



Bulldog Club of America

National Secretary's Manual

Approved by the BCA Council 2019

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I. GENERAL SECRETARIAL RESPONSIBILITIES

The Secretary's duties according to the BCA By-Laws are:

By-Laws of the Bulldog Club of America

ARTICLE IV

DUTIES OF NATIONAL OFFICERS

SECTION 4. *The National Secretary shall attend all meetings of the Council and the Executive Committee and record the minutes of such meetings. He shall be the custodian of all records of the Club, except the financial records maintained by the Treasurer. He shall keep a record of members reconciled to the list of members maintained by the National Treasurer. He shall notify all other officers, committees, the Council, and the Secretaries of the several Divisions of all matters requiring the attention of any of these. He shall review and sign, as appropriate, all applications for Division-approved Bulldog Specialty Shows.*

All club secretaries have similar responsibilities. In general, for BCA, they are to:

- A. Become familiar with the BCA Constitution and By-Laws, the BCA Standard Operating Procedures (SOPs) and the National Show Rules and Procedures
- B. Meet with the president to discuss club goals, discuss the annual calendar to get an idea when meetings will be held, and decide how to divide administrative tasks
- C. Meet with the outgoing Secretary to review club procedures, get access to the club's forms and records, Archives, and the current National Secretary's Manual
- D. Meet with the incoming Executive Committee
- E. Serve on the BCA Executive Committee, attend all Executive Committee meetings per year plus the annual BCA Council meeting
- F. For each Executive Committee and National Council meeting, prepare an agenda with input from the National President. Review the SOPs carefully for instructions regarding the Council meeting agenda.
- G. Take minutes at BCA Executive Committee and Council meetings and keep records of attendance
- H. Update BCA Club and Officer information for the AKC, *The Bulldogger* and the *BCA Membership Directory*
- I. Manage Club correspondence, responding to email, sending official notices and assisting with BCA contracts
- J. Preserve the Club's historical records during your term by submitting minutes/records to the Archives Chair. The Secretary is the "custodian of all records of the Club". Appendix A, BCA's Document Retention Policy, describes which documents must be retained and for how long.
- K. Assist the Club President, Treasurer and BCA Committees as needed
- L. Meet with your successor at the end of your term to hand over club records except for anything that is required to be sent to Archives.

II. INTRODUCTORY TASKS

- A. Prepare a blank but official BCA letterhead with the new National Officers for your communication needs (see Appendix B).
- B. Send a letter (or email) to the BCA Division Secretaries introducing yourself and requesting contact information for Division officers
- C. Request photos and bios from National Officers; these documents/photos should be sent to the Editor of *The Bulldogger* for inclusion in the first issue of the two-year term.
- D. Send a list of BCA National Officers to the AKC every year. Email eventoperations@akc.org.
- E. (Recommended) Set up an email address specifically for the use of BCA secretarial communication.
- F. Keep a record of BCA members reconciled with the Treasurer's list. The treasurer is responsible for maintaining the membership totals each year which are originally obtained from each Division. The Secretary is tasked with verifying that the membership is correct.

- G. Discuss the annual meeting calendar with the President and other Officers to determine when meetings will be held.
- H. Solicit signed Conflict of Interest Disclosures from all BCA Officers and Councilors (see Appendix C). The Conflict of Interest and Ethical Conduct Policy is required under New York law to disclose any Divided Loyalty or Conflict Transactions between the BCA member Officer/Councilor or member's family, or other entities in which the member has an ownership interest, and BCA. It is the responsibility of every Officer and Councilor to review the policy, understand the disclosures of information required, and return the Disclosure Form to the National Secretary. The National Secretary solicits this information by sending a letter and Disclosure Form to all Officers and Councilors and collects the returned signed forms. In cases of possible Divided Loyalty or Conflict Transaction, the National Secretary provides the Disclosure Statements to the Chair of the Audit Committee which makes recommendations to the Executive Committee or other Authorized Committee. The Secretary must follow up with BCA Officers/Councilors for any Disclosure Forms not received.
- I. Council Ballot: BCA National Officers are nominated and elected biennially in the even-numbered year of the Council's two-year term. The National Secretary needs to send a copy of the rules in The Constitution (ARTICLE VIII) to the Officers of the next Division in the National rotation as well as a request to return their nominations. When the Division Nominating Committee completes the nominations, they submit a letter stating the nominations to the Executive Committee. (Refer to The Constitution, ARTICLE VIII, Officers/Executive Committee.) If no additional nominations are made, the Secretary suspends the election and casts one vote for the ballot. Section 3.a.iv. of The Constitution also describes holding an Election by the membership when additional candidates are nominated and ballots are distributed; the National Secretary issues the paper ballots and then presents the returned unopened ballots to the Executive Committee.

J. Preparing Lists and Databases

As previously stated, BCA officers (National and Division) are elected every two years. When you assume office on January 1, the Division Officers listed on the BCA website may be the same as the previous year's Officers. You may need to request the names of current Officers and Board members from each Division Secretary. (Note: it seems like this process will go on forever; it doesn't!) The National Secretary needs to prepare a number of lists to contact Division Officers and National Councilors and conduct the business of the Club. The recommended lists shown below should include name; title; physical address by street, city, state, zip; telephone numbers and email addresses.

1. National Officers and Executive Committee
2. National Councilors of the eight BCA Divisions
3. Division Officers—Eight Divisions
4. Division Secretary Email List (a convenient Word document that contains only these e-mail addresses for fast communication to the Division secretaries)
5. Standing Committee and AdHoc Committee Chairs
6. Standing Committee and AdHoc Committee Email List (document of Committee Chair emails used to conveniently request committee reports)

III. COORDINATION WITH THE PRESIDENT AND EXECUTIVE COMMITTEE

You will work closely with the Club President, mostly on meetings. At the beginning of the year, discuss your roles and responsibilities and how you will work together. For example, the President might lead the meetings but you might be responsible for helping to plan them, making logistical arrangements, and providing copies of documents.

You will need to notify the President of the receipt of any communications of importance and furnish copies of any non-routine correspondence. You will receive a significant amount of correspondence from AKC and the BCA member clubs. Provide and discuss correspondence to and from the Secretary, members of the Executive Committee, and the American Kennel Club, except for routine procedural matters which should be copied and/or read at Executive Committee meetings.

The Executive Committee serves on the Show Committee for the National Show in the odd-numbered year of your term of office. For each National Show hosted by the Executive Committee, the Executive Committee (acting as Show Committee) is responsible for selecting the National show week judges (all three shows). In coordination with the President and show chair, the Secretary may be assigned the task of preparing and sending the judges' contracts, stipulating the specific details of each contract, verifying the BCA membership of each judge, and retaining copies of all contracts.

As stated earlier, each year, the National Secretary must keep a list of BCA members reconciled to the Treasurer's list; the Secretary must confirm that the National Treasurer has submitted the Club's membership list(s) to the AKC. The AKC will not approve any BCA Clubs' shows without this information.

IV. MEETINGS

From the BCA Constitution, Article VIII, Section 4. Meetings

- a. *Regular Meetings. The Executive Committee shall meet quarterly at such day, hour, and place and by such method as may be designated by the Committee members. Notice of each such meeting shall be provided by the National Secretary at least ten (10) days prior to the date of the proposed meeting.*

Executive Committee Regular Quarterly Meetings

The Executive Committee meets four times per year usually in conjunction with a Division or local Bulldog Club show; meeting dates and times are determined by the Committee and the locations are spread geographically throughout the Division when possible. The notice of each regular quarterly meeting must be provided to Committee members by the Secretary at least ten (10) days prior to the date of the proposed meeting.

The President leads Club meetings. The Secretary usually has the following duties:

- A. Work with the President to set the agenda
- B. Assist as needed with logistics of the meeting (location, room, telephone call-in, etc.)
- C. Send meeting notices to board members and confirm their attendance. The notice should include the location and time of the meeting and request agenda topics to be added to the final agenda. Arrange a call-in phone number for participants who cannot attend the meeting in person and include this number in the notice of the meeting and the agenda.
- D. Email the Standing Committee Chairs for their Committee reports at least four weeks prior to the meeting and attach to your email the standard Committee Report Form (see Appendix D) which is designed to be sent back to you electronically at least two weeks prior to the meeting to allow time to include them in the agenda.
- E. Prepare a draft agenda and send it to the President soliciting his input. In preparing this agenda refer to the prior meeting's agenda or minutes, include items submitted by Standing Committees, and especially think about things not done that should have been done. Recommendation: Always think ahead about the objectives for the annual Council meeting and prepare for that during the year as necessary.
- F. When approved by the President, send the agenda to the Executive Committee with any unapproved previous quarter Executive Committee minutes to be voted on and with electronic copies of the received Standing Committee reports.
- G. Meeting Day:

1. In advance of the meeting, set-up tape recorder(s) to record minutes. BCA has a Roland90 recorder that is used to record the meetings and assist the Secretary in producing accurate minutes.
2. Even if the agenda and reports have been emailed in advance to Committee members, make additional hard copies for hand-outs.
3. Provide copies of any other support documents and materials as needed.
4. Even if the meeting is being recorded, take written notes, either by hand or on a PC. If possible, set up the PC in advance of the meeting (see Section “Preparing Agendas and Minutes” below).

Once approved, the minutes of all Executive Committee Meetings are distributed to all Executive Committee Members, BCA Councilors, the *Bulldogger* editor, Division Secretaries and the Archives Chairperson. Minutes shall include a copy of the National Treasurer’s Financial Report.

The Secretary gives a report at any Executive Committee or Council meeting. In giving the report of that office, the Secretary will cover all topics and read all pertinent correspondence on subjects of a non-routine nature; a log of all correspondence will be prepared and maintained by the Secretary.

The Secretary has the authority to obtain copying services and/or the necessary equipment required to perform the best job at the lowest price on all secretarial activities including the reproduction of all BCA material. The cost should be kept within the approved BCA budget, which normally allocates funds for “Printing and Supplies” and “National Officers.” Expenses of the Executive Committee would normally fall within one of these two categories.

Executive Committee Special Meetings

From the BCA Constitution, Article VIII, Section 4. Meetings

- b. Special Meetings. Special meetings of the Executive Committee may be called by the National President or by a majority vote of the members of the Executive Committee; such meeting shall be held at such place, date, and hour and by such method as may be designated by the Committee Members. Notice of such meeting shall be provided by the National Secretary at least five (5) days and not more than thirty (30) days prior to the meeting, unless the Executive Committee unanimously votes to waive notice. The notice of the meeting shall state the purpose of the meeting and no other Club business may be transacted.*

The notification for Special Meetings differs from that of regular Executive Committee meetings. Adhering to Article VIII above, send a notice to Committee members at least 5 days and not more than 30 days prior to the meeting giving the location, date, time and purpose for the Special Meeting and designating how the meeting will be held. Request a return response from each Committee member. A Special Meeting is attended only by Committee Members. The Secretary’s duties are the same as for regular Committee meetings. Minutes are taken in the same way as for regular Committee meetings.

Preparing Agendas and Minutes

A. Preparation:

- 1) Have on hand a notebook, pencils and/or ballpoint, highlighter
- 2) Prepare your pages with columns and margins (for later note taking)
- 3) Sit next to the Chair
- 4) Have recording equipment
- 5) Concentrate
- 6) Be selective -- remember that minutes should not be a transcript but a record of actions taken and not taken with some notation about general discussion
- 7) If you miss something, go to the Chair for clarity. Breaks are a good time to check anything you may have missed.
- 8) In your notebook use headings and subheadings, number key items, and highlight

- B. The Constitution, Bylaws and SOPs do not specify an order of business for Executive Committee meetings, but the agenda should be structured similar to the order of business outlined for Division Board meetings in the SOPs. For more specific information, prepare a template from existing agendas or refer to past minutes to get the correct order of the meeting. Again, think about things not done that should have been done.
- C. Tips and techniques for note-taking: When beginning minutes:
- 1) Don't try to record everything
 - 2) In meetings, listen for clues or ask for clarity if you need it
 - 3) Use positive language
 - 4) Be objective
 - 5) Notes should have key words and short sentences
- D. Difficulties in meetings:
- 1) Multiple people talking
 - 2) No agenda
 - 3) Illegible notes
 - 4) Not knowing people's names
 - 5) Using initials
 - 6) Overuse of abbreviations
- E. Transcribing: When listening to recordings use your notebook margins to add comments or detail beyond your notes from the meeting. For the purpose of clarity, when denoting officers, the Secretary can use the prefix "National" before the National Officers and "Division" before the Division Officers, (i.e., National Secretary, Division Secretary).
- When transcribing, think about--
- 1) What to include
 - 2) Level of detail
 - 3) Accuracy
 - 4) Who said what
 - 5) Issues of tense and tone
 - 6) Consistency
- F. Form of motions, seconds, etc.
- Motions should include the name of the person making the motion, the precise motion, the name of the person who seconded the motion, and whether it passed or failed. "Jane Doe made a motion to raise BCA member dues to \$35; second by John Doe. Motion passed." If a motion is made to amend a motion on the floor, the amendment must be considered and voted on before considering the main motion. Each motion to amend must be documented in the same way as the underlying motion. If the amendment passes, and if there are no other amendments proposed, the discussion then reverts to the underlying motion, as amended, which must be voted on.
- G. **Never issue a draft; always have the final minutes or agenda signed off by the President.** If the minutes discuss a matter of particular sensitivity, especially one that may lead to or be part of litigation or one with substantial financial considerations, consider whether additional advice or review of the minutes by experienced professionals is advisable. Send the final (approved) minutes, Treasurer's reports and appendices to the editor of *The Bulldogger*, keeping in mind the submission deadlines for *The Bulldogger*. As stated above, all minutes and appendices are also sent to the Executive Committee, BCA Councilors, Division Secretaries and the Archives Chairperson.

National Council Meeting

The BCA National Council Meeting is held annually at the National Specialty Show.

Agenda Items

At least 90 days in advance of each National meeting, the Club Secretary sends out a notice (see Appendix E) to each BCA Division Secretary and National Councilor with an attached Council Agenda Item form (see Appendix F) and the SOP Change Form (Appendix G) soliciting Councilor and Division agenda items.

After receiving the Division and Councilor items:

- The Secretary confirms whether the items received were submitted by a Division Board or a Councilor.
- The Secretary consolidates the Division and Councilor agenda items with any Executive Committee agenda items and provides them to the Executive Committee.
- After approval by the President/Executive Committee, the Secretary distributes the proposed Council agenda, which shall contain the items from the Executive Committee, each Division and any Councilor, to all Executive Committee members and Councilors, and any named person in the agenda, at least 15 days prior to the Council meeting.
- Any item submitted by a Councilor for inclusion on the Council meeting agenda must be separately approved by the Council before it can become part of the official agenda for the meeting. For this reason, any Councilor-submitted item should be listed separately on the proposed agenda so that it is easily identifiable and can be voted on at the start of the meeting BEFORE the vote on the agenda.
- The SOPs set forth a specific order for agenda items submitted by Divisions, starting with the Division of the Host Club for the National Show and running in numerical order from there through the other seven Divisions.

Standing Committee and AdHoc Committee Reports

The Secretary also sends notification (Appendix H) to the Standing Committee and AdHoc Committee Chairs requesting their reports, which, if available, should be distributed prior to the meeting with the Council meeting agenda. Since many Committees meet near the start of the National Show week they will not have their Committee reports available for distribution by the Secretary prior to the meeting. The Secretary will:

- List each Committee on the Council meeting agenda. It is presumed that the Committee Chairs will present a report at the meeting, either oral or written.
- Identify the person or persons who will be responsible for presenting each item on the agenda.
- If possible, try to determine which agenda items will involve the use of Power Point or digital presentations and ask that they are given to you directly at least one day prior to the meeting.

Council Meeting Minutes Requirements

Council meeting minutes are extremely important and all motions must be detailed and specific. Under Roberts Rules of Order Newly Revised (RRONR), only the Council has the authority to approve Council minutes and because it meets only once per year, RRONR suggests that the Council review and approve minutes prior to adjournment of the meeting. This is impractical for BCA. However, because regular meetings of the Council occur only once a year, BCA has adopted an SOP of special protocols with respect to the process for preparing Council minutes as explained below. Since BCA adopted use of the “Minutes in Part” (MIP) explained below, the Council voted to authorize the Executive Committee to review and approve final Council meetings, based on a Minutes in Part that is approved by the Council before adjournment.

Items Subject to Advance Notice Requirement

- The SOPs contain a requirement that certain important materials must be made available to the Councilors at least 24 hours prior to the start of the Council meeting.
- These include materials related to any matter to be voted on which includes either
 - (1) A proposed SOP amendment or
 - (2) A request for action which shall take effect immediately and have “future effect” on the Club collectively. This is called a “Notice Required Item”.

- If any Notice Required Item relies on materials that were not made available to the Council 24 hours in advance, then that item will be deemed out of order at the Council meeting unless the Council votes by a two-thirds majority to suspend this notice rule and consider the item.
- All persons presenting a Notice Required Item to the Council are required to make available to the Council, and by email or other electronic means to the Secretary:
 - The final wording of any materials to be distributed to, and considered by, Councilors in connection with such Notice Required Item
 - The final wording of the Notice Required Item itself.
 - In each case these documents must be provided at least 24 hours in advance of the meeting,

Exceptions to the Advance Notice Requirement

- Amendments proposed from the floor on any Notice Required Item are not subject to the advance notice requirement
- Committee reports or other agenda items containing only informational materials and no action requested that has by its terms future effect.

Secretarial Requirements for the Minutes in Part

How the secretary should prepare for the MIP

- Prior to the meeting, choose an assistant to help you.
- Provide for redundant computers to show alternate presentations of each item under consideration
- Prior to the meeting, prepare a new MIP document showing each item on the agenda with spaces to identify makers of motions. Have additional open space to record any changes in the wording approved by the Council

For each action taken, the MIP should document:

- Who made motions and seconds,
- The result of the vote taken
- The exact wording of what was voted on

The Secretary should also include information for final committee reports that request an action having future effect or any approved amendments from the floor.

Construction and Approval of the Minutes in Part

If all goes as planned, since the Secretary will have maintained a record of all actions taken during the meeting *in final form*, the Secretary is able to join the actions together to create what BCA refers to as the Minutes in Part.

- The objective of the Secretary is to finalize and make copies of a draft Minutes in Part during a short recess by the Council just prior to adjournment so that by the time the Council meeting is called to order again after recess, the Secretary will have distributed or made available multiple copies of the Minutes in Part to the Council.
- A motion would then be in order to accept as “APPROVED” these Minutes in Part and, if passed, they would be considered final Minutes in Part. All actions included in the MIP take effect immediately, unless otherwise provided.
- Authorization of the Executive Committee to Approve the Full Minutes of the Council Meeting. If the Minutes in Part are approved, a motion would also be in order to authorize the Executive Committee to review and approve the full minutes from the meeting, including, without any alteration, the Minutes in Part already approved by the Council.

Preparation of the Council Meeting Minutes

The Secretary should complete a draft of the complete minutes of the Council meeting prior to the end of the term of office held, preferably as soon as possible after the Council meeting while the memories of the

meeting are fresh. The Secretary may seek advice from past Secretaries and others who have utilized this special protocol for Council meeting minutes. The Secretary should provide these minutes to:

- The Executive Committee at least 7 days prior to any meeting at which such minutes can be considered for approval. This can be the Executive Committee of which the Secretary is a member if a special meeting is called for such purpose, or the subsequent Executive Committee upon taking office.
- The Editor of *The Bulldogger*--After the minutes have been approved in final form by the Executive Committee, if it is authorized to consider them, the Secretary needs to provide the complete minutes of the approved Council meeting minutes by email or other electronic means to the Editor so that the minutes can be published in the first issue to come out after they have been approved.

For purposes of the Club's historical record, the Secretary should include with the minutes all materials distributed to the Council during the meeting, whether those materials are printed in *The Bulldogger* or not. The editor has the discretion not to print materials of little value or those materials which are available to members elsewhere.

If not provided in advance and for all items which are not a Notice Required Item, any written report distributed and presented at the Council meeting, including even a one sentence informational report, must be emailed to the Secretary within 10 days after the meeting. The Secretary should remind everyone of this requirement during the meeting.

To satisfy the 24-hour advance notice requirement mentioned above, agenda item(s), and any materials accompanying them, must be available for all Councilors no later than first thing in the morning on the day before the meeting at the location which will be announced at the show. The Secretary is responsible for advising the Council of any agenda item for which a notice is required but has not been submitted.

BCA SOPs for the National Secretary at the Council Meeting

The Club will make a laptop computer (or comparable) available to the Secretary (or a designee) during the meeting with access electronically to each of the proposed SOPs and amendments or other reports or items submitted. The Club will also secure the audiovisual equipment necessary so that any proposed SOP or amendment or other report or item with specific wording to be considered by the Council can be projected, at the request of any Councilor, on a screen visible to those in attendance at the meeting during discussion and any vote. As referenced above, so as not to slow the progress of the meeting, the Secretary should consider having an alternate computer which can be projected on the screen visible to the Councilors.

V. NATIONAL SHOW JUDGING CONTRACTS

The selection of judges for a National Show is a very confidential subject. Discretion must be used during the selection process that the judges identities are not disclosed when the contracts go out and up to the time when the judges are revealed during the National Show announcement. Your first duty is to confirm that each judge meets the requirements stated in the National Show Rules and Policies. Once the judges are confirmed, you may be asked to assist with the Judges' contracts and other tasks.

- A. Refer to and use a sample contract (see Appendix I)
- B. Coordinating with the President and show chair, obtain the details for the contracts: dates of the shows they will judge, classes to be judged, restrictions on judging elsewhere, fees, airfare, hotel accommodations, hospitality, and any other agreements.
- C. Contracts should be printed and mailed under the show chair's signature, and returned to you when signed.
- D. Request each judge's bio and photo. These will be used for the National show website video, publication in *The Bulldogger*, hard copy brochure printing of show events, the show website, and the National Show Catalog.

- E. Keep a log of all judges by name, address, judge's number, judging assignment, when you mailed the contract, and when you received the returned, signed copy. This list can also be used to record if you have received their biographical information and a photo, and when/if you have sent the bio and photo to whoever is producing the National Show video and when/if you have sent the photo to the BCA webmaster for the National Show website.
- F. Send a copy of each signed contract to the Show Chair.

VI. AKC EVENTS AND SHOW APPLICATIONS

As National Secretary you may be required to submit National show applications or assist BCA Divisions or clubs with their AKC show applications.

- A. Show Applications: These may be Conformation and Obedience applications, submitted together, or Rally Trials that require a separate application. Other performance events are usually listed as special events connected with a show application.
- B. As noted above, once a year when members have paid their dues, confirm with the National Treasurer that the BCA membership list has been sent to the AKC because the AKC will not approve any shows until they have it.
- C. Paperwork and On-line Forms: BCA used to require hard copy show applications in triplicate sent to the National Secretary who signed off on the shows and sent a copy of the application to the AKC. Now, a blanket application is in effect so that clubs may enter their own show information online, with a copy going to the National Secretary. This means there is little for you to do for regular show applications unless there is a problem somewhere. These applications should be kept in a file.
- D. Notifications: AKC Event Plans will notify you about the status of each show as changes occur—shows pending, judges submitted or not, shows approved, and even when the shows are closed. On occasion you will need to follow up with a show chair regarding what the AKC needs.
- E. To enter the National Show applications online you will need a BCA ID and password to enter AKC Event Plans. Request these from the outgoing Secretary. For directions of how to enter the shows online see <https://www.apps.akc.org/apps/eventplans/AKCOnlineEventManagementHelp.pdf> for instructions. I suggest that you fill out hard copy event applications beforehand for all the shows in the National week with all the information you will need: clubs, show secretary, show chairs, addresses, phone numbers, dates, times, judges, classes, fees, sweeps, obedience trials, rally trials, special attractions, etc. This will expedite the online process.

VII. SECRETARIAL PARTICIPATION IN DIVISION ELECTIONS

Divisions have a specific election procedure that is described in the SOP for Division Elections (Appendix J). Nominations must be made by specific dates, member letters must be sent to the Division Clubs by certain dates, ballot letters are also sent and nominations returned to the Division Secretary according to a defined schedule. The Divisions must follow policy to insure that elections are completed correctly and fairly. The National Secretary may have the duty of verifying that election letters have been sent out by the correct dates and returned according to the schedule so that elections can proceed normally.

VIII. STATE OF NEW YORK FILINGS APPLICABLE TO NOT FOR PROFIT CORPORATIONS

From the BCA Constitution: A: Executive Committee, National Officers

3. Secretary

- f. The National Secretary shall be responsible for the preparation and subsequent filing, according to Section 803-A of the "Not For Profit Corporation Law" of the State of New York, with the Secretary of State, State of New York; of the appropriate "Certificate of Change" whenever the Club has a change in the designated (Club) addressee (American*

*Kennel Club Delegate)*¹ as spelled out in Section VI of the “Certificate of Amendment” executed the 9th Day of November, 1987.

- i. The National Secretary is hereby authorized to take all actions necessary to change the name and address of the Corporation’s designated address for the Secretary of State of New York on where to mail service of process.*²

Confer with the current National President or Treasurer if you have any questions about where to go or which address to use.

IX. AWARDS

Each year the National Secretary may be involved with the nomination and presentation of three individual awards: two that are provided by the AKC and one that is offered by BCA.

1. The **AKC Outstanding Sportsmanship Award** celebrates constituents who deserve special recognition for going above and beyond in the Sport of Purebred Dogs and who embody the AKC Code of Sportsmanship while being an active member of an AKC club. Any member club may award the medallion. One Officer of the club must request participation. The structure of the program is left up to each individual club, as is the criteria they wish to use.
The Secretary will advise the BCA Division Secretaries of the award and each division may make a sole recommendation accompanied by a nomination letter. The Executive Committee may select one deserving entrant from all nominations. The Secretary advises the AKC of its choice, sends the nomination letter, and in turn receives the medallion by mail from the AKC. This award will be announced at the Awards Banquet. To the extent possible, the name of the nominee should not be disclosed prior to the award presentation by the Club’s AKC Delegate. The winners name will appear on akc.org.
2. The AKC sends a letter each year, usually in May, inviting clubs to participate in the selection of recipients for its annual **AKC Lifetime Achievement Awards**. Three awards – in the categories of Conformation, Companion Events, and Performance – are presented for exceptional participation in the fancy.
Each AKC Member Club may nominate one candidate for one, two, or all three categories. The Secretary will bring this topic up for discussion at the next Executive Committee meeting following receipt of the letter. When candidates are selected, the nominations are emailed to Amy Hamernick at akc.org by late June.

When the AKC has received all the responses and computed the results, Member Clubs receive a second email with the top three nominees in each category. The Executive Committee votes for a final selection in each and nominations must be submitted by early November. The nominee receiving the most votes in each category comprises the winners. Presentation of the awards is made in conjunction with the December AKC National Championship Show presented by Royal Canin. The National Secretary is responsible for sending emails and notifying the Executive Committee of the AKC results.
3. The **Outstanding Individual Contributor Award** is awarded to either one or two individual members who are nominated by a BCA Division Board for their outstanding contribution to the BCA organization. It may be given posthumously to a BCA member who has made extraordinary contributions for more than thirty (30) years. On an exceptional basis, the award may be given to a living BCA member who has made extraordinary contribution for more than thirty-five (35) years. The nominee must no longer be an active member of the association but must be a member of the association.
A Division Board may nominate up to two candidates per year. A historical narrative of the nominee’s contribution to the BCA organization is to be submitted to the Gallery/HOF Committee Chairperson

¹ Amended September 3, 2001

² By Corporate Resolution September 3, 2001

thirty (30) days prior to the National Show week. The current Chairperson is Carla Ehntholt. It is recommended that the National Secretary remind the Division Secretaries of this award by mid-summer so that there is amply time for discussion and meetings before a November National show.

X. END OF TWO-YEAR TERM RESPONSIBILITIES

After the final National Council meeting and Executive Committee meeting, the National Secretary prepares the Council minutes. When approved, these, plus any appendices to the minutes need to be sent to the editor of *The Bulldogger* and to the outgoing Executive Committee, National Councilors, Division Secretaries and the Archives/Historian Committee Chair.

If any changes have been made to the Secretary's Manual, the approved updates must be sent by email to the SOP chair and to the Webmaster. The updated Secretary's Manual should be sent to the incoming Secretary with any documents such as BCA letterhead, Committee Report Forms, etc., that may be useful to the Secretary. The outgoing Secretary should also make the incoming Executive Committee aware of any matters which have been initiated but are ongoing and not yet complete, encouraging them to take up these matters during their term of office.

The Secretary also needs to forward to the BCA Archivist the previous year's records by January 31st of the following year. These records include all Executive Committee and Council Meeting Minutes (open and closed), all signed material contracts, including any hotel contract signed for a National show, all correspondence to and from the Executive Committee, all presentations made to either to the Executive Committee or Council, all Committee Reports, copies of minutes for each Division and/or minutes recording Executive Sessions (closed meetings shall be delivered sealed.)

APPENDICES: See Separate Document entitled Secretary's Manual Appendices

- A -- Document Retention Policy--Archives
- B -- BCA Official Letterhead
- C -- Conflict of Interest Statement: Annual Request Letter, Conflict of Interest Policy, Disclosure Form
- D -- BCA Executive Committee Quarterly Committee Report Form
- E -- Sample Councilor Letter for Council Meeting
- F -- Council Meeting Agenda Item Form
- G -- Council Meeting SOP Change Form
- H -- Sample Standing Committee Letter for Council Meeting
- I -- Sample Judges Contract
- J -- Division Election Rules and Procedures

The 2019 edition of BCA's Secretary's Manual was designed for BCA National Secretaries holding office in 2018-19 and beyond. The information in this manual is based on BCA's Constitution, Bylaws and policy documents in effect at the time. The Secretary's Manual should be updated as appropriate when changes to these documents have been adopted. To the extent the Secretary's Manual is in conflict with any governing document of the Club, that governing document shall prevail, and the Secretary's Manual should be revised accordingly.

BCA Secretary's Manual
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