



BYLAW PROPOSAL

PROPOSED BY: **Linda K. Corbett**

DATE RECEIVED: **12/10/25**

BYLAW: **Bylaw 403.3**

PROPOSED AMENDMENT: Cite the bylaw (or subsection thereof) that you wish to change and write the bylaw as it would appear with your proposed revisions. Bylaw changes underlined.

Section 3. The responsibilities of the Secretary shall include but not be limited to the following:

- (a) Ensure minutes of Board of Directors' meetings, including the AGM and Special Meetings are taken. Once approved, ensure they are posted on-line in a timely manner.
- (b) Ensure the ASA Policies and Procedures are reviewed on an annual basis and posted on-line.
- (c) Serve as chair for the Credentials Committee for the AGM
- (d) Perform other responsibilities assigned by the Board of Directors or the President.

HOW THE BYLAW WOULD BE CHANGED: Write the bylaw tracking your proposed changes. Underline new language and strike out language that you wish to delete.

Section 3. The responsibilities of the Secretary shall include but not be limited to the following:

- ~~(a) Give proper notice of all ASA meetings~~
- (b) Ensure minutes of Board of Directors' meetings, including the AGM and Special Meetings are taken. Once approved, ensure they are ~~published and distributed in a timely manner~~ posted on-line in a timely manner.
- ~~(c) Ensure that a record is kept of the name, address and other information of each Member, Director, Officer and employee of ASA~~
- (d) ~~Compile and publish~~ Ensure the ASA Policies and Procedures ~~and~~ are reviewed on an annual basis and ~~make them available~~ posted on-line.
- (e) Serve as chair for the Credentials Committee for the AGM
- ~~(f) Serve as ASA Historian~~
- (g) Perform other responsibilities assigned by the Board of Directors or the President.

RATIONALE: Explain the rationale for your proposal and the intended effect of the change.

May of the duties of the secretary have been assumed by ASA staff.