

P.E.O. Chapter Recording Secretary Training Workshop



2022

Key Training



- ❖ Resources
- ❖ Duties outlined in the Constitution
- ❖ Duties outlined in the President's Book
- ❖ Duties outlined in Instruction to Officers of Local Chapters (IOLC)

Resources

- ❖ **P.E.O. Constitution**
 - Part III, Article V, Section 4
- ❖ **peointernational.org**
- ❖ **P.E.O. Style Guide**
 - Resource Library/Local Chapter Members/Brand Resource Center/
P.E.O. Style Guide
- ❖ **Instructions of Local Chapter Officers, Recording Secretary's Section**
 - Resource Library/Local Chapter Officers/ Recording Secretary
- ❖ **Colorado State Chapter Bylaws**
 - In the Proceedings on the state website
 - Conventions Proceedings 2021
- ❖ **coloradopeo.org**



Resources - cont'd



❖ President's Book

- Chapter Meeting
- Appendix #3 Procedure for Election of Chairman Pro Tem
- Appendix #7 Instructions for Recording Secretary's Record Book

❖ Instructions for Minutes

- Copy to be kept in Recording Secretary's Book

❖ Templates for Minutes of Regular Meeting and Resource Library/Local Chapter Officers/ Recording Secretary

Let's take a quick walk through the International Website

Duties Outlined in the Constitution

- ❖ Keep a record of proceedings of all meetings and authenticate with signature
- ❖ Read all papers, except correspondence
- ❖ Record “pro” and “con” votes when taken by roll call
- ❖ Sign official forms as requested by the President
- ❖ Send a copy of Local Chapter By-Laws and Standings Rules to the State in March



Duties Outlined in the President's Book

- ❖ Familiarize yourself with the Order of Business and Templates
- ❖ Sit near the president so you can work as a team
- ❖ Don't send copies of Local Chapter minutes by USPS, email or a website
- ❖ Send highlights from minutes to sisters unable to attend, excluding membership sensitive items



Order of Business



1. CALL TO ORDER

- ❖ If President and Vice President are absent, see Appendix #3
- ❖ If a Pro Tem Officer serves, it is written *“By general consent, XXX XXX served as Guard for the meeting.”*

2. OPENING ODE, OBJECTS AND AIMS, DEVOTIONS, AND FORMAL OPENING OF THE MEETING

- ❖ Recorded together as *“The meeting was opened in due form by the President.”*

3. MINUTES

- ❖ If able, you should stand to read the minutes when called upon by the President
- ❖ Read your name and title at the end of the minutes
- ❖ If there are corrections, write these on your copy
- ❖ Then, next to your signature date and write either *“approved”* or *“approved as corrected.”*

Order of Business

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4. CEREMONY OF INITIATION

- ❖ Following the reading of the minutes, the President will ask *“Do the records of our secretary show that we may admit this candidate(s)?”*
- ❖ Reading from previous minutes, you will say *“Madam President, the name of _____ proposed _____ (date) sponsored by _____, _____, and _____ was balloted upon favorably on _____ (date).”*

5. REPORT OF TREASURER

- ❖ For Roll Call, you record *“XX members responded to roll call.”* or *“XX members responded to roll call and X members came in after the roll was called.”* or *“XX members responded to roll call and X member was later accepted by transfer.”*
- ❖ Record visiting sisters with their S/P/D and chapter letters
- ❖ For the Monthly Report of the Treasurer, copy only the summary into the minutes - total receipts, total disbursements, and total chapter assets

Order of Business

- ❖ Keep these reports until they are given to the audit committee and their report is approved by the chapter
- ❖ For Bills, record the name of the member moving to approve them, and list the bills that are approved, if there are no bills, no need to mention in the minutes

6. REPORT OF CORRESPONDING SECRETARY

- ❖ Record the recipient and subject of correspondence sent.
- ❖ For correspondence received, record the name of the sender and a brief statement of the subject
- ❖ Record *“no correspondence was sent”* and/or *“no correspondence was received”* as appropriate
- ❖ Correspondence is destroyed after captured in the minutes

7. CHAPTER BUSINESS

- ❖ Record each item of business and actions taken
- ❖ If there is no report, there is nothing in the minutes
- ❖ Record that a motion was made, identity of maker but not the identity of second

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Order of Business

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7. CHAPTER BUSINESS

- ❖ Record each item of business and actions taken
- ❖ If there is no report, there is nothing in the minutes
- ❖ Only record that a motion was made, not the identity of maker or identity of second

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Order of Business

8. PRESENTATION OF NAMES FOR MEMBERSHIP

- ❖ If a name presented does not receive signatures from three sponsors simply record *“A name was presented for membership.”*
- ❖ Do not list the name of the woman presented until after a favorable ballot has been taken

9. PROPOSALS FOR MEMBERSHIP

- ❖ When a name proposed does receive signatures from three sponsors, simply record *“A name was proposed for membership.”*

10. BALLOTING

- ❖ Prior to balloting, the President will say “The secretary will now read the name(s) of the woman(en) proposed and the three who have sponsored her(them).”
- ❖ Your responsibility is to provide the Vice President with ballots, pencils, and a container to collect the ballots
- ❖ You and the President will determine the outcome
- ❖ You then place ballots in a sealed envelope to destroy them and maintain confidentiality

Order of Business

- ❖ A favorable ballot shall be included in the minutes as *“The name of XXX XXX, proposed on March 1, 2021, sponsored by XXX, XXX, and XXX was balloted upon favorably.”*
- ❖ An unfavorable ballot shall be included in the minutes as *“A name was balloted upon unfavorably.”*

11. ELECTION OF OFFICERS

- ❖ The name and office of the officer should be included in the minutes that the election takes place
- ❖ They should also be recorded on the backside of the last page of the Bylaws and Standing Rules in the Recording Secretary’s Record Book

12. REMARKS BY VISITORS

- ❖ Simply record her name, state, chapter letters and that she brought greetings - not a summary of her remarks

13. SUGGESTIONS FOR THE GOOD OF THE CHAPTER

- ❖ Less is More. Only list true suggestions

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Order of Business

14. FINAL STATEMENT

- ❖ Simply state *“The meeting was closed in due form by the President.”*
- ❖ Sign your name and title *“Secretary”* or *“Secretary Pro Tem.”*
- ❖ Social time and/or program information should be added as a footnote

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Instructions to Officers of Local Chapter (IOLC)

- ❖ **Best – most consistent and comprehensive resource**
- ❖ **Electronic or hard copy easily accessible**
- ❖ **Retention record**
- ❖ **Minutes retained for the life of the chapter, original format for ten years**



Instructions to Officers of Local Chapter (IOLC)

- ❖ **Your Local Chapter Bylaws and Standing Rules**
 - **Keep a copy in the Recording Secretary's Record Book**
 - **Insert updated version, if needed, on March 1**
 - **Send a copy of them to the State**
(costatechapter@gmail.com) in March of each year
- ❖ **Keep the required supplies on the List of Supplies for Officers of Local Chapters**



Thank You

- ❖ Your chapter sisters chose you, we are glad that you have accepted this honor
- ❖ Your Colorado State Executive Board is here to help you, ask us
- ❖ We are excited to walk this path with you
- ❖ Thank you for bringing Faith, Hope and Love to all you do

