

- a. Keeping the Minutes of the Board of Directors in one (1) or more books provided for that purpose.
- b. Arranging all notices are made in accordance with the By-Laws or as required by law.
- c. The safekeeping of the Corporate records in accordance with the provisions of these By-Laws.
- d. Arranging for a complete copy of the Articles of Incorporation and By-Laws of the Corporation containing all amendments thereto to be maintained at the Corporation's principal Office.
- e. Signing with the President, legal documents authorized by the Board of Directors, unless the signing of such documents has been delegated to other officers, agents or employed personnel.
- f. Keeping a register of the names, telephone numbers and addresses of all members to be kept up to date.
- g. Insuring annual reports are filed with the Secretary of State and other reporting agencies
- h. Performing such other duties as are assigned to him/her, by the Board of Directors.

Section 4. Treasurer The Treasurer shall be responsible for:

- a. Custody of all funds and securities of the Corporation.
- b. The receipt of and issuance of receipts for all monies due and payable to the Corporation, and the deposit of all such monies in the name of the Corporation at such bank, or banks as are selected by the Board of Directors.
- c. Reviewing the Corporation's financial and accounting records and making any necessary recommendations to the Board of Directors.
- d. Insuring required tax and financial reports are filed with appropriate reporting agencies.
- e. The Board of Directors assigns the general performance of all duties incident to the office of

