Secretary

The Secretary of the Board of Regents shall have charge of such books, documents, and papers as the Board of Regents may determine and shall have the custody of the Corporate Seal. He/She shall attend and keep the minutes of all meetings of the Board of Regents. The Secretary may sign with the Chair or President, in the name of and on behalf of the Corporation, any contracts or agreements authorized by the Board of Regents and when so authorized or ordered by the Board of Regents, he may affix the Seal of the Corporation. He shall, in general, perform all duties incident to the office of Secretary, subject to the control of the Board of Regents, and to perform such other duties as may be assigned to him/her by the Board of Regents. The Board may name assistant secretaries.

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| *Drafted on: Source University Bylaws 5.4* |
| *Policy Revised:* |