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# ALABAMA SPOT REMINDER

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## PREFACE

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This booklet is designed to make your job as an officer of your P.E.O. local chapter easier. A calendar is included to help you plan your year and helpful tips for officers are included. The forms contained herein can be found on the Alabama or International websites.

This SPOT Reminder summarizes the highlights only of most of the officer duties and is not meant to be all-inclusive. For more detailed information pertaining to each of the offices, consult your **INSTRUCTIONS TO OFFICERS OF LOCAL CHAPTERS (IOLC)**.

Be sure to print out new instructions each year for the president's box and make copies for each officer.

Enjoy using this SPOT Reminder.

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## PRESIDENT

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### INSTRUCTIONS FOR PRESIDENT

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The **SPOT Reminder** should be your close companion. Notice the duties of the outgoing president and the incoming president. Follow the calendar. It helps you accomplish your duties in a timely manner.

**Let officers see the President's Book.** This is a good way to make it seem familiar, so when one is asked to consider being nominated for president, she will feel a bit knowledgeable about what is involved. There is nothing to be kept secret from any P.E.O. in the President's Book. This could also be a program.

**Request an officer find her own pro tem if she must be absent.** The pro tem should be supplied with the forms needed and all reports should be completed for her if possible. The officer should report the name of the pro tem to the president. **Consider having “buddy” or assistant officers who serve as pro tem officers.**

**The president should never be surprised.** Ask that all members inform the president before the meeting of any special business they intend to present, such as presenting a name for membership, giving a committee report, or an item of new business that may require chapter discussion.

**Members should wait to be recognized by the president and should address the chair as “Madame President”.** Speak to the chair, not to each other. Speaking out of order, or not rising when recognized, wastes valuable time.

**THE P.E.O. RECORD is an excellent source of information.** Always read the **“To the Point”** inside the back cover. If a sister does not keep her RECORD, ask that she bring copies to the president so items of interest may be clipped and inserted into committee files or given to prospective members.

**The Alabama State Newsletter is sent electronically and posted on the website.** Chapter presidents receive the newsletter and should read the indicated portions at the next chapter meeting. Presidents should send the newsletter to all chapter members via email. They should also communicate to members that the letter is posted on the Alabama website. This letter conveys pertinent information from the state board. The president is to keep the newsletters in the president’s box for one year.

## CHAPTER MEETING GUIDE

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Refer to the procedure in President's Book. Place sticky notes in the President's Book to remind you of particular items. Do not write on the pages of the President's Book or use paper clips.

### POINTERS ON THE BUSINESS MEETING:

Please be conscientious of the flow and time spent on the meeting. A common concern among chapters is the length of the business meetings. Try to streamline as much as possible and keep the pace moving quickly. A Twenty-Minute Meeting Video is available on the International website for review.

#### 1. Call to order

The guard may take the password before the meeting.

#### 2. Opening Ode and the Objects & Aims

You may sing or recite the Opening Ode and the Objects and Aims.

#### 3. Devotions

Chaplain stands during devotion. Use the King James Version of the Lord's Prayer, "— in heaven---in earth---debts---debtors". *Only the scripture with reference is read*, however any version of the Bible, with an Old and New Testament, may be used. Any explanation of the scripture choice or devotions may be given under For the Good of the Chapter.

#### 4. Reading of Minutes

Minutes of regular meetings, interim special meetings and social meetings are read at this time. The president asks for corrections. You may be seated during the reading.

#### 5. Initiation

With the chapter's consent, the ceremony may be "self-prompted" from the official initiation booklets. If the chapter chooses to self-prompt, then all must hold the booklet except the president who memorizes. Practice holding the booklet and ribbons, speaking to the candidate, and making eye contact with her. When the ceremony is read and an elected or proxy officer is unable to be present due to an emergency, the president shall appoint a member to stand in her place. When a proxy is appointed in this manner, the prompter reads the part. The chapter may have an initiation team as the initiating officers for the ceremony, and members from other chapters may be invited by the president to participate as officers in the ceremony. The officers or team now have the option of wearing white robes or other all white attire, or black pants or skirts with white shirts. The shoes for white robes or all white should be white, for the black and white option, the shoes should be black. Dark clothing under robes must be removed. The attire is also at the discretion of the chapter and must be consistent for all participating officers/proxies.

Each chapter has only one set of initiation booklets. If the booklets become unusable,

consult with the state organizer for new booklets.

During pre-counseling, discuss the wearing of white robes or black pants with white shirts with candidate. Parts of initiation may **not** be copied in **any way**, including any type of recording. If two or more candidates are initiated at the same time, ask each question once and then wait for a response from each candidate. The Ceremony of Initiation may be conferred upon up to three candidates at one time. If more than three are to be initiated, the table does not have to be totally reset for the second initiation: it only needs to be straightened and ribbons refolded.

If a cloth is used on table, it must be all white and in place at opening of meeting. It may be removed by guard after the ceremony.

The treasurer should have a membership card and a current copy of the Constitution to present to the initiate during Suggestions for the Good of the Chapter. If your chapter chooses to present a gift to a new member, "Now You are a P.E.O." or the New Member Gift is available for purchase on the International website.

A bill for the emblem(s) should be submitted when the president calls for bills to be presented.

## **6. Report of Treasurer**

Mark a member present if she arrives *any time during the business meeting*. Her presence is not counted if she does not attend the business meeting. The monthly financial report is only given at the first regular business meeting of each month.

## **7. Report of Corresponding Secretary**

The monthly report of correspondence is only given at the first regular business meeting each month. All correspondence is read at this point in the meeting including a letter of acceptance, a reinstatement, and a request for consent to select a charter list for a new chapter, which is to be read last. Transfers and reinstatements are to be read last followed by the president's statement of acceptance unless there is a request for a charter list, which is always read last. Correspondence requiring action is given to the president.

The corresponding secretary only needs to read one piece of correspondence if multiple items with the same content are received. (Example: acknowledgement letters for contributions)

## **8. Chapter Business**

### **Reports of Committees**

The President should know before the meeting if there is a report. If not, she does not call on that committee chairman.

**Courtesy or Telephone:** Allow only brief reports, especially on infirmed members. Reports should not be repeated during Suggestions for the Good of the Chapter.

**Philanthropies:** International strongly recommends that philanthropic reports be given at each business meeting. One to two-minute reports keep the chapter informed.

**Program/Yearbook:** Any changes in programs should be reported to the president before the meeting. If a gift is given to an outside speaker, be sure to have a policy on how much will be spent, and who will purchase and present.

**Nominating:** Start working early. Before January, see who might be willing to take an office. It is a good idea to appoint your Nominating Committee when all other committees are appointed.

**Unfinished Business:** Transact unfinished business from previous meeting.

**New Business:** Items of business contained in correspondence or Invitation to Transfer vote. It is permissible to have Convention of Alabama State Chapter report here.

#### **9. Presentation of Names for Membership**

The president must introduce this item of business at each regular business meeting. Guests, except the organizer, should be asked to leave the room during membership business of the chapter.

#### **10. Sign Sponsoring for Membership form**

When the president says, "Are there others who will sponsor (name)", members immediately step forward voluntarily to sign the form. The form requires three signatures.

#### **11. Proposals for Membership**

The president reads the name(s) of the candidate(s) and announces when the balloting will take place. Then ask, would one of the members who sponsored \_\_\_\_ please tell us more about her?

#### **12. Balloting**

This is not a time to visit with sisters, the regular meeting is still in progress.

#### **13. Election**

You will conduct your election according to your bylaws. Remind the recording secretary to have available the appropriate instructions from the Constitution and chapter bylaws.

#### **14. Installation**

Installation takes place at the first regular business meeting in March. If an elected officer is not present at this meeting to be installed, at the next meeting she should be appointed as the pro tem officer for that meeting and installed under item #15 in the President's Book. Appendix #19 gives the directions for this.

### **15. Remarks by Visitors**

President asks each guest if she wishes to make remarks. At a meeting with the organizer or her proxy, the organizer may speak at various times during the business meeting, and her primary address comes under this item of business, or after the close of the meeting if the organizer prefers. If done in this manner, president makes this announcement to be recorded in the minutes.

### **16. Suggestions for the Good of the Chapter**

Membership card, current copy of the Constitution or the official New Member Gift can be given to each new member at this time. Short expressions of thanks from members for special situations may be given at this time. **Items of personal content (medical, prayer, requests, etc.) should not be included in the minutes.**

NOTE: Wait until after the close of the meeting if you have a "brag box" and require a minimum donation for a member who wants to tell about a child, grandchild, etc. Keep expressions brief.

### **17. Closing Benediction**

The president taps gavel - all stand with heads bowed.

### **18. Adjournment**

The president should pause after giving the benediction so that all heads may be raised for the adjournment.

## **ADDITIONAL INFORMATION**

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**1. Resources.** Almost everything in P.E.O. is written somewhere. When you have a question, research using the Constitution, the Proceedings from Alabama State Convention (which includes the Bylaws and Standing Rules of Alabama State Chapter), Proceedings from the Convention of International Chapter, the Instructions to Officers of Local Chapters (IOLC), the President's Book, the state and International websites. If you cannot find the answer, contact your Board Buddy or the current president of Alabama State Chapter and either one will assist you.

**2. Counsel for Membership.** The president appoints a committee for counseling with the initiate. The committee may be a standing committee. Use the booklet, "P.E.O. Counsel for Membership Booklet." This is your best resource in handling membership from the pre-acceptance counseling to the reinstatement of inactive members. Effective pre-acceptance and post-initiation counseling for new members and transfers helps avoid nonparticipation. Emphasize the positive aspects and the educational activities. Be clear about responsibilities, attendance, and participation. Make sure that the sister who sponsored the candidate is on the counseling committee.



**3. Standing Rules.** Ensure that you have a standing rule stating that guests may be excused during items of special business, such as balloting and sponsoring. Cell phone use should be limited to necessary communication.

**4. Forms.** All of the chapter officers' forms are available on the International and Alabama websites.

**5. P.E.O. Memorial Service.** You may use this in a chapter meeting. The president announces after the first gavel that the memorial service will be given for the deceased sister. The members come forward and read the service with reverence. When the service is finished, the president gives the second tap for all to stand.

This service may also be performed at a funeral. The officers can form a semi-circle at the front of the room. As each speaks, she steps forward one step. Using a microphone is beneficial. This service is available on the International website.

## **6. Items Unique to the Office of President**

### **a. File of Presidents' Letters.**

Keep in a file in the president's box. They are a history of the chapter.

### **b. Emblems of Inactive Members.**

Keep these in separate envelopes marked with the name of the member and the date of the emblem was collected. A gavel guard (if applicable) is retained with the emblem but is not returned to International. A person becomes inactive on March 1 of the year, even if she stopped participating during the year.

When a member chooses to go inactive, it is the **president's responsibility** to call on her. Make sure she understands the procedure and obtain her emblem. Talk with her about the benefits of staying active. The form letter for this is cold. A personal call is better, or a personal letter if she lives away. Be diplomatic. Handle with love. She remains a P.E.O. sister forever, active or inactive. **Do not ask for her emblem prior to March 1, as she is not inactive until then.**

Hold the emblem in the president's box for three years. When the three-year period approaches, contact the member, in January at the latest. Return her emblem if she wants to be reinstated. If she does not wish to be reinstated, send her emblem to the P.E.O. Emblem Division in the P.E.O. Executive Office using the Emblem Return form, and return the gavel guard (if applicable) to the member. If she does not want the gavel guard, keep it for future use in the chapter.

Be sure she understands that she may be reinstated at any time in the future by writing a letter notifying her chapter and including the reinstatement fee. If she has received an invitation to transfer to a new chapter, she sends the acceptance letter, including the reinstatement fee to the new chapter. The P.E.O. Membership Department notifies the member's former chapter of her transfer. (Refer to the IOLC, Corresponding Secretary Section) **Remember, there is no way to resign from P.E.O.**

**c. Annual Reports.**

President keeps a file for the annual reports of the treasurer for six years per the IOLC. As the new one is inserted, discard the oldest one. The report of the corresponding secretary and treasurer **MUST** agree in every way and will be returned for correction if they do not agree. The president signs these reports as being accurate before they are sent to the state officers. If an officer will be out of town at annual report time, she must find a pro tem officer to complete the report. The officer should prepare as much of it as she can before leaving it with the pro tem. The president must know of the pro tem arrangement as well as where all the supplies and records are in case of question.

**d. Tax ID Number.**

The chapter tax I.D. number should be kept with the president's supplies. This number is only to identify the chapter. It is **not a tax-exempt number**. State and local chapters are all 501 (c) (4), which is exempt from income tax. We pay sales tax. When you host state convention, you use the state chapter tax I.D. number for the state convention account.

**e. P.E.O. Wish.**

If used, a copy should be kept in the president's file. This is especially important for members whose families are not nearby and who may not be knowledgeable about P.E.O. Annual updating is suggested. The P.E.O. Wish form is available on the International website.

**f. Policy on Dues.**

Local chapters may adopt a bylaw to have in place should a sensitive financial situation arise with any member who is no longer able to pay dues. This process may be kept confidential between the treasurer and the member or her representative.

**g. International Website.**

The Constitution, the Directory of Presidents, and the Counsel for Membership are only a few of the resources online. When your chapter is visited by the organizer, you need to demonstrate that your chapter has access to this site. The president needs a hard copy of the current Constitution and one purchased from the International Supply Department is to be given to each new initiate. A Constitution is included in the New Member Packet sold on the International website.

**h. State Website.**

Much of the information regarding the state is available online. Convention proceedings and the SPOT Reminder can be found there as well as year-end reporting forms for all philanthropies. Chapters may also submit chapter news and may advertise products for sale on this site. There are links to many fundraising activities and programs.

## SUGGESTED COMMITTEE RESPONSIBILITIES

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If the committee chairman is unable to be present, she should ask a committee member to give a report. The following list summarizes common duties and committees. Your chapter may not require every one of them and the specific duties of your committee may vary from these.

**Budget & Auditing:** Prepare the annual budget (suggested, not required). Distribute typed copies to each member, according to instructions. Audit chapter books. Chapter fiscal year is March 1 to February 28/29. The books are audited **after** the last day in February and **before** the first meeting in March if feasible. It is not necessary for the chapter treasurer to receive her release from the state treasurer for the audit committee to perform the audit.

**Bylaws:** Serves as a resource of chapter bylaws, standing rules, and current policies. Proposes changes when necessary.

**Counseling:** Provides pre-acceptance counseling to prospective members and post-initiation counseling for new members. The president is included in the counseling committee. The member who vouched for the candidate is encouraged to be part of the counseling team.

**Courtesy:** Sends appropriate cards, flowers, and gifts to members. Notifies members of other members' illnesses, emergencies, etc. Organizes food to be sent to members when appropriate. Sends appropriate cards to nonresident members, students attending Cottey, and scholarship/loan recipients.

**Cottey College:** At meetings, give reports of Cottey news and activities. Make sure prospective students are given Alabama Cottey Scholarship Fund information.

**Historian:** Keep the chapter scrapbook up to date with newspaper clippings of members' activities and any other material which might be of historical interest. Take pictures of annual officers, speakers, and chapter activities. Send relevant clippings and pictures to the AL State Historian and Vice President, who will ensure it is posted on the Alabama website.

**Membership:** Focuses on the overall health of the chapter, sets goals for each year, and devises ways to involve non-participating members. There are numerous resources available in the Membership Toolbox on the International Website.

**Newsletter:** Provides monthly newsletter with news and updates to all members by email. (Minutes cannot be shared via email, but the chapter newsletter can summarize chapter activities for members. This helps absent members stay in touch with chapter events and reminds all members of upcoming activities.)

**Nominating:** Prepare a slate of officers, convention delegates, and alternate delegates for nomination by or at the first meeting in March. Begin work early. A Nominating Committee may be appointed at the same time other committees are appointed. Talk with members in the fall to determine interest.

**Philanthropies:** At chapter meetings, make reports about each of our P.E.O. philanthropies. Keep reports to one or two minutes at every meeting to maintain interest. Usually, a chapter names a separate committee for each philanthropy. The *P.E.O. RECORD* is a great source for a “minute” on each project that we support.

**Parliamentarian:** Serves as an authority regarding parliamentary procedure.

**Program:** Plan chapter programs. Call the person who is to give the program in ample time before the date of the program. Ascertain any special requirements of the speaker. Introduce and thank program speaker at the meeting. In accordance with the chapter bylaws, purchase a small gift for outside speaker when appropriate or announce a donation to a P.E.O. philanthropic when appropriate. Submit bills to treasurer. May arrange meeting places and hostesses and report during meetings.

**Reciprocity:** Plan with other chapters the reciprocity activities and contact unaffiliates to include them.

**P.E.O. RECORD Reader:** points out articles of interest for sisters to read.

**Social:** Plan and carry out chapter social functions. Make any necessary arrangements for the organizer's visit, including her lodging, meals, and the meal for the meeting with the local chapter officers.

**Technology:** Distributes chapter newsletter and serves as the contact between the chapter president and state officers if the chapter president does not have email. This committee should also be aware of the information available on the state and International websites and assists other committees with technology needs.

**Telephone:** Contact chapter members regarding meeting dates and locations. Other contacts may be made as deemed necessary by chapter regarding specific activities, or any other information deemed necessary by the president.

**Ways and Means:** Present possibilities for fundraising projects and see that plans are carried out. If chapter meetings are involved, arrange dates before the yearbook is published.

**Yearbook:** Follow yearbook checklist provided in the Spot Reminder and on the Alabama website. May arrange meeting places and hostesses. Plan and have yearbook printed. Distribute yearbook to chapter members. You have two options to submit your yearbook:

1. Send electronically to each member on the state board and print and send one copy to the Alabama State Chapter Secretary for display at state convention.
2. Send a total of 6 printed copies: one to each board member with two copies to the Alabama State Chapter Secretary, one to be displayed at state convention

## **Alabama State Convention Suggested Delegate Report Outline**

*Use the following topics and resources to develop your convention report.*

- ★ The Convention Program
- ★ Workshops and POI, Handouts if applicable
- ★ Results of voting on proposed amendments, where applicable
- ★ Project Presentations/Speakers
- ★ Other Displays/Special Awards

### **Utilize information from convention:**

- ★ Attendance numbers – Delegates and Visitors
- ★ Election of State Board
- ★ Remarks by Representative of International
- ★ Appointments to state committees
- ★ Questions and Answers from Q&A by Rep of Int'l and State Organizer

### **Share pertinent information from your attendance at:**

- ★ **Workshops**
- ★ **Period of Instruction**
- ★ **Project Reports, Project Speakers and Project Displays**
  - ☆ Cottey College; ELF, PCE, PSA, IPS, STAR
  - ☆ Alabama Cottey College Scholarship and Recruitment Committee (ACCSRC)
  - ☆ Alabama P.E.O. Historian Display
  - ☆ Other Convention Displays

You will receive a “bullet point” list that will have pertinent project info for your report. The entire annual report of all committees will be published in the Proceedings of Convention, available on the state website later in the summer.

### **Describe the highlights of:**

- ★ Celebration of Life
- ★ BIL Banquet
- ★ Closing Remarks by President
- ★ Acceptance Speech by incoming President, her theme, and Star Challenges
- ★ Invitation to the next Convention of Alabama State Chapter

Report should be presented to chapter at next meeting, if possible. Limit your report to 15 minutes and allow for questions. Include photos to provide the flavor of convention!

## **FORMS**

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**Several of the forms in this section are specific to the Alabama State Chapter of P.E.O. and may also be found on the Alabama website.**

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## **YEARBOOK CHECK SHEET**

**DIRECTIONS:** Yearbooks are due June 15<sup>th</sup>. You have two options to submit them:

1. Send electronically to each member on the state board and print and send one copy to the Alabama State Chapter Secretary for display at state convention.
2. Send a total of 6 printed copies: one to each board member with two copies to the Alabama State Chapter Secretary, one to be displayed at state convention

**Cover or Title Page:**

☐ P.E.O. Star Emblem      ☐ Chapter letters      ☐ Date of Chapter's Organization  
☐ Date of Yearbook      ☐ City and State      ☐ AL State Theme logo (*optional*)

**Local Chapter Information:**

☐ Day and hour of meeting: include provisions for exceptions  
☐ Circularization statement (from Policies, IOLC, 01/20; see below for text.)  
☐ Opening Ode, Objects and Aims  
☐ List of Chapter officers  
☐ List of Members: include, address w/zip code, phone w/area code, email  
☐ Separate list of Nonresident Members: include address w/zip code, phone w/area code  
☐ Bylaws, Standing Rules and Guidelines  
☐ List of committees: include first and last names

**Meetings and Programs to include:**

☐ Founders' Day observation  
☐ Election of officers by or at the first meeting in March  
☐ Installation of officers at the first meeting in March  
☐ Officers' Transition Meeting  
☐ The Ceremony of Initiation shall be exemplified at least once during the year and scheduled in the yearbook. If a true initiation occurs before the scheduled date, the exemplification may be omitted from the scheduled meeting.  
☐ Date and place of convention of Alabama State Chapter  
☐ Date and place of convention of International Chapter (odd years)  
☐ Report of delegates to convention of Alabama State Chapter  
☐ Report of delegates to convention of International Chapter (odd years)

**Alabama State Information:**

☐ List of state officers: include address, phone, email, and philanthropy advisory assignments  
☐ Designate the officer that is your Board Buddy  
☐ Reciprocity Group Contact Person for your chapter's Reciprocity area only\*  
☐ State Historian\*  
☐ Chairman of Membership Committee\*  
☐ Chairman of state ELF, IPS, PCE, PSA, STAR Scholarship Committees\*  
☐ Chairman of AL Cottey Scholarship & Recruitment Committee\*

***\*Please include at a minimum, a telephone number or email address for each***

**Circularization Statement:**

P.E.O. membership lists are to be used exclusively by P.E.O.s and are not to be used, even by P.E.O.s, for circularization, solicitation, or commercial purposes of any kind.

--IOLC 1/2020

## **CIRCULARIZATION STATEMENT**

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The following statement shall be printed on the page **immediately following** the title page of each chapter yearbook:

***Circularization Statement:***

P.E.O. membership lists are to be used exclusively by P.E.O.s and are not to be used, even by P.E.O.s, for circularization, solicitation, or commercial purposes of any kind.

--IOLC 1/2020



## **SAMPLE P.E.O. WILL**

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**Dear Family,**

**My P.E.O. pin was lent to me when I  
became a P.E.O. sister.**

**This star is a precious emblem to share in the continuous line of sisterly care.**

**Please return my pin as I request so others may benefit from this bequest.**

\_\_\_\_\_  
**(Signature/Date)**

**Chapter \_\_, Alabama**

**My pin is kept\_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_

**The pin may be given to a chapter sister or the  
pin may be returned to:**

**P.E.O. Executive Office**

**3700 Grant Avenue**

**Des Moines, IA 50312**

**Please include my name, Chapter\_\_,**

**\_\_\_\_\_(City)\_\_\_\_\_, Alabama.**

## **P.E.O. GENERAL LIABILITY INSURANCE**

### **An Explanation of the Coverage and How it Applies**

#### **For P.E.O. meetings or functions held in a member's home or at a local church, community hall or private facility**

##### **What Does This Coverage Protect?**

This coverage protects P.E.O. (International Chapter, state and local chapters, members, officers and employees) from liability, i.e., bodily injury to a third party or damage to property belonging to a third party caused by negligence.

##### **Key Word – Negligence**

If, for instance, a member or guest slips and falls while attending a P.E.O. function, coverage only applies if there is negligence on the part of P.E.O., its member, employee or officer, such as allowing a **known** hazard or unsafe condition to exist. For this reason, all incidents of injury to persons or damage to property should be reported, and a determination as to possible negligence will be made when necessary. Instructions and phone numbers for doing this are found on the Claims Reporting Statement, which is held by each state and local chapter president. In such circumstances, P.E.O., its member, employee or officer is protected and would be defended against any resulting lawsuit.

##### **Medical Expense Coverage**

In addition to the liability portion of the coverage, the policy also provides a limited amount of "Medical Expense" coverage. This coverage can be used to pay the medical expenses of the injured party, but this coverage is available only to guests or members of the public and **does not apply to P.E.O. members**. Assuming no negligence on the part of P.E.O. or its member, that person should look to his or her own medical insurance for reimbursement of medical expense.

Incidents of the kind discussed in the foregoing, if occurring in a member's home, should also be reported to the homeowner's insurer, as similar coverage usually exists there. Under the "medical expense" portion of the homeowner's insurance, the P.E.O. member probably has coverage.

##### **Event Held at Establishment Selling Liquor**

If an event is held in an establishment that is in the business of selling liquor, it is the responsibility of the establishment to maintain Liquor Liability insurance. It is also up to the establishment to determine who to serve, and more importantly, who not to serve.

*Under no circumstance may a P.E.O. chapter, reciprocity or other group of chapters obtain a liquor license.*

##### **Auto Liability**

Members driving their own cars to pick up and transport participants to a meeting or event must rely on their own automobile liability insurance for their protection.

For additional information regarding General Liability Insurance, refer to the International website under Resource Library / Local Chapter Officer Resources / Local Chapter Treasurer Forms

## **IN CASE OF AN ACCIDENT**

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### **CLAIMS REPORTING STATEMENT**

To report any incident involving bodily injury or property damage arising out of a P.E.O. activity, including conventions, workshops, official visits, board meetings, reciprocity functions, chapter meetings and fundraisers, a state or local chapter officer should call:

**Markie Lamer at (515) 237-0108 or Kay Dilks at (515) 237-0139  
at LaMair-Mulock-Condon Co., Des Moines, Iowa  
or use the toll-free number 1-800-747-5652**

In addition to a brief narrative of the circumstances, it is important to report the name, address, and telephone number of the injured party as well as that of any witness.

If you have any problem reaching the insurance company,  
call the P.E.O. Executive Office (515) 255-3153 ext. 3701  
for the Executive Director, Jackie Matt

## PRESIDENT'S CALENDAR

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### MARCH

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**At or before the first business meeting in March, by the outgoing president, and before installation of new officers, the following business shall be conducted:**

1. An election of officers, delegates and alternates to state convention, delegate and alternate to International Convention (when eligible).
2. Remind outgoing corresponding secretary and outgoing treasurer of annual reports due **before** March 10th. These reports **must** agree with one another before the outgoing chapter president signs them.
3. Remind outgoing recording secretary to:
  - a. Copy annually the local chapter bylaws and standing rules in Recording Secretary's Record Book, recording amendments when they transpire, following instructions in front of book.
  - b. Distribute complete copies of bylaws and standing rules (if amended) to:
    - (1) Chapter president.
    - (2) Yearbook chairman (for inclusion in new yearbook).
    - Only if there are changes:
    - (3) Secretary of Alabama State Chapter by March 10<sup>th</sup>. If there are no changes, the secretary should inform secretary of state chapter that no changes occurred.
4. See that new budget (prepared after books are closed) is presented by the budget committee. While this is not a requirement, it is recommended that all chapters have an annual budget.
5. Remind outgoing philanthropy chairmen to send annual reports to the appropriate state committee chairmen. Annual reports can be found on the state website at [peoalabama.org](http://peoalabama.org) under Local Chapters / Forms. Philanthropy chairmen may send completed forms by email or USPS to appropriate state officer.
6. Installation of Officers – Second term officers are included.

**After Installation – With incoming president presiding:**

7. Immediately after installation of officers in March, remind the corresponding secretary to enter online the information for the Report of Election of Officers, Philanthropic Committee Chairmen, Delegates to Convention and Nominees for Delegate to Convention of International Chapter (when eligible).
8. Get personal instructions on all materials pertaining to office from previous president and ensure that room and meal reservations are made IMMEDIATELY for the upcoming state convention.
9. Ensure that a joint meeting of all outgoing and incoming officers is scheduled and held within one month after installation, and all supplies and documents listed on the current List of Supplies for Officers of Local Chapters (from the International website) are passed on to new officers. At this meeting (as a minimum):
  - a. Evaluate chapter goals and policies. The International website has a number of tools to

- help you in setting meaningful, achievable and challenging goals.
- b. Review tools of office.
  - c. Discuss Counsel for Membership Booklet.
  - d. Advise that the convention proceedings for both state and International are located on the websites.
  - e. Exchange information about duties and responsibilities.
  - f. Order necessary supplies.
  - g. Read through the Ceremony of Initiation together.
  - h. Make sure philanthropic and membership chairmen send in annual reports to the state committee chairmen before March 10th and distribute philanthropic folders and materials to new chapter chairmen.
10. Remind each officer or initiation team member to check out the Ceremony of Initiation for an exemplification two months before exemplification is scheduled if an initiation has not been performed during the year. This exemplification is for the new officers and gives them an opportunity to show their capabilities and be ready for the initiation of a new sister when the time arrives.
  11. Verify that the vice president knows the Special Work. Remember that it includes the ENTIRE section, not just the secrets.
  12. Review all materials in the president's box with the vice president. Tell her where you will store your materials.
  13. Appoint committees by the first meeting in April. Be certain the corresponding secretary records the committee chairs promptly on the International website so they can receive their materials from both the state and International. **Names must be entered every year even if the chair does not change.**
  14. After treasurer's book is audited, the Audit Committee gives a report at the first regular meeting following completion of audit. Chapter vote approves the report.
  15. The Local Chapter Supply Order Form may be downloaded from International website (under Resource Library – Local Chapter Officers - Treasurer - Local Chapter Supply Order Form). Supplies can also be ordered online using personal credit card
  16. Make sure the appropriate chapter officers know date and location for Chapter Workshops and make plans to attend **IF** Chapter Workshops have been scheduled.
  17. Read "Release from Office" (the returned copy of the Annual reports) for treasurer and corresponding secretary at the first meeting after receiving the reports, and record in the minutes.

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#### APRIL/MAY

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Items to take to convention of Alabama State Chapter:

- Personal emblem.
- Copy of any proposed amendments to the bylaws sent to you by state Amendments and Recommendations Committee.

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### MAY

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1. Chapter report of Convention of State Chapter. A called meeting for the report is necessary if there is no regular business meeting scheduled after convention before a summer vacation.
2. When Part II of the Proceedings of State Convention is completed by state chapter with bylaw changes, these changes are effective immediately. Make the changes in your bylaws and recopy amended bylaws for chapter officers.
3. Treasurer should order needed supplies for officers. Make sure all forms have a current date. The newest forms are on the International website.
4. Request chapter's authorization to allow payment of summer bills (for those chapters that do not meet during the summer or that only hold social meeting(s) during the summer).

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### JUNE

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1. You have two options to submit your yearbook:
  1. Send electronically to each member on the state board and print and send one copy to the Alabama State Chapter Secretary for display at state convention.
  2. Send a total of 6 printed copies: one to each board member with two copies to the Alabama State Chapter Secretary, one to be displayed at state convention
2. Reciprocity Committee should keep in contact with unaffiliates over the summer and invite them to any summer functions/social meetings (for those chapters not meeting).
3. Let vice president know your summer plans (for those chapters not meeting during the summer).
4. Remind members who are moving to change address by completing the Change in Membership (CIM) form on the international website.
5. The chapter corresponding secretary may also assist in updating addresses.
6. Remind officers to read the revised state bylaws and standing rules which will be posted on the peoalabama.org website after convention. A hard copy is optional for each officer.

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### JUNE/JULY/AUGUST/SEPTEMBER

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1. Review committee appointments and make any necessary changes. Arrange for instruction and any needed supplies.
2. Review tools of office. (See March)
3. Set Goals with philanthropy chairmen.
  - a. Review philanthropic materials.
  - b. Recruit students.
  - c. Make college, high school and community contacts.
  - d. Plan fundraising.
  - e. Consider joint project efforts with neighboring chapters.
4. Consider review of president's box as possible substitute program. Chapter should see Convention Proceedings and chapter scrapbooks during year.
5. Prepare for visit from organizer of state chapter, or her proxy, when appropriate.

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## OCTOBER

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Plan for a delegate to Convention of International Chapter (CIC) to present a report on CIC in odd numbered years. Chapters may combine and accomplish this as a joint program. You may request a written report from the Alabama State President or locate the written report from International on the website.

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## NOVEMBER

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1. Any changes in the Constitution or Bylaws voted upon at Convention of International Chapter (held in odd numbered years) shall become effective as soon as published in THE P.E.O. RECORD. Change chapter bylaws as needed.
2. Consider chapter contributions in addition to amounts budgeted for the philanthropies.
3. Consider suggested additions or changes to the bylaws of state chapter that your chapter wishes to propose to the Amendments and Recommendations Committee by December 1st.
4. Appoint Nominating Committee, or activate current committee, depending upon which method chapter uses.
5. Check with your members to see if anyone may be interested in serving on the Executive Board of the Alabama State Chapter. A letter and other information will be sent by October 1 of each year. This letter is to be read to the chapter and if the chapter wishes to nominate someone, the nominees name and her information should be submitted to the nominating chairman/committee by December 15.

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## DECEMBER

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1. Treasurer notifies and may begin collecting dues from all active members.

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## JANUARY

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1. Celebrate Founders' Day this month.
2. Begin outlining president's letter.
3. To ensure chapter philanthropy gifts are recorded in the proper year, have treasurer send any gifts your chapter wants considered in this year's convention reporting by the end of January.
4. ELF Legacy Chapter, IPS Partners in Peace Chapter, PSA Laureate Chapter, STAR Constellation Chapter, and PCE Brighter Tomorrow Chapter contributions and all project contributions must be received by the Alabama State Treasurer by January 31, in order to get them to the Executive Office by the stated deadlines, and for chapters to receive credit at the state convention in that year. Otherwise, recognition will be given the following year.

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## FEBRUARY

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1. It is helpful for the outgoing president to train the incoming president before installation.
2. No transfers may be extended or accepted in February. You may initiate.
3. Treasurer collects dues.
4. Activate and meet with Finance Committee to draw up budget for the new year, (i.e., March 1 to February 28/29). Present at first meeting in March and vote on at next meeting. A budget is recommended, not required.
5. Read President's letter under Item # 9, New Business, at first or second meeting in February. Chapter votes approval. Send it to the president of state chapter before March 1st. You are encouraged to email copies to non-resident members and to resident members who are unable to attend regularly. File a copy of the letter and report in the president's box; keep for the life of the chapter. Historian may also keep copy.
6. Remind officers and committee chairs that annual reports are due. The treasurer's annual report must be retained for 6 years. The chapter president may also receive forms and information from president of state chapter. Ask your philanthropy chairmen to download their annual forms from the Alabama website and return completed form by email or mail to appropriate state philanthropy chairman.
7. Arrange for Auditing Committee to audit treasurer's books after closing February 28/29th. See current Auditing Committee Instruction Sheet online.
8. Check corresponding secretary and treasurer's annual reports of March 1st. Sign after checking for accuracy and consistency. Call for the reading of the approved annual reports by the corresponding secretary and treasurer with the first monthly reports following receipt of the approved copies. Remind recording secretary she is to send any changes in chapter by-laws to the AL Chapter state secretary, and if there are no changes, notify her that there are no changes.
9. Reports are due to state officers no later than March 10th. Corresponding secretary should not hold up annual report until election of officers. Newly elected corresponding secretary and treasurer may not begin their work until the previous officers are released by officer of state chapter.
10. Submit Alabama Star Challenges achieved by your chapter to the Alabama State President via email or USPS no later than March 1.
11. Request return of emblem from member going inactive with a personal letter.
12. Pins of members who have been inactive for three years must be returned to P.E.O. Executive Office using Emblem Return form. These pins should be found in your president's box. Encourage member to become active before returning the pin. Explain reinstatement procedure to member.



## **TREASURER**

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### **INSTRUCTIONS FOR TREASURER**

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Upon assuming your position as treasurer, you shall attend a joint meeting of all outgoing and incoming officers and receive current supplies and instruction documents pertaining to your job. This meeting is to be held within one month of installation. You are also to review the Ceremony of Initiation booklet and be ready to participate in an exemplification when it is scheduled in your yearbook unless there has been an initiation during the year (before it is scheduled), or your chapter has an initiation team. As with all officers, the treasurer should have access to the President's Book for any reference she may need. You should become familiar with all procedures so that you may be of help to the president. As soon as possible you are to take the online training for chapter treasurers that is available on the P.E.O. International website. It is located under Local Chapter Online Training.

### **TREASURER CALENDAR**

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#### **EVERY MONTH**

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1. Call roll and record attendance at every meeting.
2. Prepare Treasurer's Monthly Report using the Treasurer's Monthly Report to Chapter form (download from International website).
3. Deposit receipts in a timely manner. (When initiation fees are received, check should be held until candidate is initiated). New member emblems are not to be ordered until after the member is initiated.
4. Pay bills as approved by chapter vote.
5. Send philanthropic donations to state treasurer throughout the year. You may send donations once or on an ongoing basis. Chapter donations are sent to the state treasurer with the current Transmittal Form, available on state website. Individual donations are sent directly to the P.E.O. Executive Office or to Cottey College. These donations may be made online with a credit card. There is also a form on the international website to accompany an individual's check.
6. Balance checkbook after statement is received.
7. Order officer supplies as needed.

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## MARCH

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### Outgoing Treasurer

1. Close books last day of February. Make sure all dues checks have been deposited. Balance books.
2. Give books to Auditing committee so auditing report can be prepared in March. (Audit committee guidelines are found on the International website).
3. Meet with the president and corresponding secretary to verify that membership numbers agree. This is critical that both agree with membership number at end of year, including recent inactive members.
4. The President then signs reports.
5. Send completed and signed IRS Form and Annual Report with check for dues and assessments to state treasurer before March 10<sup>th</sup>. Check to make sure D matches D!
6. When letter of release (approved Annual Report) is received from state treasurer, give one copy to the president, and retain one copy for treasurer files. Read release report to chapter when received.
7. Prepare roll call sheets for the upcoming year. Names should appear as in corresponding secretary's enrollment book, although nicknames may be used when calling roll. Make separate lists for resident and non-resident members.
8. Fill in or print online new membership cards for all active members and mail to active non-resident members
9. New signature cards will need to be changed and signed, if applicable (when treasurer or president changes).
10. Transfer books to new treasurer. Be sure to go over procedures and explain forms and processes thoroughly.

### Incoming Treasurer

1. Sign new signature cards with bank. President should also sign.
2. Review Instructions to Officers of Local Chapter (IOLC) and treasurer training video (both found on the International website).
3. Become familiar with all forms and procedures for philanthropic donations.
4. Download forms for receipts/expenses from the International website. Review all forms and download any others as needed.
5. Begin numbering all receipts in March beginning with #1.
6. If it is a chapter custom, order gavel guard for president's pin. (Some chapters order the guard at the beginning of the president's term, others at the end of the president's term).

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## APRIL-DECEMBER

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1. Prepare a budget using previous year's expenses as a guideline. (A budget is not required). If you have a budget, early budget preparation gives officers and committees a framework for expenses. Remember, a budget is a guideline for chapter income and expenses. All disbursements: i.e. bills or donations, even if on the budget must be voted on at a regular meeting.
2. Philanthropy donations may be made any time after a chapter fundraiser is held, but

- donations must always be accompanied with the completed Transmittal Form.
3. Remind chapter members they may make personal donations at any time using the “Individual Donation Form” found on the International website. Members send these forms directly to the Executive Office or Cottey College depending on the individual’s donation selection. Individuals may also use the Gift Giving page on the International website to make online donations using a credit card.
  4. Use the Bed and Breakfast Ledger sheets from International website if your chapter hosts a P.E.O. Bed & Breakfast.
  5. Submit Bed and Breakfast Insurance as a bill to be paid and then send payment to International.
  6. Begin sending any gifts your chapter wants considered in this year’s convention reporting.

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### JANUARY

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1. Notice of Dues may be distributed to members at the meeting and must be sent to those not in attendance and non-resident members. (It is a good idea to include a self-addressed envelope to make it easier for members to send in their checks).
2. The treasurer will accept dues from those who are ready to pay.
3. Have dues cards prepared for each member and give to sister when her dues are paid.
4. Send any additional gifts your chapter wants considered in this year’s convention reporting.
5. All donations (including project giving, IPS Partners in Peace, PSA Laureate, ELF Legacy, PCE Brighter Tomorrow, and STAR Constellation chapter contributions) should be received by the state treasurer no later than January 31.

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### FEBRUARY

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1. Continue to collect dues and hand out membership cards as dues are received.
2. Second week of February – make a reminder call to members who have not paid.
3. A chapter may vote to pay the dues for a member who is not capable. (See Explanation of Dues Advancement under treasurer’s forms on the International website).
4. Close books on the last day of February. Verify membership numbers with corresponding secretary and write the last check of the fiscal year for dues and assessments and send with Annual Report.

### **Presentation of Pin to New Member**

For over one hundred years our P.E.O. Sisterhood has been guided by a bright gleaming star. They tell us it was Alice Coffin, one of our seven founders, who chose the star for our emblem. Women like stars. She liked one star so well that she gave to each point a name, which represents an essential virtue of an ideal woman:

FAITH that nothing in this world can shake;  
such LOVE that the world grows better each day;  
such PURITY that she shall see GOD;  
such JUSTICE that evil is afraid;  
and such TRUTH that they who hear will believe.

This combination makes a star of such brilliance that when a woman is trying so to live, its luster will never be dimmed. You may trust her honor for she is a P.E.O.

This emblem that you, \_\_\_\_\_, have been waiting for has changed only in size since the days of 1869 when our seven founders adopted it, but it has gained a broader and fuller significance with the years, and has bound up in it now the human touch of a great Sisterhood. We trust that you will always be as happy as Chapter \_\_\_\_ is at being the means for your receiving this pin.

(This comes from Chapter AP, Basking Ridge, New Jersey  
and was shared at Convention of International Chapter, September 1899 and 1999)

## CORRESPONDING SECRETARY

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### INSTRUCTIONS FOR CORRESPONDING SECRETARY

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Upon assuming your position as corresponding secretary, you shall attend a joint meeting of all outgoing and incoming officers and receive current supplies and instruction documents pertaining to your job. This meeting is to be held within one month of installation. You are also to check out the Ceremony of Initiation and be ready to participate in an exemplification two months before it is scheduled in your yearbook unless you have an initiation during the year (before it is scheduled), or your chapter has an initiation team. Also, you will have continuous access to an online training module at anytime of the day or night as it will remain online in the "Local Chapter Online Training" section of the P.E.O. International website which you should take as soon as possible.

#### 1. General Guidelines for the Corresponding Secretary

- a. Duties and instructions can be found in the following locations.
  - Constitution, Part III
  - Bylaws of Alabama State Chapter
  - IOLC -Instructions to Officers of Local Chapters, also known as "IOLC" and Policies Pertaining to Local Chapters (Current)
  - SPOT Reminder
  - P.E.O. Websites (peoalabama.org and peointernational.org)
- b. Promptness in dealing with all aspects of the duties of the corresponding secretary is of the utmost importance. Invitations should be sent the same day or the following day after the chapter acts, letters must be written promptly, and all changes to membership must be reported as soon as possible on the Change in Membership Form (CIM). Staying current with all these items of business will be of special help at annual report time.
- c. The corresponding secretary has the additional responsibility of lending all aid possible to the president in her efforts to expedite the chapter meeting. All forms should be completed and prepared before the meeting begins. All forms to be sent elsewhere should be processed promptly.
- d. The president should make the President's Book available to the secretary for her to study any part of the meeting that applies to her office.
- e. When presenting a report or reading correspondence, speak in a voice loud enough to be heard. Be sure to know how to pronounce all names. *State the name of correspondent before reading the item.*

#### 2. Updating Officers and Committee Chairmen on the International Website

**\*\*** The corresponding secretary is responsible for updating new officer, committee, and convention delegate information on the International website in March.

*Immediately following election and installation of officers, record the newly elected officers and committee chairs (include project, technology, and membership) on the International website so they can receive their materials from both the state and from International.*

**All names must be entered every year even if the chair or officer does not change. Use the same installation date for all officers, even if one sister is installed at a future meeting.**

### 3. Correspondence of the Chapter

- a. Prepare the Corresponding Secretary's Monthly Report to Chapter for the first meeting of the month, reporting for the previous month. The report is dated the day of the meeting. As a courtesy to the recording secretary, the corresponding secretary may list all items of correspondence on the reverse of the report form in case any should become lost.
- b. Keep a notebook of all correspondence sent and received. This will be a check for you and will help access records of various correspondences (invitations and CIM's).
- c. Social correspondence of the chapter is done at the direction of the president. For example, you should write thank you notes to a guest speaker and for other appropriate instances. Engraved notes are available from P.E.O. Supply.
- d. When reading correspondence, announce first who sent it. After reading the correspondence, hand it to the recording secretary who then has it for reference when writing the minutes. She distributes official correspondence to the appropriate officer (i.e., ELF reports to the ELF chairman, letters from the state president to the president, etc.). Any official correspondence is kept for one year. Social correspondence is to be destroyed after it is recorded in the minutes and approved.
- e. If there is a request for Consent to Select a Charter List, it is read as the last item of correspondence unless there is an acceptance of a transfer.
- f. The last item of correspondence read is the letter of acceptance of a transfer or reinstatement.
- g. Refer to the current Proceedings of Alabama State Chapter or Alabama website for the addresses of the state officers and standing committee members. State officers and standing committee members change following state convention each year. **A list of newly elected officers and committee members is distributed to your delegates at convention.** This list is updated in your yearbook.
- h. The **Directory of Presidents (local, state and international)** is available on [peointernational.org](http://peointernational.org). This may not be copied or used for any other mailings and may not be distributed to those who are not members.
- i. Each year after chapter elections, enter new chapter officers and project and membership chairmen on the International website. Update the information when it changes such as email addresses, telephone numbers, etc. Let the state vice president know when the changes have been made.

### 4. General Enrollment Book

As of March 1, 2010, this book is no longer used, but *must be retained for the life of the chapter*. Please pass this along with your supplies to your successor. You will receive an updated enrollment report every three years at the time of your chapter's official visit. The prior report should then be discarded.

**5. Yearbooks**

You have two options to submit your yearbook:

1. Send electronically to each member on the state board and print and send one copy to the Alabama State Chapter Secretary for display at state convention.
2. Send a total of 6 printed copies: one to each board member with two copies to the Alabama State Chapter Secretary, one to be displayed at state convention

**6. Recognition of Membership**

Check your Chapter Membership Summary frequently to see if a member will be celebrating a special anniversary. Inform the president and chapter in sufficient time to plan for a celebration. This may be a local chapter celebration or at a Reciprocity meeting. You may order a certificate from International

**7. Annual Reports**

Refer to the IOLC for instructions. The annual report sent to the state secretary should agree with annual report sent to the state treasurer by the chapter treasurer. The president, by signing these forms, confirms that the two forms agree. *Please be sure to confer with your president.*

## RECORDING SECRETARY

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### INSTRUCTIONS FOR RECORDING SECRETARY

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Upon assuming your position as recording secretary, you shall attend a joint meeting of all outgoing and incoming officers and receive current supplies and instruction documents pertaining to your job. This meeting is to be held within one month of installation. You are also to check out the Ceremony of Initiation and be ready to participate in an exemplification two months before it is scheduled in your yearbook unless there has been an initiation during the year (before it is scheduled), or your chapter has an initiation team. As with all officers, the recording secretary should have access to the President's Book for any reference she may need. You should become familiar with all procedures so that you may be of help to the president. Also, you have continuous access to an online training module at any time of day or night, as it remains online in the "Local Chapter Online Training" section of the P.E.O. International website which you should take as soon as possible.

1. Duties and instructions can be found in the following locations:
  - Constitution, Part III
  - Bylaws Alabama State Chapter
  - Instructions to Officers of Local Chapter, also known as "IOLC" and Policies Pertaining to Local Chapters (Current)
  - SPOT Reminder
  - Recording Secretary's Record Book
  - P.E.O. website ([peoalabama.org](http://peoalabama.org) and [peointernational.org](http://peointernational.org))
2. Approved minutes are recorded in typewritten form if possible. If minutes are handwritten, a ruled guide sheet may be used. Both sides of the page may be used. Minutes are required for regular business, regular social and special meetings. Minutes do not include details of reports, contents of discussion, or names of prospective members who have not been balloted upon.
3. New page numbers begin with each new P.E.O. year (March 1 – February 28/29). Each page is numbered with the format of "page number-year". For example, the minutes beginning in March 2020 shall be numbered 1-20, 2-20, 3-20 continuing through the minutes of February 2020. In March of 2021, new numbering begins again with 1-21, 2-21 etc. No index page is required.
4. The outgoing recording secretary is to do the following after the election of officers at the first meeting in March:
  - a. Record the approved minutes of the last meeting in February.
  - b. On the pages immediately preceding the minutes of the first March meeting, record the bylaws and standing rules incorporating amendments adopted during the previous year. Use only one side of each page. Leave the left-hand pages blank for amendments that may be adopted in the new year. Amendments are to be recorded with the date of adoption and page number of the minutes in which this action is taken. NOTE: This instruction is to be followed even if the bylaws and standing rules were not amended during the previous year. Submit to the state secretary changes in bylaws and standing rules by March 10<sup>th</sup>. If there are no changes, submit a statement indicating that there are



- no changes.
- c. List the names of the newly elected officers on the back of the last page of standing rules.
- d. Record the approved minutes of the first meeting in March beginning on the next right-hand page using the numbering format described in number 3.
- 5. Minutes must be kept in their original form for a minimum of twenty-five years. Upon the vote of the chapter, minutes older than twenty-five years may be preserved in any manner. See the Policies section (in IOLC) – Archival Storage for Minutes and /or Historic Memorabilia.
- 6. The recording secretary keeps the Monthly Reports of the Treasurer.
  - a. These reports are held for the Auditing Committee for their use when auditing the treasurer's books in early March.
  - b. Using a separate folder for these is helpful.
- 7. The recording secretary conducts the opening of the meeting in the absence of the president and vice president.
- 8. Keep a notebook with your working minutes (rough drafts) and other notes you take during the year. Keep rough drafts for a year and then destroy them.
- 9. Ask committee chairmen to write out lengthy reports so that you may put the information correctly into the minutes. Do not accept scraps of paper. Include in your minutes only the committees that gave a report. It is not necessary to record all of the committees if they don't have a report.
- 10. The minutes may not reflect the secretary's opinions in any form, so descriptive adjectives are not used.
- 11. Minutes should be brief and only include action items and committee recommendations/ announcements. Only the decisions are recorded – not the details. Items of personal content (medical, prayer, requests, etc.) should not be included in the minutes.
- 12. Minutes are required to reflect action items taken, bills approved to be paid, and the content and outcome of any motion. If a name is proposed for membership, only state "a name was proposed for membership." When an organizer visits, follow the suggested sentence in your Recording Secretary's Recording Book, page 2, under "Meetings" for use in your minutes. Do not make up business.
- 13. Use the sentences for your minutes that are given in the Recording Secretary's Recording Book. Creative writing has no place in writing minutes.
- 14. For clarity and ease of writing, as well as understanding, write the minutes in simple declarative sentences. Active voice is preferable to passive. Write in the third person. Use he, she, or it for the singular. For the plural, use they, them and theirs. The first person, I, you, we, are not used in the body of the minutes.
- 15. You are responsible for helping the president in any way possible to expedite the meeting. Have all the forms necessary for the conduction of the business of the chapter and have all records completed for each meeting.
- 16. It is recommended that the secretary attach a copy of the President's Letter to the minutes.
- 17. Make sure that the correct order of business is followed in your minutes even if the order was not followed in the meeting. Use the Suggested Form for Minutes, found on the Alabama website (Local Chapter/Forms/Recording Secretary). Also, become familiar with order of business by reviewing the procedures in the President's Book. This will be a big help when writing the minutes.
- 18. When the corresponding secretary gives her report, ask for the correspondence when she finishes. This helps with the correct wording for the minutes of what was presented. Items of

official correspondence are kept for one year. Social correspondence is destroyed after the minutes in which it appears are approved.

19. Use correct wording when the business of accepting a transfer in or out or an invitation to transfer is read.
20. Use caution when reporting the items given in the Suggestions for the Good of the Chapter. Too much information as well as too little causes difficulties. Avoid using information in your minutes that would cause embarrassment or discomfort when read at the next meeting. Try to include only items of historical interest to your chapter. The more personal items can be reported after the meeting.

## **BALLOTING**

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1. When Balloting on a name, the president and Recording secretary do not initially count the ballots. At the first pass, only look for con votes.
2. Collect written ballots for membership and seal in an envelope. Destroy after the chapter meeting.
3. A name balloted upon favorably shall be included in the minutes of the meeting at which the vote was taken, together with names of sponsors and the date the name was proposed for membership. "The name of \_\_\_\_\_, proposed \_\_\_\_\_ (date), sponsored by (list the three names) has been balloted upon favorably."
4. The number of unfavorable votes on any ballot shall not be disclosed and the name is not recorded in the minutes. The minutes would say "a name was balloted upon. The vote was unfavorable."