

STANDING RULE #3 -- OFFICE OF THE RECORDING SECRETARY

REQUIREMENTS

1. To keep a record of all proceedings of the Federation.
2. To keep a file of all Committee reports.
3. To keep the official membership roll and to call this roll when required.
4. To make the minutes and records available to the membership within 60 days of any meeting of the Federation by sending this material to the Editor of the CFF Newsletter to be published in the next regular issue.
5. To notify in writing all officers, committee members and others of their election or appointment; to furnish committees with whatever documents are required for the performance of their duties; and to have at hand at all meetings a list of all existing committees and their members.
6. To sign all certified acts of the Federation, unless otherwise specified in the Constitution or By-laws.
7. To maintain record books in which the Constitution, By-laws, Special Rules, and Minutes are entered, with any amendments to these documents properly recorded, and to have the current record books on hand at every meeting.
8. To cause to be published such of the documents referred to in #7 above, as the Federation shall from time to time find necessary.
9. To send out to the membership a notice of each meeting as required in the By-laws.
10. To conduct the general correspondence of the Federation that relates to the membership in general (except such as may be assigned to other officers or to committees) or as may be related to those duties specified in this Standing Rule.
11. To receive and circulate applications for club membership as provided in these By-laws.
12. To circulate to the officers and offices of the Federation a list of the member clubs, together with a list of the officers and members in these clubs with their names and addresses.
13. To notify a newly affiliated member club of its acceptance, or in the case of rejection, to notify the applicant club of the proper procedure to be followed if an appeal is desired.
14. To send to each member club, as often as is necessary, due to revisions, the current copy of all rules, regulations, or addendum sheets.
15. To send to the Committee on Breed Standards, Show Rules, By-laws, Rules of Registration and Standing Rules within thirty (30) days of the Annual or Semi-annual meeting, the minutes and tapes of said meeting(s). In the case of a dispute the Recording Secretary shall have the final say.