

Patriot Sporting Spaniel Club Incorporated

Patriot Sporting Spaniel Club Officers Handbook

A guide for officers or future officers of PSSC Inc.

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Purpose of this Document

Created by the Secretary as requested by the Board of Directors, the purpose of this document is to provide a handy reference for those holding office or considering running for office as a member of the Patriot Sporting Spaniel Club. It is hoped that this document will give members more confidence to nominate themselves for office.

This is intended to be a “living” document that should be maintained by the secretary or any person so designated. The bulk of this document is derived directly from the bylaws however other duties not found in the bylaws but traditionally completed by the officers have been added.

Board of Directors

The Board shall be comprised of the President, Vice-President, Secretary, Treasurer and three other persons all of whom shall be elected for 2 year terms at the Club’s annual meeting as provided in Article V and shall serve until their successors are elected. General Management of the Club’s affairs shall be entrusted to the Board of Directors.

The Board may each year appoint standing committees to advance the work of the club in such matter as field trials, hunt tests, trophies, annual prizes, membership and other fields which may well be served by committees. Such committees shall always be subject to the final authority of the Board. Special committees may also be appointed by the Board to aid it on particular projects.

Any committee appointment may be terminated by a majority vote of the full membership of the Board upon written notice to the appointee; and the Board may appoint successors to those persons whose services have been terminated.

The Board presides over Disciplinary proceedings as defined by the Section VII of the Bylaws.

Amendments to the Constitution and By-Laws may be proposed by the Board of Directors

Presidents Duties

The President shall preside at all meetings of the Club and of the Board, and shall have the duties and powers normally appurtenant to the office of President in addition to those particularly specified in these by-laws.

Special Club meetings may be called by the President.

Special meetings of the Board may be called by the President

The President shall appoint a nominating committee of not less than three members to prepare nominations for officers and board members for the ensuing year. The committee shall, as soon as practicable, but not later than three weeks before the March meeting, report their nominations to the secretary in writing.

Misconduct:

The President shall read the charges and the Board's findings and recommendations, and shall invite the defendant, if present, to speak in his or her own behalf if he or she wishes.

Duties of the Vice-President

The Vice-President shall have the duties and exercise the power of the President in case of the President's death, absence or incapacity. The resulting vacancy in the office of Vice-President shall be filled by the Board.

Treasurer's Duties

- During the month of January the Treasurer shall send to each member a statement of his dues for the ensuing year.
- The Treasurer shall collect and receive all monies due or belonging to the Club.
- He **or designee with bank signature authority** shall deposit the same in a bank designated by the Board, in the name of the Club.
- **Keep a record of all dues paid as a separate item on financial reports.**
- His books shall at all times be open to inspection of the Board and he shall report to them at every meeting the condition of the Club's finances and every item of receipt or payment not before reported.
- At the annual meeting he shall render an account of all monies received and expended during the previous fiscal year.
- The Treasurer shall be bonded in such an amount as the Board of Directors shall determine.
- The offices of Secretary and Treasurer may be held by the same person in which case the Board shall be comprised of the officers and four other persons.

Secretaries Duties

Membership:

- Membership cards will be issued by the Secretary upon payment of dues.
- All applications for membership are to be filed with the secretary and each application is to be read at the first meeting of the club following its receipt.
- Any member in good standing may resign from the club upon written notice to the Secretary.
- **The dues will go to the Secretary who will record the payment, deposit the payment in a timely manner, and immediately notify the Treasurer of the transaction. A copy of the Deposit Slip will be e-mailed to the Treasurer. Included in this mailing will be the member's name, type of membership, and amount paid.**
- **Keep a record of all memberships – both current in their dues and those in arrears.**
- **The first week of March the Secretary and Treasurer will reconcile the Membership List. The Secretary will send to the Officers and Board a list of current members.**

Regular Meetings:

The Secretary shall provide written notice of each meeting to all members at least 10 days prior to the date of the meeting.

Special Club Meetings:

Special Club Meetings shall be called by the Secretary upon receipt of a petition signed by five members of the Club who are in good standing.

Written notice shall be provided to all members by the Secretary at least 5 days and not more than 15 days prior to the date of the meeting.

Meetings of the Board of Directors:

Written notice shall be provided to all members by the Secretary at least five days prior to the date of the meeting.

Special meetings of the Board:

The Secretary shall provide to all members notice of Special meetings of the Board at least 5 days and not more than 10 days prior to the date of the meeting. Any such notice shall state the purpose of the meeting and no other business shall be transacted thereat.

Special Meeting of the Board shall be called by the Secretary upon receipt of a written request signed by at least three members of the Board.

The Board:

Comprised of the President, Vice-President, Secretary, Treasurer and three other persons all of whom shall be elected for 2 year terms at the Club's annual meeting as provided in Article V and shall serve until their successors are elected. General Management of the Club's affairs shall be entrusted to the Board of Directors.

The Secretary shall:

Keep a record of all meetings of the Club and of the board and of all matters of which a record shall be ordered by the Club.

He shall have charge of the correspondence:

- notify members of meetings,
- notify new members to their election of membership,
- notify officers and directors of their election to office,
- keep a roll of the members of the Club with their addresses, issue membership cards
- Carry out such other duties as are prescribed in the by-laws.

Elections:

The Secretary shall, at least two weeks before the March meeting, notify each member in writing of the candidates nominated.

The nominating (officers and directors) committee shall, as soon as practicable, but not later than three weeks before the March meeting, report their nominations to the secretary in writing.

The offices of Secretary and Treasurer may be held by the same person in which case the Board shall be comprised of the officers and four other persons.

Misconduct:

Written charges of misconduct must be filed in duplicate with the Secretary together with a deposit of \$10 which shall be forfeited if such charges are not sustained by the Board following a hearing.

The secretary shall promptly send a copy of the charges to each member of the Board and present them at a Board Meeting.

The Secretary shall promptly send one copy of the charges of misconduct to the accused member by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in his own defense and bring witnesses if he or she wishes.

When the board has reached a decision, its findings shall be put in written form and filed with the Secretary.

The Secretary shall notify each of the parties of the Board's decision and penalty, if any.

Amendments to the Constitution and By-Laws:

May be proposed by the Board of Directors or by written petition addressed to the Secretary signed by 20% (or no less than 10 voting) members in good standing.

Amendments proposed by such petition shall be promptly considered by the Board of Directors and must be submitted to the members with recommendations of the Board by the Secretary for a vote within three months of the date when the petition was received by the Secretary.

Agenda at a meeting of the Club:

- Roll Call
- Minutes of last meeting
- Report of President
- Report of Secretary
- Report of Treasurer
- Report of Committees
- Election of Officers and Board (at Annual Meeting)
- Election of new members
- Old business
- New business
- Good of the Club
- Adjournment

Agenda at a meeting of the Board:

- Reading of minutes of last meeting
- Report of Secretary
- Report of Treasurer
- Reports of committees
- Unfinished business
- New business
- Adjournment

Other duties not in the Bylaws:

The secretary shall file the Annual Report for the Patriot Sporting Spaniel Club Incorporated with the Massachusetts Secretary of State's Office of the Commonwealth of Massachusetts by 1 December of each year.

This can be done online at: <http://www.sec.state.ma.us/cor/coridx.htm> As of December 2010 the fee to file is \$18.50.

Maintain the PSSC Officers Handbook.

The secretary must maintain the membership list and email distribution list.

It is essential that Secretary maintain meeting minutes of all meetings and distribute them to the members. Our attorney advises that this is essential to maintain our "corporate veil". We demonstrate that we continue to be a corporate entity by the upkeep of these minutes and proper club documentation.