

RECORDING SECRETARY

The Recording Secretary's guide to success in chapter leadership.

Delta Tau Delta Fraternity

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RECORDING SECRETARY

INTRODUCTION

Every organization needs some type of system for recording and filing information that is discussed during meetings. In your chapter, you are the individual who is responsible for maintaining this system. Although your job is not very difficult, it requires organizational skills. You will need to find a system that works best for you and that is easily understandable for those with whom you will be working on a day to day basis. You must keep your files up-to-date, legible, and complete. This chapter will explain your duties in detail and give you tips on how to be successful. You will also learn just how important your job is in maintaining and ensuring continuity of information within the chapter for years to come.

Duties

Your primary duty is to record the minutes of all chapter meetings; however, there are several other areas that you are responsible for overseeing. Besides recording the minutes of the chapter meetings, you must also record the minutes of the administrative committee. These meetings are less formal, but still require thorough notes of topics discussed. Other areas of responsibility include maintaining full and complete records of the membership register (roll book), suspensions and expulsions, and the alumni address file. In addition to these duties, you will organize all the chapter files. If your predecessor has left the files well-organized, you will be able to step right in and get to work. If not, you can get advice from fellow officers or your chapter advisor.

Chapter Continuity is Fundamental

The continuity of chapter operations depends on your ability to organize the chapter files. When we speak of continuity, we are referring to not only your time in office, but also every Recording Secretary who follows you. Though it is difficult to maintain continuity from year to year, because of the natural turnover that occurs, by keeping your files organized, it will be easier for your successors to maintain a consistent flow of information. How well you do your duties, therefore, will impact your entire chapter. By excelling, you will make a difference in your chapter. An excellent chapter is a well-organized chapter.

DUTIES OF THE RECORDING SECRETARY

The primary duty of the Recording Secretary, that of keeping chapter minutes, is among the best known of any chapter operation. Some of the less apparent, but just as important, duties of the Recording Secretary are handling correctly the membership register, maintaining an up-to-date record of addresses of undergraduates and alumni, referring changes of address to the Corresponding Secretary for transmission to the Central Office, maintaining the organizational files of the chapter, and recording the minutes of the administrative committee meetings.

CHAPTER MINUTES

The record of many chapter meetings makes very interesting reading. As chapter recorder, your job is vital to the well-being of the chapter, but the Recording Secretary has other important responsibilities which are often overlooked. All of your duties and responsibilities will be described in detail and it will take an effort on your part to see that they are done well.

Your most obvious duty, of course, is to record the minutes of chapter meetings. Each Recording Secretary has his own writing style and should record the minutes in an interesting, creative fashion. Remember, however, that chapter minutes are a permanent record of chapter proceedings and, therefore, should be correct, legible, and complete.

Minutes do not include every word spoken. However, to be complete, they should include these essential elements:

1. The time, place, and date of the meeting and name of the presiding officer should be recorded.
2. All topics of discussion should be noted according to offices, committee chairmen, or item of business.
3. Action taken or recommended should be noted fully.
4. The main points of committee reports should be included.
5. Names of the persons making and seconding motions should be stated with the exact working of the motions and the results of votes on the motions.
6. The main points of any guest speaker and the chapter advisor should be recorded.
7. The time of adjournment should be noted.

During the chapter meeting, you will take your notes and later translate your notes into a rough draft. The President should read and approve your draft, and after the draft has been approved by the chapter either as read or as corrected, you should copy the draft in the chapter's permanently bound minute book. The minutes of one chapter meeting will not appear in the permanent minute book until after the following meeting, but do not delay in fulfilling your responsibilities. Immediately after the chapter meetings, complete your draft minutes and then enter the minutes of the previous meeting in the permanent record.

While minutes of the administrative committee meetings will be less formal, they should contain the same basic information as chapter meeting minutes. Of course, administrative committee minutes will be filed for future use and reference.

MEMBERSHIP REGISTER (*ROLL BOOK*)

The membership register is one of those duties which seems like it can always be put off until tomorrow. When this happens, the register is often never completed and future chapter members are robbed of part of their permanent records.

The proper time for signing the register is at Initiation. Every initiate should sign his full name on a numbered page of a bound book. The numbers should run in sequence, corresponding with the initiate's chapter roll number. Later, you should enter his home address, age, date of initiation, parents' names and addresses, and any honors the initiate has achieved. To keep the register up-to-date, you should make an appropriate entry each time a member is elected to a campus or chapter office or receives an honor. The membership register is a permanent record of the member's activities and will be helpful in writing press releases, citations for honors, etc. The register is also a convenient way of keeping track of chapter roll numbers.

When an initiate of another chapter affiliates with your chapter (*which is the affiliating chapter*), he should sign your chapter membership register book (*roll book*). His chapter number would then become an extension of the most recent initiate in YOUR membership register book. (i.e., a, b, c). For example, if his name was John Maynard Bostich and the last number you used in your membership register book was No.1043, John Bostich would then become No. 1043a.

PLEASE NOTE: DO NOT ASSIGN AN AFFILIATE A NEW ROLL NUMBER.

SUSPENSIONS AND EXPULSIONS

Another of your responsibilities as Recording Secretary is the maintenance of full and complete records of suspensions and expulsions from membership by your chapter and your finance committee. Full and proper recording of these proceedings are absolutely necessary to protect your chapter from legal action in the future. It is your job to take written notes of the proceedings or to record them on tape and prepare them in proper written form as outlined in the "Membership" section of the Chapter Leadership Guide or Article XI of the Constitution and Bylaws of Delta Tau Delta. These written notes should then be passed along to the Corresponding Secretary or Treasurer, who should send them to the Central Office.

In the case of suspensions from membership directed by the finance committee, the Assistant Treasurer will take notes of the proceedings. You will want to work with him on constructing the notes into the proper form as outlined in the "Membership" section and seeing that they are forwarded to the Central Office. As membership status of a member changes, be sure that the Corresponding Secretary keeps the Central Office informed, so that the chapter is not overcharged for annual dues, pledge dues, and the like.

ALUMNI ADDRESS FILES

Updating alumni files may be delegated to the alumni relations chairman, however, you should lend him assistance in keeping the address files contemporary since you have ultimate responsibility for the alumni files. Some chapters maintain a file for the Delta Alumni (regardless of chapter) in their immediate area, and one for the chapter alumni living outside the state in which the chapter is located. Such a dual file makes it easier for the chapter to contact nearby alumni for rush recommendations, alumni events, and chapter activities.

If you find that the chapter's alumni files are outdated, the best sources of information are the Central Office and your school's alumni office. When you receive notice, of a change of address from an alumnus, the school, or any other source, you should send the change to the Central Office through the Corresponding Secretary.

Keeping current home addresses of the undergraduate members of the chapter helps the rush chairman coordinate a summer rush program and gives officers of the chapter needed information when they write a member or his parents for any reason. In addition, the Corresponding Secretary should refer to the addresses of chapter members when he completes the opening enrollment report. You should publish a list of home and summer, addresses for each member and pledge prior to the close of school in the spring. Each undergraduate member and pledge should be given a copy and one copy should be sent to the Central Office.

CHAPTER ORGANIZATION FILES

Much of the continuity of chapter operations depends on how well organizational files are maintained. How well you are able to keep the files depends, of course, on how well individual officers and chairmen write reports.

In an undergraduate fraternity chapter, where major changes in management and membership occur annually, there is no area which needs more attention and emphasis than continuity. One of the best methods for a committee chairman to learn his job is to find out what has been done in the past. All information should be maintained in one location--your files. As recorder of the administrative committee, you should have no trouble collecting and filing committee reports.

Some officers or chairmen may choose to keep their own files. In such cases, you must see to it that these officers are keeping adequate records.

All records should be turned in to you along with final reports at the end of the year. Your last task before leaving office will be to file all reports and other useful information in a central repository, probably a file cabinet in the chapter office.

You may be able to add organizational innovations to your records' collection, but the important point to remember is that you can have a great deal of influence on the continuity of your chapter by insisting that information be available for future reference.

SUMMARY

How well you carry out your duties, or how much influence you have on chapter operations is really up to you. There is nothing very difficult about your job, but being a successful Recording Secretary and chapter leader does require responsibility and conscientious effort.

Chapter Minutes

Chapter _____ Date _____

A (*Formal or Regular*) meeting of _____ chapter of Delta Tau
Delta Fraternity was held on _____ at _____.
The meeting was called to order by _____. Following the opening
ceremonies the minutes were read.

Corrections to the minutes: _____

Officer Reports:

Committee Reports:

Old Business:

New Business:

Proposals for membership:

Chapter Advisor's Report:

Closing Ceremonies:

Notes:

The Meeting was adjourned at _____ a.m./p.m.

Signed _____
Recording Secretary

