

Duties of a Delta Kappa Gamma Secretary

1. Maintain written records for chapter files.
2. Record the minutes of each chapter and executive board meeting, including any membership terminations with reasons for termination, and other official actions taken.
3. Make available to members the minutes of the previous meeting.
4. File official minutes in a permanent chapter file after indicating the date that the minutes are approved with signatures/initials.

Handbook of The Delta Kappa Gamma Society International

Do . . .

- Remember minutes are the official record of proceedings
- Have a copy of all governing documents available
- Prepare minutes promptly after a meeting
- Use the meeting agenda as a guide. Request “expanded agenda” from president.
- Record kind of meeting, date, time, and place
- Record the presence of the president and secretary (or pro tem)
- Record disposition of previous meeting minutes including date of meeting
- If corrections, make corrections on the original minutes, note date of correction. If no corrections, note date of approval
- Record revenue, expenses, and net income to date as reported by the treasurer
- Record full name and title of officers and committee chairmen who present reports
- Write date received on written reports and file
- Require that motions be written by the presenter
- Enter exact words of motions as stated by the president
- Include the name of the maker of the motion, but not the seconder
- Record results of votes
- Use a separate paragraph for each item of business. May use bullets to record actions or series of points
- Record full names of members appointed to committees and nominees for office
- Record all points of order and appeals, including the ruling by the chair and the reason
- Record name and topic of guest speaker, not remarks
- Mark “DRAFT” on copies sent to readers for review
- Mark “DRAFT” on copies sent to membership prior to final approval
- Send advance copy to president for review
- Sign full name and title after approval of minutes and initial date minutes were approved

Do Not . . .

- Record personal opinions of members (or the secretary)
- Record debate, words of praise or of criticism
- Record reports in detail - summarize main points if needed for clarification
- Record motions not stated by the president before debate or before vote is taken
- Record main motions withdrawn before being stated by the president
- Record amendments to motions that are not approved
- Include name of seconders to a motion
- Record correspondence unless action is taken
- Include the words "Respectfully submitted"