

Official Duties of Secretary

When the Chairperson and Vice Chairperson are absent, the Secretary shall assume and carry out the duties and responsibilities of the Chairperson.

The Secretary will keep records in the absence of the Recording Secretary.

Bylaw adopted:	September 9, 1991
Bylaw reviewed:	February 11, 2004
Bylaw revised:	March 10, 2004
Bylaw revised:	February 10, 2016