

WWN Policies and Procedures Manual

Section 6

Secretary

August 22, 2026 Rev 4

Duties Policies and Procedures Pertaining To: Secretary

A. Duties

1. To keep the minutes of all meetings of the Club, at which business is conducted, which shall be an accurate and official record of all business transacted. As used in this section "business" and "business transacted" mean a motion (or motions) duly made, seconded, and voted on by those in attendance. General discussion, correction of or an addition to minutes, committee reports, auditor's reports and treasurer's reports do not constitute "business" or "business transacted".
2. To be the custodian of all Club records unless a special officer is appointed for that purpose.
3. To conduct all correspondence of the Club, as directed by the President.
4. To maintain copies of all passed motions pertaining to the Constitution and/or the By-Laws.
5. When the Board of Directors make changes to the Constitution and/or By-Laws the Secretary shall provide copies of those documents and a list of recorded updates to the Policies and Procedures Chairperson.
6. Maintain an up-to-date Duties and Procedures Manual and update all other documents pertaining to your position. Before you leave office turn over the Duties and Procedures Manual and the updated documents to your incoming replacement.

B. Procedures

1. Email a copy of all minutes for review and approval to the President for review and approval. After receiving Presidential approval, email a copy to the Board.
2. In the absence of the President and the Vice President, the Secretary shall be the presiding officer and assume the duties of the President.
3. Keep a copy of The Corporate Records Book, compiled February 2008, which includes copies of our Articles of Incorporation Letters, re-reinstatement and related information, and Federal tax documentation.
4. The Secretary will retain all documents pertaining to our Liability Insurance Policy, including endorsements and Renewal Certificates in her copy of the Corporate Records Book, which will be provided to her by the Treasurer when it's paid.
5. Ensure the Corporate Records Book, the Secretary's Binder and the By-Laws Binder are handed over to the new Secretary at the beginning of the new fiscal year.
6. Will maintain log of post's office key assignments. (President, Membership and Treasurer)

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7. Secretary to contact the bank to schedule a meeting regarding change in signatures:
 - a. Notify new officers of meeting, date and time.
 - b. Provide the bank with Minutes containing the effective date of the change and names and titles of the prior and new officers.
 - c. The bank will supply the Customer Information Forms for completion by the new officers.
 - d. New officers will be notified to sign signature cards.

NOTE: Any WWN forms needed to comply with this document are available on the WWN website <https://www.wwnewcomers.org/pandp.html>

NOTE: The WWN BOD must approve any changes to this Document. To change the Document, submit your proposed written change(s) to the President who will review the changes and forward them to the Policy and Procedure Chairperson, who will then submit the revised document(s) to the BOD for approval.