

Secretary

The Secretary will perform duties as assigned by the President or the Board and all of the duties incident to the office of Secretary, and such other duties as may be required by law, by the Certificate of Formation, or by these bylaws. The Secretary shall serve as the parliamentarian and interpret any ambiguities in these bylaws. In the case of the absence or disability of the Secretary, or the Secretary's refusal or neglect to fulfill the duties of Secretary, the Treasurer shall perform the functions of the Secretary.

Specifically, the Secretary shall:

- (a) be a director currently serving on the Board;
- (b) participate in fundraising for the Association;
- (c) give all notices as provided in these bylaws or as required by law;
- (d) take minutes of the meetings of the Board and keep the minutes as part of the Association's records at the registered office or principal office;
- (e) distribute minutes to directors promptly after each Board meeting;
- (f) maintain a digital or hard copy file of the Association's records and all agendas, minutes, supporting documentation, reports, and a file of all Board activities for a period of five years (which file shall be made available to any director upon request)
- (g) keep a register of the mailing address of each director, officer, or employee of the Association at the registered office or principal office;
- (h) ensure that all records of the Association, minutes of all official meetings, and records of all votes are made available for inspection by any director at the registered office or principal office of the Association during regular business hours; and
- (i) attest to and keep the bylaws and other legal records of the Association, or copies thereof, at the principal office of the Association.