

GPCA Corresponding Secretary

Objective

The corresponding secretary is the corresponding officer of the GPCA and the custodian of the records of this correspondence except those that are specifically assigned to others. Any correspondence by the president or any other officer should be preserved by the corresponding secretary.

The role of the corresponding secretary is to conduct the GPCA's official correspondence, including officially notifying officers, committee members, and others of their election or appointment.

Tasks Required in GPCA by-laws

Membership

- The corresponding secretary will prepare a report for the annual meeting and the annual board meeting.
- The secretary shall receive applications for active membership and ensure they are printed in the newsletter. She will prepare a monthly list of applicants and their endorsers for action by the Board and publication.
- The secretary shall coordinate with the Treasurer and send all dues from new members to the Treasurer promptly.
- A newly elected member shall receive from the Secretary, or designated person, a new member packet that shall include the Club's Constitution and by-laws and the Breed Standard.
- The Board has established a membership committee to assist the secretary with the membership duties.

Correspondence

- All correspondence shall be in the charge of the corresponding secretary.

Notification to Members and Board

- Notify members of meetings as prescribed by the GPCA by-laws.
- 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 and their addresses or direct the membership chairman to perform this task.
- Notify committee chairmen of directions or actions by the board that affects their committee.

Voting by Ballot

- Mail ballots in a timely manner.
- Ballots for election to office to be valid must be received by the Recording or Corresponding Secretary or such independent professional firm as is designated by the Board at the address given on the return envelope by May 20.

- The Recording Secretary will record and report the teller's report.

Elections

- The corresponding secretary will ensure that the nominating committee understands that the Board requires any prospective GPCA Officer/Board Member (by the nominating committee or by the five signature membership nominating process) MUST agree in writing to the electronic mailing process (email or forum). See the Standing rule governing this process.
- The potential Officer/Board Member must state in his/her resume. "I, <insert name>, accept the nomination and agree to the electronic mailing stipulation as approved by the Board and stated in Standing Rules. The secretary will ensure this policy.
- The Nominating Committee shall then submit its slate of candidates to the Secretary who shall mail the list, including the full name of each candidate, resume, and the name of the State in which he resides, to each member of the Club on or before March 1.
- Additional nominations of eligible members may be made by written petition addressed to the Secretary and postmarked on or before April 1, signed by five members in good standing and accompanied by the written acceptance and resume of each such additional nominee signifying his willingness to be a candidate. They must agree in writing to the electronic mailing process (email or forum).
- The secretary will mail ballots to each member as prescribed by the GPCA by-laws by May 1 with resumes of each candidate.

Discipline

- Written charges with specifications must be filed in duplicate with the Secretary together with a deposit of \$25.00 as specified in the by-laws.
- Additional nominations of eligible members may be made by written petition addressed to the Secretary and postmarked on or before April 1, signed by five members in good standing and accompanied by the written acceptance and resume of each such additional nominee signifying his willingness to be a candidate.
- The corresponding secretary shall promptly send a copy of the charges to each member of the Board or present them at a Board meeting.
- As specified by the GPCA by-laws, if the charges are upheld, the secretary shall promptly send one copy of the charges to the accused member by certified 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.
- If necessary, the Secretary, in turn, shall notify each of the parties of the decision and penalty, if any.

Amendments to the Constitution

- Amendments to the Constitution and by-laws and to the Standard for the breed may be proposed by the Board of Directors or by written petition addressed to the Secretary signed by twenty percent of the membership in good standing.
- Amendments proposed by such petition shall promptly be considered by the Board of Directors and must be submitted to the members with

recommendations of the Board by the Secretary for a vote within three months of the date when the petition was received by the Corresponding secretary

- Additional nominations of eligible members may be made by written petition addressed to the corresponding secretary and postmarked on or before April 1, signed by five members in good standing and accompanied by the written.
- The Constitution, by-laws or the Standard for the breed may be amended at any time provided a copy of the proposed amendment has been mailed by the Secretary to each member in good standing on the date of mailing, accompanied by a ballot on which he may indicate his choice for or against the action to be taken.
- All constitution, by-laws, and breed standard changes must be submitted by the secretary to AKC for approval.

Tasks Required by Robert's Rules of Order.¹

Send Out Notice of the Meeting

- Send all members a "call" of the meeting with its time, date, and location.
- Any member who wishes to give "previous notice" of a motion he or she intends to propose at the meeting may send it to the secretary beforehand to be included in the "call".
- Written notice to GPCA members must be mailed at least 30 days prior to the annual meeting - see GPCA by-laws.
- Written notice of special meetings shall be mailed by the Secretary at least 14 days and not more than 30 days prior to the meeting. See GPCA by-laws.
- Written notice of board meetings shall be mailed by the Secretary at least 14 days and not more than 30 days prior to the meeting unless held via email. See GPCA by-laws.

Duties at a Meeting

- Read Correspondence.
- Correspondence will be read during secretary's Report.
- Assist in vote counting as requested by the President..

GPCA Order of Business

Meeting of the GPCA club

Roll Call
Minutes of last meeting
Report of President
Report of Corresponding Secretary
Report of the Recording Secretary
Report of Treasurer
Reports of Committees
Unfinished business
Election of new members
New business
Adjournment

Meeting of the GPCA Board

Reading of minutes of last meeting
Report of Corresponding Secretary
Report of the Recording Secretary
Report of Treasurer
Reports of Committees
Unfinished business
Election of new members
New business
Adjournment

^{i i} See *Robert's Rules of Order Newly Revised IN BRIEF* by Henry Robert, William Evans, Daniel Honemann, Thomas balch and See 21st Century Robert's Rules of Order by Laurie Rozakis