SECRETARY’S STIPEND REQUEST

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I respectfully request payment of a one-third installment of the Treasurer’s stipend.

I acknowledge that the purpose of this stipend is to recognize and compensate me for time spent attending to Secretary’s duties as outlined in Article VI – Duties of Officers, Section 3 of the Ephrata Education Association bylaws. (copy of section on reverse)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Article VI—Duties of Officers**

Section 3. The secretary shall:

1. handle all correspondence for the Association;
2. notify the appropriate members as to the time and place of the Executive Board, Representative Council, and membership meetings within the time limits set forth in the Constitution and Bylaws;
3. keep accurate minutes of all Executive Board, Representative Council, and membership meetings, distribute copies of Executive Board minutes to Executive Board members following meetings, distribute minutes of the Representative Council meetings to Representative Council members within the thirty (30) days following meetings, and distribute minutes of general membership meetings to all members within thirty (30) days following meetings;
4. maintain the records and files of the Association; and
5. distribute copies of all proposed amendments to the Constitution and Bylaws, including electronic copies.