

OFFICE OF THE SECRETARY
Job Description and Operational Guidelines
Revision Approved 16 June 2000

Regular type indicates duties and responsibilities assigned in the By-laws.
Italics indicate duties and responsibilities assigned by the Board of Governors.

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Minutes. Maintain the minutes of all meetings of the American Bouvier des Flandres Club, including meetings of the Board of Governors.

- ❑ The Board, in the absence or with the consent of the Secretary, may appoint another member to record the minutes during meetings, but the Secretary has the responsibility for assuring the accuracy and safekeeping of the minutes.

- ❑ The copy of the minutes for each meeting that is signed and maintained by the Secretary and approved by vote of the membership or Board of Governors as appropriate is the only official record of the business conducted at that meeting.

Distribution of minutes. *While there is no specific requirement in the By-laws for the Secretary to distribute the minutes of meetings of either the membership or the Board of Governors, it has been the established practice for these minutes to be distributed to the membership.*

- ❑ *The Board of Governors thus directs that minutes of all meetings of the membership and Board of Governors will be distributed to the membership in the following manner.*
- ❑ *Minutes may be distributed either as printed copies through the postal service or as electronic copies to those individual members who give their written authorization for electronic receipt.*
- ❑ *The posting of minutes can be done by any person(s) approved by the Board from a copy provided by the Secretary and using postal or electronic addresses supplied by the Secretary in a form approved by the Board.*
- ❑ *The Secretary is expected to make the minutes available for distribution without untimely delay.*

Roll of members. Keep an accurate and correct roll of names and addresses of all members.

- ❑ New members and their postal addresses are added to the membership roll upon approval of their application by the Board of Governors.
- ❑ *It is an established practice that persons whose applications have been received and read into the minutes by the Secretary get copies of minutes, publications, and other materials except ballots while their application is being reviewed.*

Distribution of materials for “dual memberships”.

- ❑ Ballots for annual elections, election of judges for the National Specialty Show, and amendments to the Constitution, By-laws, Standard of the Breed, *and Code of Ethics* must be sent to each individual regular member in good standing at the postal address on the Secretary’s roll of members.
- ❑ *The Secretary will, however, maintain a mailing list for distribution of other materials such as minutes, publications, etc. that incorporates “dual memberships” to eliminate redundant mailings to households in which more than one member resides.*
 - *Two or more regular members in good standing who reside at the same address may select a “dual membership”.*
 - *The dues for a “dual membership” is the regular membership fee set by the Board of Governors for one of the “dual members” plus a fee for each additional regular member in the household that is*

established by the Board to reflect the reduced cost of mailing single copies of materials other than ballots.

- *The special fee for “dual membership” is not available to persons applying for membership.*
 - *Each individual applying and accepted for membership must pay the regular dues for the first year.*
 - *Upon renewal of membership after the first year, regular members residing in the same household may select “dual membership” with the reduced dues for the second (or more) member.*
 - *During their first year of membership, members may request to receive only a single copy of all materials distributed to “dual memberships”, but will receive no refund of the first year regular dues.*

Membership applications. Membership applications must be received by the Secretary (1) on the most recent form approved by the Board of Governors, (2) endorsed by two regular members in good standing who are not related each other by blood or marriage and are not residents of the same household, and (3) accompanied by dues for one year plus an application fee of \$2.50.

- *When the application is received, the Secretary will make sure that all required information is provided, that the two endorsers currently are regular members in good standing, and that the correct payment is included.*
- *The purpose of the endorsers is to verify that the applicant is an owner or co-owner or the spouse of an owner or co-owner of a Bouvier des Flandres and to verify that the information provided on the application is correct.*
- *If the application is incomplete or not endorsed by regular members in good standing, the application and payment will be returned to the applicant with written notation of missing or incomplete information or of which endorser is not a regular member in good standing. The applicant will be requested to resubmit the rectified application together with the payment.*
- *When a completed application is received, the payment immediately will be forwarded to the Treasurer. If the amount of payment is incorrect, the Secretary will notify the applicant (copied to the Treasurer) that application cannot be considered until the balance due is received or will notify the Treasurer (copied to the applicant) of the amount to be refunded to the applicant.*
- *The Secretary shall make inquiry to the membership regarding the applicant.*

- *The Secretary will announce in the minutes of the next regular meeting of the Board or membership the applicant's name and complete address, the names of Bouviers owned or co-owned by the applicant or the applicant's spouse, and the names of the two endorsing members. The announcement will invite written and signed comments in support of or opposed to the applicant.*
- *These comments must be received by the Secretary prior to the next scheduled meeting of the Board of Governors or by a date approved by the Board of Governors that is not less than 60 days after the announcement.*
- The Secretary shall present a report of the application and all comments received at the next Board meeting or by mail to the members of the Board *at a date approved by the Board of Governors that is not less than 60 days after the application has been announced.*
 - Election to membership requires approval of two-thirds of the Board members present at a meeting or two-thirds of all eleven Board members if the votes are cast by mail.
 - *The Board should exercise diligence in voting for election of applicants to membership since the current By-laws do not provide any procedure of recourse for an applicant whose request for membership is denied.*
- *Notification of election of applicants to membership will be included in the minutes of the Board meeting at which the action occurred or, if the votes were cast by mail, in the minutes of the next regular Board meeting.*
- *Written notification of the action by the Board of Governors will be made to the applicant without undue delay.*

Notification of meetings of the membership. Provide written notification to all members of the date, time and place of the Annual Meeting of the membership, which customarily is scheduled during the month of October *in concurrence with the National Specialty Show*, and of Special Meetings of the membership, which may be called by the President, a request of a majority of the Board of Governors, or a written request of six regular members in good standing.

- Written notification of Annual and Special Meetings of the membership must be mailed at least ten days prior to the stated date of that meeting to the postal address registered for each member on the official roll of members maintained by the Secretary.
 - *However, unless specially contradicted by a majority vote of the board, written notification of Annual Meetings shall be mailed at least 30 days prior to the date of the meeting and written notification*

of Special Meetings shall be mailed not less than 14 days nor more than 30 days prior to the meeting.

- *Furthermore, a Special Meeting shall be held not less than 30 days nor more than 60 days after receipt of the request by the Secretary.*
- The date, time and place of any meeting of the membership shall be determined by the Board of Governors.
 - *The Annual Meeting is held in the month of October (Article I, Section 2 of the By-laws) and the policy by the Board is that the Annual Meeting be held in conjunction with the National Specialty Show.*
- In the event of a Special Meeting of the membership, the notification shall include the item(s) of business stated in the request.

Notification of meetings of the Board of Governors. The By-laws, while stipulating that the Secretary shall call Special Meetings of the Board by order of the Chair of the Board, the President or upon request of three members of the Board, *do not make provision for notification of meetings of the Board.*

- *To conform with previously established procedure, the schedule for notification of Regular and Special Meetings of the Board, unless contradicted by a majority of the members of the Board, will be:*
 - *The Secretary shall mail notification of Regular and Special Meetings of the Board to all members of the Board of Governors, the AKC Delegate, and to committee chairs and appointees not less than 14 days prior to the meeting.*
 - *The request for a Special Meeting must be received by the Secretary at least 21 days prior to the date of the meeting.*

Agendas.

- The order of business to be followed at the annual meeting of the membership is established in the By-laws as: (1) Roll call, (2) Reading of minutes of previous meeting, (3) Reports of Officers, (4) Reports of Standing Committees, (5) Reports of Special Committees, (6) Communications and Bills, (7) Elections of Officers and Board, (8) Unfinished Business, (9) New Business, (10) Adjournment.
 - *The Secretary will prepare copies of the agenda for distribution to members present at the annual meeting.*
 - *The agenda for distribution should include a list of all standing and special committees and any items of Unfinished Business taken from the minutes of the previous annual meeting.*

- Items of New Business may be entertained by the membership only upon a motion of a member that receives a second.
- The Secretary, assisted by the Chair of the Board, shall prepare an agenda for each meeting of the Board of Governors.
 - *The suggested order of business to be followed at regular meetings of the Board of Governors except for the organizational meeting is: (1) Roll call, (2) Approval of the agenda, (3) Reading of the minutes of the previous (and special) meeting(s), (4) Reports of Officers, (5) Reports of Committees, (6) Unfinished Business, (7) New Business, (8) Adjournment.*
 - *The suggested order of business to be followed at the organizational meeting of the Board of Governors is: (1) Roll call, (2) Election of Chair and Co-chair, (3) Approval of the agenda, (4) Reading of the minutes of the previous (and special) meeting(s), (5) Reports of Officers, (6) Reports of Committees, (7) Unfinished Business, (8) New Business, (9) Adjournment.*
 - *The Secretary, in consultation with the Chair, may list items of New Business for consideration by the Board. The proposed agenda will be included with the notification of the meeting and will be considered as introduced for discussion and action by the Board upon the vote to approve the agenda as presented. Other items of new business may be included upon a motion by a Board member that receives a second.*
 - *The order of business to be followed at special meetings of the Board of Governors shall be: (1) Roll call, (2) Stated object of business in the call for the special meeting, (3) Adjournment.*

Teleconference Board Meetings.

- *Any member of the Board of Governors who the Board appoints may initiate the teleconference calls for a Board meeting.*
- *The Secretary shall prepare and transmit to the originator of the teleconference a list of the usual phone numbers for all members of the Board of Governors, the AKC Delegate, and guests scheduled to attend each Board meeting. It is the responsibility of the attendee to notify the Secretary and/or the originator of the teleconference of a change in the phone number to be used for any teleconference at least one hour prior to the scheduled start of the meeting.*
- *Any member may be present as a guest on a teleconference provided that (1) a request to be present is received by the Secretary at least one week prior to the scheduled date of the meeting, (2) the member remit a \$50.00 deposit with the request to be present, and (3) the member agrees to pay the remainder of his or her portion of the bill for the teleconference.*

- ❑ *The teleconference call is to be billed to the Treasurer.*
- ❑ *The Treasurer shall advise each individual Board member of the cost of the teleconference and of the number of attendees for the teleconference. Each Board member then may remit to the Treasurer a donation toward her or his share of the cost.*

Dues notices. Send out annual dues notices at least thirty days in advance of the due date.

- ❑ Since the due date is set in Article I, Section 4.b of the By-laws as the beginning of each calendar year, dues notices must be mailed on or before 2 December.
- ❑ Dues notices are sent to all members who were elected to membership before the Annual Meeting of the membership in October.
- ❑ The dues submitted with an application that is not approved before the Annual Meeting shall be applied to the ensuing year when the application is approved.

Correspondence. Have charge of all correspondence of the Club and promptly notify members of those matters that they are entitled to know.

- ❑ The address of the American Bouvier des Flandres Club for receipt of correspondence, inquires, etc. shall be that of the Secretary.
- ❑ *Copies of all correspondence concerning Club business that is received by another Officer, Governor, or appointee, as well as responses to such correspondence if authorized by the Board of Governors, must be forwarded to the Secretary.*
- ❑ *Telephone calls, e-mail, faxes, and other forms of electronic communication are considered as correspondence. A log of voice correspondence (including correspondent, date, and brief notation of subject matter) will be maintained and printed copies of other electronic correspondence will be made.*
- ❑ All correspondence with the American Kennel Club concerning Club business must be sent and received by the Secretary.
- ❑ As specified in Robert's Rules of Order, a member is entitled to only those records of the Club that are necessary for that member to accomplish approved business of the Club. The Secretary thus will promptly forward copies of only that correspondence that concerns the actions or responsibilities of any committee or appointee to the chair of that committee or to the appointee.

- ❑ *All correspondence received by the Secretary will be reported to Board of Governors at its next scheduled meeting and listed in the minutes of that meeting.*

Custody of records. Have custody of all books and papers of the Club except those of the Treasurer. All books and papers in the custody of the Secretary shall be open for inspection at all times by the Board of Governors.

- ❑ As stated in Robert's Rules of Order, the books and papers of the Club may be used only in the business of the Club and are not available to any member, including individuals Officers and Governors, except as approved by the Board of Governors for justified and verifiable reasons of Club business.
- ❑ The President may appoint a regular member as Historian to act as archivist in assisting the Secretary to catalog and store noncurrent records and materials of historical interest. The Secretary, however, should keep a complete listing of such materials. Approval for release of archived materials can only be given by the Board and only through the office of the Secretary.

Nominations for annual elections. The Secretary shall receive the slate of the Nominating Committee and petitions for nomination from the membership for annual elections of Officers, Governors and Delegate to the AKC.

- ❑ Upon receipt of the slate from the Nominating Committee (on or before 10 June), the Secretary shall verify that all nominees are regular members in good standing, residents of the United States, are not candidates for more than one office (unless one of two offices for which a person is nominated is the office of AKC Delegate), and in the case of President (which may not be held consecutively for more than two years) meets the eligibility requirement of term limits. The Secretary must make certain that there is a written acceptance for each nominee.
- ❑ The Secretary shall mail the slate of the Nominating Committee, including the full name and address of each nominee, to each regular member in good standing by 1 July. This will allow additional nominations to be made by petition before 15 August.
- ❑ Additional nominations for any elected office may be made by written petitions signed by at least 15 regular members in good standing. Such petitions must be accompanied by the written acceptance of each nominee and received by the Secretary at his or her regular address by 15 August.
- ❑ When petition nominations are received, the Secretary shall verify that all nominees are regular members in good standing, residents of the United States and, in the case of the office of President, which may not be held consecutively for more than two years, meets the eligibility requirement of term limits. Additionally, the Secretary shall verify that at least 15 of the petitioners are regular members in good standing.

- The Secretary shall notify each nominee that biographical information to be included with the ballot must be received by 15 August. The responsibility to provide biographical information, however, is the responsibility of the nominees and the Nominating Committee or petitioners.

Balloting for annual elections. If more than one candidate is nominated for any office, the Secretary shall, by 1 September, mail each regular member in good standing balloting materials in an outer envelope marked “ballot”.

- While the Board of Governors may assign individuals to assist the Secretary in preparing the balloting materials, ballots must be mailed and received by the Secretary.
- The balloting materials shall include:
 - A ballot listing each nominee for each office in alphabetical order.
 - A blank envelope into which the ballot may be placed after it is marked so that the ballots remain secret.
 - A return envelope addressed to the Secretary, marked “ballot”, and bearing the name and address of the member to whom it was sent.
 - *Instructions (1) that the marked ballot is to be placed in the unmarked envelope, then the unmarked envelope is to be placed in the return envelope that was supplied by the Secretary, is addressed to the Secretary, and bears the name and address of the member that was affixed by the Secretary, (2) that failure to follow these instructions will invalidate the ballot, and (3) the date by which the return ballot must be received by the Secretary.*
 - Biographical information supplied by each candidate that includes the state of residence of the candidate and background information submitted by the candidate. The Board may establish additional criteria for length and format for submission of biographical information.
- The Secretary shall turn over possession of the ballots and a list of the names and addresses of members when the ballots were mailed to the membership to the elected Inspections of Election at the Annual Meeting. *The Secretary should also provide the Inspectors with instructions to be followed during counting the ballots (Appendix A).*
- In the event that special circumstances warrant, the Board may designate an independent accounting firm to mail, receive, and/or count ballots for an election. *In such a case, the Secretary shall supply the firm with a copy of the approved balloting procedure, a copy of the ballot, two complete sets of mailing labels for each member to be used*

on the outer envelope and the return envelope, and a copy of the current membership list.

- *The report of the Inspectors of Election giving the final tally for each candidate for each office shall be reported in the minutes of the Annual Meeting.*

Balloting for amendments to the Constitution, By-laws, and Standard of the Breed.

Voting for amendments to the Constitution, By-laws, and Standard of the Breed, as well as other specific questions submitted by the Board of Governors for decision of the membership, shall be conducted by written ballot cast by mail.

- Amendments to the Constitution, By-laws, and Standard of the Breed may be proposed by the Board of Governors or by written petition address to the Secretary and signed by 20 percent of the regular members in good standing.
- For an amendment proposed by the Board, the Secretary must:
 - *Obtain preliminary approval for proposed amendment through the Club Relations office of the American Kennel Club.*
 - *Distribute the proposed amendment to the membership for comment either in support of or in opposition to the amendment. The members shall be given a minimum of 60 days to submit their comments to the Secretary in writing.*
 - *No later than 90 days after submission to the membership for comment, the proposed amendment must be sent to the membership for a vote with a ballot that is accompanied by the recommendation from the Board, the comments from members in support of or in opposition to the amendment, and a clear statement of the proposed amendment.*
- For an amendment proposed by petition of members, the By-laws require that the Board act on it and that it be submitted to the members for a vote within three months of the date that the Secretary receives it. Thus, the procedure and schedule must be more compact than for an amendment proposed by the Board.
 - The Secretary first must verify that the petitioners are currently regular members in good standing and comprise at least 20 percent of all the regular members in good standing.
 - *The proposed amendment is sent for preliminary approval of the AKC. When the pre-approval is received from AKC, or when 30 days have elapsed since the proposed amendment was received by the Secretary without receipt of a pre-approval from the AKC, the proposed amendment is distributed to the membership for comment either in support of or in opposition to the amendment. The*

members shall be given a minimum of 60 days to submit their comments to the Secretary in writing.

- No later than three months after receipt by the Secretary, the proposed amendment must be sent to the membership for a vote. *The ballot shall be accompanied by a recommendation from the Board that includes the statement on preliminary acceptability by the AKC, the comments from members in support of or in opposition to the amendment, and a clear statement of the proposed amendment.*
- The ballots for amendments, regardless of whether proposed by the Board or by petition, shall be sent and returned to the Secretary using the same procedure as for balloting for annual elections except that:
 - the “count” shall be conducted by the Secretary and two other regular members in good standing appointed by the Board of Governors,
 - the ballots will provide for the member to indicate his or her choice for or against the amendment or action,
 - members shall be allotted no less than 30 days after the date of the mailing to return the ballots.
- *The Secretary will announced the time and place for the “count”, which shall be within 14 days after the date set for return of the ballots.*
- The tally of ballots will utilize the same procedures as specified for Inspectors of Election (see **Appendix A**), *except that the Secretary shall report the tally to the Chair of the Board and the President promptly and to the Board of Governors at its next regularly scheduled meeting.*
- *When the action is approved by the required three-quarters of those voting for amendments to the Constitution, By-laws, and Standard of the Breed or rejected, after reporting the tally to the Board the Secretary will submit a report to the AKC. The report shall include:*
 - *a copy of the report of the tellers,*
 - *the total number of members that were eligible to vote and the number that voted,*
 - *a copy of the ballot and accompanying instructions sent to the membership,*
 - *a copy of the specific amendment voted upon, and*
 - *a complete copy of the revised Constitution, By-laws, or Standard of the Breed.*

Balloting for amendments to the Code of Ethics. *The procedure for balloting for amendments to the Code of Ethics are the same as that for amendments to the Constitution, By-laws, and Standard of the Breed.*

Nomination of judges for the National Specialty Show.

- *The process of nomination for judges for the regular conformation classes and for futurity classes at the National Specialty Show must begin two and one-half years prior to a Specialty Show (e.g. the process of nomination of judges for the 2002 National Specialty Show must be initiated in January 2000).*
- *Nominations for judges for the regular conformation classes and for futurity classes at the National Specialty Show are accepted between 1 January and 31 March of the year that is two years in advance of the Specialty Show to be held in the October.*
 - *Any member may nominate a candidate for judge for the regular conformation classes and a candidate for judge for futurity classes at the National Specialty Show.*
 - *Members should be advised of the opening of nominations for Specialty judges by an announcement sent with the minutes and/or published in the **DIRTY BEARDS** prior to or during the first two weeks of January. The announcement also may be posted on the ABdFC Web site.*
 - *The announcement should be accompanied by a nomination form approved by the Board of Governors that is to be returned to the Secretary and contains space to list one candidate for each judge and space to provide the name of the member making the nomination.*
- *The Secretary, or another member appointed by the Board to assist the Secretary, will send letters to each candidate nominated to judge regular classes and/or Futurity classes.*
 - *It is suggested that the letters be sent by certified mail.*
 - *The letters shall present the terms approved by the Board; i.e. that (1) the nominees will not judge Bouviers in the regular classes of any AKC show in the United States (except Hawaii) during the six months prior to the Specialty Show, (2) that the nominees for regular classes have not judged the regular classes at an ABdFC National Specialty Show within the previous five years, (3) the nominees for regular classes will not request combined fees and expenses in excess of \$1,000, and (4) the nominees for Futurity judge will not request combined fees and expenses in excess of the amount specified in writing by the Futurity Director and approved by the Board.*

- *The letters specifically will request receipt by the Secretary by 31 May of a signed acceptance of the terms should the nominee be selected by vote of the membership.*

Balloting for judges for the National Specialty Show. The procedure for balloting for judges for the regular conformation classes *and for futurity classes* at the national Specialty Show are the same as that for the annual elections, except that:

- ❑ *The election of judges for the regular conformation classes and for futurity classes at the National Specialty Show occurs two years prior to a Specialty Show (e.g. judges for the 2002 National Specialty Show are elected in 2000).*
 - *The Secretary shall, on or before 1 July, mail to each regular member in good standing the appropriate balloting materials including separate ballots listing each candidate for judge of the regular conformation classes and each candidate for judge of Futurity classes.*
 - *The ballots must be returned to the Secretary by 1 September.*
- ❑ *Preferential voting may be used in the selection of judges (**Appendix B**). The Board of Governors determines the number of preferences that may be marked on the ballot.*
- ❑ *The tellers' report listing the order of preference of each candidate for conformation judge and for Futurity judge shall be sent promptly to the Chair of the Specialty Committee, Chair of the Board, President, and in the case of Futurity Judge the Futurity Director. Only the judge receiving the greatest number of votes will be announced in the minutes.*
- ❑ *The Secretary shall send a contract to be signed and returned by the judge who receives the greatest number of votes. The Secretary shall promptly notify the Chair of the Specialty Show Committee upon receipt of the signed contract.*
- ❑ *All other nominees will be sent letters indicating the election results.*

Custody of the Seal. The Secretary shall have custody of the Seal of the Club.

- ❑ *The Secretary, when authorized by the Board of Governors, shall affix the Seal of the Club to all instruments that require it.*
- ❑ *The Secretary should have the Seal of the Club available at the annual meeting of the membership to transfer its custody to the newly elected Secretary.*

Vote by mail. The Board of Governors may conduct its business by mail through the Secretary. *The following procedure was approved on 5 December 1989.*

- *A vote by mail must not be used to circumvent or limit debate in order to deny minority input on controversial issues. Therefore,*
 - *Vote by mail requires a two-thirds majority of the entire Board for approval. There must be eight Board members responding in the affirmative for the issue to pass.*
 - *Time constraints that prevent “railroading” of an issue are necessary. A minimum of three weeks from the date of mailing of a ballot must be allowed until the balloting is closed.*

- *The Secretary shall be responsible for prompt mailing of all ballots to be voted on by mail.*
 - *Any Board member may request that the Secretary perform this duty either by written or verbal submission to the Secretary of the issue in question.*
 - *Verbal requests shall be followed up with a written request for the record.*
 - *The Secretary shall provide a return, addressed envelope with the ballot.*
 - *The Board member who requests a vote by mail may submit to the Secretary an argument of up to 100 words to accompany the ballot.*
 - *The date determined to close the balloting shall be determined by the Secretary in consultation with the Board member who submits the request, but a minimum of three weeks from the date of mailing must be allowed.*
 - *The Secretary must receive the ballots by midnight of the specified closing date for balloting.*
 - *A Board member who wishes to change his or her vote may do so only by written notice to the Secretary. The Secretary must receive the written notice for a change of vote prior to the closing date for balloting.*
 - *The Secretary shall record as each Board member’s vote the ballot that is received closest to, but before, the closing date for balloting.*
 - *Any member concerned about the recording of her or his vote may send her or his ballot by certified mail or by an express mail service. In either case, the ballot shall be considered to be received by the Secretary on the date and time when the ballot itself was delivered to the Secretary or when the Post Office or the express mail service delivered the notification of the arrival of the ballot.*

- *There is no voting by proxy and the Board member who casts the ballot must sign it.*
- *Upon the closing of balloting, the Secretary shall compose a teller's report, promptly send it to all Board members, and include the teller's report in the minutes of the next regular meeting of the Board.*
 - *The teller's report must present the results as a roll-call vote.*
 - *The report must state the issue in question exactly as it appeared on the ballot.*
- *A proposition that has been submitted for a vote by mail cannot be amended while the proposition is pending.*
 - *After the closing of balloting, a revised wording of the proposition may be submitted for a new vote by mail if the original proposition did not pass.*
 - *No vote by mail can be rescinded or amended once an action that cannot be undone has been taken as a result of the original vote. If the proposition is in the nature of a contract, it cannot be amended or rescinded once the other party has been informed of the vote. A nonexecuted portion of the original proposition, however, can be rescinded or amended by a subsequent vote.*

Disciplinary actions. The Secretary shall handle disciplinary actions in accordance with Article VIII of the By-laws.

- To prefer charges against another member, the complainant must file written charges in duplicate and a deposit of \$100.00 with the Secretary.
 - The Secretary shall promptly forward the deposit to the Treasurer.
 - The Secretary also shall promptly notify all members of the Board of Governors of the pending disciplinary action.
- The Board of Governors shall fix a date for a hearing, which must be not less than three weeks nor more than six weeks after receipt of the written charges by the Secretary, and shall decide whether the hearing will be by the entire Board or by a committee of not less than three members of the Board.
 - *The Board may fix the date, location, and composition of the hearing by mail.*
 - The Board or Committee of Board members must decide whether counsel may attend the hearing. However, both the defendant and the complainant shall be treated uniformly in regard to counsel.

- When the Board has fixed the date, location and composition of the hearing, the Secretary promptly shall send notices of the hearing to both the complainant and defendant by registered mail and shall inform both of whether counsel shall or shall not be permitted.
 - The Secretary shall include with the notice to the defendant one copy of the charges received from the complainant.
 - The Secretary also shall include with the notice to the defendant an assurance that the defendant may appear personally in his or her own defense and that the defendant may bring witnesses.
- Following the hearing of all evidence and testimony presented by both defendant and complainant, the Board of Governors or the committee of Board members shall decide by majority vote if the charges are to be sustained and, if sustained, what the punishment shall be.
- As punishment the Board of Committee of Board members may consider (1) suspension from all privileges of the Club for a period not to exceed six months from the date of the hearing or until the next annual meeting of the membership if it is to occur after more than six months, or (2) an additional recommendation to the membership of a penalty of expulsion.
 - At the conclusion of the hearing, the Board of Committee of Board members shall file a written report of its decision with the Secretary.
 - The Secretary, immediately upon receipt of the written report, shall notify both the defendant and the complainant of the decision and the penalty. *If the penalty includes a recommendation of expulsion to the membership, the Secretary also shall inform the defendant of her or his privilege of appearing in her or his own behalf at the annual meeting, although no evidence shall be taken at the annual meeting.*
 - *After a recommended penalty of expulsion has been upheld by a two-thirds vote by secret ballot of the regular members in good standing attending the annual meeting or rejected by less than a two-thirds vote for expulsion, the Secretary shall promptly notify both the defendant and the complainant of the result.*

**APPENDIX A
DUTIES OF INSPECTORS OF ELECTION
Revision Approved 16 June 2000**

Check eligibility of voters.

- ❑ **Before opening any return envelopes**, check the name of the voter on the outside of the return envelope against the list of qualified voters and mark the name on the list of qualified voters.
- ❑ If a return envelope is from a person whose name does not appear on the list of qualified voters, mark this on the outside of the envelope and set it aside without opening it.
- ❑ If there is more than one return envelope from a member, mark this on the outside of **both** envelopes from that member and set **both** of them aside without opening them.
- ❑ If a return envelope is not the self-addressed one sent by the Secretary, marked “ballot”, and bearing the name of the member to whom it was sent, mark this on the outside of the envelope and set it aside without opening it.
- ❑ The tellers must report all such irregular return envelopes to the chair, who immediately will submit to the assembly the question of how to deal with these ballots.

Open the return envelopes.

- ❑ **Open the return envelopes and discard them** prior to opening the blank envelopes containing the ballots.
- ❑ If two or more blank envelopes containing ballots are contained in a single return envelope, this set of blank envelopes is set aside unopened and later recorded as a single illegal vote for each office.
- ❑ Do not open the blank envelopes until all have been removed from the return envelopes and the return envelopes have been discarded.
- ❑ Randomize the blank envelopes before opening.

Open the blank envelopes.

- ❑ Open the blank envelopes and remove the ballots.
- ❑ **Do not unfold the ballots.**
- ❑ Place all ballots as removed from the blank envelopes into a receptacle.

- ❑ Take care not to separate ballots that are folded together.
- ❑ If two ballots are folded separately in a single envelope, fasten them together before placing them in the receptacle with other ballots.

Record the ballots for each separate office.

- ❑ Ignore and discard all blank ballots.
- ❑ If two or more filled-out ballots are folded together or otherwise were contained in a single return envelope, record each such set of ballots as one illegal vote for each office. However, if only one of the set of ballots is filled-out and the other(s) are blank, discard the blank ballot(s) as scrap paper.
- ❑ Examine each ballot for each office to determine if the ballot has been filled out properly. No more than one candidate may be marked for each office except for Board of Governors. Two candidates may be marked for Board of Governors (*or three candidates for every third year beginning with the Class of 2002 in 1999*). (A blank space for any office or only one candidate marked for Board of Governors Class does not invalidate the ballot.)
- ❑ If a ballot is not filled out properly, the ballot is illegal for each office on the ballot that is marked for too many candidates. None of the candidates for that office are credited with a vote but one illegal vote is recorded for that office.
- ❑ If the markings on a ballot are unintelligible, the ballot is set aside without being tallied. When the tally is otherwise completed, tellers must report any unintelligibly marked ballots to the chair, who will immediately submit to the assembly the question of how the ballots should be recorded.

Tellers' report.

- ❑ When all votes for each office have been tallied, the Inspectors of Election record the tallies on a Tellers' Report for each office.
- ❑ All Inspectors of Election must sign each Tellers' Report to certify the eligibility of all voters, to certify that the results are accurate, and to certify that secrecy of the ballots was maintained during the tally.
- ❑ One Inspector of Election, standing, shall address the Chair, read the Tellers' Report for each office in the order listed on the ballot, and hand them to the Chair **without declaring the results**.

Chair's declaration of results.

- ❑ For each office in the order listed on the ballot, the Chair separately reads the Tellers' Report and declares the result.

- ❑ After declaring the result for each office, the Chair hands the Tellers' Report to the Secretary.
- ❑ The Secretary enters the Tellers' Reports in full in the minutes as a part of the official records.

Example of Teller's Report

**TELLERS' REPORT
FOR (OFFICE)**

Number of votes cast _____

Ms A received _____

Mr. B received _____

Illegal and rejected votes _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

APPENDIX B
PREFERENTIAL VOTING
Revision Approved 16 June 2000

Preamble

The purpose of Preferential Voting is to reflect more closely the consensus ranking among candidates by the membership with a single balloting. Thus, if the highest ranked candidate becomes unavailable to serve, the ranking of the remaining candidates already has been indicated by the membership and the next highest ranked candidate moves to the top of the ranking. Each member who votes in a preferential balloting can indicate ranked preferences among the candidates from most preferred to least preferred.

Balloting Procedure

- ❑ Ballots are sent and received by the Secretary and the returned envelopes and enclosed ballots are processed for the tally using same procedures as with ballots for annual elections.
- ❑ Ballots for preferential voting must provide for marking of multiple candidates in rank order.
 - When ballots are marked, multiple candidates may be indicated in rank order with “1” indicating the most preferred candidate and sequentially higher numbers indicating successively lesser-preferred candidates (i.e. 1 = most preferred, 2 = second most preferred, 3 = third most preferred, etc.).
 - The number of candidates appearing on the ballot that may be marked in rank order is determined by the Board of Governors and may be from a minimum of 5 candidates to a maximum of all the candidates who appear on the ballot.
 - Each member may mark as many rank-ordered preferences on the ballot as that member wishes up to the maximum limit established by the Board, and a member is not obligated to indicate other than her or his most preferred candidate.

Tally Procedure

- ❑ If more than the allowed number of candidates is marked, the entire ballot is invalid.
- ❑ A voter may assign a single preference designation to only one candidate, e.g. the marked ballot may contain only a single “1”, a single “2”, etc. A ballot with more than one candidate marked with any single preference designation is invalid.
- ❑ For the tally, every placement on every valid ballot is tabulated.

- On a ballot in which preferences for all listed candidates is allowed, candidates who are not marked with a preference designation automatically are assigned the default ranking of the least preference (e.g. a ranking of “10” if ten candidates are listed).
 - On a ballot in which the number of permissible preferences is less than the number of candidates listed, candidates who are not marked with a preference designation automatically are assigned the default ranking of the next number that is numerically greater than the number of preferences permitted (e.g. if ten candidates are listed but ranking preferences are limited to “1” through “5”, candidates who are not marked with a preference designation automatically are assigned a ranking of “6”).
 - For each candidate listed on the ballot, each numerical value for the designated preferences (including the default designations for unmarked candidates) from all valid ballots are totaled.
- The candidate with the lowest total score is the first choice, the candidate with second lowest total score is the second choice, etc.

Examples

Example I: Option of ranking all candidates on the ballot

- In example “I”, four candidates (A, B, C, and D) are on the ballot, and members are given the option of ranking all four candidates.
- Members may mark a preference (1 = most preferred, 4 = least preferred) for each of the candidates.
 - If a member opts not to mark one or more candidates with a preference, that (or those) candidate(s) are assigned the default value of 4 as the numerical designation for the lowest preference.
- The example work sheet for the tally is shown in Table I.
- Candidate “B”, who received the lowest total score of 45, is the first place candidate even though in this example “B” did not receive a vote as the most preferred candidate of any member. Every voter, however, preferred “B” to at least one other candidate, and most voters preferred “B” to two other candidates. No voter preferred “B” the least.
 - Candidate “C”, who received the highest total score of 56, is the lowest ranked candidate although “C” actually received the most first place votes. However, “C” either was not ranked or was the least preferred candidate of more voters than the others.

- Candidate “A” is the second choice with a total score of 51, and candidate “D” is the third choice with a total score of 54.

Example II: Option of ranking some maximum number of candidates that is less than the number of candidates listed

- In example “II”, eight candidates (A, B, C, and D) are on the ballot, and members are given the option of ranking all only five of the eight candidates.
 - Members may mark a preference (1 = most preferred, 5 = least preferred) for up to five of the candidates.
 - Any candidates that are not marked with a preference are assigned the default value of 6 as the numerical designation of the next number that is greater than the number of preferences permitted (e.g. if ranking preferences are limited to “1” through “5”, candidates who are not marked with a preference designation automatically are assigned a ranking of “6”).
- The example work sheet for the tally is shown in Table II.
 - Candidate “C”, who received the lowest total score of 45, is the first place candidate even though in this example “C” did not receive a vote as the most preferred candidate of any member.
 - Candidate “F” with a score of 74 is the second choice, “A” with a score of 89 is the third choice, etc. through candidate “D” who is the eighth choice with the highest score of 97.

Appendix B – Table I

| Candidate | A | B | C | D |
|------------------|--|-----------|-----------|-----------|
| | Numerical designations marked on ballot (1 = most preferred) with no marked preference entered as (4) | | | |
| Ballot 1 | 1 | 2 | (4) | (4) |
| Ballot 2 | 3 | 2 | 1 | (4) |
| Ballot 3 | 1 | 3 | (4) | 2 |
| Ballot 4 | (4) | 2 | (4) | 1 |
| Ballot 5 | 3 | 2 | (4) | 1 |
| Ballot 6 | 1 | 3 | 4 | 2 |
| Ballot 7 | (4) | 2 | (4) | 1 |
| Ballot 8 | (4) | 2 | 1 | (4) |
| Ballot 9 | 3 | 2 | 1 | (4) |
| Ballot 10 | 1 | 3 | (4) | 2 |
| Ballot 11 | 3 | 2 | 1 | 4 |
| Ballot 12 | 3 | 2 | (4) | 1 |
| Ballot 13 | 1 | 3 | 4 | 2 |
| Ballot 14 | 3 | 2 | 1 | (4) |
| Ballot 15 | 1 | 2 | (4) | 3 |
| Ballot 16 | (4) | 2 | (4) | 4 |
| Ballot 17 | 3 | 2 | 1 | 1 |
| Ballot 18 | 1 | 3 | 4 | 2 |
| Ballot 19 | (4) | 2 | 1 | (4) |
| Ballot 20 | 3 | 2 | 1 | (4) |
| | | | | |
| SUM | 51 | 45 | 56 | 54 |

Appendix B – Table II

| Candidate | A | B | C | D | E | F | G | H |
|------------|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | Ranking ordering permitted for 5 candidates. Designation as marked on ballot with 1 = most preferred to 5 = least preferred. Those with no marked preference entered as (6) | | | | | | | |
| Ballot 1 | (6) | 4 | 2 | 5 | 1 | (6) | 3 | (6) |
| Ballot 2 | 1 | (6) | 3 | (6) | (6) | 2 | (6) | (6) |
| Ballot 3 | 3 | (6) | 2 | 1 | (6) | (6) | 4 | 5 |
| Ballot 4 | (6) | 1 | 4 | (6) | 5 | (6) | 3 | 2 |
| Ballot 5 | 5 | 4 | 3 | (6) | 2 | 1 | (6) | (6) |
| Ballot 6 | (6) | 4 | 2 | 3 | (6) | 1 | (6) | 5 |
| Ballot 7 | 1 | (6) | 2 | (6) | 3 | (6) | 4 | (6) |
| Ballot 8 | (6) | 3 | 4 | 5 | (6) | (6) | 2 | 1 |
| Ballot 9 | 2 | 1 | 3 | (6) | 4 | (6) | 5 | (6) |
| Ballot 10 | (6) | (6) | 3 | 2 | 1 | (6) | (6) | 4 |
| Ballot 11 | 5 | (6) | 2 | 4 | (6) | 3 | (6) | 1 |
| Ballot 12 | (6) | 2 | 3 | (6) | 4 | 1 | 5 | (6) |
| Ballot 13 | 3 | (6) | 2 | 5 | (6) | 1 | (6) | 4 |
| Ballot 14 | (6) | (6) | 4 | 3 | (6) | 2 | 1 | 5 |
| Ballot 15 | (6) | 1 | 2 | 5 | 4 | (6) | 3 | (6) |
| Ballot 16 | 3 | (6) | 2 | 4 | (6) | 1 | (6) | 5 |
| Ballot 17 | 2 | 5 | 3 | (6) | (6) | 1 | 4 | (6) |
| Ballot 18 | (6) | (6) | 2 | (6) | (6) | (6) | (6) | (6) |
| Ballot 19 | (6) | (6) | 4 | (6) | (6) | (6) | (6) | (6) |
| Ballot 20 | 4 | (6) | 3 | (6) | 2 | 5 | (6) | 1 |
| | | | | | | | | |
| SUM | 89 | 91 | 55 | 97 | 90 | 74 | 94 | 93 |