

RECORDING SECRETARY TIMELINE

Acronyms in document:

IW=International website

WW=Wisconsin website

IOLC=Instructions to Officers of Local Chapters

P=President

VP=Vice President

RS=Recording Secretary

T=Treasurer

CS=Corresponding Secretary

C=Chaplain

G=Guard

Resources:

Current forms, manuals, etc. may be found on the websites:

1. **Constitution IW** Signing in brings you to the P.E.O. HUB, in search line of Library (beneath P.E.O. HUB wording), type "constitution". Actual title "*P.E.O. Constitution*"
 - A. Part Three The Local Chapter
 - B. Pay attention to "Duties of Recording Secretary", Article 5, Section 4
2. **Recording Secretary Instructions to Officers of Local Chapters (IOLC) IW** under P.E.O. HUB (*go to upper right quadrant of screen "My Chapter"*)>Chapter Info>Resources>*Recording Secretary IOLC*
3. **Instructions to Officers of Local Chapters (IOLC) IW** under P.E.O. HUB (*go to upper right quadrant of screen "My Chapter"*) >Chapter Info>Resources>*Complete IOLC*. Read section- "Policies Pertaining to Local Chapters"
4. **WI State Chapter Bylaws and Standing Rules** (Article XV, Section 2) Special Duties of Officers of Local Chapters **WW** (Resources>Bylaws)
5. **Local Chapter Bylaws and Standing Rules**
6. **Template for Minutes of Local Chapter Meeting IW** under P.E.O. HUB (*go to upper right quadrant of screen "My Chapter"*)>Chapter Info>Resources>*Template for Minutes of Local Chapter Meeting*
7. **Instructions to Recording Secretary-Instructions for Minutes IW** under P.E.O. HUB>, in search line of Library (beneath P.E.O. HUB wording), type "recording secretary". Actual title: *Instructions to Recording Secretary - Instructions for Minutes*.
8. **Local Chapter Supply Order Form IW** under P.E.O. HUB, in search line of Library (beneath P.E.O. HUB wording), type "supply form" Actual Title: *Local Chapter Supply Order Form*.
9. **President's Book**, pay special attention to Appendixes #3 and #10
10. **P.E.O. Style Guide IW** under P.E.O. Hub, in search line of Library (beneath P.E.O. HUB wording), type "style guide". Actual title "*P.E.O. Style Guide*"
11. **WI State Convention Proceedings** (white binder kept by chapter president) Information can also be found on **WW**>Resources>State Convention>use most current year of Convention
12. **Recording Secretary Transition Checklist WW** >Local Chapter Officers>Recording Secretary
13. **Other Resources:**
 - A. Your state board contact person (also known as a Board Buddy)
 - B. State committee members (contact information available **WW**>search "*Appointment/Contact Sheet*")
 - C. Long-time members of your chapter, especially past Recording Secretaries
 - D. Official Visit (every fourth year)

RECORDING SECRETARY TIMELINE TIMELINE

First Meeting of Each Month:

Approved minutes should be recorded in typed form, if possible.

- a. If the minutes are handwritten, a ruled guide sheet may be used.
- b. Record in the **RS's** Record Book the proceedings of all meetings of the chapter, following the "*Instructions for Minutes*" which is kept in the Record Book. Use both sides of the sheet, if desired.

Each Meeting:

1. There are specific instructions within the "*Instructions Recording Secretary's Record Book*" document for each of the following:
 - a. Roll Call - Treasurer
 - b. Financial Reports - Treasurer
 - c. Bills - Treasurer
 - d. Correspondence - Corresponding Secretary
2. Additional information regarding the retention of documents may be found at **IW** under P.E.O. HUB (*go to upper right quadrant of screen "My Chapter"*)>Chapter Info>Resources>*Recording Secretary IOLC*

February:

After the last meeting in February, give the monthly treasurer's reports from the previous year (March through February) to the Auditing committee.

March – Incoming and Outgoing Recording Secretary Duties:

1. ***The outgoing RS 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.
 1. This instruction is to be followed even if the bylaws and standing rules were not amended during the previous year.
 2. During the year, amendments to the bylaws and standing rules are to be noted with date of adoption
2. ***Outgoing RS:*** Deliver to successor all books, papers and supplies at the expiration of term of office and train successor on the duties and responsibilities of the office.
3. ***Outgoing RS:*** Be a mentor for the new **RS**.
4. ***Review Recording Secretary Training: Words the Count, IW*** under P.E.O. HUB>, in search line of Library (beneath P.E.O. HUB wording), type "words that count". Actual document title: *Recording Secretary Training: Words That Count*. Search "*Words*". This is available in Power Point and full script versions.
5. ***Review the Recording Secretary IOLC IW*** under P.E.O. HUB (*go to upper right quadrant of screen "My Chapter"*)>Chapter Info>Resources>*Recording Secretary IOLC*
6. ***Incoming and Outgoing RS: Attend officer transition meeting*** with president and officers and meet with the outgoing **RS** to review supplies and duties.
7. Familiarize yourself with the ***Initiation Booklet*** (often held by President) and memorize **RS** part if desired or required by your chapter.
8. ***Study resources*** listed above.
9. ***Read the RS parts in the President's Book*** - Procedure for a P.E.O. Chapter Meeting and

RECORDING SECRETARY TIMELINE

familiarize yourself with them:

- a. Page 5 "READING OF MINUTES"
- b. page 6 - Procedure for reading from the minutes prior to Initiation.
- c. Appendix #3, Procedure for Election of Chair Pro Tem
- d. Appendix #10 Balloting Procedure

- 10. Review the current Template for Minutes of Local Chapter Meeting** (regular and special meetings) **IW** under P.E.O. HUB (go to upper right quadrant of screen "My Chapter")>Chapter Info>Resources>*Template for Minutes of Local Chapter Meeting*. Please keep minutes concise.
- 11. Review Instructions to Recording Secretary - Instructions for Minutes IW** under P.E.O. HUB, in search line of Library (beneath P.E.O. HUB wording), type "recording secretary". Actual title: *Instructions to Recording Secretary - Instructions for Minutes*.
- 12. Review RS IOLC Retention Record.** Retain or destroy **RS** materials in accordance with instructions
- 13. Incoming Secretary - Confirm the outgoing RS has sent a copy of the chapter's bylaws to your designated state board contact** if there have been revisions.

April:

1. Return initiation part to president, if borrowed.
2. Copy approved minutes into Record Book signed.
3. Maintain permanent file of chapter minutes.
4. Record in the minutes the **CS's** and **T's** reading of their annual reports.

May:

By June 1, send a copy of your bylaws and standing rules to your chapter's designated state board contact person if there has been a revision. If there has not been a revision, e-mail your state board contact to confirm no changes.

For Your Information:

1. Draft minutes of the local chapter shall not be distributed by postal service, email or fax except between the president, recording secretary and their pro tem **unless** distribution of draft minutes is provided for in the chapter bylaws.
2. If the chapter allows for the sending of draft minutes to all members in their bylaws, they are to be sent by email or postal service to all members before the next regular or special meeting after review by the president. (**RS IOLC**).
3. In the absence of the **RS**, a pro-tem secretary takes the minutes; and when such minutes have been copied into the Record Book, they should be signed by the secretary pro tem, if possible.