

## RESOLUTION # 21

Passed\_\_\_\_ Failed\_\_\_\_

Passed as amended \_\_\_\_

**PAGE: BL II-106**

### **ARTICLE XVIII, DUTIES OF OFFICERS AND MEMBERS**

#### **Section 1803.1, Secretary.**

PURPOSE: To clarify the retention of chapter records and move retention information from the “General Information for Secretaries” (currently found in our Book of Instruction) to our by-laws.

#### TEXT OF THE REVISION:

1. Section 1806.3. Preserve the books of the Constitution and By-Laws of the Grand Chapter and all printed and electronic documents belonging to the chapter.
  - a. Membership ledger, monthly and annual reports, chapter by-laws and signature book shall be permanently retained.
  - b. Minute books, Treasurer and Secretary Cash book and bank statements shall be retained for at least 7 years. (In the case of a merger, the documents of the “proposing” chapter shall be retained for 7 years from their last meeting date.)
  - c. Sentinel’s Register shall be retained such that there is a current register and the previous completed register.
  - d. Cancelled checks and warrants shall be retained until after the internal audit.
  - e. Invoices and paid bill shall be retained until 4 years from the date of yearly IRS filing.
  - f. Dues card receipts shall be retained for the current and previous year.
  - g. Bank deposit books do not need to be retained.
  - h. Correspondence shall be retained for the fiscal year. Invitations do not need to be retained.

#### WHICH WHEN PRINTED IN THE NEXT REVISION WOULD READ:

1. Section 1806.3. Preserve the books of the Constitution and By-Laws of the Grand Chapter and all printed and electronic documents belonging to the chapter.

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SPONSORS:

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