

SECRETARY

The Corporation Secretary shall have charge of such books, documents and papers as the Executive Board shall determine. He/she shall attend all meetings of the Corporation Board. He/she shall keep and maintain minutes of all of the International Executive Board. Within twenty (20) days of the completion of the meetings, the Secretary will submit a draft of the minutes to all Executive Board members for review and corrections.

The Executive Board will have seven (7) days to return comments to the Secretary. Secretary shall within seven (7) days of the thirty-two- (34) day period to submit a final copy of the minutes to all the Board members. By January 25th of each calendar year, the Secretary will make two (2) copies of all minutes recorded for the previous year, sending one (1) copy to the Chairman and filing the other in the Corporation's file for the year. He/she shall also have the following additional duties and responsibilities:

- 1 Give adequate notice of the all Board meetings and the Annual Corporate Meeting
- 2 Any expenses he/she may acquire shall be authorized by the Executive Board prior to the action requiring the expense, except the cost of reports, stationary and office supplies, mailings and phone costs relating to Red Knights Corporation. All receipts sent to the Corporation Treasurer prior to being paid.
3. He/She shall also produce a Procedural manual for his position within the first year. Outlining the duties of the office and how they are carried out and shall be passed on to his/her successor upon leaving office a copy of this manual shall be filed with the Corporation.
4. The Secretary shall carry out any duties as required by the Constitution and By-Laws, record all meetings of the Executive Board Meetings and Special Meetings that may be called as per the Constitution and By-Laws of the Red Knights Regalia and report such minutes as required at the Board Meetings and Annual meetings.
5. He/she shall work with the International Executive President to set up the agenda for the Board meetings and Annual International Meeting.
6. He/she shall be responsible to ensure that all materials, supplies and equipment needed to conduct business at all meetings
7. He/she shall maintain a record of the policies and procedures used by the International Board.
8. He shall developed a motion ledger and maintain it of all motions presented

for a vote of the corporation.

9. He shall developed a SOG manual and maintain if of all SOGs for the Corporation.
10. Any expenses he/she may acquire shall be authorized by the Executive Board prior to the action requiring the expense, except the cost of reports, stationary and office supplies, mailings and phone costs relating to Red Knights Corporation. All receipts sent to the Corporation Treasurer prior to being paid.
11. He/She shall also produce a Procedural manual for his position within the first year. Outlining the duties of the office and how they are carried out and shall be passed on to his/her successor upon leaving office a copy of this manual shall be filed with the Corporation.