

## **V-SECRETARY**

### **Power**

22. (a) The Secretary, shall or any member or the Governing Body, if so authorized by a resolution passed in that behalf by the Governing Body may execute all contracts, deeds and other instrument on behalf of the Society or the Governing Body.
- (b) For the purpose of section 6 of the Societies Registration Act (21 of 1860), the Secretary shall be considered the Principal Secretary of the Society and the Society may sue or be sued in the name of the Secretary of the Society. The Secretary may authorize any other officer of the Society in writing to sign and verify pleadings on his behalf.

### **Functions**

23. (a) The Secretary shall function under the directions of the Society, the Governing Body, the President and Vice-President.
- (b) The Secretary shall keep or cause to be kept minutes of the proceedings of the Society and the Governing Body and take necessary action in connection therewith.
- (c) The Secretary shall keep or cause to be kept all records of the Society at its office or any other place to be determined by the Governing Body.