

**SECRETARIES MINUTE BOOK CHECKLIST**

Rev 10-30-19

*Fill-in Dates*

*(Items listed must be reflected in the minutes)*

1. \_\_\_\_\_ Installation by first meeting in April. (C&BL Sec. 1806)
2. \_\_\_\_\_ WM signs that she has read her duties on or before 1<sup>st</sup> meeting after installation. (C&BL Sec. 1906 #17)
3. \_\_\_\_\_ Committees appointed and listed in minutes. (C&BL Sec. 1901 #7 & BOI p.31 #18)
4. \_\_\_\_\_ Information and Instruction Committee appointed. (C&BL Sec. 1901 #20)
5. \_\_\_\_\_ Audit Committee appointed on or before 1<sup>st</sup> meeting after installation. (C&BL Sec. 1901 #8)
6. \_\_\_\_\_ Secretary & Treasurer’s books audited, signed by Audit Comm., balanced with bank. (C&BL Sec. 1906 #20)
7. \_\_\_\_\_ Audit Committee report given by the first meeting in May. (C&BL Sec. 1901 #8)
8. \_\_\_\_\_ Grand Chapter billing read by Secretary by first meeting in May. (C&BL Sec. 1906 #21)
9. \_\_\_\_\_ 990N filed with IRS. IRS confirmation email put with chapter minutes. (C&BL Sec. 1907 #7)
10. \_\_\_\_\_ Copy of 990N confirmation email sent to Grand Secretary by **June 1<sup>st</sup>**. (C&BL Sec. 1907 #8)
11. \_\_\_\_\_ Irregularities read/distributed at first meeting following receipt. (C&BL Sec. 1901 #19)
12. \_\_\_\_\_ Jurisprudence Report (on resolutions) read/distributed by first meeting in September. (C&BL Sec. 1901 #4)
13. \_\_\_\_\_ Education Night on Ritualistic Work given by Deputy Instructor. (C&BL Sec. 1901 #18)
14. \_\_\_\_\_ Four (4) Long Form Openings. (BOI p.1 #7) (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ (4) \_\_\_\_\_
15. \_\_\_\_\_ Two (2) balloting exemplifications. (C&BL Sec. 1901 #20) (1) \_\_\_\_\_ (2) \_\_\_\_\_
16. \_\_\_\_\_ Two (2) initiation exemplifications. (C&BL Sec. 1901 #10) (1) \_\_\_\_\_ (2) \_\_\_\_\_
17. \_\_\_\_\_ Funeral Minutes written separately in Minute Book. (C&BL Sec. 1106 #2A)
18. \_\_\_\_\_ Special Dispensations – request & \$1 (one dollar) fee sent directly to the Worthy Grand Matron:
 

Reason _____	Date _____
Reason _____	Date _____
Reason _____	Date _____
19. \_\_\_\_\_ Election of Officers held first meeting in March. Subsequent elections held, if needed. (C&BL Sec. 1803)
20. \_\_\_\_\_ One (1) meeting each month in no less than ten (10) months. (C&BL Sec. 1106 #1)
21. \_\_\_\_\_ No meetings adjourned, cancelled, or postponed by motion. WM may declare meeting closed if less than 7 members remain in attendance. Minutes should explain the situation\* (C&BL Sec. 1108)
22. \_\_\_\_\_ Treasurer’s Report at each Stated meeting. At a minimum, Secretary’s Minutes are to include the previous balance, receipts total, disbursements total, and ending balance. (C&BL Sec. 1907. #6)
23. \_\_\_\_\_ Names of members suspended/expelled are listed in minutes. Dates: \_\_\_\_\_  
Grand Chapter letters must be read and listed in minutes individually.

**Bring Minute Book, Secretary/Treasurer Cash Books, and Sentinel’s Register to Secretary/Treasurer Tea**  
*(or plan to have it available prior to the Official Visit, if not at the Tea). (BOI p.30, #5)*

**\*Essential to OPEN a chapter:**

- Charter, Bible (2<sup>nd</sup> Chapter Matthew), Flag, Seal, Signet, Emblems (all in Chapter room).
- Quorum present (one of the top four officers, and six other members of the Chapter – **and** there must be a Brother present who is a member of the Order). (C&BL Sec. 1110 #8)
- *Ballot box shall be in the chapter room at all stated meetings. (BOI p.5 #11)*