



## DUTIES

### Outlined in the Constitution

- To keep a record of the proceedings of all meetings of the chapter and to authenticate same by her signature
- To read all papers not correspondence.
- To record answers pro and con when a vote is taken by roll call.
- To sign official forms as required.
- To send in March as instructed by the s/p/d executive board (or International Chapter) a copy of the local chapter bylaws (and standing rules) only if they've been amended during the fiscal year.
- To deliver to your successor all papers and supplies of the office.

### Outlined in the President's Book

- In the absence of the president and vice president, call the chapter meeting to order and act as the chair until a chair pro tem is elected.
- See additional duties under the Guidelines for the Regular Meeting section below.

### Outlined in the Maryland State Chapter Bylaws

- Send in March to the organizer of the state chapter a copy of the local chapter bylaws and standing rules, if amended, or if bylaws and standing rules remain the same, a notification to that effect. This year every chapter should be amending their bylaws to include the International dues increase.

## RESOURCES

All resources are by Member Login on the International website, [peointernational.org](http://peointernational.org)

**GENERAL** – Reference the ALL OFFICERS GENERAL INFORMATION Handout

### Resource Library/Local Chapter Officers/Recording Secretary

- Words That Count - August 2022
- Instructions to Recording Secretary Instructions for Minutes - January 2022
- IOLC Recording Secretary Section - January 2024
- Template for Minutes of Local Chapter Meeting - January 2024

It is helpful to print this section and keep it with the Recording Secretary's materials, however, be aware that the IOLC is updated; so, check the website at least annually to ensure you have the latest information. This section is only 3 pages long and provides instructions on **Record Retention and other duties** associated with your office.

### **Instructions to Recording Secretary – Instructions for Minutes**

**JAN 2022**

Keep a copy of this at the front of the Recording Secretary's Record Book. This is your **roadmap through the regular meeting and provides direction on the correct language to use** in recording business.

**Recording Secretary – Words that Count**

**AUG 2022**

This PowerPoint presentation serves as a **training module**, is used as the foundation for this workshop and is helpful to review from time to time. It “walks” you through the regular meeting to explain your duties.

**Template for Minutes of Local Chapter Meeting**

**January 2024**

**GUIDELINES FOR THE REGULAR MEETING**

**MINUTES**

**Retention:**

**Minutes of the chapter must be kept in their original form for a minimum of 10 years.** Upon a vote of the chapter, minutes older than 10 years may be preserved in any manner in accordance with **archival policy**. See Retention Record and Policies Section of Instructions to Officers of Local Chapters (IOLC) (Archival Storage for Minutes and/or Historic Memorabilia).

When the Recording Secretary’s Record Book is filled, remove the minutes and place in numerical or chronological order in large envelopes with date of minutes on each envelope

**Reading the Minutes:**

You should stand, if able to read the minutes, though the president may be seated. If applicable, minutes of an interim special meeting are read currently, but minutes for each meeting are approved separately.

You read the minutes, your name and title. The president will ask for corrections and then approve them. The recording secretary makes corrections (if any) and writes “*approved*” or “*approved as corrected*” with the date beside her signature.

**Recording the Minutes (General):**

**The Minutes Template and the Instructions to Recording Secretary will give you specific wording** to help in taking the minutes. The template may be adapted to fit the chapter’s needs and agenda. The **Instructions to the Recording Secretary** at the front of your Recording Secretary book also provide you with **guidance on proper wording**.

**Minutes should be as brief as possible.** Record what is done, not what is said. If discussion or debate occurs on an item of business, the minutes will note that there was discussion; not the detail of what was said. Only the outcome or decision of the discussion should be recorded. If a vote is taken, record the person who moved and seconded and that result of the vote.

**Recording the Report of the Treasurer:**

**Roll Call.**

- Note the number of members responding by saying and recording, *26 members responded to roll call.*
- If members arrive late, record *26 members responded to roll call and two members came in after roll was called.*
- If a member is accepted by transfer or reinstatement, at the meeting when her letter of acceptance is read, record, *26 members responded to roll call and one member was later [accepted by transfer or reinstated].*

February 2024

### Monthly Financial Report.

The treasurer will give you a copy of the monthly treasurer report (which may cover more than one month) and which you will retain for the auditing committee for their use at the conclusion of the P.E.O. year. Only the total receipts, total disbursements and total assets are recorded in the minutes.

### Recording the Report of the Corresponding Secretary:

#### Monthly Report.

The corresponding secretary will provide you with her monthly report. Reference your instructions for the proper wording of membership-related correspondence.

**Recording the Correspondence** - The corresponding secretary will provide you with the correspondence after she reads it so that you can accurately note who it was from and what it was regarding. Be sure to get back any correspondence that may require action to the appropriate person (e.g. president, treasurer). Reference your instructions for the proper wording for all membership-related correspondence.

**Reports of Committees** - Record basic facts, not the details of the discussion.

**Chapter Business** - Record each action; state all items of business and disposition of same. Name maker of motion, but no name of seconder.

**Suggestions for the Good of the Chapter** - Do not record personal information unless it is significant.

### OTHER DUTIES THAT MAY OCCUR DURING A MEETING

It is important for you and the president to communicate about the following occurring in the regular meeting, so you are prepared so the activities run smoothly.

- **In Absence of President and Vice President, Call Meeting to Order**

If both president and vice president are absent, the Recording Secretary calls the meeting to order and acts as chair until chair pro tem is elected (**See Appendix 3 in President's Book**)

- **Initiation**

Be prepared to read the following statement (if more than one candidate, it is repeated separately for each).

*Madam President, the name of [name] proposed [date] sponsored by [name, name, and name] was balloted upon favorably [date].*

- **Name(s) proposed for membership**

Do not include names proposed for membership in the minutes.

- **Balloting on a Name Proposed for Membership**

A **name balloted upon favorably** is included in the minutes of the meeting at which the vote is taken, together with the names of sponsors and the date the name was proposed for membership. The **number of unfavorable** votes on any ballot is not disclosed. **A name balloted upon unfavorably is not recorded in the minutes.**

- **Any balloting requiring written ballots**

You provide pencils and ballots, assists the president in determining the vote after which you collect the ballots, seal in an envelope and destroy immediately after the meeting. (Reference Appendix 10).

## IMPORTANT

- Meetings cannot be recorded.
- If your chapter amended its bylaws to approve electronically sharing the minutes, then they may be shared with active chapter members electronically. If the chapter did not vote to amend the chapter bylaws, then only the president and recording secretary, or their pro tem officers, may receive a copy to determine accuracy of minutes and prepare the agenda for the next business meeting.
- Highlights of the meeting may be summarized into a newsletter format and sent to members but must not include any membership-sensitive agenda items.

## WHAT TO DO WITH FORMS/REPORTS, CORRESPONDENCE AND OTHER PAPERS

Be familiar with the Chapter's Forms:

**Monthly Report of the Corresponding Secretary** – Destroy after report is recorded in minutes and minutes are approved.

**Monthly Report of the Treasurer** - Keep until end of fiscal year and then give to Auditing Committee.

**Social Correspondence** - Destroy after correspondence is recorded in minutes and minutes are approved.

**Other Papers** – Unless they require further action and should be returned to the appropriate individual (e.g. president), they can be destroyed.

## BYLAWS

In **March** of each year, reproduce the local chapter bylaws and standing rules in the Recording Secretary's Record Book. Ensure any amendments adopted during the previous year are included.

As stated in the Bylaws of Maryland State Chapter, **in March**, the recording secretary shall **send to the Organizer** of the state chapter a copy of **the local chapter bylaws and standing rules, if amended, or if bylaws and standing rules remain the same, a notification to that effect.** Also, give a copy to your chapter president to be placed in the President's Book.

## MISCELLANEOUS

You may use a computer in the meeting to take notes.

**You are key to assisting the President** in expediting chapter meetings. Be familiar with the President's Book. Sit at the same table as the president if possible or sit near her.

## CEREMONY OF INITIATION

**In preparing for the Ceremony of Initiation, the Guard sets the mood for the ceremony.**

- To set the appropriate mood, **study the Guard's Instructions for the Ceremony of Initiation** which is in the Guard's supplies and is printed in full in the IOLC Guard section.
- **Physically practice** and become comfortable with all the materials and sequencing.

The **Ceremony of Initiation** can be performed **in person** or **virtually** and **up to 3 women** can be initiated in one ceremony. Chapters should make use of the materials that have been developed to ensure they are able to conduct their ceremony smoothly and with comfort in this most special experience of P.E.O. sisterhood.

**Resources > Resource Library > select Topic *Ceremony of Initiation***

The **Ceremony of Initiation Period of Instruction** video provides instruction for the officers participating in the ceremony and the prompter prior to practicing an **in-person initiation**. (Note: it was developed prior to the virtual option being allowed.) It incorporates several of the options within the ceremony that are now available.

A [Period of Instruction on the Ceremony of Initiation document](#). A link to this document is below the Period of Instructions video. It is very helpful to have on hand for practicing the ceremony and a great resource for all the guard's "choreography" in the ceremony.

The **Virtual Ceremony of Initiation** video provides instruction for the officers participating in the ceremony and the prompter prior to practicing for a **virtual initiation**. The virtual ceremony has technical guidelines that must be followed and should be understood by any chapter wishing to make use of this option.

**The Prompter** at a practice and for the ceremony is key. The **Prompter's Booklet** in the President's Book provides **instructions for the ceremony for in-person, virtual and initiating up to 3 women in one ceremony**.

- At the chapter's discretion, **the Ceremony of Initiation may be memorized or read** from the P.E.O. Ceremony of Initiation booklets as provided by International Chapter.
- **Dress for officers** is either all in white top, black slacks/skirt, black shoes or all in white to include shoes.
- **If one officer holds the booklet, all must hold the booklets**. The only **exception is the president** who may be without a booklet if she has memorized her part. No booklets are necessary if all have memorized their parts.
- When revealing the ribbons, **the vice president** places her booklet (if used) on the table and **is the only one touching the emblem**. (Not applicable in a virtual format.)

***Practice alone, practice together, practice using all materials and simulating as much as possible what will occur on this special day.***