

INSTRUCTIONS RECORDING SECRETARY'S RECORD BOOK

(To be kept in front of Recording Secretary's Book)

1. Minutes are required for regular and special meetings.
2. Chapter minutes are to be retained for the life of the chapter.
3. The outgoing recording secretary does the following after the installation of officers at the first meeting in March:
 - a. Record the approved minutes of the last meeting in February.
 - b. Preceding the minutes of the first meeting, record the bylaws and standing rules incorporating amendments adopted during the previous year.
 - This instruction is to be followed even if the bylaws and standing rules were not amended during the previous year.
 - During the year, amendments to the bylaws and standing rules are to be noted with date of adoption.
4. Minutes must be kept in their original form for a minimum of 10 years. Upon the vote of the chapter, minutes older than 10 years may be preserved in any manner in accordance with archival policy. See the Retention List and Policies section in Instructions to Officers of Local Chapters (IOLC).

INSTRUCTIONS FOR MINUTES REGULAR MEETING

Minutes are the record of chapter meetings and should state clearly all items of business and disposition of same. First and last names should be recorded.

The recording secretary reads the minutes, her name, title and footnote before the president asks if there are corrections.

MEETINGS (regular, special)

- Include date, hour and place/format.
- Minutes of chapter meeting in which the organizer or her proxy makes an official visit may state: “The Procedure for P.E.O. Chapter Meeting (and the Ceremony of Initiation) was (were) exemplified for the visiting officer.”
- Minutes of a no-quorum meeting should state: “The regular meeting of Chapter _____ scheduled for (date) at (hour) at (place/venue) was not held because of the lack of a quorum due to (reason).”
- Minutes for a meeting cancelled due to emergency should state: “The regular meeting of Chapter _____ scheduled for (date) at (hour) at (place/venue) was not held due to (state emergency).”

CALL TO ORDER

- If pro tem officers, statement is made: “By general consent, (name) served as (office) for the meeting.”

OPENING ODE / OBJECTS AND AIMS / DEVOTIONS / FORMAL OPENING OF MEETING

- The above four items may be stated: “The meeting was opened in due form by the president.”

READING OF MINUTES

- Minutes of last regular meeting, read and approved (or corrected and approved).
- Minutes of special meetings are read at this time.
- Minutes for each meeting are approved separately.

INITIATION

- State name of new member(s).

REPORT OF TREASURER

1. **Roll Call** – “(Number) responded.” If members arrived late, “(Number) responded and (number) came in after the roll was called.”

List visitors who were introduced.

2. **Financial Report**

- a. Copy summary only of treasurer’s monthly report (Total Receipts, Total Disbursements, Total Chapter Assets).
- b. Keep report for auditing committee.
- c. Destroy after the auditing committee’s report has been accepted by the chapter and minutes recording such action have been approved.

3. **Bills** – Bills presented and allowed. Give name of member making motion; list bills. If none presented, no record made.

REPORT OF CORRESPONDING SECRETARY AND READING OF CORRESPONDENCE

- **Correspondence Sent:** Record the recipient(s) and subject(s) of correspondence sent. Keep report until minutes recording the report have been approved.
- **Correspondence Received:** Record name of writer of each letter and brief statement of subject matter. Keep correspondence until the minutes recording the correspondence have been approved. Letters received for changes in membership should be recorded as the last item(s):
 - **Member transferring out:** “A notice of transfer out received from the P.E.O. Executive Office was read showing the acceptance on (date) of (name) into Chapter _____, (State/Province/District) of _____.”
 - **Member transferring in:** “A letter of acceptance for transfer in of (name) from Chapter _____, (State/Province/District) of _____ was read.”
 - **Member reinstating:** “A notification letter of reinstatement from _____ was read.”
 - **Member reinstating and transferring in:** “A notification letter of reinstatement and acceptance for transfer in of (name) from Chapter _____, (State/Province/District) of _____ was read.”

CHAPTER BUSINESS

- Record each action; state all items of business and disposition of same. Name maker of motion, but do not record the name of seconder.
 - a. Committees
 - b. Unfinished business
 - c. New business

PRESENTATION OF NAMES FOR MEMBERSHIP

- Record membership orders of business as follows:
 - **Signing of Sponsor for Membership Form** – If name does not receive three sponsors: “A name was presented for membership.” If name does not receive three sponsors at next regular meeting, no further record is made.
 - **Proposals for Membership** – If name receives three sponsors: “A name was proposed for membership.”
 - **Balloting** – If balloting is favorable: “The name of _____, proposed (date), sponsored by (list three names), was balloted upon favorably.” If ballot is unfavorable: “A name was balloted upon unfavorably.”

ELECTION AND INSTALLATION

- Record names of members elected and installed.

REMARKS BY VISITORS

- Record names, chapters and greetings.

SUGGESTIONS FOR THE GOOD OF THE CHAPTER

- Record any given.

CLOSING / ADJOURNMENT

- These two items may be stated: “The meeting was closed in due form by the president.”
- Signature, with title: “Secretary” (or, “Secretary Pro Tem”). DO NOT state: “Respectfully submitted.”
- When approved, write: “Approved” with date opposite signature. Program or social hour is added as a footnote.