New England Intergroup By-Law Amendments

**Current By-Law**
Article VIII Section 4, Secretary

The Secretary shall supervise the performance of all duties associated with the office of Secretary to include, but not limited to: 1) keep a register of the mailing address of each Trustee; 2) keep minutes of all Trustees meetings, in one or more books provided for that purpose; 3) prepare and send all notices as required under these By Laws, or as required by law; 4) be the custodian of the corporate records in accordance with the provisions of these By Laws; 5) attend to correspondence from the Fellowship; 6) maintain an accurate and current record of selected/elected Delegates, Alternate Delegates and Fellowship Chairs; 7) perform other duties as from time to time may be assigned by the Conference, Chairperson or the Board; 8) maintain the Conference written motions and recorded documents and tapes; and 9) document elections.

**Proposed amendment**
Article VIII Section 4 Secretary

The Secretary shall supervise the performance of all duties associated with the office of Secretary to include, but not limited to: 1) keep a register of the mailing address of each Trustee; 2) keep minutes of all Trustees meetings, in one or more books provided for that purpose; 3) prepare and send all notices as required under these By Laws, or as required by law; 4) be the custodian of the corporate records in accordance with the provisions of these By Laws; 5) attend to correspondence from the Fellowship; 6) maintain an accurate and current record of selected/elected Delegates, Alternate Delegates and Fellowship Chairs; 7) perform other duties as from time to time may be assigned by the Conference, Chairperson or the Board; 8) maintain the Conference written motions and recorded documents and tapes; and 9) document elections; ***and 10) publish the Trustee motions on the CoDA website within 45 days of each Board meeting.***