

2023 Bylaw Amendment
Section 123. Bylaws Governing Subordinate Chapters – Secretary

Currently reads:

Section 123. SECRETARY. The Secretary SHALL:

- a. Keep full and proper records of all transactions and proceedings of the Chapter.
- b. Receive all money due the Chapter, giving receipt therefore, making acknowledgment to the Chapter and recording same in the minutes of the next stated meeting, and on or before the first of each month pay all money received to the Treasurer, taking receipt therefore.
- c. Keep a correct account between the Chapter and its members.
- d. To keep a Chapter Ledger in which shall be entered the full name of all members of the Chapter, with detailed records of their connection with the Order.
- e. Issue all notices for stated and special meetings as required.
- f. Notify in writing, under the Seal of the Chapter, all committees of their appointment and petitioners of their election or rejection.
- g. Notify, on or before the first day of each November, all delinquents of the amount of their indebtedness to the Chapter. (Intent to Suspend forms are available from the Grand Secretary)*
- h. Report to the Chapter at its first stated meeting in January and record in the minutes, the names of all members indebted to the Chapter for more than the dues of the current year.*
- i. Report to the Chapter at its first stated meeting in February, and record in the minutes, the names of all members indebted to the Chapter for more than the dues for the current year with the amount of indebtedness of each. Such members shall be automatically suspended as of that date, such fact recorded in the minutes, and written notice of suspension immediately forwarded to such members. (Suspension forms are available from the Grand Secretary.)*
- j. Prepare and transmit to the Grand Secretary the annual report and returns of the Chapter for the year ended June 30th, said report and returns to be postmarked on or before the 10th day of July of each year, approved in writing by the Worthy Matron under the Seal of the Chapter, and with such report transmit to the Grand Secretary all sums due the Grand Chapter for dues, fees, and other charges. Failure to file said annual report and returns shall result in a fine being levied against the Chapter in the amount of \$25.00, said fine to be paid by the said Chapter to the Grand Secretary upon receipt of official notice from the office of the Grand Secretary, and without vote of the Chapter.
- k. Draw warrants as authorized, with the approval of the Worthy Matron, for the amount due the Grand Chapter as soon as such amount can be determined and without vote of the Chapter.
- l. Conduct the correspondence of the Chapter, have custody of its Seal, records and papers. All properties belonging to the Chapter will be delivered to the successor when ordered or to a committee authorized to receive them.
- m. Close the books for the year at the last stated meeting in October and include the business transacted at that meeting.
- n. To transmit to the Grand Secretary WITHIN FIVE DAYS after the Installation, a duly certified list of the newly installed Officers with the date of their installation.
- o. Read annual report at the first stated meeting in November, such report to include a brief summary of total receipts, Chapter work, important events and matters of interest to the Chapter.
- p. Date official documents, i.e. Warrants, Demits, Certificate of Transfer, etc., the same date as that of the stated meeting when such action was authorized (with one exception specifically provided for in Section 143, By-Laws Relating to Subordinate Chapters). * **Adopted GC 2015**

Change to read:

Section 123. SECRETARY. The Secretary SHALL:

a. through m. Remain the same.

n. To transmit to the Grand Secretary WITHIN FIVE DAYS after the Installation Election of Officers, a duly certified list of the newly ~~installed~~ Elected Officers with the scheduled date of their installation.

o. through p. remain the same.

Reason: The Grand Chapter Elected Line Officers need a list of the Elected Officers prior to scheduling their Official Visit dates. Far too often the installation lists are being received too late to be of assistance. This list of Subordinate Chapter Elected Officers could be emailed or mailed for the ease of the Subordinate Chapter Secretary.

Additionally, a list of installed officers is contained in the Annual Report and this would eliminate that duplication of effort.

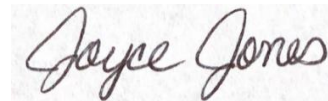
Proposed by:



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