

OFFICE OF RECORDING SECRETARY

Prepared By David Van Pelt

Date March 18, 2014

Approved By _____

Date _____

OFFICE OF RECORDING SECRETARY

1.0 Purpose

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

2.0 Duties

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

- a) Attends the Annual Board Meeting.
- b) Record the Board Meeting
- c) Take minutes at the Board Meeting and the Annual Meeting
- d) Submit minutes for Board approval
- e) Once approved, send minutes to Newsletter and Journal Editors
- f) Provide membership with overview of Board business quarterly through Newsletter
- g) Keep a written record of all minutes of all meetings of the Club, and of all motions made and present them upon call by the President or the Board of Directors, send copy to the Secretary.
- h) Reviews for approval any and all matters brought before the Board.
- i) Reviews for approval all committee annual reports.
- j) Reviews for approval all the finances of the Club, including the quarterly and annual Treasurer's report.
- k) Reviews for approval an income and expense report for the National Specialty.
- l) Reviews for approval the Annual Budget.
- m) Reviews for approval anything that is judged by the Treasurer as not within the budget or out of line.
- n) Participates in any business before the Board, other than the Annual Board Meeting, via internet or conference calls.
- o) Send motions to TTCA Board
- p) Send election ballots to membership
- q) Count election ballots
- r) Send election results to Newsletter editor and AKC
- s) Provides a Newsletter report when necessary

3.0 Policies

- 3.1 The elected Recording Secretary shall take office on March 1st and the retiring Recording Secretary shall turn over to his successor in office all properties and records relating to that office within 30 days after taking office.
- 3.2 The Recording Secretary shall take the minutes at all Board meetings and at the Annual meeting of the TTCA.
- 3.3 The Recording Secretary shall assure the results of any board action (vote on motions) are published in the Newsletter with the number of yes, no, abstain, or not received and the last name of the board member under appropriate heading. A copy of such motions should also be sent to the Procedural Manual Chairman.

4.0 Procedures

- 4.1 Newly Elected Recording Secretary
 - 4.1.a The new Recording 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 Recording Secretary will review and become familiar with the TTCA Constitution and Procedures.
 - 4.1.c The new Recording Secretary should make arrangements to attend the Annual Board meeting.
- 4.2 Board Meetings
 - 4.2.a The Recording Secretary shall review all committee reports, proposed budgets, proposed agenda and any other information provided for the Annual Board meeting prior to attending the meeting.
 - 4.2.b The Recording Secretary shall review and discuss as necessary, any and all matters presented at the Annual Board meeting, including participation in all votes.
 - 4.2.c The Recording Secretary shall arrange for a tape recorder and tapes to be available at the board meeting to record the whole meeting.
 - 4.2.d The Recording Secretary shall transcribe the minutes and send them to each Board member for any comments or corrections.

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- 4.2.e The Recording Secretary, after receiving the comments and corrections from board members within a reasonable amount of time, incorporates corrections, and asks the President to call for approval of the minutes.
- 4.2.f The Recording Secretary sends the approved minutes to the Newsletter editor and the Journal editor for publication..

- 4.3 Minutes Book
 - 4.3.a The Recording Secretary shall keep a written record of all minutes of all meetings of the Club, and shall present them upon call by the President or the Board of Directors. A copy shall be sent to the Secretary. This Minutes Book includes the annual Board Meeting Minutes, the Annual Meeting minutes, results of all ballots, and the Secretary's and Recording Secretary's annual report. This is very important and may be done at the end of the club year or on an ongoing basis.

- 4.4 On going Board activities
 - 4.4.a The Recording Secretary shall review and discuss as necessary all matters presented to the Board throughout the year via mail, email or telephone, including participation in all votes.
 - 4.4.b The Recording Secretary shall send the monthly secretary's report to newsletter editor when there is news to report.

- 4.5 Annual Election and Ballots
 - 4.5.a The Recording Secretary shall mail on or before January 15th to each TTCA member in good standing, unless an independent professional firm or ballot committee has been designated by the Board by December 7, in which event the designated independent professional firm or ballot committee shall mail the ballot. The ballot shall list all of the nominees for each position in alphabetical order, including the state in which he resides, together with a blank envelope and a return envelope addressed to the Secretary, marked "Ballot", and bearing the name of the member to whom it was sent.

Note: If the Recording Secretary's position is contested the ballots should be sent to the Corresponding Secretary or another officer in an uncontested position. In the event that all offices/board positions are contested, the ballots should be sent to an uninvolved person selected by the board.

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- 4.5.b The Recording Secretary (or designated independent professional firm or ballot committee) must receive ballots no later than February 15th and shall be opened by the Recording Secretary (or designated independent professional firm or ballot committee) immediately thereafter and shall check the returns against the list of members in good standing to certify the eligibility of the voters, and who shall count all ballots and certify the resulting totals.
- 4.5.c The Recording Secretary shall notify the Corresponding Secretary of the results immediately, so that the new officers can be informed of their election to office.
- 4.5.d The Recording Secretary shall send a copy of the results of the annual election to the newsletter editor immediately after the votes are counted. (The newsletter editor shall send the results of the voting to each member of the Club in .)
- 4.5.e The nominations for the Breeders Showcase (Futurity) judge received by the Recording Secretary on or before December 1st, shall be added to the Annual Ballot for club Officers, Directors, AKC Delegate and Judge.

- 4.6 Board Meeting and Annual Meeting
 - 4.6.a Following the board meeting, the Recording Secretary shall send the results of any board action (vote on motions) to the Newsletter with the number of yes, no, abstain, or not received and the last name of the board member under appropriate heading.
 - 4.6.b Following the board meeting, the Recording Secretary shall send all motions passed to the Procedural Manual Chairman for update of the Manual.

5.0 Revisions

Revision 0:

Motions:

8/12/13 - The TTCA appoint an outside entity to perform teller functions for TTCA Board elections

6/6/90 Moved that the Recording Secretary provide the membership with an overview of all board business quarterly via the Newsletter.

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.

Revision 1

- Added sections 2.0.o, 2.0.p, 2.0.q, 2.0.r, 2.0.s., 3.3, 4.4.b, 4.5 and 4.6
- Transferred responsibilities from Corresponding Secretary