**Recording Secretary’s Book**

1. **Cover Page** – Chapter letters, city, state

# Electronic References

* 1. Constitution, Bylaws and Standing Rules of the P.E.O. Sisterhood (*Intl*)
  2. Bylaws of Colorado State Chapter (*Colorado*)
  3. List of Supplies for Local Chapter Officers (*Intl*)

# Printed References

* 1. Instructions to Officers of Local Chapter (IOLC) – Recording Secretary (*Intl*)
     1. Retention record
     2. General Information
     3. Bylaws and Standing Rules
     4. Balloting
     5. Minutes
     6. Procedure for Election of Chairman Pro-Tem (App. #3)
  2. Instructions to Officers of Local Chapter – Policies (*Intl*)
  3. Instructions to Recording Secretary – Suggestions for Minutes (App #7) (*Intl*)

# Current Year Documents

* 1. Bylaws and Standing Rules of the Local Chapter
  2. List of officers
  3. Minutes. (Numbers start at page 1 each year.)

# Pocket Folder Documents

* 1. Corresponding Secretary Reports and Correspondence Received
  2. Membership Sponsor Forms
  3. Monthly Treasurer’s Reports (current year)
  4. Social Meeting Sign-In Sheets (optional)
  5. Ballots

# Previous Years’ Documents’ Location (where are they archived in original form?)

* 1. Bylaws and Standing Rules of the Local Chapter
  2. List of officers
  3. Minutes. (Numbers start at page 1 each year.)

International (*Intl*) web site [www.peointernational.org](http://www.peointernational.org/) Colorado (*Colorado*) web site [www.coloradopeo.org](http://www.coloradopeo.org/)

Recording Secretary March 2020

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