SECRETARIES MINUTE BOOK CHECKLIST

Fill-in Dates

(Note: 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 1st 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 1st 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 1st. (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:

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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 (2nd 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)