The Cat Fanciers' Association, Inc.®

260 East Main Street • Alliance OH 44601 • 330-680-4070

Be On The Lookout…

Between now and June of next year you, as club secretary, will be receiving a number of mailings from the Central Office regarding your yearly club fees, membership list, ballot and delegate form. Following is a chart listing the date a mailing is scheduled to be sent from the Central Office, the purpose of the mailing and any applicable deadline(s). Duplicate mailings will be sent only to those clubs which have not yet met the applicable requirements by the mailing date. **Please check the CFA Timetable at http://www.cfa.org/AboutCFA/CFATimetable.aspx for a list of deadline dates.**

It is important to supply **current** addresses for all members, but particularly for the officers, thereby enabling us to mail dues notices and other important reminders to a "back-up" in addition to the secretary.

SCHEDULED CLUB MAILINGS

→ *Whenever possible, reminders will be e-mailed rather than sent via regular mail* ←

Mailing Date	Purpose
December 1, 2016	Club fees & membership list reminder
January 3, 2017	Club fees & membership list reminder (President of club copied)
March 7, 2017	Delegate form packet
March 21, 2017	CFA Directors-At-Large ballots mailed
April 7, 2017	Delegate form reminder (President of club copied)
May 4, 2017	CFA Directors-At-Large ballots reminder
May 16, 2017†	Proposed Amendments & Resolutions mailed

CLUB DEADLINES

January 3, 2017†* . . . . Club fees & membership list must be RECEIVED in Central Office (CO) by this date for a club to be considered in good standing.

February 1, 2017† . . . . Club fees & membership list must be RECEIVED in CO by this date for a club to be eligible to vote for CFA Directors-At-Large.

April 14, 2017 . . . . . Proposed Amendments & Resolutions must be RECEIVED in CO by this date.

May 1, 2017† . . . . . Delegate forms must be POSTMARKED, faxed or emailed by this date to be eligible to vote at Annual Meeting. FAXED AND EMAILED FORMS must be received by 11:59 PM EDT.

May 11, 2017† . . . . . Club fees & membership list must be RECEIVED in CO by this date for a club to be eligible to vote at the Annual Meeting.

June 1, 2017†. . . . . Club fees & membership list must be RECEIVED in CO by this date for a club to remain on CFA's membership roster.

June 1, 2017†. . . . . CFA Directors-At-Large ballot must be RECEIVED in CO by this date.

† Date as mandated by the CFA Constitution

* As January 1, 2017 falls on a holiday, this deadline is moved to the next business day.

Please note that membership lists received prior to December 1, 2016 do not fulfill the requirement for the coming year and a new list must be filed. Membership lists must be signed by the club secretary. We encourage clubs to submit the required fees, lists and forms as soon as possible. The longer the delay in submitting forms and/or fees, the greater the chances are that a club's eligibility may be jeopardized. Plan ahead, don't be disappointed by missing a deadline.

Please keep in mind that **ballots WILL NOT be accepted via fax** in the Central Office; original forms must be submitted. Naturally, there will be times when an expedited form of mail service must be used. We recommend either UPS next day or Federal Express. Express mail from the Post Office **does not always deliver by the next business day.**

CLUB MEMBERSHIP LISTS

Central Office is authorized to accept membership lists and documentation to change your club secretary via FAX (330-680-4633) and Email from the club secretary's email address. If you send a fax or email please do not send another copy in the mail. We hope this procedure will help in fulfilling your club's requirements. Note: Faxed membership lists require the secretary's signature and emailed membership list MUST be sent from the secretary's email address on file with C.O.

CLUB SECRETARY CHANGES

Please take note of the following requirements relative to recording a secretary change with the CFA Central Office.

- Designation of a new Secretary of Record for any member club shall be made in writing to the Central Office by the existing Secretary of Record, **OR**
- If the existing Secretary of Record is unavailable or otherwise unable to make such designation, a letter must be sent to the Central Office which has been signed by all other existing officers (President, Vice President, Treasurer) of the member club designating a new Secretary of Record.

Until one of the above requirements is met, the Central Office is not authorized to change a club's files to reflect a new secretary.

RETURNED CHECK POLICY

A club receives credit for payment of dues on the date the check is received in the Central Office. However, if the club's check is returned to us by our bank unpaid, the credit date is changed to reflect no payment received and the club is then notified that fees are still due.

Once payment of the club's dues and the return check service charge are received from the club in the Central Office, the credit date will be changed to reflect payment of dues.

Should you have any questions regarding this policy, please call the Central Office at 330-680-4070.