

**CLUB ANNUAL MEETING  
PARTICIPATION CHECKLIST**

**RESOLUTIONS**

- a) Use enclosed forms and instructions. You should have already received individual notices
- b) **Deadline February 24, 2012**

**AWARD NOMINATIONS**

- a) Use enclosed Form and instructions; make copies of the form if you are submitting more than 1 candidate.
- b) **Deadline is March 28, 2012**

**BY – LAW CHANGES**

- a) Submit in writing suggestions for By-Law changes.
- b) **Deadline March 28, 2012 for review**

**READ THE DUES/VOTING PRIVILEGES/DELEGATES PROCESS**

**RE-CAP FORM** (Club Annual Participation)

- a) Re-Cap & Club Delegate Form to Convention
- b) 2 Delegates for 1st 100 members, 1 delegate for every 100 above that
- c) **Deadline is March 28, 2012**

**CLUB OFFICER FORM**

- a) Please return a completed Club Officer form to us with your Re-Cap form and club's dues.
- b) **Deadline is March 28, 2012**

**CLUB DUES**

- a) \$3/Club Member
- b) Updated Membership List
- c) **Deadline is April 1, 2012**

**ANNUAL AUCTION DONATION FORM**

❖ **PRE-REGISTRATION** *(Will be mailed in March)*

- a) The Annual Meeting Agenda and pre-registration form will be sent separately in March.
- b) We encourage pre-registration for all attendees as it will speed the process to ensure smooth transitions of the event.
- c) **Pre-register by April 8, 2012**

❖ **NOTICE OF VACANCY** (No action required unless there are changes)