

The Recording Secretary from the Bylaws

The Secretary will keep the records of all meetings of the Club and of the Board of Directors. The Secretary will give notice of all meetings and will distribute the meeting minutes to all members of the Board in a timely fashion. The Secretary will be responsible for any correspondence, files, records, (including the By-Laws), and papers of the Club not pertaining to the office of the Treasurer. The Secretary will preside at meetings of the Board of Directors when the President, Past President and Vice President are unable to do so.

The Recording Secretary

- a. Records, maintains and publishes the minutes of all proceedings of the club. These proceedings may be published in the newsletter.