

## Chapter 6

# MEETINGS AND ELECTIONS – keeping it all in order

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***D**id you know that some clubs have monthly Sponsors' Meetings? Remember that as a DC, you have people around you invested in the success of your club. Meet, talk and ask for their help.*

## *Meetings of Sponsors*

### **HOW OFTEN**

Most clubs schedule several Sponsors' Meetings during the year as needed. These meetings are one of the best ways to enhance communication within the club and to increase input about club programs and support for club activities. Seek advice. Encourage Sponsor participation. Your club will benefit.

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### GIVING NOTICE

Your club Secretary should mail notice of a Sponsors' Meeting to Sponsors no less than 15 days prior to the meeting. In addition, all parents who are not enrolled as Sponsors should be notified of all Sponsors' Meetings, although as non-Sponsors they will not be able to vote.

A 30-day notice must be given for the Annual Meeting of Sponsors. The Regional Supervisor should also receive notice of any Sponsors' Meetings.



**REMEMBER: The buck stops here! The ultimate responsibility for notification lies with the DC.**

### PRESIDING AND VOTING

The DC (or the Jt-DC who has been designated to act in the DC's place) must organize and preside over all Meetings of Sponsors. At any Sponsors' Meeting, one-third of the Sponsors of Record constitute a quorum for the transaction of the business of the club. Sponsors must vote in person and on an individual basis. *Proxies are not permitted at Sponsors' Meetings.*



**REMEMBER: Individuals may sign up as Sponsors at any time during the year, however, in order to vote, they must have the approval of the DC and pay the Sponsors' Fee prior to the notice of any meeting being sent. Except in the case of the Annual Meeting, where Sponsors must join at least four weeks prior to the Meeting of Sponsors. It is the responsibility of the DC to ensure that all current Sponsors, prospective Sponsors, and parents are informed in writing of the deadline for paying Sponsors' Fees.**

## *Working Boards*

If the Sponsors of a club are considerable in number, committee chairs and members at large may be designated to serve as a working board to assist and cooperate with the DC and other officers in developing policy and in planning and carrying out the activities of the club.

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### *Nominating Committee*

Many clubs are run on an informal basis – whoever is willing to be DC gets the job. Even so, clubs must have a means of nominating officers. The Club Bylaws 4.1.5 state that it is to be done through a Nominating Committee.

#### **FORMING THE COMMITTEE**

- ▶ The DC nominates at least three and no more than five Sponsors of Record to serve on the Nominating Committee.
- ▶ The Sponsors vote to elect the Committee as nominated by the DC.
- ▶ The Nominating Committee must be elected at least *three months before* the Annual Sponsors' Meeting in the fall.
- ▶ The Nominating Committee selects one of its members to serve as Chair of the Committee.

#### **JOB DESCRIPTION**

The Committee is charged with presenting a slate of officers (DC, Secretary, Treasurer, Jt-DC(s)) for the approval of the Sponsors at the next Annual Sponsors' Meeting. Nominations may also be made from the floor at the meeting. The DC and any Jt-DCs approved by the Sponsors will be submitted to the Regional Supervisor for appointment. The Secretary and Treasurer are elected by the Sponsors.

### *Resignation or Removal of a DC or Jt-DC*

In case of the resignation or removal of a DC or Jt-DC before the Annual Meeting of Sponsors, the vacancy may be filled by the RS (or Vice RS in charge) for the remainder of the term of the previous DC or Jt-DC, subject to confirmation by the VPRA. Some clubs, with consent of the RS, may call a Special Meeting of the Sponsors to officially recommend a replacement.

### *Resignation or Removal of an Officer*

In the case of the resignation or removal of an Officer of the Club (Secretary or Treasurer) before the Annual Meeting of Sponsors, the DC may appoint a replacement. At the next Meeting of Sponsors, the DC's appointment must be approved, or nominations from the floor may be taken to fill the vacancy.

The RS and National Office must be kept informed of any changes in officers.

## *Annual Meeting of Sponsors*



**REMEMBER: Sponsors must vote in person, not by proxy or mail-in ballot.**

### **NOTICE**

All clubs must hold an Annual Meeting of Sponsors in the fall of the year. Written notice of this meeting **must** be postmarked or delivered to all Sponsors of Record no less than thirty days prior to the meeting. It is a good idea to publish this date several months in advance, so that all interested parties will have it on their calendars. Parents' attendance should be encouraged; although if they are not current Sponsors of Record, they will not be able to vote. Perhaps they will want to become Sponsors and maintain voting privileges at future meetings.

### **AGENDA**

A brief agenda of items to be discussed at the meeting should be included with the notice. The Regional Supervisor should also receive notice of the Annual Sponsors' Meeting (and, in fact, of all Sponsors' Meetings), and he/she is entitled to attend.

Prior to the Annual Meeting, the District Commissioner should direct the Treasurer to prepare for presentation a balance sheet of total holdings, income and expenditures for the past year, and submit a budget for the coming year.

In addition, at least three months in advance, a Nominating Committee should be proposed for Sponsors' election that will present to the Sponsors a slate of officers at the Annual Meeting.



**TIP: In order to encourage attendance, some clubs schedule an interesting speaker, a special clinic, a potluck supper, or a fun event.**



**REMEMBER: Sponsors may NOT vote by proxy. Since this meeting is an important and required business meeting, it is not appropriate to include Participating Members or other children.**

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### REQUIRED BUSINESS

The USPC Club Bylaws 4.2.2.2, state that the agenda for the Annual Meeting shall include:

- (a) the report of the DC on activities and general financial status;
- (b) presentation and approval of the proposed financial plan for the coming year;
- (c) recommendations for a DC and one or more Jt-DCs;
- (d) election of officers for the next year, based on the report of the Nominating Committee and nominations from the floor;
- (e) amendments to the club policies;
- (f) establishment of an activities calendar; and
- (g) such other issues and business that are germane to the effective operation of the club.

### OTHER BUSINESS

The items listed above constitute the minimum agenda for the Annual Meeting of Sponsors. Your club may have additional agenda items. At the Annual Meeting, the DC should:

- ▶ Discuss club goals and activities for the coming year.
- ▶ Present a club calendar to include club, regional, and national dates.
- ▶ Delegate authority to the following: Jt-DC, Treasurer, Secretary.
- ▶ Appoint Coordinators for any or all of the following:
  - Mounted and Unmounted Instruction
  - Fun Activities and Field Trips
  - Fund Raising
  - Summer Camp
  - D Activities
  - C Activities
  - Rallies (Competitions)
  - Ratings
  - Newsletter
  - Supplies, Club Equipment, etc.