

ARTICLE XXVIII: CORRESPONDENCE COMMITTEE – Addition 4/19/2023

Section 1.

The Correspondence Committee Chairperson shall be appointed by the President as specified in Article V, Sections 2 and 3 of the By-Laws of the Association. In the course of fulfilling the duties and responsibilities of this committee, the chairperson may construct a committee, as specified in Article V, Sections 2 and 3 of the By-Laws of the Association.

Section 2.

The Correspondence Chairperson shall be responsible for answering non-business correspondence directed to the American Cavy Breeders Association via email, website and any other form of communication.

Section 3.

The Correspondence Chairperson will work closely with the ACBA Secretary to maintain positive communication experience for all ACBA members and any non-member inquiries.

Section 4.

The Correspondence Chairperson shall forward inquiries to the appropriate Officers, District Directors and/or Committee Chairpersons for response. Generic questions may be answered directly by the Correspondence Chairperson.

Section 5.

Original and electronic copies of all correspondence answered or routed to an appropriate party shall be properly annotated and maintained by the Correspondence Chairperson and available to the Board of Directors upon request. An accounting of such correspondence shall be forwarded to the President on the 1st of each month for information.

ARTICLE XXVIII shall become ARTICLE XXIX

ARTICLE XXIX shall become XXX