

DUTIES OF SECRETARY

The secretary shall

- a. Certify and keep in a secure online location the original, or a copy of, these bylaws, and a copy as amended or otherwise altered to date.
- b. Keep electronic minutes of the meetings of the membership and of the board of directors;
- c. See that all notices are duly given in accordance with the provisions of the Revised 2021 Page 8 by-laws or as required by law;
- d. Be custodian of the corporate records, other than the financial records, the execution of which on behalf of the corporation is authorized in accordance with the provisions of these by-laws;
- e. Keep in a secure online location an electronic record of membership containing the name and contact information of each and any member.
- f. Exhibit at all reasonable times to any director of the corporation, or to his or her agent or attorney, on request therefore, the bylaws, the electronic membership record, and the minutes of the proceedings of the directors of the corporation.
- g. In general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to her/him by the president or by the board of directors.