care for their birds.

WATER

The easiest way to fill water cups is with garden waterers with long spouts. Gallon milk jugs work well also. You should have about 20 water jugs available.

All coops should have water in cups prior to cooping birds.

SETUP

1. Once the entries are received and the breed count is known, the floorplan for the show hall must be drawn-up.
 - a. The floorplan should include the location of the rows of show coops, the number of coops in each row and the breed designation.
 - b. The floorplan should include the location of vendors, judging areas, NPA raffle coops, the NPA Secretaries desk, the check-in desk and any other areas within the show hall.
2. The floor must be marked with chalk lines to clearly delineate the placement of the rows of show coops. Each row marked should also be marked with the type of coop to be setup (4-hole, 3-hole, 2-hole, etc).
3. Using the floorplan, distribute coops and stands/tables where needed.
4. It works well to designate certain people to setup stands/tables.
5. A second group comes behind them and puts down the paper and sets up the coops on the stands/tables.
6. After the show is nearly setup, start a group going around with a large cart full of shavings and put bedding in the coops.
7. The last thing to do is to place two cups in each cage and fill them with food and water.

COOP CARDS

1. Many people will show up early to coop their birds. Take advantage of this and let the Specialty Clubs put up their own coop cards. In this fashion, the coop cards will likely be put up the way the club wants as it does vary between clubs.
2. In the absence of Specialty Club involvement, coop cards should be placed under the direction of the Show Secretary as this person has the Specialty Club contact information.

PERSONNEL REQUIRED

1. Show Secretary (in charge of ALL aspects of show)
2. Show Superintendents (1-2 people who work directly under and assist the Show Secretary)
3. Floorplan layout and marking (4 people with one being the floorplan foreman)
4. Setup & Teardown Foreman (in charge of the setup & teardown crews)
5. Setup & Teardown Crew (approximately 25 people who work at the direction of the Setup & Teardown Foreman)
6. Feed/shavings/paper/cup coordinator (facilitates acquiring materials for show and placing in show coops at setup)
7. Vendor liaison (solicits vendors for the National show)
8. Express Mail Coordinator (receives Express Mail birds, places them in show coops, feeds & waters birds, boxes them at end of show, mails them back out to owners)

9. NPA banquet coordinator (interfaces with Host Hotel to setup banquet details, select menu, setup program/entertainment and sell banquet tickets at show)
10. Raffle coordinator, if applicable (oversees club raffle as a fundraiser)
11. Exhibitor check-in (2 people who greet exhibitors and check them in to the show)
12. Sale Section Foreman (oversees the sale section and enforces the sale section rules with the aid of 2 stewards)
- 13.

JOBS/TASKS CHECKLIST

- Choose & Secure Venue
- Food/Drink Vendor at Show
- Show Hall Hours
- Show Hall Security
- Airline Availability
- Hotel Contracts
- Secure Meeting Rooms
- Banquet Site
- Banquet Menu/Program
- Prepare Rules and Entry Blank
- Send out Specialty Club Contracts
- Solicit Vendors
- Advertising/Promotion
- Secure Coops
- Secure Feed/Bedding/Cups/Coop Cards
- Open Class Awards & Judges
- Decorating Contest Judge & Awards (if applicable)
- Contact Local Media for Positive Exposure to Public
- Show Hall Floorplan & Marking
- Show Hall Setup
- Show Hall Security
- Receiving, Care and Mailing of Express Mail Birds
- Sale Section Area
- Sale Section Rules
- Sale Section Security
- Non-NPA Auction or Raffle
- Airport-Hotel Transportation
- Hotel-Show Hall Transportation
- Hotel-Airport Transportation
- Teardown
- Enforcement of Show Rules

ARTICLE B XVII NPA BOARD MEETING MINUTES

Section 1: Tapes from NPA Board meetings will be kept 13 months to allow for follow-ups.

Section 2: Unless unanimous, voting by Directors will be published in minutes.

Section 3: NPA Board Meeting minutes and Executive Committee decisions will be published in the NPA Quarterly proceeding the NPA Board or Executive Committee meeting.

ARTICLE B XVIII PROMOTION

Section 1: Incoming officers will be given business cards for their use, upon request.

Section 2: Specialty club decoration awards given at NPA GN: 1st - \$150, 2nd - \$100, 3rd - \$75.

Section 3: NPA auction to benefit the Junior Program is an annual event.

Section 4: NPA may advance NPA Grand National host club startup funds, if needed, upon Board approval. The loan is to be repaid from show profits within 90 days after the end of the show.

Section 5: The NPA, having considered and accepted a hosting bid for the NPA Grand National Show & Convention, may reimburse the host club to cover any net loss resulting from hosting the show & convention due to unforeseen circumstances. All financial records relating to the hosting of the NPA Grand National Show & Convention must be submitted to the NPA Secretary for analysis and verification of the loss before any reimbursement will be given.

NPA OFFICER PRIMER

Standing Committees

- Standard Revision Committee
- Committee on Credentials and Review
- Constitution Review Committee
- Master Breeder Committee
- Master Judge Committee
- Ad Hoc Committees

Election Years

Elections occur in un-even years (2009, 2011, 2013, etc.)

Nominating Committee

- 3 past NPA presidents appointed by current NPA president
- Committee will nominate 2 candidates for each office (except election commissioner) at the Annual Convention of the election year
- After Nominating Committee has made their nominations, nominations are accepted from the floor of the meeting

Election Commissioner

- Nominated from floor of convention

- Oversee official election ballots
- Sends out one ballot to each member on July 1st of election year
- Receives ballots and holds them in trust unopened until August 10th
- Opens ballots and records results of voting on August 10th
- o Any candidate or officer may be present if desired
- Immediately mails results to candidates and current officers

Installation of Officers

- Occurs during the General Membership meeting at the Annual Convention in even-number years
- Term of office is two years

Partial Expense Reimbursement

- At this time (2009) the NPA provides to the officers that attend the Annual Convention a partial reimbursement of their expenses in the amount of \$350
- In even-number years, when there are in-coming and out-going officers in attendance at the Annual Convention, the reimbursement is paid to out-going officers in attendance. In-coming officers are not paid the partial expense reimbursement in the year they take office. The reimbursement is paid to officers in attendance after a year of service.

Business Meetings

- Held at the Annual Convention
- Installed officers expected to attend
- Robert's Rules of Order followed in conducting all official NPA meetings
- Typical meeting schedule is Thursday morning and Friday morning. Additional business meetings may be added during the Annual Convention if needed
- Typical meeting time is 7:00 am and lasts 3-4 hours
- Business meetings throughout the year are conducted via teleconferences

General Membership Meeting

- Held at the Annual Convention typically on Thursday evening
- Agenda
 - o Reading of minutes from last General Membership Meeting
 - o Report of the President
 - o Report of the Sec./Treas.
 - o Report of the Directors
 - o Report of Committees
 - o Report of Election Commissioner
 - o Installation of Officers
 - o New Business
 - o Announcement of Next Annual Show and Convention location and date
 - o Discussions
 - o Adjournment

Annual Convention Banquet

- Typically held Friday evening during the Annual Convention
- Host club and show secretaries recognized with awards
- NPA Service Awards, Achievement Awards, Master Breeder Awards and Master Judge Awards presented
- Typically have a short program (entertainment or informational)

NPA Grand National Show & Convention

- Potential host clubs present bids for upcoming Conventions at a business meeting of the NPA BOD at the Annual Convention.
- Bid must include a detailed budget; show hall information; hotel accommodations including price; air travel information; transportation information between host hotel and airport; transportation information between show hall and hotels; NPA meeting room and banquet room information
- BOD vote on awarding the Annual convention
- Convention begins on a Thursday and ends on the following Saturday
- Show hall is ready and starts accepting birds on Wednesday at noon
- Annual Convention is typically held in January, although it has been held in December when necessary under unusual circumstances

Banding Requirements

- ALL birds banded in 2010 or later, must be NPA banded to be exhibited in NPA sanctioned shows
- ALL birds exhibited in NPA sanctioned shows in 2015 and beyond must be NPA banded
- The NPA offers a one time one year exemption to any specialty club who is currently not buying NPA bands with the stipulation that they buy bands in the year they are requesting the exemption and beyond. If the NPA has not received the specialty club band order by May 1st the exception will be voided

Awards

- Hall of Fame Award
- Wendell Levi Outstanding Service Award
- Lifetime Achievement Award
- President's Award
- Appreciation Award
- 50 Year Membership
- Master Breeder
- Master Judge
- Junior Merit
- Junior Scholarship
- Outstanding Service

District Director Duties Specified in Constitution

- Appoint State and Provincial Representatives for each state or province in the district within 60 days of assuming office
- Choose the location and hosting club of the annual District Meet within your district

District Director Duties Not Specified in Constitution

- Submit reports for the NPA Quarterly due February 1st, May 1st, August 1st, November 1st.

- Each District Director shall establish a lost bird network with designated drop-off points
- Director in which district the NPA GN is held will be chairman of auction committee.

Updated 20 May 2010