# RECORDING SECRETARY

## **INSTRUCTIONS FOR RECORDING SECRETARY**

Upon assuming your position as recording secretary, you shall attend a joint meeting of all outgoing and incoming officers and receive current supplies and instruction documents pertaining to your position. This meeting is to be held within one month of installation. You are also to check out the Ceremony of Initiation and be ready to participate in an exemplification two months before it is scheduled in your yearbook unless there has been an initiation during the year (before it is scheduled), or your chapter has an initiation team. As with all officers, the recording secretary should have access to the President’s Book for any reference she may need. You should become familiar with all procedures so that you may be of help to the president. Also, you have continuous access to an online training module at any time of day or night, as it remains online in the “Local Chapter Online Training” section of the P.E.O. International website which you should take as soon as possible.

1. Duties and instructions can be found in the following locations:

* Constitution, Part III
* Bylaws Alabama State Chapter
* Instructions to Officers of Local Chapter, also known as “IOLC” and Policies Pertaining to Local Chapters (Current)
* SPOT Reminder
* Recording Secretary’s Record Book
* P.E.O. website (peoalabama.org and peointernational.org)

1. Approved minutes are recorded in typewritten form if possible. If minutes are handwritten, a ruled guide sheet may be used. Both sides of the page may be used. Minutes are required for regular and special meetings. Minutes do not include details of reports, contents of discussion, or names of prospective members who have not been balloted upon.
2. New page numbers begin with each new P.E.O. year (March 1 – February 28/29). Each page is numbered with the format of “page number-year.” For example, the minutes beginning in March 2021 shall be numbered 1-21, 2-21, 3-21 continuing through the minutes of February 2022. Numbered pages do not change to the current year in January. They will continue to read “21 until books are closed at the end of February. In March of 2022, new numbering begins again with 1-22, 2-22 etc. No index page is required.
3. The outgoing recording secretary is to do the following after the election of officers at the first meeting in March:
   1. Record the approved minutes of the last meeting in February.
   2. On the pages immediately preceding the minutes of the first March meeting, record the bylaws and standing rules incorporating amendments adopted during the previous year. Use only one side of each page. Leave the left-hand pages blank for amendments that may be adopted in the new year. Amendments are to be recorded with the date of adoption and page number of the minutes in which this action is taken. NOTE: This instruction is to be followed even if the bylaws and standing rules were not amended during the previous year. **Submit to the state secretary changes in bylaws and standing rules by March 10. If there are no changes, submit a statement indicating that there are no changes.**
   3. List the names of the newly elected officers on the back of the last page of standing rules.
   4. Record the approved minutes of the first meeting in March beginning on the next right-hand page using the numbering format described in number 3.
4. Minutes must be kept in their original form for a minimum of twenty-five years. Upon the vote of the chapter, minutes older than twenty-five years may be preserved in any manner. See the Policies section (in IOLC) – Archival Storage for Minutes and /or Historic Memorabilia.
5. The recording secretary keeps the Monthly Reports of the Treasurer.
   1. These reports are held for the Auditing Committee for their use whenauditing the treasurer’s books in early March.
   2. Using a separate folder for these is helpful.
6. The recording secretary conducts the opening of the meeting in the absence of the president and vice president.
7. Keep a notebook with your working minutes (rough drafts) and other notes you take during the year. Keep rough drafts for a year and then destroy them.
8. Ask committee chairs to write out lengthy reports so that you may put the information correctly into the minutes. Do not accept scraps of paper. Include in your minutes only the committees that gave a report. It is not necessary to record all of the committees if they don’t have a report.
9. The minutes may not reflect the secretary’s opinions in any form, so descriptive adjectives are not used.
10. Minutes should be brief and only include action items and committee recommendations/ announcements. Only the decisions are recorded – not the details. Items of personal content (medical, prayer, requests, etc.) should not be included in the minutes.
11. Minutes are required to reflect action items taken, bills approved to be paid, and the content and outcome of any motion. If a name is proposed for membership, only state “a name was proposed for membership.” When an organizer visits, follow the suggested sentence in your Recording Secretary’s Recording Book, page 2, under “Meetings” for use in your minutes. Do not make up business.
12. Use the sentences for your minutes that are given in the Recording Secretary’s Recording Book. Creative writing has no place in writing minutes.
13. For clarity and ease of writing, as well as understanding, write the minutes in simple declarative sentences. Active voice is preferable to passive. Write in the third person. Use he, she, or it for the singular. For the plural, use they, them and theirs. The first person, I, you, we, are not used in the body of the minutes.
14. You are responsible for helping the president in any way possible to expedite the meeting. Have all the forms necessary for the conduction of the business of the chapter and have all records completed for each meeting.
15. It is recommended that the secretary attach a copy of the President’s Letter to the minutes.
16. Make sure that the correct order of business is followed in your minutes even if the order was not followed in the meeting. Use the Suggested Form for Minutes, found on the Alabama website (Local Chapter/Forms/Recording Secretary). Also, become familiar with order of business by reviewing the procedures in the President’s Book. This will be a big help when writing the minutes.
17. When the corresponding secretary gives her report, ask for the correspondence when she finishes. This helps with the correct wording for the minutes of what was presented. Items of official correspondence are kept for one year. Social correspondence is destroyed after the minutes in which it appears are approved.
18. Use correct wording when the business of accepting a transfer in or out or an invitation to transfer is read.
19. Use caution when reporting the items given in the Suggestions for the Good of the Chapter. Too much information as well as too little causes difficulties. Avoid using information in your minutes that would cause embarrassment or discomfort when read at the next meeting. Try to include only items of historical interest to your chapter. The more personal items can be reported after the meeting.

## **BALLOTING**

1. When balloting on a name, the president and recording secretary do not initially count the ballots. At the first pass, only look for con votes.
2. Collect written ballots for membership and seal in an envelope. Destroy after the chapter meeting.
3. A name balloted upon favorably shall be included in the minutes of the meeting at which the vote was taken, together with names of sponsors and the date the name was proposed for membership. “The name of \_\_\_\_\_\_\_\_\_\_\_\_\_, proposed \_\_\_\_\_\_\_ (date), sponsored by (list the three names) has been balloted upon favorably.”
4. The number of unfavorable votes on any ballot shall not be disclosed and the name is not recorded in the minutes. The minutes would say “a name was balloted upon. The vote was unfavorable.”