

AMERICAN BOXER CLUB, Inc.
MEMBER AMERICAN KENNEL CLUB

ITEMS TO BE SENT TO THE ABC SECRETARY

ABC Secretary contact information:

Sandy Orr

Email – abcsecretary@cox.net – preferred method of communication

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1. **Minutes** – All approved Club minutes, board and general. **The minutes should be sent the month they are approved.** In a month in which no meeting is held, a notice must be sent to the ABC Secretary stating such. If a meeting is held at which there is not a quorum for conducting business, a notice must be sent to the Secretary stating such.
2. **Officer & Membership List** - After each annual election, send **one (1)** copy of an up-to-date membership roster and new club officers. The club officers can be listed on the membership roster. For example: Joe Boxer (President), Jane Boxer (Secretary), etc. The ABC Secretary will forward a copy of the membership roster to the Futurity Chairman so that nominations can be validated.
3. **Membership Updates** - New members as they are added as well as members who leave the club during the year should be sent to the ABC Secretary. This information can be listed in the minutes. The ABC Secretary will forward this information to the Futurity Chairman so that nominations can be validated.
4. **Show Applications/BOW plaques/High in Trial plaques** - All show applications must receive ABC approval prior to AKC approval. **At least six (6) months before your show (AKC requires show applications 4 months prior to closing date)**, send the ABC Secretary an email or fax requesting show approval. Please include the name of the club, the show date, the show location, request for Best of Winners and/or High In Trial plaque, and the name and address of the person who should receive the approval letter and forms. The ABC Secretary will approve it if all minutes and rosters are up-to-date and forward a letter to the club and AKC stating approval has been granted. The ABC Secretary will also send the club an application for the ABC Best of Winners and/or ABC Obedience High In Trial plaque.
 - a. **A copy of the premium list must be sent to the ABC Secretary.**

July 15, 2012