

Tibetan Terrier Club of America  
Administrative Procedure  
OFFICE OF CORRESPONDING SECRETARY

TTCA-AP-004  
Revision 1  
June 5, 2006

OFFICE OF CORRESPONDING SECRETARY

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Approved By \_\_\_\_\_

Date \_\_\_\_\_

## OFFICE OF CORRESPONDING SECRETARY

### 1.0 Purpose

The purpose of this procedure is to describe the duties, policies and procedures for the office of Corresponding Secretary for the Tibetan Terrier Club of America (TTCA).

### 2.0 Duties

#### 2.1 Corresponding Secretary

The duties of the Corresponding Secretary include, but are not limited to, the following:

- a) Reviews for approval any and all matters brought before the Board.
- b) Attends the Annual Board Meeting.
- c) Reviews for approval all committee annual reports
- d) Reviews for approval all the finances of the Club, including the quarterly and annual Treasurer's report.
- e) Reviews for approval an income and expense report for the National Specialty
- f) Reviews for approval the annual budget.
- g) Reviews for approval anything that is judged by the Treasurer as not within the budget or out of line.
- h) Participates in any business before the board, other than the Annual Board Meeting, via internet or conference calls.
- i) Answer all pertinent correspondence
- j) Provides Secretary expense report to Treasurer monthly, as needed
- c) Forward official Club records to the Recording Secretary
- k) Provides a Newsletter report when necessary
- l) Report pertinent correspondence to TTCA Board
- m)
- n) Send nominating committee report to Newsletter
- o) Send Candidate Profiles to Newsletter
- p)
- q)
- r)
- s) Send year end report forms to Committee heads
- t) Send Committee reports to TTCA Board
- u) Send Annual Meeting notice to membership

- v) Prepare Board Meeting Agenda
- w) Send confirmation of appointment to all committee heads
- x) Report Committee Heads to Newsletter
- y) Provide appropriate materials for annual meeting
- z) File Annual Statement with PA Dept., of State when necessary
- aa) File a Statement of Change of Registered Address with the Pennsylvania Department of State when necessary
- bb) Works with the Treasurer in maintaining a current membership list

## 2.2 Recording Secretary

The duties of the Recording Secretary will be defined in another procedure.

## 3.0 Policies

3.1 The elected Secretary shall take office on March 1st and each retiring officer shall turn over to his successor in office all properties and records relating to that office within 30 days after taking office

3.2

3.3 Candidate profiles should be obtained from the individual candidate with a maximum of 250 words and forwarded to the newsletter or the profile may be forwarded straight to the newsletter editor. The Secretary shall make sure that the Newsletter editor has all profiles for the Newsletter from both write-in candidates and nominating committee candidates prior to publication.

3.4 A list of all candidates for office should be sent to newsletter editor listing the candidates nominated by the nominating committee and the candidates nominated by the membership along with the persons nominating them.

3.5 If there is any question as to the appropriate procedure, the president should be contacted for a decision either by him/her or for a board decision

3.6 Serve on the Finance Committee when called into action.

## 4.0 Procedures

4.1 Newly Elected Secretary

- 4.1.a The new Secretary will provide a phone number, address and email address to be used for TTCA business to other members of the Board.
- 4.1.b The new Secretary will review and become familiar with, the TTCA Constitution and Procedures.
- 4.1.c The new Secretary should make arrangements to attend the next Annual Board meeting.

4.2 Annual Board meeting

- 4.2.a The Secretary shall review all committee reports, proposed budgets, proposed agenda and any other information provided for the Annual Board prior to attending the meeting.
- 4.2.b The Secretary shall attend the Annual Board meeting.
- 4.2.c The Secretary shall review and discuss as necessary, any and all matters presented at the Annual Board meeting, including participation in all votes.

4.3 On going Board activities

- 4.3.a The Secretary shall review and discuss as necessary, any and all matters presented to the Board throughout the year via mail, email or telephone, including participation in all votes.

4.4 General Correspondence

- 4.4.a The Secretary shall have charge of the correspondence, notify members of meetings, notify new members of their election to membership, notify officers and Directors of their election to office, keep a roll of the members of the Club with their addresses, and carry out such other duties as are prescribed in the by-laws.
- 4.4.b The Secretary shall forward all requests regarding membership to the membership manager.
- 4.4.c The Secretary should promptly send out all information received regarding breeder complaints to the Board and fulfill specified duties when necessary for removal of a breeder from the Breeder referral list.
- 4.4.d For reinstatement to Breeder's List – All written applications for reinstatement to said list after a period of one year from the date of removal received by the Secretary shall be directed to each member of the board. The Secretary shall prepare the application in ballot form and submit to all board members for consideration.

- 4.4.e The Secretary shall answer any other pertinent correspondence.
- 4.4.f The Secretary shall, upon receipt of verification from Treasurer of a donation to CHF in honor of a deceased member, notify the family with a sympathy card.

#### 4.5 Monthly Duties

- 4.5.a The Secretary shall send a report to board members on any pertinent correspondence received, or other information to be dispersed.
- 4.5.b The Secretary shall send the monthly secretary's report to newsletter editor when there is news to report.
- 4.5.c The Secretary shall send the Secretary's monthly expenses to the Treasurer, as needed.
- 4.5.d The Secretary shall maintain a copy of the latest updated membership list (to be provided by the Treasurer) in her files.

#### 4.6 Annual Election and Ballots

- 4.6.a The Secretary shall mail the slate of candidates list received from the Nominating Committee, including the full name of each candidate and the name of the state in which he resides, to each member of the Club on or before November 1st, so that additional nominations may be made by the members if they so desire.
- 4.6.b The Secretary shall receive any additional nominations of eligible members made by written petition addressed to the Secretary and received at his regular address on or before December 1st, signed by five members and accompanied by the written acceptance of each such additional nominee signifying his willingness to be a candidate. Multiple written petitions and faxed signatures are acceptable.
- 4.6.c The Secretary shall send the complete candidate list to the Board and Newsletter Editor following the close of nominations from the floor on Dec. 1st.
- 4.6.d The nominations for the Breeders Showcase (Futurity) judge received by the Secretary on or before December 1st, shall be added to the Annual Ballot for club Officers, Directors, AKC Delegate and Judge.
- 4.6.e



Ballots must be received by the Secretary no later than February 15th,

4.6.f

4.6.g

4.6.h

4.6.i The Secretary shall send the AKC a list of the new officers, directors and delegate..

4.7 Committee Correspondence

4.7.a The Secretary shall send the end of year report forms to committee heads, requesting they be returned by 3/30 (with the exception of the audit committee).

4.7.b The Secretary shall send copies of all committee reports to officers and board members as soon as possible after they have been returned by committee heads.

4.7.c The Secretary shall send the Newsletter directives to each new Newsletter Editor.

4.8 Board Meeting and Annual Meeting

- 4.8.a The Secretary shall send Annual Meeting notice to all members 30 days prior to the meeting
- 4.8.b The Secretary shall prepare agenda for Annual Board Meeting according to TTCA constitution and mail to all board members prior to the meeting allowing ample time for consideration of the items for discussion.
- 4.8.c At the annual meeting, the Secretary shall take sufficient copies of the TTCA constitution, guidelines for responsible breeders, membership applications, sales order forms, and any other applicable information
- 4.8.d Following the board meeting, the Secretary shall send a letter of confirmation to all committee heads, send list of committee heads with address and phone number to newsletter editor for publication and notify the AKC of any change in published committees. (breeder referral, education)

Note: Only TTCA Members may serve on TTCA Committees.  
This statement should appear on all committee acceptance letters.

4.8.e

4.8.f

4.9 Official Filings

- 4.9.a The Secretary shall forward a copy of official Club records (filings) such as state filings, legal documents, etc. to the Recording Secretary for inclusion in the permanent Club records.
- 4.9.b On or before April 30 of each year where there has been a change in corporate officers during the preceding calendar year, the Secretary shall file an Annual Statement form with the Pennsylvania Department of State.
- 4.9.c With Board approval, the Secretary shall file a Statement of Change of Registered Address with the Pennsylvania Department of State, as necessary.

4.10 Charges

- 4.10.a Upon receiving written charges with specifications, filed in duplicate with a deposit of \$10, the Secretary shall promptly send a copy of the charges to each member of the Board or present them at a Board Meeting,

- 4.10.b Once the Board entertains jurisdiction of the charges, the Secretary shall promptly send one copy of the charges to the accused member by registered mail together with a notice of the hearing and an assurance that the defendant may personally appear in his own defense and bring witnesses if he wishes.
- 4.10.c Immediately after the Board has reached a decision, its findings shall be put in written form and filed with the Secretary, who, in turn, shall notify each of the parties of the decision and penalty, if any.

## 5.0 Revisions:

### Revision 0

The following motions are addressed in this revision:

Section 4.6.d 12/03 After the Futurity judge has been nominated in the appropriate manner, the nominations are to be mailed to the Secretary, so they can be added to the Annual Ballot for club Officers, Directors, AKC Delegate and Judge. Nominations must be received by the Secretary on or before December 1st.

Section 4.6.c 12/15/02 The Board and Newsletter Editor needed to be notified of the write-in candidates by the Corresponding Secretary. Both Secretaries should review Board mailings on the ballot so that they are timely and correct.

Section 4.4.c-d 5/14/02 Moved that the "Removal From Breeder Referral List" guidelines be revised to read:

#### Removal From Breeder Referral List:

1. The TTCA hereby requires member breeders to be responsible according to the "Guidelines for Breeders Referred Through TTCA Breeder Referral."
2. The TTCA hereby requires member breeders to be responsible to assume possession and subsequent placement and or/financial responsibility for any dog of their breeding whose owner disposes of or indicates a desire of disposal of said dog.
3. Any TTCA Breeder who does not adhere to (1) shall be removed from the TTCA official breeder referral list for a period of not less than one year.
4. Determination of a breeder' failure to adhere to (1) shall be the responsibility of the Breeder Referral Coordinator. Determination of a



breeder's failure to adhere to (2) shall be the responsibility of the Chairman of the Rescue Committee. He/she/they, after determining a breeder's failure to adhere to (1) and the lack of extenuating circumstances to warrant failure, shall prepare a written report outlining the facts regarding said occurrence. This report shall be forwarded to the TTCA Secretary, who shall forward said report in ballot form to each member of the Board for ballot action regarding removal from the breeder referral list. A majority vote is required for removal.

5. Reinstatement – Any breeder who is a member of the TTCA and has been removed once, and no more than once, from the Breeder Referral list may apply for reinstatement to said list after a period of one year from the date of removal. The application shall be in writing and shall be directed to each member of the board via the TTCA Secretary. The Secretary shall prepare the application in ballot form and submit it to all Board Members for consideration. A majority vote is required for reinstatement. Any breeder who has been removed from the list more than once is not eligible for reinstatement.

This procedure regarding the removal from and reinstatement to the Breeder Referral list shall be provided, by mail, with both new applications to the list and re-applications to the list.

Section 4.4.f 4/19/00 Moved that the TTCA make a \$25.00 donation in the name of any deceased member to the Canine Health Foundation, for the benefit of the Tibetan Terriers. The family will be notified with a sympathy card from the Corresponding Secretary.

Section 4.7.c 8/25/97 Moved to send directives to the Newsletter Editor and all future editors.

Section 4.7.a 5/23/95 Board Reminder: Only TTCA Members may serve on TTCA Committees. This statement to appear on all committee acceptance letters.

Section 4.4.c-d 5/23/95 Moved that Secretary send out all information received regarding breeder complaints to the Board Members.

1994-5 Mail Ballot: Removal From Breeder Referral List:

1. The TTCA hereby requires member breeders to be responsible to assume possession and subsequent placement and/or financial responsibility for any dog of their breeding whose owner disposes of or indicates a desire of disposal of said dog or any dog of any TTCA breeder who is in TTCA rescue or a rescue situation.

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2. Any TTCA Breeder who does not adhere to (1) shall be removed from the TTCA's official breeder referral list for a period of not less than one year
3. Determination of a breeders failure to adhere to (1) shall be the responsibility of the Chairman of the TTCA Rescue Committee. He/She after determining a breeders failure to adhere to (1) and the lack of extenuating circumstances to warrant failure; shall prepare a written report outlining the facts regarding said occurrence. This report shall be forwarded to the TTCA to the TTCA secretary, who shall forward said report in ballot form to each member of the Board or ballot action regarding removal from the breeder referral list. A majority vote is required for removal.
4. Reinstatement – Any breeder who is a member of the TTCA and has been removed from the breeder referral list, may apply for reinstatement to said list after a period of one year from the date of removal. The application should be in writing and directed to each member of the board via the club secretary. The secretary shall prepare the application in ballot form and submit to all board members for consideration. A majority is required for reinstatement.

1994-5 Moved that the Secretary send out to the board for a vote, any motion received and duly seconded for business needing board action, within ten days of receipt.

4/21/93 Move that we no longer sign our ballot, but that there must be a return address on the outside envelope.

Section 4.5.a 6/5/91 Moved that any complaint correspondence be circulated to the Board with copies going to the member being complained about and an acknowledgement letter sent to the complainer. That the letter to the member being complained about request a response to the Board, within a reasonable time frame. The Board realizes that the correspondence is to be handled in absolute confidentiality.

Section 4.5.d 6/11/87 It was the consensus of the Board that the constitutional requirement of the Secretary's maintenance of the membership list is fulfilled if the Secretary keeps a copy of the latest update (to be provided by the Treasurer) in her files.

Section 3.2 5/13/78 Moved that the Secretary send a copy of the results of all ballots to the Recording Secretary to be inserted into the Minutes Book. (This is very important, and may be done best at the end of the club year, included in the Secretaries annual report. As I went through the minutes to find motions there were several important ones that are not there but I know were passed, like the

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one to send the Secretary their monthly advance. If they were part of the annual report they could easily be added to the minutes.)

Section 3.6 8/13-14/77 A Finance Committee be formed consisting of the President, treasurer and one other Board member. To make financial decisions when there is not enough time to consult the entire board. (In 1989 amended to - President, Secretary and Treasurer.)

Revision 1

- Changed title from “Secretary” to “Corresponding Secretary”.
- Deleted sections 2.1.m, 2.1.p, 2.1.q, 2.1.r, 3.2, 4.6.e, 4.6.f, 4.6.g, 4.6.h, 4.8.e, 4.8.f. Moved these responsibilities to Recording Secretary
- Deleted section 2.3. Redundant, no longer needed.