

## **ARTICLE SIXTEEN**

### **DUTIES OF RECORDING SECRETARY**

#### **SECTION 1**

It shall be the duties of the Recording Secretary of the Lodge to record the proceedings and minutes of all meetings of the Lodge in permanent record and to keep a separate book of records and record therein all amendments to the Constitution and Bylaws, said book to be known as the Amendment Book, which is to be given to the proper committee for reference when revising the Constitution. The above material is to be provided by the Lodge for that purpose.

#### **SECTION 2**

The Recording Secretary shall be the custodian of the "OFFICIAL SEAL" of the Lodge and shall certify all instruments under Seal when same shall be necessary.

#### **SECTION 3**

The Recording Secretary shall attend all sessions of the Lodge with all books, papers, or writings which are under his/her control or in his custody necessary at such sessions; also at the request of the President to attend him or the Board of Trustees on any official business of the Lodge. To make and preserve a classified list of all members of the Lodge; to receive, duly file and safely keep all papers and documents of the Lodge, and, within the (10) days after the expiration of the office to deliver the same to the successor in office.

#### **SECTION 4**

The Recording Secretary shall make a report in writing to the Lodge at the request of the President, stating the record of the year, number of petitions received for membership and disposition of the same. To conduct correspondence for the Lodge under the direction of the President.

#### **SECTION 5**

The Recording Secretary shall notify the Grand Lodge and the Indiana State Lodge of all membership changes. If a member is suspended or expelled if possible, obtain the membership card of the suspended or expelled member.

#### **SECTION 6**

The Recording Secretary shall receive for his or her service as Recording Secretary the sum of Two Hundred Dollars (\$200.00) per month, to be paid by the Lodge.