

Proposed Guideline Changes
Duties of the Secretary and Registrar
April 10, 2022

Article VI – Duties of Officers

Section 5 – Secretary

Paragraph b

Current Language:

b) Shall mail minutes of all meetings at appropriate times to all voting members of the Area 53 Assembly, ~~with the exception of those members that have agreed to receive the assembly minutes electronically.~~

Proposed New Language

b) Shall e-mail minutes of all meetings at appropriate times to all voting members of the Area 53 Assembly using mailing list provided by the Registrar. For those not using e-mail, the Secretary shall mail copies via US Postal Service upon request.

Article VI – Duties of Officers

Section 7 – Registrar

Paragraph a

Current Language

a) Shall develop, maintain and update, in a confidential fashion, a computerized database of all registered Area meetings and of all Area trusted servants and ~~direct mailings or provide mailing labels as needed and approved by the Area.~~

Proposed New Language

a) Shall develop, maintain and update, in a confidential fashion, a computerized database of all registered area groups and of all Area trusted servants and provide this information to the Secretary and other area trusted servants as necessary for the performance of their duties.