

	FMCA POLICIES AND PROCEDURES	INDEX NO. 2026	APPROVAL LEVEL GB
	SUBJECT Secretary's Responsibilities	EFFECTIVE 7/03	SUPERSEDES
	SPECIAL DISTRIBUTION		

POLICY

The Secretary has the duty and responsibility to approve/sign the official copy of the record -- usually called minutes -- of all Annual Membership meetings, and meetings of the Governing Board and the Executive Board, ensuring that copies of these minutes are distributed appropriately.

PROCEDURE

Responsibilities

The Secretary, or his or her designee at the National FMCA Office, is responsible for the recording of complete and adequate minutes of all meetings of the General Membership, the Governing Board, and the Executive Board.

The Secretary, or the Secretary's designee, is the custodian of the Corporate Seal of FMCA. The Secretary affixes the Seal to all documents requiring same, and determines that the execution of such documents under the FMCA Seal are duly authorized in accordance with the provisions of the Bylaws.

In addition, the Secretary shall:

1. Perform the statutory duties of the office and, in addition thereto, be responsible for reviewing the status of the various chapter records maintained in the National Office; and
2. Perform all other duties that may be delegated to him or her by the President, the Executive Board, or the Governing Board.

Waiver of Notice

Whenever a notice is required to be given by the Secretary to fulfill any provisions of the Constitution or Bylaws, a written waiver thereof, signed by the person(s) entitled to such notice (whether before or after the date stated in such notice), is deemed equivalent to the receipt of such notice.