

ABdFC COMMITTEES AND APPOINTEES

General Operational Guidelines

Revision Approved 16 June 2000

Preamble

The American Bouvier des Flandres Club depends on committees and appointees to accomplish much of the work of the Club. The duties and appointment of two committees, the Chair of Specialty Show Committee and the Nominating Committee, are defined in the By-laws. Other committees and individuals may be appointed as deemed necessary by the Board of Governors or President to perform specific duties necessary or convenient to achieve the objectives and advance the work of the Club.

Objectives

Except for those committees specified in the By-laws, the objectives for each committee or individual appointed should be approved by the Board of Governors.

Organization

The Board of Governors first shall appoint the Chair of each standing or special committee. The Chair must be a regular member in good standing of the ABdFC. With the exception of the Nominating Committee whose membership is appointed concurrently with the chair, the Board then should consult the committee chair for recommendations of as many other individuals as may be necessary to achieve the objectives. These individuals may or may not be members of the ABdFC. The final authority for approving the appointment of these committee members, however, resides with the Board of Governors.

Terms of Appointments

- ❑ With the exception of the Nominating Committee and the Specialty Show Committees, all committee appointments shall terminate at the close of the Annual Meeting. The appointment of the Nominating Committee is concluded upon acceptance of its report by the Board of Governors. The Specialty Show Committees appointed for each specialty show shall continue until the conclusion of that specialty show and the Chair of each Specialty Show Committee shall continue until a final financial report for that specialty show has been accepted by the Board of Governors.
- ❑ The Board of Governors at its organizational meeting or anytime thereafter (except for the Nominating Committee, which must be appointed before May 1st of each year) shall either reappoint or replace the chair and members of all committees except as otherwise noted above.

- ❑ Except for the Nominating Committee, the committees or committee members may be terminated by a majority vote of the full membership of the Board of Governors upon written notice to the appointee(s). However, the Chair of a Specialty Show Committee must continue in office until a successor has been appointed.
- ❑ Resignations must be submitted in writing to the Secretary.
 - All properties, records, and funds relating to the resigned position must be turned over to the Board of Governors or to the successor appointed by the Board within 30 days of resignation.
 - An appointee who fails to turn over properties, records, or funds of the Club within 30 days shall be notified by certified mail from the Secretary of any such items and thereafter may be subject to disciplinary action as specified in Article VIII, Sections 2, 3, and 4 of the By-laws.

Actions

- ❑ Proposals or other actions of committees and appointees must be submitted to the Board of Governors for approval in a form that is ready for implementation. The Board may accept, reject, defer for later consideration, or refer the proposal back to the committee for further consideration.
- ❑ Any product of a committee shall become the sole property of the ABdFC upon its approval by the Board of Governors.
- ❑ The Board of Governors may authorize unsolicited material for use by the ABdFC or by its committees without transfer of ownership, provided that the owner consents to the use of the material without fee or royalty by the ABdFC.
 - The ABdFC under no conditions will enter into an agreement of joint ownership.
 - Revision of such material that is not the property of the ABdFC is the responsibility of owner.

Reports

- ❑ Reports on the periodic activity and accomplishments of committees and appointees during the Club year are to be submitted to the Secretary for distribution to the Board.
- ❑ A report on the yearly activity and accomplishments of committees and appointees is to be submitted to the Secretary for presentation to the membership at the Annual Meeting.

Budget

- ❑ The Board of Governors must approve the budget and miscellaneous expenditures for all committees and appointees.

- Each committee and appointee should submit a budget for the impending fiscal year that begins on July 1st to the Board prior to its last meeting of the Club's current fiscal year that ends on June 30th. Budget revisions should be submitted to the Board as appropriate during the Club's fiscal year.