

CAIRN TERRIER CLUB OF DENVER
STANDING RULES

(Rules for procedure in force through all sessions until changed or repealed)

1. In any election of officers or Directors where there is more than one candidate for any office, at least two tellers shall be appointed by motion to count the ballots. No teller may be a candidate for any elected office. All ballots must be counted by each teller.
2. Applicants for membership shall attend at least two Club meetings or a Club meeting and a Club function prior to submitting their application form. (Exception: an out of State applicant shall have a letter of recommendation submitted by one of their two sponsors in lieu of the attendance requirement stated.)
3. Associate membership will not be available to residents of Colorado.
4. Any officer or member of the Board of Directors who fails to attend three consecutive Board meetings shall be deemed to have resigned their position unless the Board votes to permit continuance in office.
5. No member shall serve as President for more than two consecutive one year terms. This shall not include partial terms resulting from a vacancy in office.
6. The Treasurer or any other officer shall disburse Club funds only for such items as have received approval. Such approval shall be given by the Board or a majority of the officers of the Club. Items under \$15.00, or normally recurring expenses under \$30.00, may be approved by any single officer.
7. An annual audit will be conducted and completed by the December meeting annually. The Audit committee shall consist of two persons appointed by the Board of Directors, who are not Board Members. The current Treasurer shall make the Club accounting books available to the Audit committee following the November general meeting and the Treasurer will be available to the Audit committee as needed. The Audit committee shall report findings to the Board of Directors by the December general meeting and to the Treasurer immediately upon conclusion of examination of the accounting books.
8. All dues shall be submitted to the Treasurer in office for the ensuing year, i.e. new Treasurer.
9. Changes to the Standing Rules shall be made in the same manner as changes to the Constitution and By-laws.
10. The Cairn Terrier Club of Denver Board of Directors shall publish the official Club Newsletter, *CAIRN CONNECTION*. The Board shall appoint a newsletter editor who will

determine the content of the newsletter following general editorial policy established by the Board. The Newsletter will be provided at no charge to all Club members, and to other Cairn Terrier clubs or potential members as appropriate.

11. The annual membership list shall be prepared for publication for Cairn Terrier Club members by the Treasurer immediately following the dues grace period ending April 1.

12. Notice of Club functions may be sent by a person other than the Secretary, whom the Board shall designate.

Revised May 1992 and July 2005