

Section 8. Secretary. The Secretary shall record, or cause to be recorded, and shall keep, or cause to be kept, at the principal executive office and such other place as the Board of Directors may order, a book of minutes of actions taken at all meetings of Directors and Members with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present at Directors' meetings, the number of memberships present or represented at Members' meetings, and the proceedings thereof.

The Secretary shall keep, or cause of be kept, at the principal executive office or at the office of the corporation's transfer agent, a membership register or a duplicate membership register showing the names of the Members and their addresses, the number and classes of memberships held by each, the number and date of certificates issued for the same, and the number and date of cancellation of every certificate surrendered for cancellation.

The Secretary shall give, or cause to be given, notice of all meetings of the Members and of the Board of Directors required by the Bylaws or by law to be given, and he shall keep the seal of the corporation in safe custody and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or by the Bylaws.