

RECORDING SECRETARY TRAINING SESSION 2022 Local Chapter Officer Training (LCOT)

Resources

1. The Constitution
2. Ohio State Chapter Convention Proceedings, Bylaws and Standing Rules
3. Instructions to Officers of Local Chapters (IOLC)
4. International and Ohio P.E.O. Websites (www.peointernational.org & www.ohiopeo.org)
5. The President's Book

1. The Constitution

- ★ Part III pertains to the local chapter. Read the article and section headers to become familiar with what is included in this part of the Constitution. Many questions that arise throughout the year can be answered by referring to the Constitution.
- ★ Part III, Article V, Section 1 states that officers will meet for instructions in duties of their offices. This is a time for old and new officers to exchange supplies, have training and set goals for the coming year.
- ★ Part III, Article V, Section 4 outlines the duties of the recording secretary.
- ★ The Constitution is kept in the president's supplies and is also available on the International website.

www.peointernational.org>Resource Library>Local Chapter Members>Manuals & Handbooks

2. Current Ohio State Chapter Convention Proceedings, Bylaws and Standing Rules

- ★ Refer to Article VI, Section 1, Special Duties of Local Chapter Officers and Local Chapters, Recording Secretary.
- ★ A copy of the local chapter bylaws and standing rules is to be sent (email or hard copy) to the OSC Vice President by March 10 (completed by outgoing recording secretary). If there are no changes to the bylaws, email the OSC Vice President that there were no changes. Do not send the bylaws.
- ★ Technical changes or changes resulting from amendments passed at the State or International Conventions do not require a vote; however, these changes need to be made to the bylaws and standing rules. The date for your document needs to be changed to reflect the date the document was presented to the chapter. Send the updated document to the OSC Vice President by March 10. Sample bylaws will be made available for these technical changes.
- ★ Changes that require a vote include local chapter dues increase, meeting date or time change, etc. and are to be highlighted before sending to the OSC Vice President. The new date of the chapter bylaws and standing rules becomes the date the chapter voted upon and approved the changes.
- ★ Current chapter bylaws and standing rules are kept in the President's Book, the front of the Recording Secretary's Book, and attached to the minutes that the chapter voted on the bylaws changes. The yearbook chairman should have a copy of the chapter Bylaws and Standing Rules to ensure the correct revision is

printed in the yearbook. (Printing in yearbook is optional.)

- ★ The Ohio State Chapter Convention Proceedings, Bylaws and Standing Rules are available on the Ohio P.E.O. website and can be downloaded for use at www.ohiopeo.org>Forms/References>General.

3. **Instructions to Officers of Local Chapters (IOLC)**

- ★ Note retention record on first page of recording secretary's instructions.
- ★ The minutes are kept for the life of the chapter. They must be kept in their original format for a minimum of 10 years. Upon vote of chapter, minutes older than 10 years may be preserved or archived on digital media. If a digital media method of preservation is chosen, the chapter is responsible to maintain the archived minutes on current technology.
- ★ Local chapter minutes and/or historical memorabilia may not be stored in a facility (library, museum, college archives, historical society, etc.) which would allow access to the materials by the public (anyone other than P.E.O. members).
- ★ The Treasurer's Monthly Report is handed to the recording secretary following the report at the first monthly meeting. Reports are kept by the recording secretary until the end of the fiscal year and then are given to the Auditing Committee. The audit report and chapter vote to accept the report are recorded in the minutes. When the minutes are approved, the monthly financial reports may be destroyed.
- ★ Temporary minutes may be destroyed after minutes are approved by the chapter.
- ★ Balloting:
 - Ballots and pencils are kept in recording secretary's supplies. Provide ballots and pencils to vice president for distribution.
 - Place written ballots in an envelope and destroy them after the meeting to ensure the ballot remains confidential.
 - A name balloted upon favorably shall be included in the minutes of the meeting at which the vote is taken together with names of sponsors and the date the name was proposed for membership. "The name of Sue Smith, proposed on March 1, 2022, sponsored by (list three names) was balloted upon favorably."
 - A name balloted upon unfavorably is not to be recorded in the minutes, but instead write, "A name was balloted upon unfavorably."
- ★ Local chapter minutes are not to be sent to members by postal service, email or fax. The only exception is that minutes may be supplied to the president in order for her to prepare her agenda for the next meeting.
- ★ Policies Pertaining to Local Chapters are located at the back of the IOLC.
- ★ The Instructions to Officers of Local Chapters (IOLC) is available on the International website.

www.peointernational.org>Resource Library>Local Chapter Members>Manuals & Handbooks>IOLC.

4. International and Ohio P.E.O. Websites

- ★ A powerpoint presentation for the office of recording secretary is available on the International website.

www.peointernational.org>Resource Library>Local Chapter Officer Training>Recording Secretary

- ★ A template for recording minutes of regular chapter meetings is available on the International website. Any form on the website can be downloaded as needed.

www.peointernational.org>Resource Library>Local Chapter Officer Resources >Recording Secretary Forms

- ★ Refer to *The P.E.O. Record Style Guide* located on the International website.

www.peointernational.org>Resource Library>Local Chapter Members>Brand Resource Center

- ★ A sample Index Page is available on the Ohio P.E.O. website. The Index Page is a quick reference for finding all membership changes recorded in the minutes (optional).

www.ohiopeo.org>Chapter Resources>Forms/References> Recording Secretary

5. The President's Book

- ★ Familiarize yourself with the chapter meeting procedures by reading through the President's Book.
- ★ During a chapter meeting, the recording secretary reads the minutes from the last meeting when called upon to do so. Address the president, "Madam President", and read the minutes in their entirety. Make any corrections to the minutes, if necessary. Sign and date the minutes at the bottom of the page and add to the Recording Secretary's Record Book.
- ★ Refer to Appendix #3, Procedure for Election of Chairman Pro Tem. In the absence of both president and vice president, the recording secretary calls the meeting to order.
- ★ Minutes are required for regular business and special meetings.
 - The minutes record what was **done** at the meeting—not what was **said** by the members. Always record the facts, neutrally, without reflecting personal opinion on any chapter decisions.
 - Refer to the Presentation of Names for Membership form for proper wording to record in minutes.
 - Under Remarks by Visitors, record the name of the visitor, her chapter letters and that she brought greetings, but do not include a summary of her remarks.
 - Suggestions for the Good of the Chapter are important items for the chapter and recorded in the minutes. These items might include a new address for a member or health concerns where cards would be in order.

- News of personal matters and announcements of community events should be shared after the meeting is closed and should not be included in the minutes.
- The final statement should be “The meeting was closed in due form by the president.” Sign your name and title, but do not state “Respectfully submitted.” Program should be added as a footnote.