

Recording Secretary's Book

1. **Cover Page** – Chapter letters, city, state
2. **Electronic References**
 - a. Constitution, Bylaws and Standing Rules of the P.E.O. Sisterhood (*Intl*)
 - b. Bylaws of Colorado State Chapter (*Colorado*)
 - c. List of Supplies for Local Chapter Officers (*Intl*)
3. **Printed References**
 - a. Instructions to Officers of Local Chapter (IOLC) – Recording Secretary (*Intl*)
 - i. Retention record
 - ii. General Information
 - iii. Bylaws and Standing Rules
 - iv. Balloting
 - v. Minutes
 - vi. Procedure for Election of Chairman Pro-Tem (App. #3)
 - b. Instructions to Officers of Local Chapter – Policies (*Intl*)
 - c. Instructions to Recording Secretary – Suggestions for Minutes (App #7) (*Intl*)
4. **Current Year Documents**
 - a. Index of Minutes with instructions (*Colorado*) (optional)
 - b. Bylaws and Standing Rules of the Local Chapter
 - c. List of officers
 - d. Minutes. (Numbers start at page 1 each year.)
5. **Pocket Folder Documents**
 - a. Corresponding Secretary Reports and Correspondence Received
 - b. Membership Sponsor Forms
 - c. Monthly Treasurer's Reports (current year)
 - d. Social Meeting Sign-In Sheets (optional)
 - e. Ballots
6. **Previous Years' Documents' Location (where are they archived in original form?)**
 - a. Index of Minutes with instructions (*Colorado*) (optional)
 - b. Bylaws and Standing Rules of the Local Chapter
 - c. List of officers
 - d. Minutes. (Numbers start at page 1 each year.)

International (*Intl*) web site www.peointernational.org
Colorado (*Colorado*) web site www.coloradopeo.org