



President's Binder

Article III, Section 2 of the Houston Dachshund Club Constitution and By Laws states *"The President shall act as chief executive of the Club, preside at meetings, act as chairman of the Board of Directors, appoint such committee chairmen as may be deemed necessary in consultation with the Board of Directors, and otherwise perform all duties as are by custom, parliamentary practice and these By-Laws required of him/her."*

- The President shall preside at all Club meetings and act as Chairman of the Board of Directors.
- She/He shall have all duties and powers normally appurtenant to the office as stated in Robert's Rules of Order of the President in addition to those particularly specified in the constitution and bylaws of the Houston Dachshund Club.
- President appoints committees, is directly in charge and responsible for all phases of the dog shows and other events presented by the club.
- The President is a member Ex Officio of all Committee's of the Club



TYPICAL MEETING AGENDA

Remind Officers, Committees, and members that we want to adjourn by 9pm and to keep the reports as short and informative as possible.

1. Roll Call
2. Have Secretary to read Last Meeting Minutes - approve or changes
3. Report of the President – if any
DCA news/ AKC Delegate News Report location and date of next meeting
4. Report of the Board – if any
5. Report of the Secretary
6. Report of the Treasurer
7. Report of the Committees:
Show Chairman / Combined Specialty Chairman – Same person
Ways and Means Committee
Trophy Chairman
Field Trial Committee
9. Old or Unfinished Business
10. New Business
11. Any election of Members
12. Brags
13. Raffle
14. Adjourn



Typical Calendar of Events

January	<ul style="list-style-type: none"> • Annual Meeting & Election of Officers • Reinstate/Reappoint Standing Committees • Receive report of the Audit Committee • Books/Records are to be turned over to incoming offices/committee chairs • Approve any advertising for Specialties • Combined Specialty Meeting
February	<ul style="list-style-type: none"> • Submit July Specialty AKC Applications • Combined Specialty Meeting • Entries for March Specialty close
March	<ul style="list-style-type: none"> • Spring Specialty • Combined Specialty Meeting
April	<ul style="list-style-type: none"> • July Premium List Due • Combined Specialty Meeting
May	<ul style="list-style-type: none"> • Combined Specialty Meeting
June	<ul style="list-style-type: none"> • Combined Specialty Meeting
July	<ul style="list-style-type: none"> • Summer Show at Reliant Center • Combined Specialty Meeting
August	<ul style="list-style-type: none"> • Submit March Specialty AKC Applications • Combined Specialty Meeting
September	<ul style="list-style-type: none"> • March Specialty Premium List Due • Combined Specialty Meeting
October	<ul style="list-style-type: none"> • Submit AKC Application for Field Trial • Combined Specialty Meeting
November	<ul style="list-style-type: none"> • Combined Specialty Meeting
December	<ul style="list-style-type: none"> • Field Trial • Appoint Audit Committee • Combined Specialty Meeting



New Prospective Members:

After the second reading of the prospective member's application, the next meeting is when the members vote for the person to be approved or disapproved as a member.

NEW PROSPECTIVE Members should not be present when voting and should ask to leave meeting before voting begins. The vote is by secret ballot.

Each member is to get a ballot for the prospective member and vote yes for approving the member, or no for not approving the person to the membership.

The applicant is to receive a letter by mail giving results of the election.

Changes to Bylaws must be made by:

1. Making the members aware of changes proposed by mailing notice 2 weeks prior to meeting.
2. Robert's Rules allows By Laws to be changed at any meeting with a quorum present. Changes to the constitution require prior notice.