

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.

- 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.

SPONSORS:

Sue Putnam, PM, Analia #112

Terri Elwood, PM, Analia #112