

FLORIDA STATE ASSOCIATION OF MASONIC HIGH TWELVE CLUBS, INC.  
SUBORDINATE CLUB OFFICERS – JOB DESCRIPTIONS/DUTIES

**SECRETARY**

*Duties of the Secretary of an assembly*

1. This is an elected position and has one (1) vote on any business brought before the Stated/Called Meetings of the Club or the Stated/Called Meetings of the **BOD**.
2. Per State Association Bylaws, during his term of office, the Secretary cannot serve in any additional elected office, except for the combined position of Secretary/Treasurer.
3. Properly attired<sup>1</sup> regular attendance at the Stated/Called Meetings of the Club and/or the Stated/Called Meetings of the **BOD**.
4. To keep a record of all the proceedings (usually called minutes) of the Stated and Called Meetings of the Club and the Stated/Called Meetings of the Board of Directors as well as a record of all actions taken by the members of the **BOD** without a meeting, and a record of all actions taken by a committee of the **BOD** in place of the **BOD**.
5. To keep on file all Committee reports.
6. To keep the Club's official membership roll; and to call the roll where it is required.
7. To make the minutes and records available to Members, Officers, and Directors upon request.
8. To maintain the records in written form or in another form capable of conversion into a written form within a reasonable time.
9. To notify Officers, Committee Members of their election or appointment.
10. To furnish committees with whatever documents are required for the performance of their duties.
11. To have on hand at each meeting a list of all existing committees and their members.
12. To sign all copies of normal business transacted by the Club, unless otherwise specified in the Bylaws.

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<sup>1</sup> *Properly Attired (Suggested):*

*Shoes: normal street shoes, boots, clean well kempt tennis type shoes, etc. – no sandals*

*Pants: dress or casual slacks, clean well kempt blue jeans – no shorts*

*Shirt: dress or casual shirt (long or short sleeve), Club or Hi 12 golf shirt – no T-Shirts*

*Coat: Sport Coat/Blazer and/or Tie – optional*

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**SECRETARY (continued)**

13. To maintain record Book(s) in which the Bylaws, Special Rules of Order, Standing Rules, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.
14. Over a period of time, it may be necessary to destroy or dispose of certain Club records. Careful discrimination must be exercised in this practice. The minutes of all Stated/Called meetings, including but not limited to, the meetings of the Club Members and the Board of Directors shall be retained for not less than seven (7) years. All other Club records, financial or otherwise, shall be retained as prescribed in the publication Guide to Record Retention Requirements published by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. The Secretary should consult with the **BOD** and review the State and Federal requirements before any records are destroyed or otherwise disposed of.
15. To keep an accurate record of Honorary Members. (*Number of Honorary Members not to exceed four per year*)
16. To send out to the Membership, at their address of record, a written notice of each Called Meeting. For the sake of time, verbal notifications will be allowed.
17. To conduct the general correspondence of the Club; that is, correspondence that is not a function proper to other Officers, or to Committees.
18. To receive all monies and transfer same to the Treasurer ensuring an accurate account of same, that is, monies that are not a function proper to other Officers, or Committees.
19. To issue all dues notices and Membership cards when paid.
20. To file any and all reports (specifically Club Monthly Reports, etc.) with the State and/or International High Twelve Offices as may be required by them or the Club President and/or **BOD**.
21. To make reasonable purchases of supplies for the transaction of the business of the Club.
22. The Secretary shall present the Nominating Committee's final slate of nominees to the Club Membership at the third (3<sup>rd</sup>) meeting of November of each year.
23. To perform such other duties and possess such other powers as are incident to that Office.

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**SECRETARY (continued)**

24. Due to limited Membership, it may be necessary that the Secretary also serve as Treasurer. In a case such as this, the Secretary must also fulfill all of the job requirements of the Treasurer.
25. As changes are made to these “Officers Duties,” it shall be the responsibility of each elected/appointed officer to incorporate said changes into this manual.
26. This Club owned copy of “Officers Duties” shall be maintained by the member as he progresses through the Club officer line. Should said member fail to be elected or appointed to a higher or the same position or chooses to withdraw from the Club officer line, he shall immediately surrender his copy of these “Officers Duties” to the Club Secretary.