**Recording Secretary**

July 2022 Section 5

**Bylaws: Article V Section 1**

The elected officers shall be: Recording Secretary

**Section II**

The elected officers shall be elected by ballot at the LWML district convention to serve for a term of four (4) years, or until their successors are elected, and shall not be eligible for re-election to the same office for the following two (2) terms. An officer who has filled an unexpired term for two (2) years or less shall be eligible for election to the same or any other office.

**Article VI Section 5**

The Recording Secretary may perform the duties of the office of the President in the absence or at the request of the President and shall:

A. record the LWML district convention proceedings and meetings of the LWML district Board of Director and LWML district Executive Committee;

B. provide each member of the LWML district Board of Directors with a copy of the minutes of its meetings and the LWML district convention;

C. provide each member of the LWML district Executive Committee with a copy of the minutes of its meetings and of the LWML district convention;

D. receive credentials of delegates prior to the LWML district convention;

E. provide a copy of the LWML district convention minutes to each delegate and to each society president;

F. present a report to each meeting of the LWML district Executive Committee, LWML district Board of Directors and LWML district convention;

G. mail copies of all minutes to the LWML President;

H prepare and file in the minutes book a record of current Standing Rules, listing all motions of continuing action adopted at meetings and conventions;

I. serve as coordinator for Archivist Historian;

J. keep notes and operational material pertinent to the responsibilities of the office and forward to the

successor to this office within sixty (60) days;

K. maintain officer guidelines.

**Standing Rules**

1. The mileage allowance shall be $0.30 per mile. (02-06-2021)

9. The district shall pay lodging for district LWML Board of Directors and committee members on the basis of four (4) per room for district conventions. The deadline for submitting vouchers shall be 10 days from close of convention. Waivers shall be determined by the Executive Committee. (9-20-2014)

10.All information for voting shall be provided in advance to convention delegates. (9-22-2012)

1. The Recording Secretary is responsible for sending a card in the event of death of an Executive Committee member, past President, past Pastoral Counselor or his spouse. A memorial gift of $25 shall be given in their memory to the Scholarship Fund. (7-24-2014)

16. The Executive Committee and the Editor are authorized to submit a voucher with receipts for up to the amount of one hundred dollars ($100) per year for use of their own computer systems. (9-20-2014)

17. LWML Indiana District members and husbands who use their personal vehicles when transporting LWML guests and speakers must possess a valid driver's license, drive a licensed and insured vehicle, be covered with appropriate liability and personal injury insurance and have no history of accidents of serious moving violations over the past three years (3-13-2015)

18.Any expenditure over $100 within the LWML Indiana District requires approval by the EC prior to purchase. The request should be submitted to their overseeing officer for approval by the EC. (11-17-2015)

**Duties at meetings:**

1. Prior to each meeting prepare a written report of work completed for the EC or BOD.
2. For EC meetings, email the Rec Sec report to the EC. Each EC member is responsible for making their own copies for meetings. Exception - make copies of reports for these meetings for the President and Pastoral Counselors, if requested.
3. Prior to BOD meetings, collect reports in Word format from all BOD members and place in a zipped file along with the agenda and minutes. Send the zipped file to the Communications Coordinator, at least one week in advance of the meeting, for distribution. Anyone not submitting a report on time is responsible for making her own copies and distributing at the meeting.
4. Keep a copy of the reports in a manila file folder labeled with *Executive Committee* or *Board of Directors* and the date of the meeting on the tab for the file to be turned over to Archivist-Historian (at the end of the biennium).
5. Update name/place cards and name tags for the current BOD. (Zones are by zone name, not by person who holds the office. District elected and appointed officers are by personal name and office held.)
6. Call the roll – note present, absent or excused. File attendance record in binder with minutes.

Officers for the Executive Committee: President, Vice President -Spiritual Resource Department, Vice President- Missions, Vice President-Conventions and Communications, Recording Secretary, Financial Secretary, Treasurer; Parliamentarian and Pastoral Counselors are advisory.

Board of Directors: All members of the EC, all zone presidents and the following appointed chairmen: Christian Life, Christian Outreach, Human Care, Leader Development, Retreat, Young Woman Representative (YWR), Heart to Heart District Leader, Mission Trip Coordinator, Communications Coordinator, Editor*,* Public Relations Director, Web Servant, Archivist-Historian, Circulation Manager, Registrar, Scholarship Chairman, Ruth Armel Scholarship Chairman, Structure Chairman, Crisis Management Coordinator, Meeting Manager, Nominating Committee Chairman.

1. Take notes of the meeting
2. Write the minutes in as few words as possible.
3. In the heading, specify what kind of meeting (EC, BOD, Convention etc). State the name of the organization, the date and place of the meeting.
4. Note the time the meeting began.
5. State whether the minutes were approved or if any corrections needed to be made.
6. For each report from officer received, instead of summarizing (these reports are filed) note in minutes, *Written reports from officers were received and filed* noting exceptions.
7. Include all motions whether they are adopted, defeated or tabled and report as such.
8. Use the exact wording of motions used by the chair when putting them to a vote. (The presiding officer can require any motion to be in writing before it is stated by the chair.)
9. Usually the name of the member who moved the adoption of a motion should be included but not the name of the person who made the second unless the assembly orders that it be included.
10. Personal opinions and details of debate or discussion are not included.
11. Record any points of order and appeals, whether sustained or lost, including reasons given by the presiding officer for her ruling.
12. Note the time of adjournment.
13. Type your name and Recording Secretary and sign below.
14. Prepare minutes for any vote taken via email or any special EC Zoom meeting.
15. Send Executive Committee minutes to the President and Parliamentarian for their review and once review is complete, distribute them to the rest of the EC as soon as possible.
16. Minutes from the BOD meeting should be sent to the president, parliamentarian and the minutes review committee appointed by the president for review. After the minutes have been reviewed, send them to the rest of the BOD as soon as possible. Sign the original copy and file in the minutes binder once approved by governing body.
17. Keep on file reports the EC members have submitted.
18. Keep all approved minutes electronically to transfer to the next Recording Secretary.
19. Send the approved copies of the EC and BOD minutes to the LWML President via email to lwmlpres@lwml.org
20. Take the following items to each meeting.

Paper and pens for note taking

Minutes Binder

Files of minutes of previous meetings (not included in the Minutes Binder) and previous officer reports

LWML Handbook (Includes up-to-date copy of the bylaws and all other rules of the organization)

Bible

BOD meetings only – Name/place cards and name tags.

The secretary’s binder should include:

1. Minutes of the Executive Committee meetings

1. Minutes of the Board of Directors meetings
2. Minutes of the Conventions
3. Roll Call lists
4. Mailing list for the BOD
5. Addresses of all elected and appointed district officers and committee members
6. Updated record of current standing rules.
7. Copy of the current bylaws
8. Copies of the most recent guidelines for each officer
9. The district calendar
10. A roster of all societies as printed in the convention manual.

Keep the following items for the historian:

1. Correspondence
2. Minutes
3. EC & BOD Packets

**Updating Officer Guidelines**

At the end of each biennium the Officer Guidelines need to be updated.

After the March Board of Directors Meeting

* Send a copy of the guidelines appropriate for each office to the person holding that office.
* Ask them to make any changes (in red so you know what changes have been made) in the procedures that they have made in the last two years. Suggested changes need to then be approved by the EC position of that Committee. Note that they cannot make any changes to the sections on Bylaws or Standing Rules
* Set a deadline of one month.
* When you receive these back, with appropriate approval, make any adjustments necessary changing the red back to black.

After the convention

* If any changes have been made to the Bylaws that pertain to any of the offices, make those changes in all guidelines that apply.
* If any changes have been made in the Standing Rules make those changes as well.
* Have the changes completed before the Change of Officers Retreat so that the amended guidelines can be passed on to the new officers.
* Be sure to put the date of the amendments on the top of each guideline whether or not changes were made.
* Email the amended versions to each office holder.
* Send the amended versions to the Web Servant to replace the ones that are currently posted.
	+ Print one copy of the entire set of guidelines to keep on file and provide the President with a thumb drive of the Guidelines, if requested.

District Convention:

1. Prepare a report of tasks that were completed during the past biennium for the convention manual. Submit photo if requested. Be prepared to give an oral report to the convention body if requested to do so.
2. Prepare the Delegate Registration Form and submit to the Editor for publishing in the Good News February Edition of convention year.
3. Receive convention delegate registrations either by mail or email, and compile in a spreadsheet including name, Society or position held on the BOD. Coordinate that official list of delegates with the convention registration chairman, if applicable.
4. Work with the convention host committee to plan and label seating for delegates by zone and by society with each delegate having a name plate with their society listed as logistics allow.
5. Meet with the Minutes Review Committee appointed by the president to go over their responsibilities. Ask them to take notes throughout the convention sessions.
6. Take notes at each session. The President will provide a script of the convention. Add additional notes as necessary. After the convention you may receive a copy of proceedings from the Close Captioner, if available.
7. Minutes from the District Convention should be sent to the President, Parliamentarian and the Minutes Review Committee for review. Set a deadline for them to be returned. Prepare the final minutes taking into account valid comments by those who reviewed them. Send them via the Communications Coordinator to the district BOD, each society and the LWML President.
8. Place copy of approved minutes in the minutes binder.