

Sec. 3. The Secretary

ART. 95. There shall be a Secretary of the college or school appointed by the Board of Regents on the recommendation of the President for a term of three years, without prejudice to reappointment and until his successor shall have been appointed. (827th B/R, Dec. 11, 1972).

ART. 96. The duties of the Secretary in relation to the faculty shall be those usually pertaining to a secretary. In addition he shall perform the following functions:

- a. To keep permanent records of the work of the faculty of the college or school;
- b. To receive suggestions from faculty members;
- c. To help and to correlate all activities of the faculty committees; and
- d. To help prepare the annual budget and requisitions of the college or school and to render to the Dean or Director such assistance in the administration as may be required.

ART. 97. The duties of the Secretary in relation to the college student body shall be:

- a. To inform students during registration of their schedule, curricula, and other matters;
- b. To assist the Dean of Students in the supervision of student activities;
- c. To help execute decisions of committees of the college or school and of University authorities affecting students; and
- d. To see that requirements for graduation are fulfilled.

ART. 98. In addition to the aforementioned functions, the Secretary shall perform other duties assigned to him by the Dean or Director.