

BYLAW

The Secretary shall be responsible for the minutes of each meeting of the Board of Trustees and shall prepare and submit them to each member of the Board. The Secretary shall have charge, under the direction of the Board, of all official records and papers belonging to the Board. The Secretary shall also perform such duties as may be assigned from time to time by the Board. These responsibilities may, by action of the Board, be delegated to a member of the staff.

ADOPTED: February 22, 1965

REVIEWED: March 5, 1991