

## **By-Laws – ARTICLE VI – 3.0 SECRETARY**

The Secretary will attend all meetings of the members and the Elected Officers, record all minutes and notes in a book kept for this purpose, and prepare the minutes to be published in the newsletter. The Secretary shall retain tapes from all Club meetings for a minimum of two (2) years. The Secretary will give all notices of meetings of the members and will complete his/her duties relating to ARTICLE V, 5.0 NOMINATIONS OF ELECTED OFFICERS and 6.0 ELECTION OF OFFICERS. The Secretary will submit a slate for the Election of Officers to the Club newsletter and website. The Secretary will be responsible for extending appropriate sentiments on behalf of the Club as outlined in the Standing Rules, Policies and Procedures. The Secretary will perform all other duties pertaining to this office.

In the absence of the Secretary, the presiding officer will appoint a Secretary Pro Tempore to record the minutes of the meeting.

