

DUTIES OF RECORDING SECRETARY

It shall be the function of the Recording Secretary to attend General Membership meetings of the Local Union, and the Local Union Executive Board, and to keep minutes of the proceedings. He shall keep a record of the names of the members comprising each committee, and handle all correspondence of the Local Union assigned by the principal executive officer, or authorized by membership resolution. In his absence, the President shall appoint a member to act as Recording Secretary pro tempore, who shall have the duties set forth above. The President shall appoint a member or members to keep minutes of every meeting of the members involved. Minutes of division or craft meetings shall be read and approved at the next following meeting of the division or craft involved.