

291.6 Duties of secretary.

The secretary shall:

1. *Preservation of records.* File and preserve copies of all reports made and all papers transmitted pertaining to the business of the corporation.
2. *Minutes.* Keep a complete record of all the proceedings of the meetings of the board and of all regular or special elections in the corporation in separate books.
3. *Account with treasurer.* Keep an accurate, separate account of each fund with the treasurer, charge the treasurer with all warrants and drafts drawn in the treasurer's favor, and credit the treasurer with all orders drawn on each fund.
4. *Claims.* Keep an accurate account of all expenses incurred by the corporation, and present the same to the board for audit and payment.

[C51, § 1126, 1128; R60, § 2041, 2042; C73, § 1741, 1743; C97, § 2761; S13, § 2761; C24, 27, 31, 35, 39, § **4308**; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, § 291.6]