

# CCARC MEETINGS

1. **Purpose:** This policy contains the standard list of club meetings and clarifies the different groups that meet, the expected meeting attendance and options to conduct club business or plan activities.
2. **The Meetings:** Table 1 below and the narratives in paragraphs following identifies the expected or optional participants and meetings that are conducted to support the business of the club.

The Positions	The Meetings						
	Board Mtg	Executive Session	Special Board Mtg	LWG	General Meetings	Committees	Annual Meeting
<b>Executive:</b>							
President	X	X	X	X	X		X
Vice president	X	X	X	X	X		X
<b>The Board of Directors:</b>							
Board Chair	X	X	X		X		X
Directors (6)	X	X	X	≥ 1	X	≥ 1	X
<b>President's staff:</b>							
Secretary	X	X	X	X	X		X
Finance Officer	X				X		X
Membership	X				X		X
PIO	X				X		X
CIO	X				X		X
Past President(s)	X			≥1	X		X
All Members					X		X
Guests	X				X		X
Subject Matter Expert (SME)	X	X	X	X			
Committee Chair						X	
Committee Member						X	

Table 1

### 3. Club leadership meetings:

- a. **Regular Board Meetings:** Regular meetings of the board of directors shall be scheduled by the board. The board shall schedule regular monthly meetings and provide a schedule.

(1) Expected Attendance: President, Vice President, Board Chair, the 6 directors, the secretary, financial officer, Membership, PIO, CIO, and past President. Others that may attend are subject matter experts (SME) of any matters at hand.

(2) Optional Attendance: The club board meetings may have invited guests and all members are welcome to attend.

Approved 30 September 2020 by the CCARC Board of Directors

**b. Executive Session:** Executive sessions are normally held immediately following the regular board meeting when there is a sensitive matter that needs to be addressed in private by leadership.

(1) Expected Attendance: President, Vice President, Board Chair, the 6 directors, and the secretary.

(2) Optional Attendance: Others that may be invited are subject matter experts of the matter at hand.

**c. Special Board Meetings:** Special meetings of the board of directors may be called by or at the request of the president or any two (2) directors, and shall be held at the place as the directors may determine. It is a meeting called in between regularly scheduled board meetings to discuss a specific issue or an urgent matter.

(1) Expected Attendance: President, Vice President, Board Chair, the 6 directors, and the secretary.

(2) Optional Attendance: Others that may be subject matter experts of the matter at hand may be invited.

**d. Leadership Working Group (LWG):** It is the responsibility of this committee to ensure that sufficient guidance exists and is maintained at the current standard to ensure the success of the organization into the future as members come and go in club positions of responsibility. See Table 1 for expected attendance.

(1) Expected Attendees: The President, Vice President, at least one director, Past President.

(2) Optional Attendees: If other past presidents or directors are interested, they are encouraged to participate. It may also include subject matter experts.

#### **4. Committees:**

**a. Committees:** The board of directors, may designate and appoint committees, each of which shall consist of one or more directors or officers and members. The committee shall exercise the authority granted by the board of directors. The committee chair and all committee members are expected to attend.

#### **5. Club general membership meetings:**

**a. Annual Meeting:** An annual meeting of the members, unless the date is changed by the board of directors, shall be held at the place as the board of directors may designate, on the first Friday in the month of January following New Year's Day in each year, for the purpose of electing directors and the president-elect and for the transaction of such other business as may come before the meeting. All club members are encouraged to attend.

**b. Regular Membership Meetings:** Regular meetings of the members shall be scheduled by the board of directors. The board shall schedule regular monthly meetings and provide a schedule to the members. All club members are encouraged to attend.

**c. Special Membership Meetings:** Special membership meetings of the members may be called by the president, the board of directors, or not less than one-third (1/3) of the members at a place designated by the board of directors. Unless otherwise identified, all club members are encouraged to attend.