

SOP OFFICE OF DIRECTOR

ARTICLE III, Section 1

Board of Directors: The Board shall be comprised of the President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, American Kennel Club Delegate and eight (8) other persons, all of whom shall be members in good standing who are residents of the United States. The Officers of the Club shall be elected for one-year terms at the Club's annual meeting as provided in Article IV, and shall serve for one year or until their successors are elected. The other members of the Board of Directors shall consist of eight members elected for two-year terms so staggered that four are elected at each annual meeting. The Board shall have full power and authority over the affairs of the Club except as otherwise provided for in the Constitution and By-Laws or state law.

ARTICLE II, Section 3

Board Meetings: The first meeting of the Board shall be held immediately following the annual Club meeting and election. Other meetings of the Board of Directors shall be held at such times and places as designated by the President or by a majority vote of the Board. Written notice of each such other meeting shall be sent by first class mail by the Corresponding Secretary to each member of the Board at least 14 days prior to the date of the meeting. The quorum for a Board meeting shall be a majority of the Board voting in person or by mail, FAX, or electronic means of communication or telephone conference call. Items voted upon by telephone conference call must be confirmed in writing by each Director within seven days. (Amendment approved by the American Kennel Club, October 1996.)

ARTICLE V, Section 1

Committees: The Board shall each year appoint such standing committees as needed to advance the operation of the Club or to aid the Board on particular projects. Such committees shall always be subject to the final authority of the Board.

POLICY: Meetings: *If a board member misses two (2) meetings during any year of his/her term of office, he/she will resign his/her position unless the reason for absence from meetings is his/her own serious illness, the serious illness or death of a member of the immediate family, or an excused absence accepted by the Board.*

DUTIES OF DIRECTOR

1. Possesses a working knowledge of the provisions of the STCA Constitution & By-Laws and the Code of Ethics
2. Adheres to the provisions of the Constitution & By-Laws and of all Standard Operating Procedures in the implementation of Club business, programs and policies.
3. Develops competence in understanding the role of each committee's function
4. Supports and carries out decisions determined by a majority vote
5. Serves as a liaison to designated committee chairs
 - Establishes and maintains contact with Committee Chair

- Brings any Committee concerns, updates or actions to the attention of the Board
 - Reminds and assists Chair as needed with Committee Reports to the Board
6. Serves as Committee Chair, or committee member, when appointed
 7. Reviews and evaluates all Committee Reports
 8. Reviews applications for STCA membership and casts determining vote
 9. Serves as a goodwill intermediary with the membership
 - Shares Board policies
 - Listens to concerns and ideas
 - Brings items to the attention of the Board
 10. Embraces the concept that the STCA Board has the task of being responsible to the general membership
 11. Accepts the responsibility for serving as part of the working task force at Montgomery County and National Rotating Specialties.
 12. Attends all regularly scheduled and called Board meetings
 13. Actively and regularly participates in all electronic and On-Line Business of the Board
 14. Attend all Telephone Conference Meetings called by the President. Absences must be excused by the Board.

MEETINGS

1. Board members are expected to attend all regularly scheduled and special meetings called during each year of their terms. The first meeting of the New Board and the Annual Club Meeting are specified in the By-Laws. Regularly scheduled Board Meetings are:

A. First Meeting of the Official Year, “After Dinner Meeting”: Immediately follows the Annual Dinner Meeting held each October. Policy limits the agenda to three items:

1] Recommendation and discussion of candidates, then selection of Committee Chairs and recommended budget for Committees.

- Standing Committees – One year term
- Selection of Bagpiper Editor, Judges Education and AKC Gazette Columnist - two year terms
- Appoints Audit Committee consisting of Treasurer, one Board member, and one member [not required to be a board member] to audit books and prepare recommendations for budget considerations at Winter Meeting

2] Approval of AKC Delegates’ expenses,

3] Approval of the date, time and location the next STCA board meeting.

B. Second Meeting, “The Winter Meeting”: Usually in January, or February. Agenda will include but is not limited to:

- Selection of Nominating Committee
- Selection of Judges for Rotating Specialty three years in advance
- Review of Committee Reports: Projections and Financial requests
- Approval of Treasurer’s budget for year
- Review of SOPs
- Introduction of special projects ie rosters, handbooks, etc.
- Review of plans for upcoming Rotating Specialty
- Evaluation and recommendations re: MCKC budget and plans

C. Third Meeting, “The Rotating Specialty”: Held in conjunction with the National Rotating Specialty in the spring. Agenda will include but is not limited to:

- Selection of Judges for Rotating and Montgomery Natl specialty three years in advance
- Selection of Regional Club to host Rotating Specialty, three years in advance
- Selection of recipients for the Annual Awards

D. Fourth Meeting, “Annual Board Meeting”: Held in October in conjunction with National Specialty weekend at Montgomery County. Agenda will include but is not limited to:

- Election of Trustees to fill vacancies on Health and Rescue Trusts
- Action on all motions generated from year-end committee and Officers’ reports

2. Virtual [Electronic] Meetings:**

A. Board On-line Business List: The Internet list is used to conduct business, introduce topics requiring attention, to make special announcements, share problems, and to discuss action items. This list is closed for Board member use exclusively.

- Use of a computer is essential in meeting the requirements of the office
- Full understanding and adherence to the provisions detailed in the SOP Conduct of Business by E-Mail is required [Attached: Subject SOP]
- President will post to the internet list or private emails, an update on topics needing Board attention and planning.

B. Telephone Conference Meetings: Called on the third Wednesday of each month using a shared conference line [“conference bridge”] provided by the STCA

- Requires the presence of each board member, unless excused
- An agenda will have been provided by the President, and the conference meeting will follow the prescribed rules ordained for all official meetings
- Specific rules outlined in the SOP for Telephone Conference Meetings

****AKC prohibits voting on email. Must be done in person, or live as on conference calling.**

Approved October 7, 2010