

Tibetan Terrier Club of America  
Administrative Procedure  
OFFICE OF PRESIDENT

TTCA-AP-002  
Revision 0  
March 17, 2006

OFFICE OF PRESIDENT

Prepared By \_\_\_\_\_

Date \_\_\_\_\_

Approved By \_\_\_\_\_

Date \_\_\_\_\_

## OFFICE OF PRESIDENT

### 1.0 Purpose

The purpose of this procedure is to describe the duties, policies and procedures for the office of President for the Tibetan Terrier Club of America (TTCA).

### 2.0 Duties

The duties of the President include, but are not limited to, the following:

- a) Presides at the Annual Board Meeting and the annual meeting, calls the meeting to order, determines a quorum and adjourns the meeting
- b) Acts as an ex-officio member of all committees
- c) Expedites business
- d) Enforces rules of debate
- e) Determines if a motion is out of order
- f) Reviews for approval any and all matters brought before the Board.
- g) Reviews for approval all committee annual reports.
- h) Reviews for approval all the finances of the Club, including the quarterly and annual Treasurer's report.
- i) Reviews the Federal tax filing.
- j) Reviews all the filings with the state in which the Club is incorporated.
- k) Reviews for approval an income and expense report for the National Specialty.
- l) Reviews for approval the Annual Budget.
- m) Reviews for approval anything that is judged by the Treasurer as not within the budget or out of line.
- n) Participates in any business before the Board, other than the Annual Board Meeting, via internet or conference calls.
- o) Serves on the Finance committee when called into action

### 3.0 Policies

- 3.1 The elected President shall take office on March 1<sup>st</sup> and the retiring President shall turn over to his successor in office all properties and records relating to that office within 30 days after taking office.
- 3.2 The President shall have the least to say about pending questions
- 3.3 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 the by-laws.

#### **4.0 Procedures**

##### **4.1 Newly Elected President**

- 4.1.a The new President will provide a phone number, address and email address to be used for TTCA business to other members of the Board.
- 4.1.b The new President will review and become familiar with the TTCA Constitution and Procedures.
- 4.1.c The new President should make arrangements to attend the Annual Board meeting.

##### **4.2 Annual Board Meeting**

- 4.2.a The President shall review agenda items for the Board meeting.
- 4.2.b The President shall review all committee reports, proposed budgets, proposed agenda and any other information provided for the Annual Board meeting prior to attending the meeting.
- 4.2.c The President shall preside at the Annual Board meeting, call the meeting to order, determine a quorum and adjourn the meeting.
- 4.2.d The President shall lead the meeting through the agenda, give the Report of the President, recognize members to speak, state and put to a vote all motions and to announce the results.
- 4.2.e The President shall review and discuss as necessary, any and all matters presented at the Annual Board meeting, including participation in all votes.

##### **4.3 On going Board activities**

- 4.3.a The President shall review and discuss as necessary all matters presented to the Board throughout the year via mail, email or telephone, including participation in all votes.

##### **4.4 Additional Meetings**

- 4.4.a The President shall preside at the Annual meeting, call the meeting to order, determine a quorum and to adjourn meeting.
- 4.4.b Other meetings of the Board of Directors shall be held at such times and places as are designated by the President
- 4.4.c Special Club meetings may be called by the President

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#### 4.5 Other Duties

- 4.5.a The President shall preside over the expulsion of a member from the Club by a secret written ballot at the annual meeting after a hearing and upon recommendation as provided in Section 3, Article VII of the Constitution.
- 4.5.b The President may recognize a club member with a President's Award at his/her discretion.
- 4.5.c The President shall choose at least three committees to report on their work at the Annual meeting.
- 4.5.d The President shall serve on the Finance committee to make financial decisions when there is not enough time to consult the entire board.
- 4.5.e The President shall review for approval all financial reports and review all legal filings for the Club.

#### **5.0 Revisions**

Revision 0:

##### **Motions:**

Section 4.5.c, May 1999 Moved, that the annual meeting format be modified starting in 1999 such that reports of at least three Committees, chosen by the President, as well as discussion under Unfinished and New Business, be presented in a "participatory format", within a pre-set time limit to be determined by the President. That format to consist of a short oral report, time for member discussion and questions followed by a summary of the discussion."

Section 4.5.b.6/16/92

Move that the board develop guidelines for the Presidents Award and submit the proposed guidelines to the Board.

Section 4.5.d.8/13-14/77

A Finance Committee be formed consisting of the President, treasurer and one other Board member. To make financial decisions when there is not enough time to consult the entire board. (In 1989 amended to - President, Secretary and Treasurer.)