



# Missing In America Project

www.miap.us

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## **Resolution Number Two**

From MIAP's By-Laws:

"Section 6. **Secretary**. The Secretary shall have overall responsibility for all recordkeeping. The Secretary shall perform, or cause to be performed, the following duties: (a) official recording of the minutes of all proceedings of the Board of Directors meetings and actions; (b) provision for notice of all meetings of the Board of Directors; (c) authentication of the records of the corporation; (d) any other duties as may be prescribed by the Board of Directors.

Additionally

**National Financial Officer**. The National Financial Officer shall perform or cause to be performed the following duties: (a) keeping of full and accurate accounts of all financial records of the corporation; (b) deposit of all monies and other valuable effects in the name and to the credit of the corporation in such depositories as may be designated by the Board of Directors; (c) disbursement of all funds when proper to do so; (d) making financial reports as to the financial condition of the corporation to the Board of Directors; and (e) any other duties as may be prescribed by the Board of Directors."

WHEREFORE, be it resolved that the above-described duties of the Secretary and National Financial Officer are carried on as outlined in the MIAP By-Laws.

Updated/Executed this 8th day of February 2012.

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