

Amending Bylaws concerning the role of Secretary to include Charter Organization compliance.

Now reads:

Section 4. Titles. Three members of the Board shall be elected by the Board to serve as President, Vice President, and Secretary/Treasurer. The President shall preside at and conduct all meetings of the Board. The Vice- President shall act in the absence of the President and shall carry out other duties as may be assigned. **The Secretary/Treasurer shall maintain the minutes of the meetings, accept and collect minutes, financial reports, and membership lists from chapter organizations.**

Proposed:

Section 4. Titles. Three members of the Board shall be elected by the Board to serve as President, Vice President, and Secretary/Compliance Officer.

The President shall preside at and conduct all meetings of the Board.

The Vice- President shall act in the absence of the President and shall carry out other duties as may be assigned.

The Secretary/Compliance Officer shall maintain the minutes of the meetings, accept and collect minutes, ensures that the records of the organization are maintained as required by law and made available when required by authorized persons. These records may include founding documents, (e.g. articles of incorporation, bylaws), board and committee meeting minutes, financial reports, and other official records.

The Secretary institutes and maintains an effective compliance communication program for the organization and its chapter organizations. As required by the IRS Group Process and CNCA Bylaws accept, collect and review of minutes, financial reports and membership lists from chapter organizations.

The Secretary ensures that proper notification is given to Board members of meetings as specified in the bylaws. The Secretary manages the general correspondence of the Board except for such correspondence assigned to others.

Note: Amendment passed unanimously by entire CNCA Board 11/07/14.