



**Shetland Sheepdog Club
of
Northern New Jersey, Inc.**

**Constitution
And
By-Laws**

Revised May 1992

Constitution

Article 1 Name of Club

- 1.1 The name of the Club shall be the Shetland Sheepdog Club of Northern New Jersey, Inc.

Objects of the Club

- 1.2 The objects of the Club shall be:
 - 1.2.1 To encourage and promote the breeding of purebred Shetland Sheepdogs and to do all possible to bring their natural qualities to perfection;
 - 1.2.2 To urge members and breeders to accept the standard of the breed as approved by the American Kennel Club as the only standard of excellence by which Shetland Sheepdogs shall be judged;
 - 1.2.3 To do all in its power to protect and advance the interests of the breed by encouraging sportsmanship competition at the dog shows and obedience trials;
 - 1.2.4 To conduct sanctioned and licensed specialty shows and obedience trials under the rules of the American Kennel Club.
 - 1.2.5 The Club shall do all it can to educate the public (a) as to purchasing Shetland Sheepdogs; and (b) as to the overall responsibility of dog ownership and association.
 - 1.3 The Club shall not be conducted or operated for profit and no part of any profits or remainder or residue from the dues or donations to the club shall inure to the benefit of any member or individual.
 - 1.4 The members of the Club shall adopt and may, from time to time, revise such by-laws as may be required to carry out these objects.
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By-laws

Article 1 Membership

- 1.1 ELIGIBILITY
While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of the Breeders and Exhibitors in its immediate area.
- 1.2 TYPES OF MEMBERSHIP
There shall be three types of membership
 - 1.2.1 **Regular Membership** -- Open to all adults 16 years of age or older who are in good standing with the American Kennel Club and who subscribe to the purpose of the Club.
 - 1.2.2 **Junior Membership** -- Open to all juniors 10 through 15 years of age, who are in good standing with the American Kennel Club and who subscribe to the purpose of the Club. Junior Members shall have all the rights and privileges of membership, except that of voting and holding office.



1.2.3 **Honorary Membership** -- Any person having rendered valuable services to the Club may be made an Honorary Member by 2/3 vote of the Board of Directors. Honorary Members shall be exempt from payment of dues, but shall have all rights and privileges of membership, except that of voting and holding office.

1.3 DUES

The annual membership dues for the Regular Membership; the second member or more of the same family; and Junior membership shall be set by the membership. Dues for the persons elected to membership after the first half of the official club year, shall be 1/2/ the annual dues as listed.

1.3.1 COLLECTION

During the first week of September, the Treasurer shall send to each member a statement of his/her dues for the ensuing year. The dues are payable to the Treasurer on or before the first day of October.

1.3.2 GOOD STANDING QUALIFICATION

Only adult members (16 years of age and over) whose dues are paid for the current fiscal year shall be considered in good standing and shall have the privilege of voting.

1.4 APPROVAL AND REJECTION PROCESS

1.4.1 Any member in good standing may bring any number of guests to any general membership meeting.

1.4.2 The guest may present a properly filled in membership application with \$1.00 to the Membership Chairperson before the start of the meeting or any time thereafter.

- A. The applicant will be introduced at this time to the general membership and his/her application is to be read aloud by a sponsor or a member of the membership committee.
- B. The time between the applicant's presentation and his/her being voted in as a member will be known as Acquaintance Membership.
- C. Acquaintance members do not carry a vote or activity participate in the business meetings except as a spectator.
- D. Acquaintance membership status requires the applicant to attend 2 additional meetings out of the next 5 general meetings, as preliminary to regular membership.
- E. Acquaintance membership entitles the applicant to:
 - (1) 2 copies of the Code of Ethics (one to be read and signed by the applicant and returned to the Membership Chairperson.)Copies of:
 - (2) The Club's official publication
 - (3) Meeting notices
 - (4) The Constitution and By-laws
 - (5) Policy Statements

1.4.3 The Acquaintance member's name shall be printed in the next issue of the Club's official publication. The application shall be turned over to the Membership Committee for review. During this time, any member in good standing may request, in writing, to the Committee, that regular membership be disapproved. The request shall list all reasons. Such grievance must be received by the committee chairperson within 30 days after acquaintance membership begins.

- A. The membership committee shall serve for the duration of the Club's fiscal year. It may be comprised of any of the following members:
 - (1) Grievance Committee Chairperson
 - (2) Education Committee Chairperson



- (3) New Jersey Dog Federation Committee Chairperson
- (4) Membership Committee Chairperson

- B. The quorum for the committee shall be the committee chairperson, and any other 2 members of the committee. The Chairperson shall have a vote only if one member is absent, otherwise he/she shall have no vote.
- C. In the event of a grievance, the application may be held for a period of 30 days after receipt by the Membership Committee Chairperson.
- D. The membership committee will report its findings to the Board of Directors and the Board will make the final decision.
- E. The applicant will be notified by mail by the Corresponding Secretary. If the application is denied, he/she may re-apply in six months.

1.4.4 At the third general membership meeting the applicant attends, the applicant will be reintroduced to the membership. The applicant will not attend the following meeting, at which time discussion and voting by the members in attendance will take place.

- A. Affirmative votes from $\frac{3}{4}$ of the members present and voting are needed for final approval.
- B. Each applicant is to be voted on singly. The membership may vote by either a written ballot or a show of hands.
- C. In the event of a written ballot, the ballots will be counted by any 3 members of the Board, so designated by the President or acting President at the close of the meeting at which the voting occurred. The applicant shall be notified as to the results by the Corresponding Secretary.
- D. If the requirements for membership are not met within the required time, he/she can re-apply according to the initial requirements.
- E. Dues for all new members admitted March 1st or later, shall be at $\frac{1}{2}$ rate. Full rates will prevail otherwise.
- F. Voting privileges will begin at the next general meeting.

1.5. TERMINATION OF MEMBERSHIP

Membership may be terminated by:

1.5.1 RESIGNATION

Any member in good standing may resign from the Club upon written notice to the Corresponding Secretary; but no member may resign when in debt to the Club. Dues obligations are considered a debt to the Club and they become incurred on the first day of October.

1.5.2 LAPSING

A membership will be considered lapsed and automatically terminated if such member's dues remain unpaid 60 days after the first day of October. The Board may grant an additional 60 days grace to such delinquent members in meritorious cases. In no case may a person be entitled to vote at any Club meeting whose dues are unpaid as of the date of the meeting.

1.5.3 EXPLUSION

A membership may be terminated by expulsion as provided in Article 6, Discipline, of these By-laws.

1.6 REINSTATEMENT OF TERMINATED MEMBERSHIP

Provided there are no outstanding disciplinary actions against a member and he/she is in good standing with the American Kennel Club, memberships terminated by resignation and/or lapsing above may be requested of the Board within 12 calendar months following termination. Requests for reinstatement made more than



12 calendar months after termination shall be considered as a new membership application as covered in paragraph 1.4 above.

1.6.1 REINSTATED MEMBERSHIP VOTING

Those members seeking reinstatement during the months of February to October shall incur a late dues payment penalty of a 30 day loss of voting privileges, from the date of reinstatement. The date the Treasurer received the dues payment shall be considered the reinstatement date.

Article 2
MEETINGS AND VOTING

2.1 CLUB MEETINGS

Meetings of the Club shall be held in or within 25 miles of the city of Union, New Jersey, on the designated Friday of the month at 8:00 PM. Written notice of each such meeting shall be mailed by the Corresponding Secretary or be announced in Sheltie Wise. The Board or President shall have the right to change the meeting night in case of extreme weather conditions, conflicting holidays, or extenuating circumstances. The Club will have a minimum of 8 meetings in each year.

2.1.1 QUORUM

The quorum for such meetings shall be 20% of the members in good standing.

2.1.2 ATTENDANCE

Attendance at general membership meetings, while not intended to be restrictive, shall normally be open to members in good standing and their guests, prospective members and their guests, and guests of the Club.

2.1.3 VOTING

Each member in good standing whose dues are paid for the current year shall be entitled to one vote at any meeting of the Club at which he/she is present, except as noted in paragraph 1.61. Proxy voting will not be permitted at any Club meeting or election.

2.2 SPECIAL CLUB MEETINGS

Special Club meetings may be called by the President, or by a majority vote of the Board who are present and voting at any regular or special meeting of the Board, and/or shall be called by the Corresponding Secretary upon receipt of a petition signed by 5 members of the Club who are in good standing. Such special meetings shall be held in or within 25 miles of the city of Union, New Jersey, at such place, date and hour as may be designated by the person or persons authorized herein to call such meetings. Written notice of such a meeting shall be mailed by the Corresponding Secretary at least 5 days and not more than 15 days prior to the date of the meeting. The notice shall state the purpose and agenda of the meeting and no other Club business may be transacted thereat. The person or persons authorized herein to call such a meeting shall have the right to change the location in case of extenuating circumstances. The Quorum, Attendance, and Voting shall be as in regular meetings 2.1.1, 2.1.2, 2.1.3 respectively.

2.3 BOARD MEETINGS

Meetings of the Board of Directors shall be held a minimum of 5 times a calendar year at such hour and place as may be designated by the Board.

2.3.1 QUORUM

The quorum for such Board meetings shall be a simple majority of the Board Members in good standing.



2.3.2 ATTENDANCE

Attendance at Board meetings shall be restricted to elected Board members, and any other person(s) or committee(s) which the Board may request to be present.

2.3.3 VOTING

Only the elected members of the Board shall have voting privileges at such meetings.

2.4 SPECIAL BOARD MEETINGS

Special meetings of the Board may be called by the President, and/or shall be called by the Corresponding Secretary upon receipt of a written request signed by at least 3 members of the Board. Such special Board meetings shall be held at such place, date and hour as may be designated by the person(s) authorized herein to call such meetings. Written notice of such meetings shall be mailed by the Corresponding Secretary at least 5 days and not more than 10 days prior to the date of the meeting. The notice shall state the purpose and agenda of the meeting and no other Club business may be transacted thereat. The person or persons authorized herein to call such a meeting shall have the right to change the location in case of extenuating circumstances. The Quorum, Attendance, and Voting shall be as in regular meetings 2.1.1, 2.1.2, 2.1.3 respectively.

Article 3 DIRECTORS AND OFFICERS

3.1 BOARD OF DIRECTORS

3.1.1 CHARTER

The general management of the Club's affairs shall be entrusted to the Board of Directors. It is the responsibility of the Board to provide the positive leadership required to move the Club toward its objectives as outlined in the Constitution of this Club.

3.1.2 COMPOSITION

The Board shall be comprised of the President, Vice-President, Corresponding Secretary, Recording Secretary, Treasurer and 2 members of the Club, a total of 7 all of whom shall be members in good standing. The outgoing President will serve as one of the Board members, if he/she desires, if not elected to another position.

3.1.3 TENURE OF OFFICE

All Officer and Board positions shall be elected for one-year terms. These positions shall be filled by election at the Club's Annual meeting as provided in Article 4, and shall serve until impeached or their successors are elected. The President may serve no more than 2 consecutive terms.

3.1.4 LONGEVITY REQUIREMENTS

Board and Officer positions shall be limited to members who have been in good standing for a minimum of 6 months from the date of acceptance to membership in the Club.

3.1.5 EXPENDITURE OF FUNDS

The Board shall have the authority to expend up to \$50.00 without the approval of the general membership, not pertaining to routine operating expenses. Expenditures in excess of this amount must be approved by the members at a meeting.

3.1.6 BOARD DISCIPLINARY RESPONSIBILITY

It is the responsibility of the Board to initiate disciplinary action against any Board member, Officer, or General member of the Club, who, in the opinion of the majority of the Board has injured or is likely to injure the welfare, interest, or character of the Club. In such cases, the Board shall appoint from among its members a complainant to represent the Board complaint. The appointed complainant shall draft the Board charges against the defendant and file them, minus the \$10.00



deposit, with the Corresponding Secretary and the proceedings shall follow those specified in Article 6, Discipline.

3.1.7 BOND REQUIREMENT

The Board may require a bond from any Officer, agent or representative of the Club, whose duty it shall be to handle the finances of the Club.

3.1.8 SINGLE FAMILY RESTRICTION

By a secret, written ballot, 2/3 of the General Membership in good standing, present, and voting at any meeting of the Club may prohibit more than one member of the same family or household from serving as an Officer or Board Member.

3.2 OFFICERS

The Club's Officers, consisting of the President, Vice-President, Corresponding Secretary, Recording Secretary, and the Treasurer shall serve in the respective capacities both with regard to the Club and its meetings and the Board and its meetings.

3.2.1 PRESIDENT – DUTIES

The President shall preside at all meetings of the Club and of the Board, and shall have the duties and powers normally appurtenant to the office of President in addition to those particularly specified in the By-Laws.

3.2.2 VICE-PRESIDENT – DUTIES

The Vice-President shall have the duties and exercise the powers of the President in case of the President's death, absence, or incapacity. In addition, the Vice-President shall function as Chairperson of the Match Show Committee, a Standing Committee, for the entire tenure of his/her office.

3.2.3 CORRESPONDING SECRETARY – DUTIES

The Corresponding Secretary shall notify the members of meetings, notify Officers and Directors of their election to office, keep a list of Club members and their addresses and telephone numbers, and carry out other duties as are prescribed in these By-Laws.

3.2.4 RECORDING SECRETARY – DUTIES

The Recording Secretary shall keep a record of all Meetings of the Club and of the Board and all matters of which a record shall be ordered by the Club.

3.2.5 TREASURER – DUTIES

The Treasurer shall collect and receive all monies due or belonging to the Club and receipt therefore. He/She shall deposit the same in a bank satisfactory to the Board, in the name of the Club at the direction of the Board. His/Her books shall at all times be open to inspection of the Board and shall report to the Board at each Board meeting the condition of the Club's finances and every item or receipt or payment not before reported. Reports at general membership meetings may be limited to overall categories of income, expenses, and total monies not before reported. At the Annual meeting, the Treasurer shall tender a written report to the membership accounting for all monies received and expended during the previous fiscal year. The Treasurer shall be bonded in such amount as the Board shall determine.

3.3 BOARD MEMBERS

The Club's elected Board members shall serve in their respective capacities both with regard to the Club and its meetings and the Board and its meetings.

3.4 IMPEACHMENT

3.4.1 BOARD OF IMPEACHMENT

If an Officer or Board Member is absent for two successive meetings of the Board and/or three successive general membership meetings, and/or in the opinion of the remaining Board members is

not fulfilling the duties of said office, he/she may be removed from office by a 2/3 secret, written ballot of the remaining Board members at any regular or special Board meeting.

3.4.2 GENERAL MEMBERSHIP IMPEACHMENT

If an Officer or Board Member, in the opinion of the general membership is not fulfilling the duties of said office, he/she may be removed from office by a 2/3 secret, written ballot of the members in good standing present, and voting at any regular or special general membership meeting.

3.5 FILLING OFFICER AND BOARD VACANCIES

The filling of vacant Officer or Board Member positions caused by death, resignation, impeachment, incapability or any other reason shall be accomplished as expeditiously as possible and shall be considered due cause for a Special Board and/or General Membership meeting. Vacancies occurring within 60 calendar days prior to annual elections shall be filled at the discretion of the remaining Board members.

3.5.1 CHAIN OF COMMAND

In the event multiple vacancies occur either in the Officer or Board Member positions, or for any reason the President and Vice-President are absent from any Club function, the following chain of command shall be established to maintain the integrity and operation of the Club. The Officers of the Club shall assume the duties of the President beginning with the Vice-President, Corresponding Secretary, Treasurer and Recording Secretary in the descending order. Should none of the Officers remain in office or be present for a Club function, the Board Members shall assume the duties of the President.

3.5.2 FILLING VACANCIES PROCEDURES

The position of the President and/or Vice-President shall be filled according to paragraph 3.5 1. Other vacancies on the Board shall be filled for the unexpired term of office by a majority vote of the remaining Board Members.

Article 4 THE CLUB YEAR, ANNUAL MEETING, ELECTIONS

4.1 CLUB YEAR

4.1.1 FISCAL YEAR

The Club's Fiscal Year shall begin immediately at the conclusion of the election at the October meeting and shall continue through the election at the next October meeting.

4.1.2 OFFICIAL YEAR

The Club's Official Year shall begin immediately at the conclusion of the election at the October meeting and shall continue through the election at the next October meeting.

4.2 ANNUAL MEETING

The Annual Meeting shall be held in the month of October at which Officers, and Directors for the ensuing year shall be elected by secret, written ballot from among those nominated in accordance with paragraph 4.4 of this article. They shall take office immediately upon the conclusion of the election and each retiring Officer shall immediately turn over to his/her successor in office all properties and records relating to that office.

4.3 ELECTIONS

The nominated candidate receiving the greatest number of votes for each office shall be declared elected.



4.4 NOMINATIONS

No person may be a candidate in a Club election who has not been nominated. During the month of May, the Board shall select a Nominating Committee consisting of three members and two alternates, not more than one of whom shall be a member of the Board. The Corresponding Secretary shall immediately notify the committee members and alternates of their selection. The Board shall name a Chairperson for the Committee and it shall be his/her duty to call a committee meeting which shall be held on or before June 15th.

- 4.4.1 The Committee shall nominate one candidate for each office, and two candidates for the Board positions should the out going President be nominated for another position. After securing the consent of each person so nominated, the committee shall immediately report their nominations to the Corresponding Secretary in writing.
- 4.4.2 Upon receipt of the Nominating Committee's report, the Corresponding Secretary shall, before July 15th, notify each member in writing of the candidates so nominated.
- 4.4.3 Additional nominations may be made at the September meeting by any member in attendance provided the person so nominated does not decline when his/her name is proposed, and provided further that if the proposed candidate is not in attendance at this meeting, his/her proposed shall present to the Corresponding Secretary a written statement from the proposed candidate signifying his/her willingness to be a candidate. No person may be a candidate for more than one position, and the additional nominations which are provided for herein may be made only from among those members who have not accepted a nomination of the Nominating Committee.
- 4.4.4 Nominations cannot be made at the annual meeting or in any manner other than as provided for in this paragraph 4.4.

Article 5 COMMITTEES

5.1 ESTABLISHMENT

The Board may each year appoint two types of committees to assist it in accomplishing the Club's objectives and running the Club business in fields of activity which it considers necessary. Such committees shall be subject to the final authority of the Board. The types of committees established may be either Standing or Special.

5.1.1 STANDING COMMITTEES

Standing Committees are those committees which are established repeatedly, year after year to perform recurring functions of the Club. The Board may appoint any Standing Committee it feels is required. However, it should find that the establishment of the following most desirable:

COMMITTEE NAME:

Show, Specialty
Education
Membership
Ways & Means
Grievance
N.J. Dog Federation
Publicity
Awards
Refreshments (Hospitality)
Historian
Sunshine
Sheltie Wise
Public Relations (Education)



5.1.2 AUDITING COMMITTEE

An Auditing Committee of not less than two members in good standing shall be appointed by the Board. The Board may appoint an independent, qualified individual to be one member of the committee. It shall be the responsibility of the Auditing Committee to conduct an audit of the Treasurer's books as soon after the September meeting as possible. The Committee shall submit a written and oral report of its findings to both the Board and General Membership at the Annual Meeting in October.

5.1.3 SPECIAL COMMITTEE

Special Committees are those committees which are established for particular projects. The Board may appoint any Special Committee it feels is required.

5.2 COMMITTEE OPERATION

The Chairperson of a committee shall assume those duties of a chairperson to include the calling of all committee meetings, and arriving at committee decisions by vote. The chairperson shall provide timely reports on the activity of his/her committee upon the request of the Board, President, or general membership inquiry. Reports may be requested of the Chairperson at either regular or Special general membership or Board meetings.

5.2.1 INACTIVE COMMITTEE MEMBERS

If, in the opinion of the committee Chairperson, any member is not fulfilling his/her responsibility to the committee, the Chairperson should determine if the member's inactivity is temporary, or warrants replacement of that member. If a member chooses to become inactive or is removed by the Chairperson, the Chairperson should contact the President for assistance in replacing the inactive or removed member.

5.2.2 COMMITTEE FUNDS

A written estimate of funds needed by a committee should be presented to the Board as a request for funds allocation. The expenditure of funds allocated to the committee is left to the discretion of the committee members. Committees having funds to turn over to the Club should present same to the Board with a written report of the Committee.

5.2.3 COORDINATION

The President, on behalf of the Board, will call meetings of Committee Chairpersons when deemed necessary, and will coordinate the various committee activities so as to avoid any conflicts between committees.

5.3 TERMINATION

Any committee appointment may be terminated by a majority vote of the full membership of the Board upon written notice to the appointee, and the Board may appoint successors to those persons whose services have been terminated. All Committees shall be automatically terminated at the end of the Club's Official Year.

Article 6 DISCIPLINE

6.1 AMERICAN KENNEL CLUB SUSPENSION

Any member who is suspended from the privileges of The American Kennel Club and/or The American Shetland Sheepdog Association shall automatically be suspended from the privileges of this Club for a like period.



6.2 CHARGES

Any member may prefer charges against a member for alleged misconduct prejudicial to the best interests of the Club or the Breed. Written charges with specifications must be filed in duplicate with the Corresponding Secretary together with a deposit of \$10.00 which shall be forfeited if such charges are not sustained by the Board following a hearing. The Corresponding Secretary shall promptly send a copy of the charges to each member of the Board or present them at a Board meeting, and the Board shall first consider whether the actions alleged in the charges, if proven, might constitute conduct prejudicial to the best interest of the Club or the Breed, it may refuse to entertain jurisdiction. If the Board entertains jurisdiction of the charges it shall fix a date of a hearing by the Board not less than 3 weeks nor more than 6 weeks thereafter. The Corresponding Secretary shall promptly send one copy of the charges to the accused member by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in his/her own defense and bring witnesses if he/she wishes.

6.3 BOARD HEARING

The Board shall have complete authority to decide whether counsel may attend the hearing, but both complainant and defendant shall be treated uniformly in that regard. Should the charges be sustained, after hearing all the evidence and testimony presented by the complainant and defendant the Board may by a majority vote of those present suspend the defendant from all privileges of the Club for not more than six months from the date of the hearing. And, if it deems that punishment insufficient, it may also recommend to the membership that the penalty be expulsion. In such a case the suspension shall not restrict the defendant's right to appear before his/her fellow-members at the ensuing Club meeting which considers the Board's recommendation. Immediately after the Board has reached a decision, its findings shall be put in written form and filed with the Corresponding Secretary. The Corresponding Secretary, in turn, shall notify each of the parties of the Board's decision and penalty, if any.

6.4 EXPULSION

Expulsion of a member of the Club may be accomplished only at a meeting of the Club following a Board hearing and upon the Board's recommendation as provided for in paragraph 6.3 of this Article. Such proceedings may occur at a regular or special meeting of the Club to be held within 60 days but not earlier than 30 days after the date of the Board's recommendation of expulsion. The defendant shall have the privilege of appearing in his/her own behalf, though no evidence shall be taken at this meeting. The President shall read the charges and the Board's findings and recommendations, and shall invite the defendant, if present, to speak in his/her own behalf if he/she wishes. The membership shall then vote by secret written ballot on the proposed expulsion. A 2/3 vote of those present and voting at the meeting shall be necessary for expulsion. If expulsion is not so voted, the Board's suspension shall stand.

Article 7 AMENDMENTS

7.1 PROPOSAL

Amendments to the Constitution and By-laws may be proposed by the Board, the Board's appointed committee, or by written petition addressed to the Corresponding Secretary signed by 20% of the membership in good standing. Amendments proposed by such petition shall be promptly considered by the Board and must be submitted to the members for a vote within three months of the date when the petition was received by the Corresponding Secretary.

7.2 ENACTMENT

The Constitution and By-Laws may be amended by a 2/3 vote of the members present and voting at any regular or special meeting called for the purpose, provided the proposed amendments have been included in the notice of the meeting and mailed to each member at least two weeks prior to the date of the meeting.



Article 8 DISSOLUTION

8.1 DISSOLUTION

The Club may be dissolved at any time by the written consent of not less than 2/3 of the members. In the event of the dissolution of the Club whether voluntary or involuntary or by operation of law, none of the property of the Club nor any proceeds thereof nor any assets of the Club shall be distributed to any members of the Club but after payment of the debts of the Club its property and assets shall be given to a charitable organization for the benefit of dogs selected by the Board.

Article 9 ORDER OF BUSINESS

9.1 GENERAL MEMBERSHIP MEETINGS

At the meetings of the Club, the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

- Roll call
- Minutes of the last meeting
- Minutes of the last Board meeting
- Report of the President
- Report of the Vice-President
- Report of the Corresponding Secretary
- Report of the Treasurer
- Report of the Recording Secretary
- Report of the Committees
- Election of Officers and Board (at annual meeting)
- Election of New Members
- Unfinished Business
- New Business
- Adjournment

9.2 BOARD MEETINGS

At meeting of the Board, the order of business, unless otherwise directed by majority vote of those present, shall be as follows:

- Reading of minutes of last meeting
- Report of the Corresponding Secretary
- Report of the Treasurer
- Report of the Recording Secretary
- Report of the Committees
- Unfinished Business
- New Business
- Adjournment

9.3 REGULATION OF MEETINGS

The rules contained in Robert's Rules of Order (revised) shall govern the Club in all cases in which they are applicable and in which they are not inconsistent with the By-Laws or specific rules of the Club.

