CHRONOLOGICAL LIST OF DUTIES OF THE LOCAL CHAPTER
RECORDING SECRETARY

After installation of officers
★ Attend the transition meeting and receive materials and instructions from predecessor.
★ Read “Instructions: Recording Secretary’s Record Book” as well as “Instructions to Local Chapter Officers”.
★ Learn initiation part unless you have a proxy. [At the chapter’s discretion, the Ceremony of Initiation may be read from the Official Booklets for Initiation as provided by International Chapter. If official booklets are used, each officer is required to hold her booklet during the Ceremony of Initiation. An exception may be made for the president who memorizes.
April
★ Attend Area Workshops when held in your area. (You are welcome to attend in any year. This proves most helpful in carrying out your duties efficiently and accurately.)
All year
★ Prepare the minutes of the previous meeting. Sending a copy to the chapter president can be helpful.
1. Report only what is done, not all that is said.
2. Use a form to make your life much easier!
3. Follow guidelines in “Instructions to Officers of Local Chapters”.
★ Before the chapter meeting, confer with the president concerning business expected to be covered.
★ Always be prepared for a written ballot with pieces of paper, pencils and a basket.
★ After minutes are approved, make a good copy, sign and place in the permanent record of the chapter. If a pro tem took the minutes, secure her signature.
★ Destroy any membership ballots immediately after the chapter meeting.
★ Destroy correspondence as soon as the minutes are approved that covered that correspondence.
★ Hold the treasurer’s reports for the auditing committee.
February (end of P.E.O. fiscal year)
★ Write the new slate of officers on the back of the last page of the current year’s minutes.
★ Make three new copies of your chapter’s bylaws. If they have not been changed, write “no changes for Chapter ______’s bylaws for _________ (year)”.
1. One copy goes at the back of the President’ Book.
2. One copy goes in front of the next year’s minutes.
3. One copy goes to the current state organizer.
★ Start the next year’s minutes with page one.
★ Turn the treasurer’s reports over to the auditing committee.

GUIDE FOR READING SPONSOR FORMS AND RECORDING PROCEDURES

I. PRESENTATION OF NAMES FOR MEMBERSHIP
A. Use of sponsor form.
   1. Blank sponsor forms in supplies of president
   2. Must be available at each regular meeting
B. Procedure
   1. Member steps forward.
   2. President places sponsor form on the table.
   3. Member fills out form (may use maiden name for identification); adds her signature.
   4. Member leaves form on the table.

II. SIGNING SPONSOR FORM
A. Read in order of presentation.
   1. A form held over from previous meeting is read first.
2. Number each sponsor for ease of remembering order.
3. Read ENTIRE FORM for each name, including signature of sponsor.

B. Place sponsor form(s) on table.
   1. Members step forward voluntarily to sign sponsor form(s).
   2. If name does NOT receive a total of three sponsors
      a. Sponsor form is held over to be presented for signatures at next meeting.
      b. Minutes should read, "A name was presented for membership."

III. PROPOSALS FOR MEMBERSHIP
   A. Read from each sponsor form in order of presentation.
      1. Read ONLY name proposed and names of three sponsors.
      2. Hand to president.
      3. If name presented is sponsored by three members
         a. Minutes should read, "A name was proposed for membership."
         b. Name is NOT given in minutes.
   B. Sponsor form is kept in President’s Book until minutes recording balloting on the name have been approved.

IV. BALLOTING
   A. Read from sponsor form(s) ONLY name to be balloted upon and names of the three sponsors.
   B. Additional information may be given to identify the woman being balloted upon.
   C. President asks the treasurer for the number entitled to vote.
   D. Recording Secretary provides ballots and pencils and a suitable container for balloting.
   E. President announces that the vice-president will distribute ballots and pencils.
   F. The president reads the instructions for balloting while the ballots are being distributed.
   G. The president instructs members to rise after their ballots are cast. Ballots are placed face-down.
   H. The president instructs the vice-president to collect the ballots.
   I. The vice-president then cast her ballot and takes the contained to the president and recording secretary for them to cast their ballots and then collects the ballots of the remaining members.
   J. Recording secretary collects and seals the ballots in an envelope for destruction at the close of the meeting.
   K. President announces results. Chapter re-votes if there is only one con vote. (only one re-vote)
      1. If favorable ballot, minutes should read, "The name of Jane Doe, proposed (date) sponsored for by (list three names), was balloted upon favorably."
      2. If unfavorable ballot, the minutes should read, "A name was balloted upon unfavorably." NAME IS NOT GIVEN.

V. INITIATION
   A. Recording secretary reads from minutes, saying, "MADAM PRESIDENT, THE NAME OF (name), PROPOSED (date), SPONSORED BY (three names) WAS BALLOTED UPON FAVORABLY (date).
   B. Statement is repeated for each candidate, in order of balloting.

GUIDELINES AND SUGGESTIONS FOR THE RECORDING SECRETARY

I. ATTEND TRANSITIONAL MEETING OF OFFICERS
   A. Study resource materials prior to meeting.
   B. Be certain all supplies are complete - revised bylaws should be in place.
   C. You are part of your chapter’s leadership team. Think about the whole chapter picture.

II. ASSIST PRESIDENT IN EXPEDITING CHAPTER MEETINGS
   A. Be familiar enough with President’s Book to start a chapter meeting in the absence of the president and vice president. (Appendix #3)
   B. Be familiar with the procedures used for presenting, sponsoring, and balloting on names.
   C. Always have forms and records complete.
   D. Ask guard to take password from you first.
E. Have written ballot supplies ready at all times.
F. Either the president or recording secretary should see that there is a copy of the Constitution and Proceedings readily available.

III. KEEP A NOTEBOOK
A. Keep "rough draft" minutes and/or forms of "dummy" minutes - discard after one year. (At the end of this year, discard last year's rough drafts.)
B. File notes that may be helpful in the future.
C. File handouts.

IV. INFORMATION FOR MINUTES
A. Treasurer's monthly report
   1. Though received in more detail, only the receipt and disbursement totals and ending total asset balance are recorded in the minutes.
   2. Reports are kept and filed for Auditing Committee
   3. Reports are discarded at end of year after Auditing Committee report is accepted
B. Correspondence and Corresponding Secretary's Monthly Report
   1. Receive all correspondence from corresponding secretary.
      a. Record in minutes.
      b. Route letters to proper places.
      1) Forms to proper officers
      2) State and International correspondence to president
      3) Others to individuals who need to respond
   2. After approval of minutes, monthly report and social correspondence may be discarded.
C. Committee reports
   1. Request reports be written and given to recording secretary.
   2. Discard after minutes have been accepted.

V. MINUTES
A. Use "Instructions: Recording Secretary's Record Book" (revised 3/10). [downloadable from International's website (www.peointernational.org)] It will give you the proper wording for all types of business as well as proper format.
B. Sentence composition
   1. Use sentences given in "Suggestions for Minutes."
   2. Use simple, declarative sentences in active voice.
      Ex: "The chairman announced" rather than "It was announced"
C. Use third person in the body of the minutes.
   1. Use he, she, it, they.
   2. Avoid using I, you, we, our.
D. "By general consent, the chapter will" is correct when a formal vote is not taken, but consensus is reached.
   Avoid descriptive adjectives so as not to reflect the secretary's opinion. (They may be used in footnote.)
E. Correct first and last names and spelling should always be used.
F. Be especially careful with membership wording in the minutes - see handout.
G. Use marginal notes for all membership business as well as any business you might need to refer to quickly (e.g. budget).
H. Read in a clear, strong and slow voice.
I. The correct recording of the state officer's official visit is: (from "Instructions: Recording Secretary's Record Book, Appendix #7", page 2) “The Procedure for P.E.O. Chapter Meeting and the Ceremony of Initiation were exemplified for the visiting officer.”

VI. Pro Tem Recording Secretary
A pro tem recording secretary has all the privileges and responsibilities of the recording secretary while she serves in that capacity. She should sign any forms as needed.