

### **Bye Laws No. 137**

[Attending meetings of the Committee and recording their minutes by the Secretary of the society]

The Secretary of the society shall attend every meeting of the committee and record its minutes and place same for confirmation before the next meeting of the committee, after the minutes are signed by the Secretary of the society and the Chairman of the meeting in the absence of the Secretary of the Society, the Chairman of the society shall make alternate arrangement for recording minutes of the meeting.

**Note on this Bye-laws :-**