

BY ISSUE OF THE SECRETARY OF SECRETARIES

THE SECRETARY OF INDUCTION

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 INDUCTION, DEMI D. 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 16, O'J Ungle or until OFFICIAL notification from the Secretary of Secretaries that you have been removed from the Office of Secretary of Induction or until the start of a Trial in which you are involved. *(Powers are restored automatically after the trials end.)*

These powers persist through an Official Name change.

These powers may be subject to Addendums by the Department of Rules.

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'BONES



C H I E F D O G



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
R U L 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
E X P U L S I O N

The Secretary of Induction is the gatekeeper of the Club. He alone holds the keys to enter the doors of hallowed hoop. He is the master of locks, the keeper of classes.

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 Secretaries for any ghettoing out of these duties.

OFFICIAL POWERS

YOU HAVE THE POWER TO:

Induct a Sith into the Dog Club.

YOU HAVE THE POWER TO:

Grant Official Friend status.

YOU HAVE THE POWER TO:

Grant Potential status.

YOU HAVE THE POWER TO:

Select Application Recipients

YOU HAVE THE POWER TO:

Grant Nug status.

YOU HAVE THE POWER TO:

Bestow Official Dog Club Names.

YOU HAVE THE POWER TO:

Change Official Dog Club Names.

YOU HAVE THE POWER TO:

Bestow a dog with an Official Classification.

OFFICIAL POWERS cont.

YOU HAVE THE POWER TO:

Change a dog's Official Classification.

YOU HAVE THE POWER TO:

Grant an Exiled Dog Clemency.

YOU HAVE THE POWER TO:

Crown Chief Dog.

YOU HAVE THE POWER TO:

Declare an Official Phase in!

POWERS IN DEPTH

YOU HAVE THE POWER TO:

Induct a Sitch into the Dog Club.

Induction is your business. And business is booming.
You have the power to induct any sitch into the Dog Club.

To do so, traditionally you will go through standard application + Nug processes but you do have the power to bypass this proceedings (Though you must have a very good reason to do so)

Once you have decided to induct someone, you must interface with Maester of Ceremonies to set an induction date and plan the Induction ceremony. The two of you will work hand in hand in planning the induction as they will officiate the ceremony.

POWERS IN DEPTH cont.

YOU HAVE THE POWER TO:

Grant Official Friend status.

YOU HAVE THE POWER TO:

Grant Potential status.

YOU HAVE THE POWER TO:

Select Application Recipients

YOU HAVE THE POWER TO:

Grant Nug status.

In your office as Secretary of Induction, you will be in charge of classifying hooples as well as Dogs. You have the power to grant the above classifications to sitches and to select when a “potential” should receive an application.

YOU HAVE THE POWER TO:

Bestow Official Dog Club Names.

YOU HAVE THE POWER TO:

Change Official Dog Club Names.

Free-name power is dead. It now rests within the hands of the Secretary of Induction. You will bestow new dogs with their names during their INDUCTION Ceremony and are free to change that name at any time.

POWERS IN DEPTH cont.

YOU HAVE THE POWER TO:

Bestow a dog with an Official Classification.

YOU HAVE THE POWER TO:

Change a dog's Official Classification.

At the time of Induction, pupsters cannot have a classification. Once a pupster grows his fangs and becomes a fully-fledged dog, you will be the one to select and bestow a dog's first official Classification (most often DOG) and then later to grant them an advanced or more specific classification of dogs. [See Duties below]

YOU HAVE THE POWER TO:

Grant an Exiled Dog Clemency.

Every once in a while, the Department of Expulsion may see fit to exile a dog, banishing them to a specific place. (See: Expulsion Power Ordinance). You have the power at any time to grant that dog clemency, effectively ending their exile.

In addition, each week dogs may submit any number of *Exile Reprieves* to your department. Each reprieve received will automatically reduce the exile term by 1 week.

When the exile term reaches its end, you are expected to grant clemency, but it is within your power to withhold that right.

YOU HAVE THE POWER TO:

Crown Chief Dog.

Not to be taken lightly. This is arguably one of the most important Inductions in the Club.

Following "The Trial of Chief Dog" and an official judgment handed down by the Department of Judgment, the power to appoint and crown Chief Dog rests in the hands of the Secretary of Induction.

POWERS IN DEPTH cont.

YOU HAVE THE POWER TO:

Declare an Official Phase In!

Dog Club is all about the phases. And what's more important to the Dog Club's functioning than an Official Phase In. The Secretary of Induction should make an official declaration when they feel that a phase has enough potential, support and momentum to be a Dog Club Official Phase.

Potential: A club wide Official Phase should not be a fly by night one and done sitch at a hoop night. It should hold a greater weight and have the potential to be a truly kend and memorable phase.

Support: An important criteria is the Club's support and the momentum of that support. If only one dog is pushing for a phase, he should prob recruit a few others to his cause before you even consider declaring a Phase in.

Momentum: Above all else, the hype often time speaks for itself.

Remember, not every phase needs to be an Official Dog Club Phase. But also, don't shy away from declarations as it'll build a lot more hoop for a phase.

You cannot Declare a new Official Phase in the same category until the old one has phased out officially. (i.e. You can declare Subway is officially phasing in even though Yahtzee is the Officially Phase because one is a food sitch and one is a game. But you could nut phase in another food sitch or sitch game until one of those phases out officially.

SECRETARIAL DUTIES

It is your duty to:

**INFORM THE DEPARTMENT OF SECRETARIES
WHEN ANY POWER IS USED.**

You will not always want to ANNOUNCE publicly when you have used a power but you must always inform the Secretary of Secretaries or his department afterwards.

Failure to do so will invalidate the power.

Informing the Department of Secretaries can be done casually in conversation, officially in email or letter, through their actual Department or in any public capacity.

All PUBLIC DOG CLUB Announcements will count in this regard and you will not need to inform the Secretary of Secretaries in addition to the announcement.

It is your duty to:

SEEK OUT AND FIND DOG CLUB POTENTIALS

As Secretary of Induction, your primary duty is not to “Induct” but to find potentials who may one day be worthy of induction. You must devise methods and procedures that you can follow to help you carry out these duties.

It is your duty to:

BE A GOLDEN EXAMPLE OF A DOG

As Secretary of Induction, you will be the primary gateway to the Club and the only Dog that every new potential or Nug is guaranteed to interact with.

As such, it is triply important that you yourself are a shining example of a Dog Club Member. The bar is set for them with you.

SECRETARIAL DUTIES cont.

It is your duty to:

CREATE, EXPAND, EDIT, UPDATE and MAINTAIN THE OFFICIAL DOG CLUB APPLICATION.

Often, these things will become slightly outdated over the years, with some outdated Dog Names, concepts, lingo etc.

It is your responsibility as Secretary of Induction to see the Application is Up-To-Date and ledge for distribution.

Furthermore, the APPLICATION is a growing document, designed to become larger with each passing update. It is your duty to add pages and segments to the application over time. We want that shog to be hugogous and overwhelming when handed to a potential.

It is your duty to:

CREATE & MAINTAIN THE OFFICIAL DOG CLUB ROSTER

The Official Dog Club Roster should contain every current Dog Club member, their Activity Status, Name, Date of induction, Classification, Chapter, and anything else you think worthy of inclusion.

The Roster should also have a similar section for Official Friends, Potentials, and Nugs.

It is your responsibility to create the FORMAT, keep it up to date and ensure it is publicly available.

SECRETARIAL DUTIES cont.

It is your duty to:

CREATE & MAINTAIN CLASSIFICATION CHARTS

As Secretary of Induction, you are tasked with the classification of all CURRENT and FUTURE DOGS. This includes HOOPLE Classifications, Potentials, Nugs, Official Friends, and of course all DOGS.

It is your duty to establish a CLASS SYSTEM, make CHARTS that hoop it up and make them publicly available to all DOGS to look at and get hooped on.

You should also be aware of ALL past classification systems and incorporate as much as them as you deem appropriate in your new system.

It is your duty to:

CREATE & SEND OUT NAME CHANGE FORMS

If a dog requests a Name Change you must send them an OFFICIAL NAME CHANGE form to fill out.

The NAME CHANGE FORM can be in a format of your choosing, as long as you create a specific format that can be used for ALL NAME CHANGE FORMS while you are in office as SECRETARY OF INDUCTION.

NAME CHANGE forms can be sent out physically or via email.

Once the Name Change form is completed and returned to you, you must send a copy to the Department of Judgment for Document Judgment.

Once you receive the returned NAME CHANGE FORM with DOCUMENT JUDGMENT, you will file both forms with the SECRETARY OF SECRETARIES and then announce your decision privately or publicly concerning the name change.

SECRETARIAL DUTIES cont.

It is your duty to:

CREATE & SEND OUT CLASS CHANGE FORMS

If a dog requests a Classification Change you must send them an OFFICIAL CLASS CHANGE form to fill out.

The CLASS CHANGE FORM can be in a format of your choosing, as long as you create a specific format that can be used for ALL CLASS CHANGE FORMS while you are in office as SECRETARY OF INDUCTION.

CLASS CHANGE forms can be sent out physically or via email.

Once the Class Change form is completed and returned to you, you must send a copy to the Secretary of Judgment for Document Judgment.

Once you receive the returned CLASS CHANGE FORM with DOCUMENT JUDGMENT, you will file both forms with the DEPARTMENT OF SECRETARIES and then announce your decision privately or publicly concerning the class change.

It is your duty to:

IDENTIFY WHEN A DOG IS THE WRONG CLASSIFICATION.

Sometimes a dog of one classification slowly develops strong signs of another classification. Maybe they suddenly start developing a strong love of FOG Tactics. Maybe a Slog decides to ledge up his style and start wearing 3-piece suits. Maybe a dog approaches you with a strong argument why they are the wrong class.

It is your responsibility as Secretary of Induction, to be aware of all the minute details of each class and to accurately keep an eye out for any dog that may be ready for re-classification.

SECRETARIAL DUTIES cont.

It is your duty to:

ORGANIZE, FACILITATE AND MANAGE A DOG CLUB LEVEL OR TIER SYSTEM SHOULD ONE EXIST.

The Department of Induction may wish to introduce a Member Tier system, that grants certain privileges or powers to members who reach certain levels. You are encouraged to collaborate with other departments where applicable as any tier system worth its salt s. will incorporate several elements from each Department.

It should be clarified that a tier system does not grant you any special powers that are not already defined elsewhere in this ordinance, though you are free to move members up or down in level or designate other Secretaries to do so for you (See Judgment Ordinance on Purebreed Judgment.) Any perks or privileges granted in this system that are governed by other secretaries must have their sign aus. But they are not committed to follow the guidelines or expectations of this tier system should they wish to rescind this sign aus.

It is your duty to:

MANAGE THE IBUYTEMENT BOX

The iBuytement Box (colloquially, the GP Box) resides in the Department of Induction and as Secretary, you are ultimately responsible that the contents of the box do not become revealed prematurely. It is your duty to make sure sitches have access to add GP to the box. If no GP is being added, you may want to set up prompted times and give dogs access to pen and paper to ensure that some GP is added each year.

As long as it doesn't conflict with any other rules, you are in charge of the box and picking the time to reveal any GP. This is a duty, not a power.

SECRETARIAL DUTIES cont.

It is your duty to:

MAINTAIN AND UPDATE DOG CLUB QUIZ ON DCF

The DCF is one of the earliest doors for hooplers to pass through in their introduction to the Dog Club. As such, a hooped quiz should be present on the Home Page of the DCF at all times. It is a duty of the Secretary of Induction to maintain this quiz to ensure a consistent front of ledgeness from the Dog Club toward the hoople world.

The DCF quiz should attempt to gauge the ledgeness of any and all participants. If you see fit, the quiz should also allow participants to contact the Department of Induction to inquire about future steps toward the path of ledge.

It is your duty to:

ATTEND DOGMASS

The truest marker of activity. ALL secretaries *must* attend Dogmass or risk Discontinuance.

SECRETARIAL DUTIES cont.

It is your duty to:

SUBMIT

AN ANNUAL SECRETARY REPORT

to THE DEPARTMENT OF SECRETARIES and
THE DEPARTMENT OF JUDGMENT on the BLAST
AUS (JAN 19) of **EVERY YEAR.**

The REPORT MUST INCLUDE the following **5 SITCHES** and can be as long as the Secretary is buyin (Keep in mind this goes to Judgment for Document Judgment.)

SECRETARY REPORT SITCH 1: THE YEAR IN REVIEW

This segment outlines every sitch you did during the past year in your official office as Secretary. If you used your powers go into depth outlining the circumstances that surrounded the event and the your thought process of the time of making it.

SECRETARY REPORT SITCH 2: AT LEAST ONE DIAGRAM

Every Secretary report must include at least one CHART or diagram that displays some hoop info graphic in relation to your report. This can be a pie-chart, a Venn diagram, a classic GRID type sitch or another type of sitch of your choosing. THIS diagram should not take up a full PAGE if your report is being submitted as the GHETTO minimum of 3 pages. But may take up a full page if your report is MORE than 4 pages. ALSO, do not limit yourself to just one diagram or illustrative example. IF your report is longer than 3 pages you should be able to include as many illustrative aids as you wish.

SECRETARY REPORT SITCH 3: SECRETARIAL REFORM

If you think your powers are unbalanced or not powerful enough to enact an effective display of your responsibilities, this is the section to present your case to the DEPT. OF SECRETARIES. How would you personally improve your POSITION? You may address things like POWERS, DUTIES, process of APPOINTMENT, or official INTERACTION with other SECRETARIES. In this segment you must Officially present at least TWO possible improvements to your position and explain why you think this should be granted to you.

SECRETARY REPORT SITCH 4: PERSONAL REVIEW

You must provide a full blown no hold-backs assessment of how fucking ghetto you were as a secretary this year. Look deep into your actions as Secretary and include an in-depth analysis of the mistakes you made in your position and any damage you might have done to the club as a whole. If you think you ledged it, talk about your achievements but also talk about how you might have ledged it even more if you were more ledge. You should give yourself a rating of 1 - 10 and explain why you chose this rating.

SECRETARY REPORT SITCH 5: CANDIDATES FOR SUCCESSION (OPTIONAL)

In your official duty as a Secretary of the Dog Club, you should always be on the lookout for possible successors to your position and potential sitches who may EVEN be better for this secretary position than you. In this section list any potential DOG CLUB members who you may think have what it takes to feel your shoes. Take this section seriously as it is being submitted to Department of Secretaries and may be used as the CRITICAL proof of appointment in the event of your death or expulsion.

SECRETARY REPORT SITCH 6: PLANS FOR THE FUTURE

Finally, in this final segment of the OFFICIAL SECRETARY report outline your plan for the following year and beyond as SECRETARY of INDUCTION. Include in detail every action you are planning to take and as much as you can PROVIDE specific dates you hope to achieve goals. In this section, you should PROVIDE no LESS than 5 plans you have for the future.

Note: A copy of this Secretary Report will be submitted to The Secretary of Judgment for official judgement. So be wary of just hooping this super ghetto style.



“As it is written, so shall be it hooped.”

This ordinance is now considered in effect by Issue of the Secretary of Secretaries,
Bank Dog, New Olean D.C. in this the year of O’J Ungle.

