

# FLCA BOARD OF DIRECTORS

---

**Objective.** General management of the Club's affairs shall be entrusted to the Board of Directors.

## **Duties.**

1. It is suggested that a Board Member participate in all discussions and votes.
2. Membership dues shall be set annually by the Board of Directors by a majority vote at the July meeting of the Board.
3. New applicants for membership shall be voted on by the Board monthly.
4. The board may grant a grace period of 2 months for members who are delinquent with their dues payment.
5. A Special Club meeting may be called for by a majority vote of the members of the Board.
6. Budgeted funds shall be disbursed as directed by the Board.
7. Vacancies (other than the President) occurring on the Board or among the officers during the year shall be filled for the unexpired term until the day that the next election is final, at the next available Board Meeting by a majority vote of all the members present for that Board Meeting and that a quorum has been determined.
8. The Board of Directors shall set the date of the Annual Meeting to coincide with the National Specialty Show for that year, currently designated to be held between March 15 and May 15.
9. The Annual Board Meeting shall be held immediately following the Annual Election.

## **Voting.**

1. The quorum for a Board Meeting shall be a majority of the Board voting in person, by mail, Fax, e-mail, or telephone, provided it does not conflict with any other provision of the By-Laws.
2. The Board of Directors may conduct its business by mail, e-mail, Fax (if not a secret vote) or telephone provided it does not conflict with other provisions of the By-Laws.
3. All Board Members must agree upon the means of communication.
4. The FLCA Board of Directors has elected to conduct its business by electronic means and has adopted the method to do.

## **Committees.**

1. The Board may each year appoint standing committees to advance the work of the Club.
2. Such committees shall always be subject to the final authority of the Board.
3. Special or temporary committees may also be appointed by the Board to aid in particular projects or events.
4. Any committee appointment may be terminated by a majority vote of the board upon written notice to the appointee.
5. Committee Reports shall be made available for board meetings and at the Annual Meeting of the membership.

## **Election.**

1. The Board shall choose a Nominating Chairman by November 15, and subsequently a committee shall be formed as per the By-Laws.

**Discipline.**

1. The Board or a designated committee will evaluate disciplinary charges as stated in the By-Laws and can hold a disciplinary hearing.

**Responsibilities.**

1. Board business and discussion are confidential and must be treated as such by the members of the Board. It is unethical for any member to discuss board business outside the members of the board.
2. Board decisions shall be announced to the membership by the Recording Secretary as required via the minutes, newsletter and website in the Members Login Section.
3. All Board meetings and business shall be conducted in a secure forum as per AKC guidelines.
4. Follow proper parliamentary procedures.
5. Participate in meetings.
6. Make motions.
7. Second motions.
8. Discuss and debate motions.
9. Vote on motions.
10. Know the meaning of the question being discussed.
11. Object if there is a violation of the rules.
12. Have access to minutes of all the meetings.
13. Have access to Treasurer's reports.
14. Be familiar with Roberts Rules of Order.
15. Use the tools available on the website to make your job easier.