

Secretary Duties from 2026 Podium Edition Bylaws & Ritual

Sec. 812—Secretary, Duties of (All Levels)

- A. The Secretary shall keep in books or files:
1. The current “Podium Edition Bylaws and Ritual”
 2. A record of all the minutes of each meeting of the Auxiliary
 - a. The manner in which the minutes of the Auxiliary meetings are read, printed and/or distributed shall be at the discretion of the Auxiliary by vote of the membership. Consideration should be given to the cost of printing when voting.
 - b. It is permissible to secure typed or computer-generated minutes in the permanent book or insert in a three-ring binder or clip folder.
 - c. Each minute page of the minutes shall be numbered consecutively and provide a space for the Trustees to initial at audit.
 - d. The Treasurer’s reports and the audit reports must be incorporated in the minutes.
 - e. Corrections shall be made in the margins.
 3. Shall attend to all matters of correspondence under the direction of the President.
 4. A General or Special Order file for the current year in which shall be preserved all orders and circulars issued by the National and Department Headquarters.
 - a. In the order in which they are received.
 5. A letter file in which shall be kept all correspondence of the Auxiliary.
 - a. General correspondence to be retained for one (1) year.
 - b. Policy and rulings are to be maintained in a permanent file.
 - c. All communications from National or Department Officers are official and shall be read at a meeting before being filed for reference.
 6. All communications of any nature whatsoever intended for the consideration of the National Body shall be signed by the President and forwarded by the Secretary of the Auxiliary to the Department President.
 7. All official communications to National Officers from the Auxiliary must also be forwarded through channels.
 8. Shall notify orally or in writing all newly elected members.

9. Shall under the direction of the President, prepare all reports required of them.
10. Shall transfer to their successor, without delay, all papers, books and other property of the Auxiliary in their possession.
11. Shall enter the information required from the installation report in MALTA or submit the installation report to the Department Secretary for entry into MALTA within seven (7) calendar days.
12. To perform such other duties as are usually incident to such office.
13. Shall notify all required offices the names and addresses of elected and appointed Officers.

Sec. 812A—Auxiliary Secretary

A. The Auxiliary Secretary shall

1. Input or transmit the names of the Delegates and Alternates to Secretaries required to receive them within thirty (30) calendar days of election.
2. Immediately following installation, enter the required information into MALTA or submit the installation report to the Department Secretary within seven (7) calendar days.