

## FLCA PRESIDENT

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

The President will work with the officers, directors and committee chairs to ensure that the FLCA By-Laws are being followed, duties are being met, and tasks are being completed.

The President is the caretaker of the FLCA Constitution and By-laws, and ensures that all AKC guidelines and Policy & Rules are being followed.

**Club Meetings.** Special Club Meetings may be called by the President or as stated in the By-Laws.

Other meetings of the Board of Directors shall be at such times and places as are designated by the President or by a majority vote of the entire board.

The Annual Meeting shall be in conjunction with the National Specialty Show, between March 15 and May 15, each year, at a place and time designated by the Board of Directors, a minimum of 30 days before this meeting.

**Conducting Board Business and Meetings.** Board business may be conducted by electronic means. The President must ensure that all present and new board members understand, agree to and sign, "Action Without Meeting," as this is the basis for how board business is conducted. This form will then be kept on file. The President ensures that discussions and votes are conducted properly.

The President will ensure that the monthly agenda is followed and all board business is reported to the membership via the minutes in the Finnish Line club newsletter, and posted in the Members Login Section on the club website, [www.finnishlapphund.org](http://www.finnishlapphund.org), the month following the completion of the last board meeting.

The President will call for items to be discussed at the Annual Meeting from the board of directors and the club membership and then put on the agenda, following the order of business in the By-Laws.

**Committees.** The President will direct the Board in the selection of Committee Chairs.

The President is the ex-officio member of all committees (without a vote).

The President will call for Committee Reports, at each months meeting, as outlined in the By-Laws for Board Meetings and then the Annual Meeting. If no committee report is available for a monthly board meeting, then the committee chair shall so state. Committees are required to report no less than quarterly, four times per calendar year. Committee Chairmen are to be reviewed annually and By-Law guidelines shall apply.

The President will direct the Recording Secretary to ensure that these reports are available to all FLCA members through the minutes.

The President will ensure that committees are functioning properly.

The President will direct the Board in discussion of Committee Chairmen who are not performing or reporting in a timely manner.

**Elections.** The President will ensure that a Nominating Committee is in place by November 15.

The President will direct the Board in the selection of a Nominating Committee as stated in the By-Laws.

The President will ensure that the Nominating Committee is aware of the requirements of the FLCA By-Laws in the nominating process.

The President will direct the Corresponding Secretary to call for additional nominations from the membership as stated in the By-Laws by notifying the Newsletter Editor to publish this in a newsletter that must be in members' hands no later than December 15.

**Voting.** The President will direct the Board of Directors if necessary in a discussion of how votes will be counted as per the FLCA by-Laws. If a committee is selected to count the votes, the President will direct the Board in the selection of this tally committee, or if an independent counting service is to be chosen.

AKC Breed Standard and By-Law Revisions will be handled as delineated in the Constitution and By-Laws.

Voting results will be announced at the Annual Meeting and in the Finnish Line Newsletter.

**Discipline.** The President, if it is deemed necessary, will direct the Board of Directors in the establishment of a committee or a hearing to consider charges.

The President will ensure that requirements of the FLCA By-Laws are explained and understood if the disciplinary process is necessary.

Expulsion of a club member may only be accomplished at a Special Meeting of the entire membership by a 2/3 majority following a hearing and upon the recommendation of the Board.

If expulsion is not deemed necessary, nor so voted, than a suspension may apply.

**Role of the President at Meetings and Roberts Rules of Order.** The President enforces the rules.

The President will ensure that meetings are orderly, expeditious and fair.

The President must be knowledgeable of the By-Laws and Roberts Rules of Order.

The President must ensure that motions are conducted properly, are clearly worded, and everyone understands the motion.

**Materials Required at a Meeting.**

1. By-Laws
2. Roberts Rules of Order
3. List of all committees and chairmen
4. List of the Policy & Rules
5. List of the Order of Business
6. Agenda for the meeting

**Annual Meeting Requirements.** The President will lead this meeting following the order of business in the By-Laws.

Roll call/sign- up sheet of eligible club members to determine if a quorum is present as per the By-Laws.

President calls for a Temporary Secretary to be nominated for this meeting, seconded and a vote called for.

President will present a message or a report, and then follow the order of business for an Annual Meeting.

**Standing Rules.** A Standing Rule is administrative in nature. Requires a majority vote of the Board to adopt, requires a majority vote of the Board to amend, is subordinate to a By-Law in the Order of Authority for the Governance of the Club, but is superior to Custom.

**Custom.** A custom is a habit of doing something in the same way repeatedly until it becomes an established way of doing something. It comes to be followed practically, as if it were a rule of order.

A custom can never conflict with a written rule. If such a conflict is pointed out, the written rule shall be followed rather than the custom.