

LVWGA GUIDELINES: SECRETARY

By-Laws:

The Secretary shall record the minutes of all Board and General meetings of the Association. Minutes of all Board and General meetings will be sent to all Board members and/or all members, respectively, at least one week after a meeting is held (or as soon as possible thereafter). It is the responsibility of the Secretary to forward any changes to the Constitution, By-Laws, Standing Rules, Or Local Rules to the President for final approval prior to forwarding the information to the Webmaster Chairwoman.

Responsibilities:

1) In January, develop a format for taking notes during the Board and General meetings. Information to be included for each meeting:

- a) Type of meeting (i.e., Board or General)
- b) Date, Time, and Location of meeting
- c) Each Chairwoman/Representative's name and position along with any report that is given
- d) Time meeting is adjourned
- e) "Respectfully Submitted" followed by the Secretary's name and date

2) During each meeting, take notes of the main subject discussed by each Officer, Chairwoman, and Representative. Make note of any decisions made. Specifically, note any motions made and record the name of the person making the motion and the name of the person who seconds the motion. Record whether the Motion passed or failed. If not unanimous, record the number in favor of and opposed to the Motion.

3) ANY change(s) made by vote to the Constitution, By-Laws, Standing Rules, or Local Rules must be recorded verbatim. This exact wording is how the information will be noted in the minutes and on the website. The correct wording will be provided to the Webmaster Chairwoman (by the Secretary upon approval from the President) for posting on the LVWGA website.

4) Any change(s) made to the Local rules for the golf course by the Rules Chairwoman are to be recorded in the minutes. Verify the exact wording of the rule change(s) with the Rules Chairwoman and President. Forward this to the Rules Chairwoman so that an email to all members can be sent out informing the members of the change(s). The Secretary also will pass this information on to the Webmaster Chairwoman to be added to the WGA website.

5) After each Board and General meeting, prepare a copy of the minutes and send to the Vice-President for clarification and/or changes to the minutes.

6) Upon the minutes being edited, the minutes will be sent out to the appropriate members (Board or General) one week after the meeting (or as soon as possible after the meeting is held) by the Communications Representative and to the Webmaster Chairwoman for posting on the LVWGA website (General Meeting Minutes only). Also,

the Secretary will print a hard copy of the minutes and place in a notebook. Keep a record of Board and General minutes as well as any correspondence in separate sections.

7) The Secretary will store the current and past 2-years notebooks until the end of the calendar year. In December, after recording and printing the minutes, the notebooks will be passed on to the new Secretary. Minutes older than 2 years will be discarded by the incoming Secretary.

8) The Secretary shall attend all Board and General Meetings and be prepared to report on any activity occurring within her area of responsibility. If unable to attend, the Secretary will inform the President prior to the meeting.

9) Any changes or questions regarding these Guideline shall be referred to the President. These Guidelines will be updated on a yearly basis and sent to the President no later than November 1st of each year.

Rev.: December 2019