

National Chinese Owl Club

By Laws

(Revised January 2025)

Article I Duties of the President

The President shall preside at meetings of the NCOC, shall act as Chairman of the Board of Directors, appoint all committees not otherwise provided for, appoint the Election Commissioner, appoint the Certified Judges Coordinator, appoint the Leg Band Sales Director, appoint the Master Breeder Points Coordinator, appoint the Website Coordinator, and appoint the Newsletter Editor and fill all vacancies in all offices taking place between elections. The President shall sign all documents requiring a signature, certify the Election Commissioner's reports and perform all other duties pertaining to this office

Article II Duties of the Vice President

In the absence of the President, or case of inability to act, the Vice President shall perform the duties of that office.

Article III Duties of the Secretary-Treasurer

Section 1. The secretary-Treasurer shall conduct the correspondence of the Club, keep all minutes of meetings and shall be the custodian of all monies, books, papers and other records belonging to the club.

Section 2. The Secretary-Treasurer shall keep such books as are necessary in which shall be entered the amounts of money received and disbursed by him/her, and complete a list of names and addresses of all club members and the dates of their election to membership.

Section 3. The Secretary-Treasurer shall prepare an annual report to be presented at the annual meeting, give an itemized account of all receipts and expenditures for the current year, and give any suggestions and recommendations for the future of welfare of the club.

Section 4. Twenty days in advance of the first Monday in July, the Secretary-Treasurer shall furnish the Election Commissioner with a complete list of names and addresses of all club members in good standing for the Election Commissioner's use.

Article IV Duties of the Board of Directors

The Board of Directors shall have supervision and control of all club affairs, promote the annual show and in intervals between meetings shall have full authority to take action on any and all club matters not in conflict with this Constitution and By Laws as may be deemed necessary for the best interest of the club. All elected head directors must submit two (2) reports annually on their District, to be printed in the club newsletter.

Article V Duties of the Election Commissioner

Section 1. On the second Monday in July, the Election Commissioner shall mail to the last known address of each individual member a printed nomination ballot to be so designated and returnable on or before August 5th. This ballot shall designate the offices to be filled, but not give the names of prospective candidates, with lines on which the names of candidates may be written, allowing each

member to express his/her preference for officers. In order to save expenses it is permissible for the Secretary-Treasurer to include the ballots in the club newsletter.

Section 2. Within ten days after closing date for voting, August 5th, and upon receipt of nomination ballots the Election Commissioner shall count the ballots returned to them and promptly announce the names of the candidates for each office and the number of votes received.

Section 3. The two persons for each office receiving the largest number of votes shall be candidates for that office, and upon receiving permission from the persons nominated, the Election Commissioner shall on or before September 1st prepare and mail printed election ballots to all club members in good standing. These ballots to be voted on should be returned to the Election Commissioner on or before September 21st. The names and addresses shall be plainly printed thereon, and at the beginning of each line where the name is printed a space shall be inserted in which a voting mark (X) may be placed. The ballots shall contain full instructions as to the manner of marking it and designate the territory of district from which directors are eligible. No name shall appear on the election ballot for more than one office. In the event that the person receiving the highest number of votes decline the candidacy for office, the next person with the highest number of votes would be given the opportunity to accept to have their name placed upon the ballot.

Section 4. Within seven days after closing date from the receipt of election ballots, (September 21st), the Election Commissioner shall count all ballots returned to them immediately, furnish the President and Secretary with a report of results as shown on the face of the returns.

Section 5. No votes shall be counted except those on the official ballots properly marked and signed by the member voting. No change may be made on the ballot once cast, and no ballot shall be counted that is altered or changed in any way.

Section 6. After counting the nomination and election ballots the Election Commissioner shall carefully preserve and deliver them, either personally or in a sealed envelope to the current President of the club on or before the day of the next annual meeting for verification by the President and shall be announced at the annual meeting.

Section 7. The officers shall assume office at the beginning of new business at the annual club meeting.

Article VI Duties of the Members

Section 1. Each member is to help promote the National Chinese Owl Club and help popularize the Chinese Owl pigeon.

Section 2. No member is authorized to publish any material or information concerning the club (Under the Club's Name) without first having the material approved by a District director. The District director can forward this material to any officer of the club for verification.

Article VII Order of Business

Section 1. Unless otherwise provided by a two-thirds vote of the club, the order of business at the annual meeting shall be as follows:

- (1) Roll Call
- (2) Report of the President
- (3) Report of the Secretary including the last minutes of the last meeting
- (4) Unfinished business
- (5) Induction of new officers
- (6) New business
- (7) Presidential appointment of Election Commissioner
- (8) Discussion
- (9) Adjournment

Section 2. Roberts Rules of Order shall be the parliamentary guide of this club, subject to the Constitution and By Laws, and to such other official rules as may be adaptable by the Nation Chinese Owl Club

Section 3. The Constitution and By Laws may only be altered or amended by a 2/3 majority of the ballots cast: due notice of said amendment having been given to the members by the Secretary thirty days in advance, thereof.