



CHAPTER SECRETARY WORKSHOP

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OVERVIEW

- Minutes - what goes in and what doesn't
- Record keeping - what to keep and what to toss
- Parliamentary procedure - what you need to know
- International resources


Minutes Purpose


- ▶ **Minutes are only surviving record of what was said and done at a meeting.**
 - ▶ They can be dry and boring.
 - ▶ Are informative and easy to navigate for whatever the reader needs to know six months or years from now
- ▶ **Organization of the facts and use of unpretentious language are the best.**
- ▶ **Readable but precise in the information you give.**
 - ▶ Your minutes provide the record of the action taken at the meeting, just the facts



Minutes – What information minutes should contain

- First paragraph should contain:
 - The kind of meeting (regular, special, etc.),
 - The name of the chapter,
 - The date, time, and place of the meeting,
 - The fact that the president and secretary (or substitutes) were present
 - Whether the minutes of the previous meeting were approved.
- [RONR (11th ed.), p. 468, l. 22-p. 470, l. 22].

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- **The body should contain (a separate paragraph) for:**
 - **Each main motion (as presented or, if amended, as amended)**
 - **Who made it (but not who seconded it or who moved to amend it or the amendments themselves) and**
 - **Whether it passed, failed, was postponed, or was referred to a committee.**
 - **The substance of each committee report.**

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- **Notice of any motion(s) to be made at a future meeting**
 - **All points of order and appeals, and their disposition.**
 - **Record the name of any guest speaker and the subject of presentation but make no summary of the speaker's remarks.**
 - **The final paragraph should state the time of adjournment**



What is not included

- ▶ Minutes “should contain mainly, a record of what was *done* at the meeting, not what was *said* by the members” [RONR (11th ed.), p. 468, ll. 17-18].
- ▶ They are a factual account of the meeting
- ▶ They do not include opinions;
 - ▶ For example, we had a lovely tea, or we were glad to have three prospective members at our meeting.
- ▶ They do not record suggestions or discussions,
 - ▶ Just the action that results from such talk
 - ▶ They are normally brief—rarely more than one page for a chapter meeting.


Approving/Correcting Minutes

- ▶ Do minutes have to be read to be approved?
 - ▶ No, if they are distributed before the meeting, they can be approved as distributed.
- ▶ How should minutes be approved?
 - ▶ The president asks, “Are there any corrections?” She takes corrections, if any, and then says, “The minutes stand approved as read (distributed),” or, “The minutes stand approved as corrected.”
 - ▶ Minutes should be signed and dated when approved.
- ▶ How should corrections be recorded?
 - ▶ Corrections are made in the minutes that were corrected.
 - ▶ Minutes of the current meeting say only, “The minutes were approved as corrected.”



Approving/Correcting Minutes cont'd

- ▶ **WARNING:** Minutes drafted ahead of time aren't the official minutes until the members approve them. Because changes may be made in the minutes before they're approved . . .
 - ▶ It's good practice for the secretary to note somewhere on the distribution copy that it's a "draft for approval."


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- **TIP: When minutes are approved, the secretary annotates the original file copy with any corrections in the margin or retypes the minutes to include the corrections.**
 - **The secretary then writes “Approved” on the minutes and adds both her initials and the date to the record.**
 - ***Robert’s Rules of Order Newly Revised* (11th ed.), pp. 468-475 includes a sample set of minutes and detailed rules for handling them.**




Record Keeping

➤ The secretary

- maintains written records for chapter files;
- records the minutes of each chapter and executive board meeting, including any membership terminations with reasons for termination, and other official actions taken;
- makes available to members the minutes of the previous meeting;
- files official minutes in a permanent chapter file after indicating the date that minutes are approved with her signature/initials; and
- handles correspondence of the organization as delegated by the president unless the chapter has a corresponding secretary.

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- **The date of the approval of minutes by the chapter and the signature of the secretary verify the minutes as an official record of chapter business. Minutes are never destroyed and should include the date of and reason for termination of membership.**
 - **Financial reviews/audits are permanent records and are never destroyed.**
 - **Government record requirements, usually related to finances, must be maintained for the period designated by the chapter's country. For example, if a chapter exists in the United States, the confirmation of a chapter's filing Form 990-N is a permanent record.**

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- Care should be taken when purging membership files to keep a record of members dropped, including the reason and date of termination. Other records of historical importance are the names of chapter charter members with biographical data; a brief review of the chapter's beginning; name of deceased members and dates of death; and the official inductee register with dates of induction.
 - State organization and chapter treasurers should maintain accurate and current membership records.
 - For long term storage, it is recommended that hard copies be kept in addition to electronic records.

Suggested Retention Schedule

Type of Record	Legal Period
Bank Deposit Slips/Copies of Cancelled Checks	7 years
Bank Statements/Reconciliations	7 years
Accounts Receivable/Accounts Payable	7 years
General Ledger/Journal	Permanent
Cash Disbursements/Cash Receipts Journals	Permanent
Authorization & Appropriation for Expenditures	7 years
Petty Cash Vouchers	7 years
Invoices	7 years
Financial Statements	Permanent
Auditor Reports/Financial Reviews	Permanent
Budget Reports	4 years
Revenue and Expenditure – Fiscal Year July 1 – June 30	4 years
Membership Form 18 Printout	7 years
Membership List	4 years (at least)
Inventories of Materials and Supplies	4 years
Tax Returns – Federal 990 (US only)	Permanent
Employee Payroll Records, Timesheets, W-2 and W-4 records	7 years
Employee Expense Reports	7 years
Employee Applications	3 years
Employee Files	7 years after employment ends
State Organization Convention Financial Records	7 years
Contracts	10 years from termination
Insurance Policies	Permanent
Leases	10 years after termination
Real Estate Purchases	20 years after sale
Annual Reports	Permanent
Articles of Incorporation	Permanent
Constitution/ By-Laws/ Rules	Permanent
Minutes of General Meetings	Permanent
Minutes of Board Meetings	Permanent

Keep chapter financial records of historical or archival value permanently. For long term storage DKG

Go-to
Guide for
Chapter
Members
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Parliamentary Procedure

- ▶ There are lots of options under Robert's Rules of Order for voting, but fundamentally they are straightforward.
- ▶ Motions are brought forward and seconded another member
 - ▶ No second needed if action comes out of committee
 - ▶ Record exact verbiage of motion for minutes
- ▶ Votes are only valid under a quorum
- ▶ The chairperson generally doesn't vote (except in secret ballots or to break a tie)
- ▶ The majority wins.
- ▶ Record Motion Passed or Carries/Failed in minutes



International Resources

- ▶ Signing up for the web site <https://www.dkg.org>
- ▶ Sign-in
- ▶ User name = DKG membership number
- ▶ password: dkg2014society

See especially Resources, Governing Doc (Go-to Guide),
Publications, My DKG



Q & A

- Let's talk . . . In breakout rooms
- Questions about anything presented?
- What more do you want to know?
- What was most helpful?

Thank you. Feel free to contact us via
www.dkgwa.org/officers