

CALENDAR OF DEADLINES BY MONTH

(updated to 12/31/10)

January

Prior year's National Specialty chair will replace oldest National Specialty committee member.

- 1st: New Board takes over. Retiring Board members must turn over to their successors all club property in their possession. If any nominee unable to serve, they shall not take office and the open position shall be filled according to the Bylaws.
- 1st: Board and committee members must file missing dog/litter info with HLD.
- 1-14: First Board meeting must take place. Officers/Directors appointed by full Board vote. Officers appointed for one year. President cannot serve more than two consecutive 1-year terms (but can serve on the Board for two consecutive 2-year terms). Other officers can serve up to four consecutive years in their appointed positions.
- 15th: Rec'ing Sec'y receive eligible judge list from Judge Selection Committee. (Add eligible foreign judges that were nominated from Active membership by 11/15 of preceding year.)
- 20th: Judge Selection Committee to mail list of National Specialty eligible judges to Active membership for vote.
- 31st: Member dues must be paid or will be delinquent and deprived of all club privileges.

PWDCA to provide complimentary full-page National Specialty ad in Courier for EITHER January/February or March/April issue.

OBAA committee to submit information to Courier Editor during last two weeks.

February

- 1st: Delinquent dues notices sent to members by Treasurer or designee. Any member whose dues are unpaid as of 2/1 is considered delinquent and is immediately deprived of all club privileges. (Remove from Breeder Program too.)
- 28th: (or 29th, if a leap year) Nominations for National Specialty judge must be postmarked no later than last day of February to be valid, and mailed to the Judges' Tally Committee.

Board needs to discuss Nominating Committee members.

March

March/April issue of Courier must include nominating committee member names.

OBAA committee to submit information to Courier Editor during first two weeks.

- 1st: Members whose dues are unpaid are automatically terminated from membership. (Board may grant 30-day grace period for meritorious cases.)
- 1st: Breeders or owners of dogs' titles' to qualify for OBAA program must submit certificate copies to program coordinator for proof for program award.

April

- 1st: Nominating Committee shall be appointed by Board.
- 1st: D.F. Miller Scholarship Fund applications must be received by 1st.
- 1st: Candidate National Specialty judge list must be mailed to membership no later than April 1.

May

- 7th: Candidate National Specialty judge ballot must be postmarked no later than May 7 to be valid.

June

- 1st: Awards for D.F. Miller Scholarship Fund applications must be given by Board to approved applicants by 1st.
- 30th: Re-sanctioning applications must be received or regional club on probation.

July

August

If National Specialty held in August, Recording Sec'y to mail Annual Meeting notice to membership between 10-60 days prior to meeting.

2 wks: Members must submit items for Annual Meeting agenda to Rec'ing Sec'y.

2 wks: Committee chairs must submit reports for Annual Meeting booklet to Rec'ing Sec'y.

1st-7th: Nominating Committee must submit its slate to the Rec'ing Sec'y by 8/7 (but after 8/1).

15th: Rec'ing Sec'y shall submit Director slate to membership between 8/8 and 8/15.

September

If National Specialty held in September, Rec'ing Sec'y to mail Annual Meeting notice to membership between 10-60 days prior to meeting.

2 wks: Members must submit items for Annual Meeting agenda to Rec'ing Sec'y.

2 wks: Committee chairs must submit reports for Annual Meeting booklet to Rec'ing Sec'y.

1st: New regional clubs approved after 9/1 need not reapply for re-sanctioning for 18 months.

10th: (Per Bylaws) Write-in nominations made by Active members must be sent to Rec'ing Sec'y and postmarked no later than 10.

25th: Written consent from write-in member nominated applicants for Board must be received by Rec'ing Sec'y.

26th: (Or, no later than October 1) Rec'ing Sec'y to have published list of nominated slate (if no additional nominations received from membership on or before 9/25).

October

If National Specialty held in October, Recording Sec'y to mail Annual Meeting notice to membership between 10-60 days prior to meeting.

2 wks: Members must submit items for Annual Meeting agenda to Rec'ing Sec'y.

2 wks: Committee chairs must submit reports for Annual Meeting booklet to Rec'ing Sec'y.

1st: Ballots for Board nominees, if any, mailed between 9/26 and 10/1 by Rec'ing Sec'y to membership for vote.

1st: Changes for dues must be set by 10/1 to be effective for next renewal year.

31st: Ballots for Director election must be postmarked no later than 10/31.

November

8-12: Independent auditors to count Director votes.

12th: Rec'ing Sec'y to receive new Board vote results from auditors.

- 15th: New seated Board for upcoming year vote results mailed to membership.
- 15th: Members must submit request for eligible foreign judges to be added to the next voting year's Nat'l Specialty list to Rec'ing Sec'y
- 1-30: Treasurer or designee to send notice of dues to membership any time during month.

December

- 31st: National Specialty judges' ballot to include AKC approved judges who have been approved for three or more years (to include eligible foreign judges nominated by members no later than 11/15). Judge Sel. Comm. to provide three names of non-breeding, non-conformation members to Board as the Tally Committee. The Tally Comm. shall rotate each year around the country.

Miscellaneous Timeline Notations

Board:

- 2 years: Board members are elected to 2-year terms. No more than two consecutive 2-year terms may be served by a Board member.
- 3 meetings: If a Board member misses three meetings during a year, they have been deemed to have vacated their position unless just cause is determined by the Board.
- 30 days: President shall file a Restated Certificate of Incorporation for the club with the Secretary of State of Connecticut within 30 days of amendment becoming effective.
- 3 months: Amendments to Cert. of Inc. or Bylaws or Breed Standard as proposed by Board or petition signed by 20 percent of Active members shall be considered by Board and submitted with recommendation by Board to membership, by the Rec'ing Sec'y, within 30 days of receipt of petition. Members must have a minimum of 30 days from date of mailing to vote.
- Annually: Archive specialty DVDs, newspaper articles, photos, catalogs, minutes, etc.
- Annually: Board to give \$1000 to D.F. Miller Scholarship Fund annually.
- Monthly: Rec'ing Sec'y to receive updated membership directory from chair.

Board Meetings:

- 7 days: Recording Secretary (or designee) must submit agenda to Board members at least seven days prior to scheduled board meeting.
- 2 weeks: Members must notify Board if they choose to listen in on upcoming teleconference meeting.
- 2 weeks: Rec'ing Sec'y must circulate draft of meeting minutes to each Board member for meeting to be ratified.
- 1 week: If Board members file no objections/corrections to proposed meeting minutes, minutes stand as approved.

PWDCA-L:

- 30 days: If personal name not added to PWDCA-L correspondence by member, member must be dropped from list.
- Member posts of attacking notes on PWDCA-L: (#1) warning; (#2) 45-day post suspension; (#3) Board to vote to expel member from list.

Courier:

- 6 issues: Number of Courier issues to be published annually.
- Annually: Publish top-10 statistics in Courier.
- 2/year: Informal groups may announce organization events up to two times/year in the Courier.

Membership:

- Members: Must be an Associate member for two years before can apply for Active membership.
- 90 days: If member has unpaid Courier bill, member added to "Member Not In Good Standing" list.
- 3 weeks: Website postings for volunteer positions must remain open for at least three weeks from date of initial posting.

Committees:

- 30 days: Terminated committee members must turn over records to Board within 30 days.
- 30 days: Resigning committee members must forward all committee data in their possession to the committee chair or Rec'ing Sec'y within 30 days of resigning.

- 3 years: Board shall review committee viability every three years.
- 2 weeks: Written reports from committees are to be sent to the President outlining the issue(s) confronting the committee and suggestions for resolution.
- Bylaws: Committee must file report with Board within 90 days of committee establishment, and annually thereafter.
- Ethics: Ethics Committee reviewed every two years by Board. Committee members shall serve 2-year alternate terms.
- Grievance: Appointed committee must report its progress to the President within 30 days from the time the committee is appointed.

Regional Clubs:

- 30 days: Regional club changes of officers/directors and/or bylaws must be provided to committee within 30 days of changes taking place.
- 1 year: Regional club committee chairs must retain records for one year and may destroy after resanctioning.
- 6 months: Applying regional clubs may be given temporary sanctioning for six months, during which time they must achieve application compliance.
- 15: No more than 15 supported entries may be approved by the Board during a calendar year.
- 2/year: Area Reps to file activities report with program coordinator.

National Specialty:

- 3 years: SEAT members serve for three years; renewable with Board approval.
- NSLLC: Current PWDCA Board to stand as officers of NSLLC. NSLLC Treasurer has and maintains books and shall provide monthly bank statements to PWDCA Treasurer.
- 6 months: National Specialty judge may not judge PWDs at any show for six months preceding specialty judging date.
- 5 years: National Specialty judges for non-regular classes must have a minimum of five years of PWD experience either as a breeder, exhibitor, handler or judge.

AKC:

- 2 years: AKC Delegate appointed for two years. Appointment may be renewed by Board. If Delegate resigns or is terminated, Board must approve a new Delegate at its next meeting.
- 2 years: CHF liaison with Board evaluated every two years. Position automatically renews if Board does not elect a new liaison.
- Gazette: Four columns per year submitted, one of which must be a health activities release. Articles are to be submitted to Board for submission pre-approval.

Contract Renewals:

- 2 years: Bookkeeper contract up for renewal. (Next renewal: 6/'13)
- 1 or 2 years: Courier editor contract up for renewal. (Next renewal: July/Aug issue, 2011; option of one-year extension upon mutual agreement)

Futurity: Refer to Futurity Program.

Water Trials: Refer to Water Trial Manual.

SEAT: Refer to SEAT Manual.