

BY ISSUE OF THE SECRETARY OF SECRETARIES

# THE SECRETARY OF SECRETARIES

OFFICIAL SECRETARY POWER ORDINANCE



This document is an official Ordinance issued by the Department of Secretaries and grants and defines all Secretary Powers and Secretarial Duties held by THE SECRETARY OF SECRETARIES, BANK DOG.

These Secretary Powers are considered in-effect and granted upon receipt of this Ordinance by the Secretary above named and are in effect until receipt of an ordinance with a date more recent than April 19, O'Frozen or until OFFICIAL notification from the Secretary of Secretaries that you have been removed from the Office of Secretary of Secretaries or until the start of a Trial in which you are involved. *(powers are restored automatically after the trial's end, unless you were personally on trial and found guilty. In that case, your powers will be restored to you in one month from the Trial date, if you are still in office.)*

These powers persist through an Official Name change.

These powers may be subject to Addendums by the Department of Rules and may only be changed this Department. These powers cannot be edited by the Secretary of Secretaries or any other secretary acting on the behalf of the Secretary of Secretaries.

The above named is removed from any existing Offices of power and stripped of any previously held Secretary positions.

This ordinance will be recorded and made available in document form to the entire dog club.

# New Olean Dog Club

IN THIS, THE YEAR OF O'WHITE



C H I E F   D O G



S E C R E T A R Y  
*of*  
R U L E S



S E C R E T A R Y  
*of*  
S E C R E T A R I E S



S E C R E T A R Y  
*of*  
J U D G M E N T



S E C R E T A R Y  
*of*  
I N D U C T I O N



S E C R E T A R Y  
*of*  
C E R E M O N I E S



S E C R E T A R Y  
*of*  
E X P U L S I O N

**The Secretary of Secretaries** is the manager of the Club. He must govern his appointed ministers with a stern hand. He is the bestower of power, the commissioner of duty.

The following pages list the OFFICIAL POWERS and SECRETARIAL DUTIES held by this position.

To be able to wield your Secretary powers you are expected to perform ALL of the DUTIES listed within this ordinance and will be held accountable by the Secretary of Judgment for any ghettoing out of these duties.

## OFFICIAL POWERS

**YOU HAVE THE POWER TO:**

Create a Secretary Position.

**YOU HAVE THE POWER TO:**

Appoint a Secretary to Office

**YOU HAVE THE POWER TO:**

Remove a Secretary from Office.

**YOU HAVE THE POWER TO:**

Grant New Power Ordinances

**YOU HAVE THE POWER TO:**

Issue Official Secretarial Directives

# POWERS IN DEPTH

## ***YOU HAVE THE POWER TO:***

### ***Create a Secretary Position.***

In your office as Secretary of Secretaries, you have the authority to create new positions of power. Each newly created position should be forged along side an accompanying Official Secretary Power Ordinance.

This secretary position may be given new powers or assigned powers that were previously held by another secretary position as long as **power revisionment guidelines and restrictions** are followed [see below].

After creation, the ordinance must be sent to Judgment for document Judging BEFORE appointment.

Once you receive the returned Official Secretary POWER ORDINANCE with DOCUMENT JUDGMENT, you will file both forms within your department and then may proceed with the appointment.

## ***YOU HAVE THE POWER TO:***

### ***Remove a Secretary from Office.***

To remove a Secretary from Office without issuing a DISCONTINUANCE you must receive that Secretary's written or witnessed consent. (This must be witnessed by a third Secretary.)

If you cannot or choose not to receive their consent, you must issue an official secretarial DISCONTINUANCE from the Department of Secretaries.

A DISCONTINUANCE is a proclamation of termination, that outlines the reasoning and justification for removal from office. The Secretary concerned, loses all power and departmental duties upon issue of this document.

If the DISCONTINUANCE is not withdrawn by the Department of Secretaries within 2 weeks from it's issue, that Secretary is removed from office.

The DISCONTINUANCE may immediately be EXECUTED by the Secretary of Expulsion.

# POWERS IN DEPTH

**YOU HAVE THE POWER TO:**

*Appoint a Secretary to Office*

You have the power to appoint any Dog to a vacant Secretary position, including this one. When using this power, an updated ordinance must be issued to the recipient with the following lines edited:

*"This document is an official Ordinance issued by the Department of Secretaries and grants and defines all Secretary Powers and Secretarial Duties held by The Secretary of \_\_\_\_\_, \_\_\_\_\_."*

The current name of the Secretary and the recipient are inserted in the above lines. If the Secretary of Secretaries is vacant, name just the Department.

*"These Secretary Powers are considered in-effect and granted upon receipt of this Ordinance by the Secretary above named and are in effect until receipt of an ordinance with a date more recent than \_\_\_\_\_, \_\_\_\_\_ or until OFFICIAL notification from the Secretary of Secretaries that you have been removed from office or until the start of a Trial in which you are involved. (powers are restored automatically at the end of a Trial, unless a secretary was on Trial and found guilty.)"*

The current date and dog club year are inserted into this line. It is recommended that you coordinate with the Secretary of Ceremonies when using the power of secretary appointment.

# POWERS IN DEPTH cont.

## **YOU HAVE THE POWER TO:**

*Grant New Power Ordinances.*

You may in the exercise of your duties see it appropriate to alter the powers of your appointment secretaries. You may and have the power to add, edit or remove powers or duties from these other positions. You DO NOT have the power to issue yourself a new ordinance, nor do you have the power to edit this ordinance.

To edit, add or remove powers from the other secretaries, you must issue a New Power Ordinance and must adhere to the following **Power Revisement Guidelines and Restrictions.**

If a power is taken away from a Secretary, you may not grant it to another Secretary that year without the written or witnessed permission of the Secretary who was stripped of it. However, any Secretary who denies this request risks justified DISCONTINUANCE.

If a POWER ORDINANCE has amendments issued by the Department of Rules, these amendments must be removed and incorporated into the physical language of the document. These physical amendments however, should be saved and sent along with the Ordinance to Document Judgment before eventually filing them.

The Secretary of Secretaries may not be on the receiving or giving end of Power Transfers.

Once the new POWER Ordinance is completed, it must be sent, along with all attached documents (previous Document Judgments and amendments) to the Department of Judgment for Document Judgment.

Once you receive the returned POWER ORDINANCE with DOCUMENT JUDGMENT, you will file both forms within your department and then may proceed with the re-issuing the Ordinance.

# POWERS IN DEPTH cont.

## **YOU HAVE THE POWER TO:**

### *Issue Official Secretarial Directives*

As the managing head of the Secretaries of the Dog Club, you may wish to give direction to Secretaries who are either a) ghettoing out, b) using their powers inefficiently or c) actively destroying everything sacred. In general, O'Fish Directives should be issued only in dire or extreme circumstances.

This direction is given in the form of OFFICIAL SECRETARIAL DIRECTIVES, and NF, these too are subject to Document Judgment.

SECRETARIAL DIRECTIVES are concise general instructions designed to give order and destiny to your appointed Secretary. They should inspire and lay out a route or goal for the Secretary to strive to achieve. They **should not** be specific commands to use specific powers.

A secretary may ignore or deliberately defy directives, though if they do they risk DISCONTINUANCE.

## SECRETARY OF SECRETARIES

# SECRETARIAL DUTIES

It is your duty to:

## **ANNOUNCE POWER PRACTICE PUBLICLY.**

Your department above all other departments must be transparent. You have a duty to announce actions regarding your powers to all dog club members. Secretarial Directives, being the exception as they are witnessed by the Secretary concerned.

**All** powers and actions however, including Directives should be recorded and filed.

# SECRETARIAL DUTIES cont.

It is your duty to:

## **CULTIVATE SECRETARIAL POTENTIAL**

As Secretary of Secretaries, it is your duty to constantly assess the capabilities and the proactive desires of active members of the club. Always be on the lookout for potential “secretary material.” And give these aspiring officers, tasks and assignments that will help you gauge their actual ghettoness.

It is your duty to:

## **REVIEW ALL SUBMITTED DOCUMENTS**

You cannot be Secretary of Secretaries without keeping abreast of all Secretarial activity with the club. All documents submitted to your department should be reviewed completely.

It is your duty to:

## **BALANCE UNBALANCED POWER**

Your department fears a rogue Secretary who has too much power and the ability to destroy a good chunk of the club. To prevent this, always be wary of the power distribution among the secretaries and keep a lookout for any potential problems or broken power uses that may be employed.

It is your duty to close up loop holes and nerf Secretarial power whenever you see fit by altering the Secretarial Power Ordinances.

It is your duty to:

## **GIVE GUIDANCE TO YOUR FELLOW SECRETARIES**

Being up to date on all the actions of the Secretaries gives you the best position to give them guidance. It is your responsibility to keep an active discourse going between Offices and you should always be willing to give advice and direction in the form of an informal conversation, or if warranted an OFFICIAL SECRETARIAL DIRECTIVE.



# SECRETARIAL DUTIES cont.

It is your duty to:

## **KEEP AND MAINTAIN ALL DOG CLUB RECORDS**

All paperwork in the Dog Club ends up at your department, it is your responsibility to file these documents and make sure they are readily accessible and available to those who may need them.

It is your duty to:

## **PERIODICALLY BACK UP THE DCF**

Br()ken images are the enemy, and beginning with the PDD in the year after O'Fantashog, it falls to you to protect the club's history from decaying technology! Text and images should both be beaxed up in a format both functional and pleasing to hoop.

It is your duty to:

## **ATTEND DOGMASS**

As a Secretary, you are duty bound to set the example and participate full heartedly in the annual Dogmass festivities!

It is your duty to:

## **RECORD DOGCON**

An accurate, comprehensive and visually appealing record of each DogCon should be made readily available by your department.

# SECRETARIAL DUTIES cont.

It is your duty to:

## **CREATE, and MAINTAIN SECRETARY POWER ORDINANCE DOCUMENTS**

Each time a new Secretary position is created or substantially edited by your department, you must create a NEW OFFICIAL SECRETARY POWER ORDINANCE and make sure all existing copies are updated.

The POWER ORDINANCE document can be in a format of your choosing, as long as you create a specific format that can be used for ALL POWER ORDINANCES while you are in office as SECRETARY OF SECRETARIES.

Once the POWER ORDINANCE is completed you must send a copy to the Secretary of Judgment for Document Judgment.

Once you receive the returned POWER ORDINANCE with DOCUMENT JUDGMENT, you will file both forms in your department and then issue and update all existing ORDINANCES. Or proceed with appointment.

# SECRETARIAL DUTIES cont.

It is your duty to:

**TO PRESENT A STATE OF THE DOG CLUB status report ANNUALLY during CountDawn.**

This report can be any length, but you must submit a copy of the report to the Judgment Department for O'Fish DocuJudgment, so keep that and shell mantra fifteen in mind.

Your State of the Sitch report ideally covers noteworthy developments from CountDawn of the previous year, through to current affairs as far as the Blast Aus. This document should have a bird's eye perspective with two focuses, a main and a secondary. As the resident master of records, the main focus of this document is to provide the penultimate resource for the **highlights** of the previous calendar year. The secondary focus should be to shogtalk hooped o'fish sitches **currently underway** (that can be shogtalked publicly.)

This document should be posted where all eligible members can access it. Again, use your discretion when choosing what information is made public in this manner.



*"As it is written, so shall be it hooped."*

