



# The Photographic Society of New Zealand Inc.

## PSNZ BY-LAWS

### By-Law 1. Duties of Secretary

- (a) The Secretary shall be responsible for the Society's records and will keep in permanent form the minutes of meetings of the Society and of the Council.
- (b) The Secretary shall keep the members of the Council informed of the Society's business transactions, and shall furnish to each Councillor a monthly written report (by email or fax, or in hard copy), as directed by Council, of transactions and shall upon the direction of the President, perform any duties not otherwise specified.
- (c) The Secretary shall report to each member of Council as and whenever necessary upon all matters requiring the decision of Council.
- (d) The Secretary shall assemble and distribute reports from Councillors for all meetings of Council, whether physical meetings or email based meetings.
- (e) Matters requiring a decision of Council shall be put to a vote, with a voting paper included with the papers for the Council meeting. Councillors shall return their votes to the Secretary within 7 days. Decisions shall be made by a simple majority of those voting.
- (f) The Secretary shall prepare minutes of all meetings of Council, whether physical meetings or email based meetings, and such minutes shall be submitted to the subsequent meeting of Council for acceptance. Such minutes shall record the results of any voting on matters requiring a decision of Council, but need not include details of individual Councillors' voting
- (g) The Secretary shall file the minutes of each meeting of Council in the records of the Society, but copies of Councillors' reports to individual meetings need not be filed.