

SECRETARIES MINUTE BOOK CHECKLIST

Rev 9-03-2024

Fill-in Dates

(Items listed must be reflected in the minutes)

1. Installation by first meeting in April. (C&BL Sec. 1706)
2. WM signs that she has read her duties on or before 1st meeting after installation. (C&BL Sec. 1806 #17)
3. Committees appointed and listed in minutes. (C&BL Sec. 1801 #7 & BOI p.31 #18)
4. Information and Instruction Committee appointed. (C&BL Sec. 1801 #20)
5. Audit Committee appointed on or before 1st meeting after installation. (C&BL Sec. 1801 #8)
6. Secretary & Treasurer's books audited, signed by Audit Committee, in balance. (C&BL Sec. 1801 #8)
7. Audit Committee report given by the first meeting in May. (C&BL Sec. 1801 #8)
8. Grand Chapter billing read by Secretary by first meeting in May. (C&BL Sec. 1806 #20)
9. Tax form filed with IRS. Confirmation may be kept with Treasurer's cashbook. (C&BL Sec. 1807 #7)
10. Copy of 990N confirmation email sent to Grand Secretary by **June 1st**. (C&BL Sec. 1807 #8)
11. Irregularities read/distributed at first meeting following receipt. (C&BL Sec. 1801 #19)
12. Jurisprudence Report (on resolutions) read/distributed by first meeting in September. (C&BL Sec. 1801 #4)
13. Education Night on Ritualistic Work given by Deputy Instructor. (C&BL Sec. 1801 #18)
14. Four (4) Long Form Openings. (C&BL Sec. 1801 #22 & BOI p.1 #7) (1) (2) (3) (4)
15. Two (2) balloting exemplifications. (C&BL Sec. 1901 #21) (1) (2)
16. Two (2) initiation exemplifications. (C&BL Sec. 1801 #10) (1) (2)
17. Funeral Minutes written separately in Minute Book. (C&BL Sec. 1006 #4A)
18. Special Dispensations – request sent directly to the Worthy Grand Matron:

Reason	<input type="text"/>	Date
Reason	<input type="text"/>	Date
Reason	<input type="text"/>	Date
19. Election of Officers held first meeting in March. Subsequent elections held, if needed. (C&BL Sec. 1703)
20. One (1) meeting each month in no less than ten (10) months. (C&BL Sec. 1006 #1)
21. No meetings adjourned, cancelled, or postponed by motion. WM may declare the meeting closed if less than 7 members remain in attendance. Minutes should explain the situation* (C&BL Sec. 1008)
22. Treasurer's Report at each Stated meeting. At a minimum, the Secretary's Minutes are to include the previous balance, receipts total, disbursements total and ending balance. (C&BL Sec. 1807. #6)

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 – one of the seven must be a Brother present who is a member of the Order). (C&BL Sec. 1010 #8)
- *Ballot box shall be in the chapter room at all stated meetings. (BOI p.5 #11)*