

# The Cat Fanciers' Association, Inc.

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## 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 [www.cfa.org/exhibitors/timetable.html](http://www.cfa.org/exhibitors/timetable.html) 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* ←————

<u>MAILING DATE</u>	<u>PURPOSE</u>
December 2, 2009 . . . .	Club fees & membership list reminder
January 6, 2010 . . . . .	Club fees & membership list reminder (President of club copied)
March 5, 2010 . . . . .	Delegate form packet
March 19, 2010 . . . . .	CFA Officers & Regional Director ballots mailed
April 9, 2010 . . . . .	Delegate form reminder (President of club copied)
May 7, 2010 . . . . .	CFA Officers & Regional Director ballot reminder
May 10, 2010† . . . . .	Proposed Amendments & Resolutions mailed

### CLUB DEADLINES

- January 4, 2010†\* . . . . 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, 2010† . . . . Club fees & membership list must be **RECEIVED** in CO by this date for a club to be eligible to vote for CFA Officers & Regional Director.
- April 15, 2010 . . . . . Proposed Amendments & Resolutions must be **RECEIVED** in CO by this date.
- May 3, 2010†◇ . . . . . Delegate forms must be **POSTMARKED** by this date to be eligible to vote at Annual Meeting.
- May 6, 2010† . . . . . 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, 2010†. . . . . Club fees & membership list must be **RECEIVED** in CO by this date for a club to remain on CFA's membership roster.
- June 1, 2010†. . . . . CFA Officers & Regional Director ballot must be **RECEIVED** in CO by this date.

† Date as mandated by the CFA Constitution

\* As January 1, 2010 falls on a holiday, this deadline is moved to the next business day.

◇ As May 1, 2010 falls on a weekend, this deadline is moved to the next business day.

9/09

**Please note that membership lists received prior to December 1, 2009 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 **delegate forms and 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**. Please use CFA's street address on all expedited mail services.