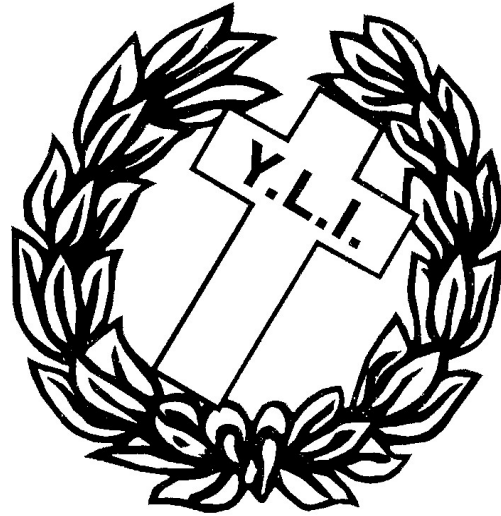


YOUNG LADIES' GRAND INSTITUTE



INSTRUCTIONS *for* RECORDING SECRETARY

YLI Form #0020

(REVISED MARCH 5, 2022)

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 minutes 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. Applications must be sent to the Grand Secretary immediately following the member's initiation.

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.

Supplies: They can be ordered on the supply form or by request to grandsecretaryli@gmail.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 the amount due on the date of suspension. Member is suspended at the first meeting of the seventh month.

Prayer lists 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 the meeting when the death was reported. Check with members periodically regarding beneficiary. Any changes in beneficiary must be made using the BENEFICIARY MEETING ELIGIBILITY REQUIREMENTS Form #0050, signed and dated. The Recording Secretary should keep a separate binder of the Beneficiary Meeting Eligibility Requirements form #-050 given its size.

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 minutes 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 are 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. (**Whiteout 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 \$1,000.00 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 is given immediately to the Treasurer. Warrant slips are kept for seven years.

Quarterly Reports: One copy of the report is kept in the minutes 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: Upon 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 photocopy) and a copy of the member's ledger page showing one year's record of dues payments. 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 live 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 resignation to see if dues are paid. They must be paid to postmark the letter. If not, advise the 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 the 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 Minutes Book, behind the Roll of Officers and the Institute Bylaws.

ITEMS NECESSARY FOR AUDITING AND COMPLETING QUARTERLY

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

EXAMPLE OF BILL TO BE SUBMITTED

INSTITUTE #

Date:

Make Check Payable To:

Amount:

For What Purpose:

APPROVED BY TRUSTEES:

INSTITUTE #

Date:

Make Check Payable To:

Amount:

For What Purpose:

APPROVED BY TRUSTEES:

**EXAMPLE OF CHANGE OF BENEFICIARY NOTICE
FOR BENEFICIAL MEMBERS**

The BENEFICIARY MEETING ELIGIBILITY REQUIREMENTS Form #0050 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.

It is preferred that The BENEFICIARY MEETING ELIGIBILITY REQUIREMENTS Form #0050 be kept in the Roll Book, but because of its size, the forms should be kept in a separate binder.

BENEFICIARY MEETING ELIGIBILITY REQUIREMENTS

INSTITUTE NO.

INSTITUTE NAME

MEMBER NAME

NAME OF BENEFICIARY (INCLUDING QUALIFYING DEPENDENT) OR AGENT FOR MEMBER'S FUNERAL EXPENSES

IF QUALIFYING DEPENDENT OR OTHER BENEFICIARY, PLEASE INDICATE RELATIONSHIP TO THE MEMBER

IF BENEFICIARY IS A QUALIFYING DEPENDENT, PROVIDE NAME OF QUALIFYING DEPENDENT'S GUARDIAN

BENEFICIARY, AGENT, OR GUARDIAN'S CONTACT INFORMATION:

ADDRESS: _____

CITY: _____

STATE: _____ ZIP CODE: _____

PHONE NO. _____ CELL PHONE: _____

E-MAIL ADDRESS: _____

The person that is my Beneficiary/Agent or Guardian of the qualifying Dependent listed above understands that the Young Ladies' Grand Institute Death Benefit shall be applied solely to my funeral expenses or for the care of my Qualifying-Dependent.

MEMBER'S SIGNATURE

DATE

* * *

See Policy Annex A – Eligibility Requirements for Beneficiaries on reverse side.

POLICY ANNEX A

ELIGIBILITY REQUIREMENTS FOR BENEFICIARIES

Eligible beneficiaries for death benefits under the Constitution of the Grand Institute, as modified by this policy, must be (1) a member in good standing of the Grand Institute ("Member"), (2) the estate, agent, trustee or other individual, to hold for the benefit of a Member, solely for payment of Member's funeral expenses, or (3) a Member's dependent, as defined below ("Dependent").

A Member who has prepaid funeral expenses may identify her estate or other third party as an eligible beneficiary for purposes solely of reimbursement of such expenses. Alternatively, the Member's agent or the agent of her estate may receive her death benefit payment in advance, for purposes of organizing the funeral or payment of associated expenses. In such cases, the beneficiary form shall state that the recipient of the benefit is the Member, held in care of the recipient of the funds. The recipient shall confirm that the full amount of the death benefit will be used for payment of such expenses, or, in the event any amounts remain following the payment of funeral expenses, that the recipient shall return excess amounts to the Member's Dependent or to the Grand Institute.

If the beneficiary is a minor, the death benefit may be paid to the parent or legal guardian of such minor, or to a person known to be responsible for the care of the child, to be held for the benefit of such minor (Constitution of Grand Institute, Art. XIII, Sec. 3).

Member trusts shall be eligible recipients of a Member's death benefit, provided that the Member or her Dependents are the sole beneficiaries of the trust.

A Dependent for purposes of this policy must meet one of the following two sets of requirements:

Option 1: Qualifying Child

A qualifying child must be:

1. A child or sibling of the Member, or descendant of a child or sibling of the Member;
2. who has lived with the Member for at least half of the preceding year;
3. who has not provided more than one-half of their own support in that year; **and**
4. who has not filed a joint return with a spouse during that year.

In addition to each of the above, the qualifying child must satisfy **one** of the following;

- a. be under the age of 19 by the end of the calendar year;
- b. be a student under the age of 24 at the end of the calendar year; **or**
- c. be permanently and totally disabled.

Option 2: Qualifying Relative

A qualifying relative must be:

1. A child (or further descendant), sibling, niece, nephew, parent (or further ancestor), stepparent, uncle, or aunt of the Member;
2. whose gross income for the last full calendar year was \$0¹; and
3. who received more than half of their support in the last full calendar year from the Member; **and**
4. who does not qualify as a "Qualifying Child" of either the Member or any other person.

¹ Note this requirement is subject to change automatically following the year 2025; please consult the Internal Revenue Code and guidance issued thereunder.

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' Grand 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' Grand 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' Grand 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 the meeting. After accepting the 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' Grand 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 accepted, 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

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.

(Include names and type of membership) All have been signed by the applicants, by a priest, and by the Secretary of the Committee on Applications.

"Sister _____ moved the report be accepted and the candidate(s) be elected to membership."
Motion Carried

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

Transfer

a. 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

b. Transfer Type of Membership:

Sister _____ has requested to transfer to Beneficial Membership.

Sister _____ moved to accept Sister _____ as a Beneficial Member. Motion Carried

(The Beneficial Member must complete Form #0050 - BENEFICIARY MEETING ELIGIBILITY REQUIREMENTS 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 reads 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 MEMBER'S 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 COMMITTEE

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)

<u>Paid To</u>	<u>Purpose</u>	<u>Amount</u>
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 were cast and 30 votes were 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 the 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. RECEIPTS OF THE MEETING

(List all receipts including total. Interest and canceled 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.

XIII. ARREARAGE AND SUSPENSION

<u>Name</u>	<u>Type of Membership</u>	<u>Owing</u>	<u>No. of Months</u>	<u>Arrearage in Months</u>
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.)

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.)