YOUNG LADIES’ GRAND INSTITUTE



INSTRUCTIONS

*for*

# RECORDING SECRETARY

YLI Form #0020

(REVISED SEPTEMBER 16, 2018)

## INSTRUCTIONS FOR THE RECORDING SECRETARY

The Recording Secretary shall familiarize herself with her duties as set forth in Article VI, Section 4, of the Constitution of Subordinate Institutes.

She shall familiarize herself with the Meeting Procedure, especially the fine print, and the By-Laws of the Institute.

These instructions and a copy of the By-Laws are to be available at every meeting. The date of the last Grand Institute audit is to be posted on the front cover page of the minute book.

The Recording Secretary should maintain an updated membership record listing members’ names in alphabetical order, with address, phone, roll number and type of membership.

It is helpful to keep a list of items to be included in the institute bulletin and give this list to the bulletin chairman.

The Recording Secretary maintains a binder of members’ applications who were initiated. These applications should be kept in alphabetical order.

If the Recording Secretary is unable to attend a meeting, she must send all books, communications, and all other information necessary for an appointee to perform her duties.

When a Recording Secretary relinquishes her position, all records should be up to date and she shall extend all necessary assistance to her successor who may be less familiar with the duties and routine of the office.

**Membership cards:** Cards are to be filled out for each member initiated; a blue card for Beneficial and white card for Associate membership. The membership information on both cards is to be filled out by the Recording Secretary. **All cards (white and blue) are to be forwarded promptly to the Grand Secretary after they are completed in their entirety.**

If a member transfers from Associate to Beneficial a blue card should be sent to the Grand Secretary’s office and the Beneficiary listed in the roll book.

**Supplies:** They can be ordered on the supply form or by request to yligrandsecretary@yahoo.com. Many forms and form letters can be downloaded from ylionline.org.

**Suspension Letters:**  These letters must be sent immediately to a member who has been suspended. The letter is dated with the date of the meeting and shows amount due on date of suspension. Member is suspended at the first meeting of the seventh month.

**Prayer list as well as guest and visitor lists should be available before the meeting. See Sentinel’s instructions in the Meeting Procedure.** These lists can be destroyed after being recorded in the minutes.

The Recording Secretary must have minutes, warrant slips, and communications (opened) at every meeting (even if she is not there).

**Roll Book:** It must be kept up-to-date regarding change of name, address or phone number, type of membership, date of resignation or suspension, date of death and the date of meeting when the death was reported. Check with members periodically regarding beneficiary. Any changes in beneficiary must be made in the member’s own handwriting, with her signature and date. A letter is acceptable and should be placed in the roll book. If a Recording Secretary keeps a separate binder with the changes in beneficiary, it should be kept with the Roll book.

The type of membership (B, A, or H) is noted next to the member’s roll number.

An alphabetical list of membership is kept in the front of the roll book. It is to contain the member’s name, address, roll number, type of membership and date of initiation.

**Mergers and Consolidations:** Verify that the original initiation date and type of membership of the member is recorded in the Roll Book and on her ledger page.

**Roll of Officers:** The Roll of Officers list should be marked for each meeting noting those absent and excused and kept in the front of the minute book.

**Minutes:** The minutes are the history of each institute and are kept indefinitely. They should be complete but as brief as possible. Minutes are not accepted by motion. If minutes of the previous meeting are held over, they are to be read and accepted first.

**Special meetings**: If a special meeting was called between regular meetings, its minutes are read and accepted before the current minutes but after minutes held over.

Include in minutes, **but do not read**, communications on which no action was taken, bills and items in the order of business on which no action was taken. **Do not read headings**. Necessary corrections should be made in ink crossed over with a single line. (**White out is never used.)**

**Warrant slip:** List on the warrant slips all monies to be disbursed by motion and to pay the bills. List transfers of institute funds on the bottom of last page of the warrant slip. Examples: Transfer $1,000.00 from savings to the working account. Transfer $200.00 from the working account to the scholarship account. Transfer $1000.00 from the Golden Jubilee Burse account to the working account. All slips are to be signed by the President and Recording Secretary after the close of the meeting and the white copy given immediately to the Treasurer. Warrant slips are kept for seven years.

**Quarterly Reports:**  One copy of the report is kept in the minute book immediately following the minutes of the meeting for that quarter together with the Grand Director’s letter of approval. Two copies along with the necessary check, made payable to Young Ladies’ Grand Institute, are to be forwarded to the Grand

Secretary.

**Death of a Member:** The death and date of death of a member is reported by the President and recorded in the minutes and the roll book. Also recorded in the Roll Book is the date of the meeting when the death was reported.

**Death Certificate:** On the death of a Beneficial Member, the Recording Secretary shall, as soon as possible, file with the Grand Secretary a completed YLI

Notification of Death of a Beneficial Member Form (current form) accompanied by a certified death certificate (or a photo copy) and a copy of the member’s ledger page or show one year’s record on the Notification Form. Report that such action has been completed at the next meeting.

**Sickness of a Member:**  Notify the President and the Visiting Committee when a member is reported ill. If notified of the illness of a member from another Institute, notify the President and the Visiting Committee so that member can be visited. If you are notified that one of your members, who lives in the area of another Institute, is ill, ask them to visit her.

**Communications:** Remove communications from envelopes and sort.

Communications from the Grand President and Grand Secretary are read first and accepted by motion. Other communications requiring motions are then read. Then state that the following communications do not require motions: (at an official visit a communication from the Grand President’s Institute is read first) read invitations, thank you notes, etc. Official communications are kept for two years.

**Bills:** All bills are to be reviewed and signed by the Trustees before being read at the meeting. A member of the Trustees will read the bills, stating to whom it is to be paid, the amount and the purpose (state if a specific account is used). All bills are ordered to be paid with one motion. Bills are kept for seven years.

**Deputy’s Credential:** On the Deputy’s first visit to the institute to which she has been appointed, she will present her credential to the Recording Secretary. After the President’s welcome, the Recording Secretary asks the President to refer to Communications and reads the credential which is accepted by motion. The Deputy is escorted to her station by the Marshal. The motion is listed under

Communications.

**Non-Member Attendance at Meeting:** A woman eligible for membership may attend two business meetings in a six-month period prior to joining an Institute.

**Between meetings:**

1. Write the minutes.
2. Take care of correspondence: read communications when received and send greetings when necessary.
3. Attend to any other institute business as needed.
4. Advise the President and committee chairmen of items requiring special attention between meetings.
5. Check with Financial Secretary immediately upon receipt of a resignation to see if dues are paid. They must be paid to postmark of letter. If not, advise member her resignation cannot be accepted until dues are paid. If the member does not pay dues owing, then she is suspended after six months in arrears.
6. When a transfer card is received, notify the member of date, place, and time of your next meeting.
7. The Recording Secretary files and keeps the 990N Form for the Federal Government and the appropriate form for their state. In California, it is the 199N Form. The form is to be maintained in the Recording Secretary’s Minute Book, behind the Roll of Officers and the Institute Bylaws.

**ITEMS NECESSARY FOR AUDITING AND COMPLETING QUARTERLY**

**REPORT:** Minute Book, Roll Book(s) (change of Beneficiary book if applicable), Warrant Slips, Duplicate Deposit Slips, Bills, and any other records maintained by the Recording Secretary.

### INSTITUTE # INSTITUTE #

Date: Date:

Make Check Payable To: Make Check Payable To:

Amount: Amount:

For What Purpose: For What Purpose:

APPROVED BY TRUSTEES: APPROVED BY TRUSTEES:

EXAMPLE OF CHANGE OF BENEFICIARY NOTICE FOR BENEFICIAL MEMBERS

A Change of Beneficiary form can be sent, along with the Dues Notice, to each Beneficial member so that her beneficiary is up to date. It is very important to keep beneficiary information current.

1. This form can be done on half sheets of paper so it is easier to place in the Roll

 Book on the member’s page.

1. It is preferred all Change of Beneficiary forms or letters from members be kept in the Roll Book; however, if a Recording Secretary keeps a separate binder with the changes of beneficiary, it should be kept with the Roll Book.

CHANGE OF BENEFICIARY

The Recording Secretary, using the Roll Book, writes in the present Beneficiary on the form the beneficial member will receive.

YOUNG LADIES’ INSTITUTE,

 Institute Number Institute Name

CHANGE OF BENEFICIARY

*Please fill in your change of beneficiary (if there is no changes, do not send back)*

 MEMBER’S NAME

 PRESENT BENEFICIARY IS:

 NEW BENEFICIARY IS:

 Relationship to Member

 New Beneficiary’s Address (street, city, zip) Phone Number

 Member’s Signature Date Signed

 Return to: Institute, Attn: Recording Secretary

 (Mailing address) or returned with Dues payment

YOUNG LADIES’ INSTITUTE,

 Institute Number Institute Name

CHANGE OF BENEFICIARY

*Please fill in your change of beneficiary (if there is no changes, do not send back)*

 MEMBER’S NAME

 PRESENT BENEFICIARY IS:

 NEW BENEFICIARY IS:

 Relationship to Member

 New Beneficiary’s Address (street, city, zip) Phone Number

 Member’s Signature Date Signed

 Return to: Institute, Attn: Recording Secretary

 (Mailing address) or returned with Dues payment

**TRANSFER CARD**

**Instructions**:

**Recording Secretary of Institute issuing Transfer Card: Complete Parts 1 and 2. Mail Part 1 to Institute receiving Transfer Card and give Parts 2, 3(A) and 3(B) to Member.**

**Part 1**

 20

 Institute No.

 Young Ladies’ Institute

Dear Sisters:

 This Transfer Card is issued to Sister Roll No. who was admitted into this Institute by **Initiation/Transfer** on . (If a Transferred member: Sister became a member of Young Ladies’ Institute on

 ) \*Please use original Initiation date.

 Sister is a **Beneficial/Associate** member, and all dues and Assessments have been paid by her to 20 . (**If she became a Beneficial member between October 1, 1964 and September 16, 2018, her Medical** **Approval date was**  )

 This Transfer Card is EFFECTIVE ON 20 and will EXPIRE on the Last Day of 20 .

 Fraternally yours

 Institute No.

 President

 Recording Secretary

 Address

 - - - - - - - - - - - - - - - - - - - - - - - - - -**(separate here)** - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**Instructions**:

**Member transferring: Take Parts 2, 3(A) and 3(B) to new Institute. Note: Transfer Card must be presented in Person before EXPIRATION DATE.**

**Part 2**

20

 Institute No.

 Young Ladies’ Institute

Dear Sisters:

 On 20 we issued a Transfer Card to your Institute to Sister

a **Beneficial/Associate** member. Address Telephone No.

This Transfer Card is effective on 20 and will EXPIRE on the Last Day of 20 .

Fraternally yours,

 Institute No. Recording Secretary

**Instructions**:

**Recording Secretary of receiving Institute: Read Part 2 at meeting. After accepting new member, complete Parts 3(A) and 3(B) and mail Part 3(A) to originating Institute and Part 3(B) Grand Institute.**

**Part 3(A)**

20

 Institute No.

 Young Ladies’ Institute

Dear Sisters:

This Transfer Card issued to you on 20 to Sister

Roll No. was presented to us on 20 and **accepted/ rejected.** Her new Roll No. is . **If we have accepted her, please send a full year’s copy of her ledger page to us.** Remarks

Fraternally yours,

 Institute No.

 Recording Secretary

- - - - - - - - - - - - - - - - - - - - - - - - - -**(separate here)** - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**Part 3(B)**

20

Grand Secretary

Young Ladies’ Grand Institute

Dear Sister:

 A Transfer Card issued on 20

 by requesting to transfer Number and Institute Name

Roll No. to our Institute. She presented it to us on 20 .

It was **accepted/rejected.** Her new Roll No. is

Remarks

 Fraternally yours,

 Institute No.

 Recording Secretary

YLI Form #0002 (9/16/18)

**FORM FOR MINUTES**

### NOTE: HEADINGS ARE NOT TO BE READ

 **Date (**Meeting date here)

The regular meeting of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was called to order on \_\_\_\_\_\_\_\_\_\_ 20\_\_\_ at \_\_\_\_\_\_\_ A.M./P.M. in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hall. President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ presiding.

### I. OPENING CEREMONIES

Opening ceremonies were conducted by officers and members.

Reception of Visitors: Our Chaplain, Rev. Father \_\_\_\_\_\_\_\_\_\_ (Grand Officers, if any) Institute Deputy, Sister\_\_\_\_\_\_\_\_\_, and visitors from \_\_\_\_\_\_Institutes were welcomed. (If a Deputy is to be seated, then Communications are referred to here).

### II. APPLICATIONS FOR MEMBERSHIP AND INITIATION

 (Write “none” if there are no initiations)

 We your Committee on Applications have examined the application(s) and find it (them) in order. All have been signed by the applicants, by a priest and by the Secretary of the Committee on Applications.

 “Sister\_\_\_\_\_\_\_\_ moved the report be accept and the candidate(s) be elected to membership.” Motion Carried

 Initiation: The above named candidate(s) was/were initiated.

 Transfer

1. From another Institute:

 A transfer card for Sister \_\_\_\_\_\_\_\_\_\_was read from \_\_\_\_\_\_\_\_\_ Institute Number\_\_\_\_\_\_\_. Sister \_\_\_\_\_\_\_\_\_moved the transfer card for Sister \_\_\_\_\_\_\_ be accepted and the transferred member be admitted to membership in \_\_\_\_\_\_\_\_\_\_Institute No.\_\_\_\_\_. Motion Carried

1. Transfer Type of Membership:

 The approval of Sister \_\_\_\_\_\_\_\_\_\_\_transfer to Beneficial Membership was read. Sister\_\_\_\_\_\_\_\_\_ moved to accept her as a Beneficial Member. Motion Carried

 (The Beneficial Member records the name, identity, address and phone number of her beneficiary in the Roll Book following the meeting.)

### III. MINUTES

Minutes of the previous meeting were read and approved/corrected.

(If more than one set of minutes is read, the oldest set is read first.)

### IV. REPORT OF OFFICERS

The Recording Secretary reported that she had recorded the Roll of Officers and received a Duplicate Deposit slip in the amount of \_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_ and have tended to Institute business.

(List anything special but do not read.)

 The Treasurer reported that she had written checks as ordered on the warrant slip of the last meeting and gave the financial status of the Institute.

Financial Status: $ (The financial status is listed here.)

 REPORT OF THE BOARD OF TRUSTEES (the report was read)

 , a member of the Board of Trustees read the Quarterly Report.

 Sister \_\_\_\_\_\_\_\_\_\_ moved to accept the report, send two copies to the Grand Secretary’s office and issue a check in the amount of $\_\_\_\_\_\_\_\_\_ drawn to Young Ladies’ Grand Institute for (what amount is asked for that report), (some Institutes pay hall rent at this time) Motion Carried

### V. DEATH OF A MEMBER OR A MEMBERS IMMEDIATE FAMILY

 The President announced the death of Sister\_\_\_\_\_\_\_\_\_ on (date of death).

 (The President will report on services, and a motion for a Mass can be made here).

 The President announced the death of , Sister ‘s mother.

###  VI. SICKNESS OF MEMBER(S) PRAYER REQUESTS

 There are several numbered sections here. *Recording Secretary reads names on Prayer lists.*

 PRESIDENT’S REPORT

 VISITING COMMITTTEE

**VII. REPORTS OF COMMITTEES** (Read only Reports that contain Motions)

SPIRITUAL:

Sister \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_called on the following:

COMMUNITY ACTIVITIES

 Sister \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_called on the following:

CULTURAL AND EDUCATIONAL

Sister \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_called on the following:

OTHER COMMITTEES

 (If the institute has a Nominating Committee, the first reading is recorded here) *The next reading is done under New Business, at the following meeting.*

 Sister\_\_\_\_\_\_\_\_ read the first report of the Nominating Committee as follows:

 For Past President Sister\_\_\_\_\_\_\_\_\_\_\_

 President Sister\_\_\_\_\_\_\_\_\_\_\_

 (And so forth)

(See Constitution Article V, Section 1 for the offices to be elected)

**VIII. COMMUNICATIONS**:

 The following require a motion:

 A communication from the Grand President and Grand Secretary was read.

 Sister \_\_\_\_\_\_\_\_moved to accept the communication, note the content, comply with all requests, and place it on file. Motion Carried.

 A letter was read from the Grand President requesting (date) as the date for her Official Visit to our Institute.

 Sister moved this communication be accepted, the Grand President informed we will be happy to accept her date and that she be notified of dress and location for Inspection of the Books. Motion Carried

The following communications do not require a motion:

 (List all Communications, But Do Not Read)

 (At an official visit the letter from the Grand President’s Institute would be read first.)

###  IX. BILLS

 (List, but only read the motion to pay the Bills)

 Paid To Purpose Amount

 Mary Rose Membership Tea $30.00

 Jennifer Smith Postage/Printing $75.00

 Sister \_\_\_\_\_\_\_\_\_\_ moved the bill(s) be paid. Motion Carried

 **X. UNFINISHED BUSINESS**

(Include only items tabled at a previous meeting. A motion is required to bring items back on the table at the following meeting.)

###  XI. NEW BUSINESS

 **(**NOTE**:** At the proper time, the following should be the first order of business: Nominations and Elections of Officers and Delegates; Reports of Grand Institute, District Meetings/Conferences and Officers Meetings.)

 **(**No debate or informal discussion is in order unless a motion is presented).

 **For Institutes having a Nominating Committee:**

 Sister\_\_\_\_\_\_\_\_\_, Chairman of the Nominating Committee read the list of nominees (second reading). The President called for further nominations; there being none, the President declared the nominations closed and the following officers elected: (Read list of officers. If there was more than one nomination for an office, follow election procedure below.)

 **For Institutes not having a Nominating Committee:** The President declared the Nomination of Officers in order:

Past President: (Constitution Article V, Section 2: The retiring President shall be the Past President unless she is elected to another office. Then the President may appoint a Past President to fill the chair.)

For President Sister\_\_\_\_\_\_\_\_ nominated Sister\_\_\_\_\_\_\_\_\_\_\_

 First Vice President Sister\_\_\_\_\_\_\_\_ nominated Sister \_\_\_\_\_\_\_\_\_\_\_

 (And so forth)

 The President called for further nominations; there being none, the President declared the nominated officer elected.

 **ELECTION PROCEDURE – WHEN MORE THAN ONE NOMINATION IS MADE FOR AN OFFICE. ELECTION IS BY BALLOT.**

The President appointed Sisters\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_ as Tellers.

 The ballot was cast by Roll Call: 30 ballots cast and 30 votes recorded.

The results were announced by Teller as follows:

 Sister\_\_\_\_\_\_\_\_\_\_ 20 votes

 Sister\_\_\_\_\_\_\_\_\_\_ 10 votes

 The President declared Sister \_\_\_\_\_\_\_\_\_ elected as Second Vice President. There being no opposition for any other office, the President declared the unopposed officers elected.

**Nomination and Election of Delegates and Alternate Delegates to Grand Institute:**  The President declared nomination of Delegate(s) to Grand Institute in order:

Sister\_\_\_\_\_\_\_\_\_\_\_ nominated Sister \_\_\_\_\_\_\_\_\_

Sister \_\_\_\_\_\_\_\_\_\_ nominated Sister \_\_\_\_\_\_\_\_\_

The President called for further nominations; there being none, the President declared the nominated Delegate(s) elected. (Note: If an election is necessary, follow the Election Procedure for officer above.)

The President declared the nomination of Alternate Delegate(s) to Grand Institute in order:

Sister \_\_\_\_\_\_\_\_ nominated Sister\_\_\_\_\_\_\_\_\_\_

 (And so forth)

The Financial Secretary reported that all receipts had been accepted by motion. (If not, a motion should be made to accept the monies),

### XII. ARREARAGE AND SUSPENSION

 Name Type of Membership Owing No. of Months Arrearage in Months

 Leslie Smart Beneficial $10.00 4 3

 Cindy Lake Associate $ 8.00 4 3

 The President declared Sister \_\_\_\_\_\_\_ suspended for non-payment of dues. (Read)

 (Note: Be sure suspended members have been included on previous arrearage lists.)

### XIII. RECEIPTS OF THE MEETING

 (List all receipts including total. Interest and cancelled checks are listed but not included in total)

Total:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Read total first)

 Golden Jubilee Burse $10.00

 Membership Tea $75.00

 Interest:\_\_\_\_\_\_\_\_\_\_\_\_\_

 The Treasurer reported she had received and receipted for the same.

**XIV. GOOD OF THE INSTITUTE**

 (A motion is out of order here. If a motion is necessary, refer back to the proper heading.)

### XV: CLOSING CEREMONIES

 Closing ceremonies were conducted by officers and members and the President declared the meeting adjourned at \_\_\_\_A.M./P.M until \_\_\_\_\_\_\_\_\_\_\_\_ day/evening. (Date) at \_\_\_\_\_\_\_\_\_A.M/P.M.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 President Recording Secretary

Following the meeting, a delightful social was enjoyed by all present with Sister \_\_\_\_\_\_\_\_ as Chairman.

(Minutes are signed after the meeting.)