

## **Seacoast Dock Dogs**

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### **By-Laws**

*12/23/2014*

## **Article I. Name and Objectives**

### **Section 1: Name**

The name of the club shall be (Seacoast DockDogs) DockDogs® and hereafter in this document will be referred to as the Club and references will be capitalized.

### **Section 2: Objectives**

The objects of the Club shall be:

- a) Support the governing body of sanctioned canine aquatic events and related functions, DockDogs Inc..
- b) To promote and conduct sanctioned DockDogs® events and functions on a yearly basis under the Rules and Policies of DockDogs® Worldwide.
- c) Support the sport of canine aquatics.
- d) Educate the members and the public about the sport of canine aquatics.
- e) Conduct training sessions, informal and formal events associated with canine aquatics and other dog activities.
- f) Protect and advance the interests of dog activities by encouraging safety, sportsmanlike competition, and responsible dog ownership.
- g) Promote happy and fun dog activities.
- h) Maintain financial stability to insure the continuation of the Club and its capabilities.
- i) Serve the best interests of the Club's members as they relate to the sport of canine aquatics.

### **Section 3:**

The Club shall not be conducted or operated for profit without the express written permission of DockDogs®, and no part of any profits or remainder or residue from dues or donations to the Club shall serve to the benefit of any member or individual.

# By-Laws

## Membership

### 1.1 Eligibility

1.1.1 Membership shall be open to all persons who support the purposes of the Club and who are in good standing with both the Club and DockDogs® Worldwide, and who are interested in promoting the sport of canine aquatics. While membership is to be unrestricted as to residence, the Club's primary purpose is to be representative of participants living in New England.

1.1.2 Membership is established by submitting a membership application, receiving membership approval, and paying dues. Membership is on an annual basis.

1.1.3 Several types of membership are open to all persons who subscribe to the purposes of this Club.

1.1.3.1 Charter Member: Members who helped form the Club, whether they actively attended any of the meetings prior to the application for affiliation or worked behind the scenes to support the efforts of the club and with no lapse in membership are designated as a Charter Member. They pay regular dues, are entitled to voting rights and participation in all Club events.

1.1.3.2 General Member: Open to all persons of legal voting age of their country of residence. General Members shall have full voting rights.

1.1.3.3 Household Member: Spouse, significant other, or child of a charter or general member. Household members of legal voting age of their country of residence are eligible to vote and all household members are entitled to participate in all Club events.

1.1.3.4 Honorary Member: Any individual who has served the Club in a significant way and whom the Board and membership chooses to recognize by designating as an Honorary Member by majority vote of the Board and majority vote of the membership. An Honorary Member is not entitled to vote or hold office. No dues shall be required of an honorary member.

1.1.3.5 Youth Membership: Open to any youth handler under the legal voting age of their country of residence that is not a member of a Household membership. This youth membership is to encourage youth involvement and feel they belong to a club. No membership dues are required. No voting rights are associated with this membership.

## **1.2 Dues**

1.2.1 Membership dues shall not exceed an amount designated by the Governing Board per year and are payable on the start of each year. Each year, the Treasurer shall notify each member of dues for the ensuing year.

## **1.3 Good Standing**

1.3.1 Membership in good standing requires that dues be fully paid. If any membership payment is in arrears over 30 days, that membership shall be suspended.

2.Payment of dues will reinstate the membership.

## **1.4 Election to Membership**

1.4.1 Each applicant for membership shall apply on a form as approved by the Governing Board. This form shall require that the applicant agree to abide by the By-Laws of SeacoastDockDogs DockDogs®, and the DockDogs® Rules and Policies.

1.4.2 Accompanying the application, the prospective member shall submit dues payment for the current year. It will be at the Governing Board's discretion if circumstances warrant alternative dues in lieu of full payment

1.4.3 The application will be reviewed by the Governing Board and approval or rejection will be conveyed to the applicant. Applicants for membership who have been rejected may reapply within six months after such rejection. The Governing Board must report to the membership on a quarterly basis the number of applications that have been rejected.

1.4.4 Membership shall not be discriminated against on the basis of race, color, nationality, gender, religion, sexual orientation, disability or on the basis of the breed, size of dog, neutered / intact status, or mixed breeding of any member's dog.

## **1.5 Code of Ethics**

1.5.1 All members must follow the DockDogs® Worldwide yearly DockDogs® Rules and Policies.-Failure to abide by the DockDogs® Rules and Policies can result in disciplinary action and/or expulsion as provided in the Disciplinary Actions section 9.03 of the DockDogs Rules and Policies.

## **1.6 Termination of Membership**

1.6.1 Memberships may be terminated, without refund of paid dues or any other contributions unless determined otherwise by the Governing Board, by the following processes:

1.6.1.1 Resignation. Except when in debt to the Club any member may resign by giving written notice to the Secretary.

1.6.1.2 Lapsing. A membership shall be lapsed and automatically terminated if a member's dues remain unpaid 30 days after the date on which dues are due. The Governing Board may grant an extension with sufficient cause for a group or individual as deemed appropriate.

1.6.1.3 Expulsion. A membership may be terminated by expulsion in accordance with the DockDogs® Rules and Policies.

## **Article 2. Meetings**

### **2.1 General Club Meetings**

2.1.1 Meetings of the Club shall be held at the beginning and end of each year. The Club meetings will be held via teleconference, internet, or within the greater New England area at such hour and place as may be designated by the Governing Board. Notice of each such meeting shall be issued no less than 30 days prior to the date of the meeting.

2.1.2 The quorum for such meetings shall be those present at the meeting including a majority of the Governing Board.

### **2.2 Special Club Meetings**

2.2.1 Special Club meetings to discuss extraordinary circumstances may be called by the President or by a majority vote of the Members of the Governing Board who are in good standing. Notice of each such meeting shall be issued no less than 15 days prior to the date of the meeting. No other club business may be transacted at that meeting.

2.2.2 The quorum for such meetings shall be those present at the meeting including at 2 officers.

## **2.3 Governing Board Meetings**

2.3.1 Meetings of the Governing Board shall be held monthly. The Governing Board meetings will be held via teleconference, internet, or within the area as convenient to the Governing Board at such hour and place as may be designated by the Governing Board. Notice of each such meeting shall be issued no less than 5 days prior to the date of the meeting.

2.3.2 The quorum for such meetings shall be a majority of the Governing Board.

2.3.3 Any member in good standing is welcome to attend a regular Governing Board Meeting, and may submit a written request for any agenda item they would like to discuss with 5 days advance notice.

## **2.4 Special Governing Board Meetings**

Special closed meetings of the Governing Board to discuss extraordinary circumstances may be called by the President; or shall be called by the Secretary upon receipt of a written request of at least three members of the Governing Board. The Secretary shall e-mail notification of such meeting which shall state the purpose of the meeting. Notice of each such meeting shall be issued no less than 24 hours prior to the date of the meeting.

2.4.1 The quorum for such meetings shall be a majority of the Governing Board.

## **2.5 Meeting Notifications**

2.5.1 Meeting notices shall be issued by the Secretary.

2.5.2 The means of meeting notification will be e-mail and the Club Web Site &/or social media. If a member should require an alternate means, that member shall arrange such with the club Secretary.

## **Article 3. Meetings and Voting**

### **3.1 Annual Business Meeting**

3.1.1 The Annual Business Meeting must be held within 60 days of the installation of officers. Notice of each such meeting shall be e-mailed and/or posted on the Seacoast DockDogs social media site or web-site no less than 5 days prior to the date of the meeting. Each retiring officer shall turn over to the successor in office all properties and records relating to that office within 30 days after the election.

3.1.2 The club's fiscal year shall begin on January 1st and end on the last day of December.



## **3.2 Voting**

3.2.1 Each member of the legal voting age of their country of residence or older and in good standing; whose dues are paid for the current year shall be entitled to one vote at any club meeting. Household memberships will be entitled to no more than two votes at any club meeting.

## **3.3 Proxy Voting**

3.3.1 Proxy voting shall be allowed by the membership and by the Governing Board. To be effective, a written and signed proxy or an e-mailed proxy shall be delivered to the Secretary and President prior to the vote during which the proxy representation is to be effective, designating the person who shall vote in place of the member or Governing Board Member at the specific scheduled meeting. A written proxy shall be effective for only one meeting. The member or the Governing Board Member prior to each subsequent meeting during which such representation is desired, must provide a new written or e-mailed proxy to the Secretary.

# **Article 4. Elections**

## **4.1 Election Process**

4.1.1 All DockDogs Affiliate Club elections will be facilitated and processed by DockDogs® Worldwide and will follow the DockDogs® Worldwide voting procedures included as Appendix "A". The Club's annual elections will be held on or before December 1st each year.

## **4.2 Nominations**

4.2.1 Any nominee for the position of "Director" or "Officer", with the exception of President, is required to be in good standing and have been a Club member for at least 6 months prior to elections. Any nominee for the position of President must be in good standing and have held a position on the Governing Board for at least 1 year. In the event that there are no Governing Board members qualified in filling the President position that is up for election, then a member in good standing with suitable background may be nominated, under the guidance of DockDogs®. There are no state boundaries and a candidate, with the exception of a DockDogs® Regional Rep or DockDogs® Management representative, may not be on the Governing Board of another DockDogs® Affiliate Club. Any Officer or Director or Governing Board member who resigns their current position may not be re-nominated for a position on (Insert CLUB NAME) Governing Board for a period to include the remainder of their resigned term plus one year. In the event of extenuating circumstances, DockDogs® may appoint an Interim Representative for the duration of a specific term. Such circumstance may include but not be limited to; Death, disciplinary action, removal etc..

### **4.3 The Governing Board**

4.3.1 The Governing Board shall be comprised of the Past President with no voting rights, the President, Vice President, Secretary, Treasurer, and a number of Directors making the total Governing Board an odd number not to exceed seven (7) voting members. Offices other than the President/Treasurer may be combined.

4.3.2 Any start up or developing DockDogs® Affiliate Club will be required to have either their DockDogs® Regional Representative or the DockDogs® Director of Affiliates on their Governing Board with voting rights for a minimum of one year or until mutually agreed by vote.

### **4.4 Requirements of the Governing Board**

4.4.1 Members of the Governing Board shall attend at least 75% of the Board Meetings and actively participate in the business of the Club. Members of the Governing Board are required to take and pass the yearly DockDogs® Rules and Policies test with a score of 85% and attempt to pass the DockDogs® Manual Judges test yearly. A Governing Board member with a documented physical disability will be exempt from the manual judge's test.

4.4.2 If a Board Member does not comply with the above stated requirements, they may be removed based on Section 4.7, Removal of Governing Board.

### **4.5 Expansion, Downsizing**

4.5.1 The Governing Board may add additional members as deemed necessary to accommodate for club growth and expansion. The current Governing Board shall decide which positions will be added. This number shall not exceed seven (7) voting members. By the same process, the Governing Board may also "downsize" if deemed necessary by identifying positions that will not be renewed after the current term expires provided the reduction retains the odd number of total Governing Board Members.

### **4.6 Conflict of Interest**

4.6.1 No active Governing Board Member shall promote, compete or participate in any canine aquatics competition or demonstration not sanctioned by DockDogs® or an Affiliated DockDogs® Club, without prior written approval from DockDogs® Inc. or by a unanimous vote of their Governing Board. The President shall notify DockDogs® Worldwide of any such request and results within 24 hours of receiving such request and voting result.



4.6.2 Any individual(s) elected or appointed to the Governing Board, shall not establish and/or perform a leadership role, including but not limited to officers, board members, event staff and administration, in any competing organization for a period of two (2) years from the date of completion of their elected or appointed term.

4.6.3 Members at large may compete in other canine aquatics competition or demonstration not sanctioned by DockDogs® or an Affiliated DockDogs Club without approval of the Governing Board.

#### **4.7 Removal of Officers and Directors**

4.7.1 If an Officer or Director fails to fulfill the duties of his or her office as set forth in these Bylaws, the other members of the Governing Board must notify that Officer or Director in writing of such non-performance. If the Officer or Director continues to fail to fulfill the duties of the position, the other members of the Governing Board, by majority vote, may remove that Officer or Director and a replacement may be appointed in accordance with these Bylaws.

4.7.2 Upon termination of position, the Officer or Director shall be notified and agree that any and all references to Seacoast DockDogs, for all intellectual property including but not limited to the club website registration and access, DockDogs® Rules & Policies, membership data and information, contracts, etc. shall be turned over to an active current Governing Board Member within seven (7) days.

#### **4.8 Resignation or Leave of Absence**

4.8.1 An Officer or Director may take a leave of absence for a period up to 3 months due to personal or health concerns without terminating their position. The leave of absence may be extended by a period of 3 months at a time, by the Governing Board. The Governing Board, at their discretion, may appoint a member in good standing to this position during the leave.

4.8.2 Any Officer or Director that resigns their current position may not run for any position on the Governing Board for a period to include the remainder of their resigned term plus one year.

#### **4.9 Officers Terms**

4.9.1 The Club's Officers shall be the President, Vice President, Secretary and Treasurer. The positions may be combined to meet the needs of the club with the exception of combining President and Treasurer. Officers shall be elected to 2-year terms by the members. The President and Secretary shall be elected in alternating years from the Vice President and Treasurer. The Club's Directors shall be elected to a one year term.

## **Article 5. Duties and Powers of Officers**

### **5.1 President**

5.1.1 The President is responsible for fulfilling the mission of the Club. He/she will preside over all meetings pertaining to the Club, organize and direct the work of the Club's Officers and Directors, resolve conflict within the Club, represent the Club at those occasions that require representation from the Club, and call regular and special meetings as needed.

5.1.2 The President may preside as chair of any committees or may appoint the chair of such committees.

5.1.3 The President or their designee shall be responsible for the overall management of the Club's events, including set up and tear down, all safety aspects, and post event recaps to the Club Treasurer. The President is responsible for signing all event contracts, submitting event paperwork for insurance, and submitting event paperwork to DockDogs® Worldwide. The President shall also serve as the primary liaison between the Club and DockDogs® Worldwide Office and Staff.

### **5.2 Vice President**

5.2.1 The Vice President: works hand in hand with the President to fulfill the mission of the club. They must have knowledge of all club activities, both administration and programming, allowing them to step in and oversee any position, if needed.

5.2.2 In the absence of the President, the Vice President will serve as acting President until a new President has been elected. The Vice President will be a member of all committees.

### **5.3 Secretary (or other designated position)**

5.3.1 The Secretary shall certify and keep a copy of these bylaws as amended or otherwise altered to date, of the Club's records including minutes of all meetings of the club and of the Governing Board, and documentation of all matters for which a record is ordered by the Club. They will responsible for retaining and/or providing copies when necessary.

5.3.2 The Secretary will ensure that all aspects of the Club meetings are in order, that they run on time and that attendance records are maintained. The secretary will count and record any votes taken during a meeting.

5.3.3 The Secretary will handle all Club correspondence, maintain membership records, notify members of meetings, notify new members of their election to membership, and keep a list of the members of the Club with their addresses. They will provide any of the above mentioned to the DockDogs® Head Office upon request.

## **5.4 Treasurer**

5.4.1 The Treasurer is responsible for maintaining a constant and accurate record of all Club financial transactions and for leading projects, which will help improve the financial position of the Club. The Treasurer works hand in hand with the Secretary and shall collect and receive all monies due or belonging to the Club.

5.4.2 Monies shall be deposited in a bank in the name of the Club. The Treasurer shall be certain the Club bank account is in order, deposit all funds within a reasonable time frame, issue membership statements and collect all membership dues.

5.4.3 The Treasurer will collect and receive all moneys due or belonging to the club. The Treasurer will be responsible for maintaining the records for all club events and reconciling event income with the DockDogs® Worldwide Head Office.

5.4.4 The books shall at all times be open to inspection by the Governing Board and a report on the Club's finances shall be given monthly. The Treasurer will make certain all records are in order, create a working in association with the President for a budget(s) for the Club, and organize all accounting and budgeting for the coming year. An accounting of all moneys received and expended during the previous fiscal year shall be presented at the annual business meeting.

5.4.5 The Treasurer will file necessary Local, State and Federal forms related to taxes, maintain the tax status of the Club, pay all tax liabilities, and supervise fiscal budgeting as needed.

## **5.5 Past President**

5.5.1 The Past President will remain on the Governing Board without voting rights for a period of one year. The Past President shall assist the President and Vice-President as a mentor and be available for questions and guidance on club activities, meetings, and other club business, including dispute resolution.

## **5.6 Past Treasurer:**

5.6.1 The Past Treasurer will remain on the Governing Board without voting rights for a period of one year. The Past Treasurer shall remain available, upon request, to assist and mentor the succeeding Treasurer. They are to remain accountable and assist with taxes and finances applicable to their previous term.

## **5.7 Compensation**

5.7.1 All directors, officers and committee members shall serve without compensation.

## **5.8 Non-liability of Board**

5.8.1 The Club Governing Board shall not be personally liable for the debts, liabilities, or other obligations of the Affiliate Club.

5.8.2 To the fullest extent permitted by law, Seacoast DockDogs agrees to indemnify, defend and hold host harmless from any and all claims, actions, costs, expenses, damages, fines, penalties, and liabilities, including reasonable attorneys' fees, arising out of or resulting from the Event(s), acts or omissions of each (Insert CLUB NAME) their authorized agents.

## **Article 6. Committees**

### **6.1 Standing Committees**

6.1.1 The Governing Board may appoint standing committees as included in Appendix "B" to advance the work of the club in such matters as sanctioned events, training / fun day events, annual awards, membership and other areas which may well be served by committees. Such committees shall always be subject to the final authority of the Governing Board. Other committees may also be appointed by the Governing Board to aid in special projects.

### **6.2 Committee Appointment Termination**

6.2.1 Any committee appointment may be terminated by a majority vote of the Governing Board and the Governing Board may appoint a successor. The appointee will be notified, in writing, of their termination.

## **Article 7. Financial Considerations**

### **7.1 Expenses, Finances and Responsibility**

#### **7.1.1 Authorization and Limitation**

7.1.1.1 Expenses from the Club's bank account may only be used for club related purposes as deemed appropriate by the Governing Board. The President has the authority to utilize funds and approve expenses up to \$50, each calendar month, without requiring approval from the Governing Board. Expenses above this set limit must be approved by a majority of the Governing Board with the exception of event expenses (i.e., event insurance, ribbons, hotel for DockDogs® staff). A description of the expense beyond the limit being proposed will be provided at the meeting prior to a vote being taken. The set limit may be revised to meet operational requirements and/or inflation. Adjusting the set limit will be done by a vote of the Governing Board and will require a majority approval.

#### **7.1.2 Temporary Deposits and Withdrawals**

7.1.2.1 It is permissible for the President, Treasurer to utilize the Club's bank account to transfer, retain, and distribute funds that are allocated for special purposes as required. Such items may include the holding of donations to charities in order to provide one lump sum, funds set aside for special projects, or to facilitate a loan for a Club related expense. Items of this nature will be accounted separately and not reported as available club funds. Any monetary interest gained during the time held will become property of the Club.

### 7.1.3 **Responsibility**

7.1.3.1 It is the responsibility of the Governing Board as well as all Club members to insure that the Club's money is being utilized appropriately. The President and the Treasurer may not reside in the same household.

7.1.3.2 It is a primary responsibility of the Treasurer to know the available funds and their purpose, maintain budgets, and protect the account to the best of his or her ability. It is also the Treasurer's responsibility to report over expenditures and any other financial concerns to the Governing Board as soon as they are detected.

### 7.1.4 **Dissolution**

7.1.4.1 The Club may be dissolved by the written consent of not less than two-thirds of the members. Prior to beginning the process of dissolution (including but not limited to failure to submit club affiliation), the DockDogs® Worldwide office must be notified. In the event of the dissolution of the Club, none of the property of the Club, or any proceeds thereof, or any assets of the Club, shall be distributed to any member of the Club. After payment of the debts of the Club, its property and assets shall be either offered to another affiliated club in good standing within DockDogs®, or given to the Official charitable organization recognized by DockDogs® Worldwide.



## APPENDIX A



### DOCKDOGS NOMINATIONS AND VOTING PROCEDURES

Effective December 9<sup>th</sup>, 2012 - DockDogs® Worldwide is going to be processing the Affiliated Club Nominations / Voting procedures for electing leadership positions inside of each club. Facilitating nominations and voting for DockDogs® Affiliated Clubs leadership positions will keep the process anonymous and standardized.

#### Procedures to be followed

##### **Timeline / Procedure**

- 30 days prior to the nomination period beginning, a club representative shall submit a Microsoft Excel document, which includes all Current Paid Club Members' names, email addresses, age & any current positions that they hold with the club.
- 30 Days from the Nomination Start date – Submit via email the positions that are up for nomination renewal to [dd\\_admin@dockdogs.com](mailto:dd_admin@dockdogs.com). Include the nomination time period you would like allocated, (start to finish date and timeline).
- DockDogs® head office will generate a form for submission of nominations; we will also load the Affiliated Club members email addresses into our proprietary email distribution list.
  - An email will be sent out to all Current Paid Affiliated Club members, that will allow each person to nominate one (1) person, per position; if multiple board members are up for nomination then it will be designated on the form.
  - Once the nomination period has ended a representative from DockDogs® will contact each of the nominees via email for acceptance or decline of their nomination.
    - If a person is running unopposed they will automatically be selected for this role.
    - If all nominees for a specific position are declined, the nominations for that position will go back up for nomination.
    - If there are multiple people nominated & accepted, DockDogs® head office will open up these positions for voting.
- For voting procedure, an email will be sent out to your current paid Affiliated Club members for voting on the open positions. One (1) vote per person, per position, will be accepted from each current club member.
- Once the voting period has ended and votes tallied by DockDogs® head office; an email will be sent to the Current President for distribution to all current Club members announcing the new and acting Officers, Directors and Board members.



## APPENDIX B

### *General Job Descriptions for Committees:*

**Marketing and Sponsorship Coordinator:** Responsible for promoting and advertising club activities. This includes growing the club through partnerships with current and potential sponsors, media outlets and personnel and maintaining a presence in the community where the club resides. The Marketing coordinator oversees correspondence and relationships with partners and the media (print, radio, television, and internet) including brochures, sponsorship and media materials. The Marketing Coordinator may also produce a newsletter to distribute to the club and its community electronically to promote activities, updates and changes within the club.

**Social Networking Coordinator:** Oversees all social networking outlets and updates for club including but not limited to the club website, Events Page on the DockDogs® website, Facebook, Twitter, etc., bridging the gap between the actual and virtual world. The Social Networking Chair will work closely with all the Officer positions to ensure that the club's community is updated. It is the duty of this position to keep a record or history of the Club's activities and achievements during the calendar year. This person captures photos, interviews, recaps, video, etc. at both Sanctioned and Social Events. This role takes on responsibilities of the Historian if position is not filled.

**Merchandise Coordinator:** Oversees all designing, purchasing, inventorying, selling and accounting for club merchandise and provides all funds and reports to the Secretary and Treasurer. This position also oversees all designing, purchasing, inventorying, distributing and accounting for club awards at sanctioned events, working closely with the Sanctioned Events Chair.

**Social Events Coordinator:** Works closely with the President to oversee all banquets, ceremonies, membership drives and any other social events. The Social Events Coordinator is responsible for coordinating all details including but not limited to location, meals, awards, speakers, entertainment, gifts, etc. This position works closely with the Volunteer chair to secure assistance at all club functions.

**Volunteer Coordinator:** Oversees all club member volunteer requirements and tracking of volunteer hours to ensure members are completing their mandatory volunteer hours needed to stay in good standing or to earn affiliate credits, if applicable. This position works closely with the Sanctioned Events and Social Events Chair to ensure all volunteer positions are covered, manages all volunteers onsite at sanctioned and social events and assists Social Events Chair with membership drive.

**Historian:** Keep a record or history of club activities and achievements during the calendar year. This person captures photos, interviews, recaps, video, etc. at both Sanctioned and Social Events. The Historian works closely with the President to compile award nominations throughout the year. They will attend all meetings and events and preserve all recorded data for club archives, both physical and virtual. This position coordinates the end of the year banquet with the Social Events Chair, providing a recap presentation.

**Coaching & Training Coordinator:** Recruits, trains, and coordinates coaches for practice sessions. Responsible for ensuring all practices are properly staffed with coaching assistance.

**Adoption of Bylaws**

The signatures herein certify these Bylaws, dated\_12/23/2014\_\_\_\_\_, have been reviewed and approved as written by a majority vote of the (Club)\_Seacoast DockDogs\_\_\_\_\_ general membership on this date, \_\_December 23\_\_\_\_\_, 2014\_\_.

The Governing Board of the Seacoast DockDogs, by signature below, agrees to uphold and adhere to these bylaws when executing any and all Seacoast DockDogs business or activities.

Signature	Printed Name	Title	Date