



Nursing Students' Association of New York State

P.O. Box 1156, New York, NY 10159-1156 ♦ www.nsanys.org

The Secretary shall:

- a. Establish and maintain a file of all correspondence and information pertaining to this association of the current year.
- b. Notify the Board of Directors of the time and place of the meetings.
- c. Conduct the general correspondence of the association as requested by the President or Board of Directors.
- d. Record minutes of all meeting of the Board of Directors. Forward 1 copy of the approved signed minutes from both the President and Secretary onto NSNA headquarters.
- e. In accordance with Article XII Section 1.i and Article V Section 2.e; forward one (1) signed copy of the Bylaws along with the annual meeting minutes to NSNA. This will be done by certified mail via the United States Postal Service with return receipt request.
- f. In accordance with Article XII Section 1.j and Article V Section 2.f ; secure one (1) signed copy of revised Bylaws.
- g. Keep on file as permanent record, all recorded papers as they come into their executive and administrative spheres.
- h. Refer to full appointed committees the necessary records for the proper performance of their duties.
- i. In accordance with article VII section 4; A copy of the amended bylaws shall be sent to each school having NSNA/NSANYS members following the NSANYS annual meeting prior to the beginning of the following semester.
- j. In accordance with Section XIII Section 1.j; include one sign copy of the approved bylaws from the annual meeting and include it in Secretary's official records along with all previous years.
- k. Perform all duties as assigned