

SECRETARY'S DUTIES EXCERPTED FROM THE BYLAWS

NOTE: The passages quoted in red below pertain to the duties as specified by the bylaws. The passages quoted in blue below pertain to the duties as specified by past practice in our branch. See the complete BYLAWS on the Branch Officer page.

Secretary's Duties in Article IX & X

ARTICLE IX. OFFICERS. Section 2. The elected officers shall be a President, or official representative, Vice Presidents for Program and Membership, **Secretary** and Treasurer or Secretary/ Treasurer

ARTICLE X. DUTIES OF OFFICERS. Section 5. The **Secretary** shall be designated as the member to record the minutes of each branch meeting and branch board meeting. [Secretary sends minutes to the Board within 2 weeks of the next meeting]

ARTICLE X. DUTIES OF OFFICERS. Section 2. All officers shall submit an annual written report to the president.

Secretary's Duties in Articles IX, XIII-XIV-XV-XVI

ARTICLE IX. OFFICERS.

Section 4. Officers shall serve for a term of two (2) year or until their successors have been elected or appointed and assume office. The term of each officer shall begin on July 1.

Section 5. Elected officers shall be eligible to serve for two (2) consecutive terms in the same office. They may be nominated to serve more than 2 terms by a consent vote of the Board of Directors.

ARTICLE XIII. ROTATION OF OFFICERS. Section 1. The President, Vice President (s) for Program, and **Secretary** shall be elected in even numbered years.

ARTICLE XIV. BOARD OF DIRECTORS [Secretary attends and records all meetings, and in the event of an absence asks another board member to take minutes.]

Section 3. Meetings of the board shall be held at least six (6) times per year. Special meetings may be called by the president and shall be called upon the request of three (3) members of the board. Notice of a special meeting shall be sent to the membership at least 15 days before the meeting.

ARTICLE XV. EXECUTIVE COMMITTEE. Section 3. Meetings of the executive committee shall be held on the call of the president or by written request of three of its members. [Secretary attends all meetings]

ARTICLE XVI. MEETINGS [Secretary attends and records all meetings]

Section 1. There shall be at least four (4) general membership meetings each year.

Section 2. The general membership meeting held in May [has been held in June] shall be designated the annual meeting, the exact date, time and place to be determined by the board.

Section 3. The annual meeting shall be to conduct business including but not limited to hearing officers' reports, reviewing the budget and the financial report, electing officers, establishing dues, amending bylaws, and giving directions to the board.