



Policy 302 (*Formerly Bylaw 302*)
Secretary of the Corporation
Effective: January 2020
Replaces: March 2009

Name of the Policy

1. This policy shall be referred to as the “Secretary of the Corporation Policy”.

Purpose of this Bylaw

2. Subject to the Corporations Act, R.S.O. 1990 and any subsequent amendments, each Corporation in Ontario must designate an officer to hold the title of Secretary.

Designation of Title

3. In accordance with the Bylaw, the Vice President who is elected by BUSAC to sit on the Board of Directors shall be the Secretary of BUSU.

Duties

4. The Secretary shall be responsible for signing the minutes of the proceedings of a General Meeting or Special General Meeting.
5. The Secretary shall be responsible for signing the ratified minutes of the proceedings of the Board of Directors.
6. The Secretary shall be responsible for signing the ratified minutes of the proceedings of BUSAC.
7. The Secretary shall be responsible for ensuring records of all minutes are filed and stored.
8. The Secretary shall be responsible for ensuring all legislation of the Corporation is kept up-to-date, including any decisions made by the entire membership via referendum and/or motions passed at a General Meeting or Special General Meeting.
9. The Secretary shall be responsible for all things required by the Secretary under the Corporations Act.