

ARTICLE V: MEETINGS

SECTION 1: Number of Business Meetings

- A. The **KSRT** shall hold an annual meeting each year.
- B. Special meetings of the **KSRT** may be called at such time and place as may be designated by the Board of Directors. A majority of this group shall constitute sufficient authority. Members shall be notified at least fifteen (15) days in advance of such meetings, together with a statement of the business to be transacted. No essential business other than that specified shall be transacted at a special meeting. Conference calls or email communications may be substituted for a special meeting.
- C. The site of the annual meeting shall be decided by the Board of Directors.
- D. Money collected as registration for meetings or to offset meeting expenses shall be forwarded to the Executive Secretary within five days of receipt. No moneys may be deposited in a personal or separate account for any reason.

SECTION 2: Quorum

- A. A quorum for any meeting shall be established by a vote of the members represented at an annual meeting. Such quorum shall not be less than twenty-five percent (25%) of the voting members registered on the day of the business sessions, and includes not less than two (2) officers.

SECTION 3: Order of Business

The following shall be the order of business for sessions during the annual meeting unless otherwise ordered by the assembly:

- (a) Call to Order
- (b) Establish a Quorum
- (c) Disposal of Minutes
- (d) Reports of Officers
- (e) Reports of Committees
- (f) Appointment of Committees
- (g) Unfinished business
- (h) New Business
- (i) Elections
- (j) Adjournment

Three Business Sessions:

- Session #1: Call to Order, Establish Quorum, Adopt Rules of Order, Disposal of Minutes, Financial Report, Proposed Budget, Consensus Report, Reports, Nominations, Board Recommendations, and Recess.
- Session #2: Call to Order; Establish Quorum, Nominations, Unfinished Business, New Business, and Vote on Proposed Budget, Vote on Board Recommendations, Floor Motions, and Election of Officers, Film Categories, and Recess.
- Session#3: Installation of Officers, and Adjournment.

Four Business Sessions:

- Session #1: Call to Order, Establish Quorum, and Adopt Rules of Order, Disposal of Minutes, Consensus Report, Reports, and Board Recommendations, Proposed Budget, Nominations, and Recess.
- Session #2: Call to Order, Nominations, Unfinished Business, New Business, Film Categories, and Recess.
- Session #3: Call to Order; Establish Quorum, Nominations, Vote on Board Recommendations, Floor Motions, Vote on Proposed Budget, Election of Officers, and Recess.
- Session #4: Installation of Officers, and Adjournment.

SECTION 4: Educational Sessions

- A. The **KSRT** shall hold educational sessions during the annual meeting, symposium and student seminar.
- B. Cancellation policy for any **KSRT** function must be printed in the brochure to specify a cancellation date and a fee not to exceed 20% of full registration.