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一、本會為辦理各項業務，特設秘書處，其組織及職掌如下：(一)秘書長一人，由本會董事會聘任之，其任期為二年，得連選連任。(二)秘書長之職掌：(一)綜理秘書處一切事務。(二)承辦本會董事會及會員大會決議事項。(三)編制本會各項報告書及表冊。(四)管理本會之文書及檔案。(五)處理本會之法律事務。(六)其他董事會及會員大會所屬事項。

二、秘書處設秘書長一人，秘書若干人，其職掌如下：(一)秘書長：(一)綜理秘書處一切事務。(二)承辦本會董事會及會員大會決議事項。(三)編制本會各項報告書及表冊。(四)管理本會之文書及檔案。(五)處理本會之法律事務。(六)其他董事會及會員大會所屬事項。(二)秘書：(一)承辦秘書長交辦之各項事務。(二)管理本會之文書及檔案。(三)處理本會之法律事務。(四)其他董事會及會員大會所屬事項。

三、本會秘書處之組織及職掌，應隨時根據本會之需要而予以調整。

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四、本會秘書處之組織及職掌，應隨時根據本會之需要而予以調整。秘書處之組織及職掌，應隨時根據本會之需要而予以調整。秘書處之組織及職掌，應隨時根據本會之需要而予以調整。

五、本會秘書處之組織及職掌，應隨時根據本會之需要而予以調整。秘書處之組織及職掌，應隨時根據本會之需要而予以調整。秘書處之組織及職掌，應隨時根據本會之需要而予以調整。

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七、本會秘書處之組織及職掌，應隨時根據本會之需要而予以調整。秘書處之組織及職掌，應隨時根據本會之需要而予以調整。秘書處之組織及職掌，應隨時根據本會之需要而予以調整。



# STATE OF TEXAS COUNTY OF DALLAS

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public in and for the State of Texas  
My Commission Expires \_\_\_\_\_

\_\_\_\_\_, Notary Public in and for the State of Texas, do hereby certify that \_\_\_\_\_ is the true and correct copy of the original instrument filed for record in my office on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, Notary Public in and for the State of Texas, do hereby certify that \_\_\_\_\_ is the true and correct copy of the original instrument filed for record in my office on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, Notary Public in and for the State of Texas, do hereby certify that \_\_\_\_\_ is the true and correct copy of the original instrument filed for record in my office on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_, Notary Public in and for the State of Texas, do hereby certify that \_\_\_\_\_ is the true and correct copy of the original instrument filed for record in my office on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



