



American Spaniel Club

The ASC Secretary duties as described in the bylaws are performed by a Corresponding Secretary (Secretary) and a Recording Secretary (Assistant Secretary).

ASC Recording Secretary Duties

SECTION A: APPLICABLE ASC BYLAWS

Article II, Section 4 Board Meetings.

“Written notice of each such other meeting shall be mailed or emailed by the **Secretary** to each member of the Board at least 14 days prior to the date of the meeting.”

Article II, Section 5 Board Business

“The Board of Directors may also conduct business by telephone conference (including disciplinary hearings), or video conference or by any other method permitted by the laws of the state in which the club is incorporated. Items voted upon by any method other than “in-person” meetings must be confirmed in writing to the **Secretary** within 7 days.”

Article III, Section 1

“The Board of Directors shall also appoint a Treasurer, a **Secretary**, an Assistant Treasurer and a Delegate to the AKC, and may appoint an **Assistant Secretary**, none of whom need be a member of the Board.”

Article III Section 2(f) **Secretary**.

“The **Secretary** shall record all of the proceedings of the membership and of the Board; (mail or email and may also publish to all members of the Club a copy of the Minutes of all membership meetings and provide the members of the Board with copies of the minutes of all Board meetings); act as custodian of, and hold such books, records, and correspondence submitted to him or her, of which may come into his or her possession by virtue of the Office of **Secretary** and the records and books pertaining to the Office of **Secretary**; conduct the correspondence of the Club (furnish newly elected applicants with a copy of the Club's Articles of Incorporation and By-Laws, issue notices of all meetings, maintain a mailing list, mail ballots to all members as required by these By-laws and receive such ballots back from the members); and perform such duties as may be assigned by the President or by the Board of Directors. The **Secretary** shall work under the direction of the President. Any question regarding the **Secretary's** duties shall be referred to the Board for its decision. Compensation of the **Secretary** shall be fixed by the Board of Directors. The **Secretary** shall not vote unless otherwise elected to be a member of the Board.”

Section B, DUTIES OF THE RECORDING SECRETARY

1. MEETINGS AGENDAS

The Recording Secretary prepares an agenda for all ASC Board Meeting and Conference calls.

- a. The Recording Secretary will work with the ASC President to prepare an agenda prior to each ASC Board Meeting or Conference call.
- b. The prepared agenda will be share with the ASC Board of Directors prior to the meeting to allow Board Members an opportunity to prepare for the meeting and to request additions to the agenda.
- c. The agenda will include the date, time, and location for all face to face meetings. For Conference Calls, the agenda will include the date, time, and call in information.

2. MEETING MINUTES

The Recording Secretary takes or transcribe the minutes of all meetings of the Board of Directors, Board of Director conference calls, and the Annual Meeting. Copies of the draft minutes are sent to each Board member for comment/correction within two weeks after each meeting. These minutes when approved are retained in hard copy by the Recording Secretary. The Minutes are edited to remove executive session and voting that is sensitive or personal in nature. This edited edition is provided to the ASC Webmaster for publication on the ASC Webpage.

- a. As soon as possible after each Board Meeting, the Recording Secretary prepares a summary of the minutes for the ASC Bulletin and delivers the summary in time for the next issue. The summary should include items of general interest to the membership. The ANNUAL MEETING minutes are published IN TOTO.
- b. All ballots taken by written vote will be kept on file until the approval of the minutes and the action has been completed.
- c. For votes taken by mail, see later explanations regarding Nominations and Amendments to the By-Laws.
- d. The Recording Secretary shall verify the tally of all votes taken by the Board at meetings before the Board adjourns.
- e. Recording Secretary shall, at the first meeting following the Annual Meeting, deliver either a hard copy or an electronic copy of all meeting minutes from the last two years, the Code of Ethics and the Board of Directors Code of Conduct to each Officer/Director then assuming office for the first time. The Constitution and By-laws, SOPs and Expense and Income Vouchers are available online and accessible to all members.

3. BOARD OF DIRECTOR VOTING AT OTHER THAN FACE TO FACE MEETINGS

- a. The Recording Secretary shall prepare a ballot for any board business requiring a vote of the board that is not conducted in a face to face meeting. This ballot shall be distributed to the board member to allow written documentation and confirmation of the vote. This completed ballot must be returned to the Recording Secretary within 7 days as required by the Bylaws Article II Section 5, Board Business.

4. The Recording Secretary will advise the ASC Bulletin editor after each Board Meeting in writing of all necessary information to be included in the next Bulletin Issue.
5. The Corresponding Secretary will perform other duties as assigned by the ASC Board of Directors or under the direction of the ASC President.
6. The Recording Secretary will have available at all meetings a copy of the Constitution and By-Laws, Code of Ethics, ASC Standing Rules, and Robert's Rules of Order
7. The Recording Secretary will have available at all meeting any correspondence or other documents that may be necessary for the ASC Board Meeting or Conference Calls.

MONTHLY

- a. Send Expense Voucher with receipts for reimbursement and any income received with an Income Voucher to ASC Treasurer.

AS REQUIRED

- a. Notify the Board if any condition would prevent performance of the ASC Recording Secretary duties.
- b. Maintain Board Member access to chat groups or other electronic media that allow Board Members to discuss issues or exchange documents. Add or remove members as ASC Board composition changes.