

# GUIDELINES FOR RECORDING SECRETARIES

(SOCIETY'S NAME)

The regular/special/annual meeting was called to order by: \_\_\_\_\_  
(List person's name and title)

on \_\_\_\_\_ The meeting took place at \_\_\_\_\_  
(Date and Time) (Location)

The Invocation was given by \_\_\_\_\_.

The number of Local Society officers present \_\_\_\_\_; State Officers \_\_\_\_\_;

Members and Prospective Members: \_\_\_\_\_ Total Number Present: \_\_\_\_\_.

The American's Creed was led by \_\_\_\_\_.

The Pledge of Allegiance to the Flag of the United States of America was led by \_\_\_\_\_.

The minutes of the last meeting were read were not read  
(Circle correct response)

### Society Officer Reports:

President _____	Recording Sec. _____	Registrar _____
First VP _____	Organizing _____	Historian _____
Second VP _____	Correspond Sec. _____	Lib/Curator _____
Chaplain _____	Treasurer _____	

### Society Chairman Reports:

Motion #1 \_\_\_\_\_ (Write the topic of the motion, who made the motion and who 2<sup>nd</sup> the motion)

Motion #2 \_\_\_\_\_ (Write the topic of the motion, who made the motion and who 2<sup>nd</sup> the motion)

### Unfinished Business:

### New Business:

Is there any further business? \_\_\_\_\_  
If a program was given, state topic and the name(s) of the speaker(s)

Thank the hosts or hostesses

### Announcements:

Benediction was given by \_\_\_\_\_.

Meeting adjourned at \_\_\_\_\_ (Time)

\_\_\_\_\_  
(Name of Recording Secretary)

\_\_\_\_\_  
(Age)