

**SO YOU ARE A SECRETARY!
CONGRATULATIONS AND BEST WISHES**

DUTIES OF THE SECRETARY:

More organizations have failed and quit because of a poor secretary than for possibly any other cause.

The duties of Club Secretaries are generally covered in the By-Laws of each Club, and certain duties are prescribed by the International By-Laws so each Secretary should study these authorized sources carefully. Some duties unspecified there may have become customary, so the following is given as a check list:

CLUB ROSTER — Keep an up-to-date record of members of the Club, including for each member his name, address, telephone number, business affiliation and birth date, and wife's first name. The date of his admittance to membership and the date he resigned, was dropped from the membership rolls, or deceased. Report any changes to the International Office promptly. An up-to-date copy of the Club Roster should be furnished to the International Office once a year. (Each Club secretary receives a computer printout annually)

MINUTES — Keep minutes of all the Club meetings and Governing Board meetings. Perform all actions, including writing letters as directed in the minutes of all meetings. At meetings the Secretary should have with him available for instant reference copies of the International Constitution and By-Laws, State Association Constitution and By-Laws as well as the local Club's constitution and By-Laws, and Membership Roster and the minutes of the previous meeting. All the documents here mentioned he shall keep corrected to date.

DUES — Collect all dues and fees. Most club dues are payable January 1st. Following that date, members are delinquent until midnight the last day of June. On June 30th all delinquents should be dropped and so reported on the Monthly Report sent to the International Office. If the said members are not dropped from the rolls of the Club by June 30th, the Club will be charged with the Per Capita dues as set forth in the By-Laws of High Twelve International. In the case of a new member elected and reported subsequent to June 30th, the per capita dues will be charged by High Twelve International on the 1st day of January. Read the By-Laws of High Twelve International which pertains to the per capita dues and the date the payment is required. You should also read carefully the appropriate Article of the State Association By-Laws pertaining to State Dues. Also keep in mind that High Twelve International always bill per capita dues in advance based on your Club's reported membership as of your Monthly Report ending December 31st and June 30th respectfully. You will receive a semi-annual billing from International — i.e. dues for January 1st through June 30th are due and payable by September 1st and from July 1st thru December 31st are due and payable by March 1st. Such dues should be placed in a separate account for payment to High Twelve International when due. Billing for dues is best accomplished through the use of a printed form. Each State Association has their own billing procedure for their required per capita dues which you should be familiar with.

It is suggested that the following dues collection procedure be adopted by all Clubs:

- (1) Dues notice should be sent out about November 15, to reach members before December 1st. (Provides for transmittal before they get caught up in Christmas bills.)
- (2) Dues notice should be sent out to delinquent members to reach them by February 1st.
- (3) Dues notice should be sent out to those still delinquent to reach them by June 1st.

A "Personal Contact Committee," made up of all officers and Board, should also "go to work" on the delinquent on June 1st to make certain that Brothers are not dropped as a result of their own carelessness.

To get the per capita dues in to the International office and to facilitate the International office work in keeping the members records up to date, the following transmittle procedure shall be used.

(4) Club reports. Immediately following the last meeting of each Month, the Secretary will prepare his Monthly report on forms supplied by International — detailing the number of members, new members, reinstated members, changes of addresses and dropped members as designated in the report and forward it as indicated on the top of the report — the original being sent to the International Office.

(5) Per Capita Dues. By March 1st and September 1st, per capita dues of \$3.00 per member shall be forwarded to the International Office.

(6) New members — Forward to the International Office the sum of \$3.00 for each new member when his name appears on the Monthly report.

(7) Reinstated member -- Forward to the International Office the sum of \$3.00 for each reinstated member when his name appears on the Monthly report.

The Secretary shall turn all monies over to the Treasurer, taking his receipt therefore. Make sure that every member who has paid his dues receives his Official dues card. (Order from the International Office.)

Keep an accurate record of Honorary members, not to exceed four for each Club. (Honorary Members are not included on the International Mailing list to receive the High Twelvian.) They may receive the magazine upon payment of a \$6.00 annual subscription rate from the club. (Order thru the International Office).

REPORTS — Receive, file and safeguard all reports of officers and committees.

NOTICES — Send requisite notices, announcements, etc., to members of the Club.

CORRESPONDENCE — Carry on the correspondence of the Club.

COOPERATE WITH THE TREASURER: In a Club with a limited membership, it may be possible to combine the office of Secretary with that of the Treasurer. However, in the usual case where these officers are separate, close cooperation is required between the two officers in order that their respective records will be in agreement at all times, particularly with reference to members in good standing, resignations, members dropped for non-payment of dues, or for other cause, and death. High Twelve International By-Laws provide for a transfer of a member from one Club to another. The Secretary should furnish to the member wishing to transfer, a letter stating that he is in good standing in the local Club, if that be the case, and assist the member to effect the transfer speedily. In the event the transfer is not effected, for any cause, to notify the President for further action. Notify the International Office of the transfer of the member to another Club, promptly. So far as International is concerned there will no fee for a transfer, only the Per-Capita dues will be required by International when due.

REINSTATEMENT OF MEMBERS — Receive the application of the member petitioning for reinstatement, and if said member is reinstated according to the By-Laws of High Twelve International, immediately notify the International office.

NOTIFY THE INTERNATIONAL OFFICE — Names and addresses of new members should be sent to the International office promptly on the next monthly report.

It is very important to keep the International office informed regarding changes of addresses, resignation, deaths, transfers or drops for any reason. The Secretary should advise the International office of the election of new officers of the Club immediately after each election, giving their latest mailing address. If, however, the new Secretary does not take office immediately, such advice should be given by the retiring Secretary with the date of induction of the new officers. Insure that the State Association is kept apprised of these changes also.

PRESERVE RECORDS — An accurate filing system should be kept so succeeding Secretaries can find information in the past records that may be called for. Certain documents, such as fire and theft insurance policies covering Club property, etc., should be kept in an absolutely safe place, preferably a safe deposit box, inasmuch as the loss of such documents might be serious. As a further safeguard, the Secretary should keep the President informed regarding the exact whereabouts of such documents, and his records should show where they are.

DESTROY SELECTED OLD FILES AND RECORDS — Files of correspondence, records and reports will attain considerable bulk over a period of years so it may be necessary to destroy part of them to make room for new files. Careful discrimination must be exercised in deciding which files and records should be retained indefinitely and which should be destroyed. While much of the routine correspondence concerning address changes, transfers, resignations, and the like, quickly loses its value and can be safely destroyed, there are certain types of records and reports which must be kept indefinitely because they represent the written history of the Club. This applies particularly to the minutes of the meetings. Rather than rely solely upon his own judgment, it is a wise rule for the Secretary to consult with the Board and obtain its approval before actually destroying any club files and records.

ARRANGE FOR PRINTING AND PURCHASE OF SUPPLIES — It is the Secretary's duty to procure the printing for the Club and to procure the necessary supplies as required by the Club. A number of these supplies must be secured from International and the Secretary should be thoroughly familiar with all of the supplies to be ordered direct from International.

MAKE REPORTS — The Secretary generally reports at each meeting of the Board, briefly outlining resignations, transfers of Members and deaths, as well as any correspondence affecting the interests of the Club. The Secretary's annual report should be in writing and should include statistical summaries of membership changes during the year. The report should also present an account of the expenses of operating the Secretary's office broken down by items such as stationery supplies, printing, postage, salaries, clerical and stenographic assistance, etc., and should recommend the amount to be appropriated for the Secretary's office in the budget for the following year. Recommendations and suggestions for improvement in methods of handling Club business should also be included if necessary. It is the Secretary's duty to mail the monthly reports promptly to the International Zone Officer in charge of the area, the International Office, and the President of the State Association on the forms prescribed by High Twelve International, and should be sent direct to other various officers as dictated by Club/State policies.

HANDLE CLUB NEWS — Unless there is a club Editor or some other member specially appointed to handle Club news and publicity, the Secretary has the duty of furnishing Club news to the High Twelvier, the State Bulletin and to local newspapers. He should check with the President before releasing any news items.

OTHER DUTIES — Care of Club property. Unless the President appoints a member or committee for that purpose, the Secretary must safely keep the property of the Club. The Secretary must prepare the necessary affidavits advising banks used as depositories for Club funds and the identity of the Brothers authorized to sign checks and make withdrawals. If advice is needed as to the form of such documents, the banks will furnish it.

CREDENTIALS FOR DELEGATES — delegates selected to represent the Club at the International Convention and the State Convention, or to special meetings of either the International or State Association shall present their credentials in person to the Credentials Committee at such meetings. The Secretary prepares the credentials.

LETTERS — If the Club desires to present a resolution to the International Convention or to the State Convention, the Secretary should send such resolution to the International Secretary as required by the Constitution and By-Laws of High Twelve International, or to the Secretary of the State Association within the time period prescribed.

The Secretary should advise all new members including Honorary members of their election to membership. He should advise all those whose applications for membership are rejected, being careful to return their application fees, if charged and collected. The Secretary, after consultation with the President, usually writes letters of condolence and sympathy to the relatives of deceased members, and letters of encouragement and good wishes to members who suffer illness or accident. Sometimes the Secretary is directed to write letters of commendation to retiring officers and committeemen. The President may direct the Secretary to write and send out letters to other Club officers and persons outside the organization inviting them to attend Club functions.

COMPLETE DUTY — The Secretary owes it to the Club to do the best job possible in training his successor. The Secretary cannot consider his job complete until his successor signifies he can carry on alone.

If the International Office can be of any assistance to you at any time, please do not hesitate to call on us.

High Twelve International, Inc.

High Twelve International, Inc.
3663 Lindell Blvd.
Suite 260
St. Louis, MO. 63108
314 - 371-4070