The South Carolina State Society, NSDAR
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SC DAR 2015-2018:
Scripture: “Trust in the Lord with all thine heart; and lean not unto thine own understanding. In all thy ways acknowledge Him, and He shall direct thy paths” ~ Proverbs 3:5, 6
Theme: "Preserve the Past, Prepare for the Future, Seize the Present"

The principal responsibility of a recording secretary is to keep a historical record of the chapter to ensure an accurate report by diligently recording the minutes in the minutes book. After approval, the minutes serve as the legal record of the meetings. Each recording secretary keeps the minutes book until the succeeding recording secretary is elected. Each regent should retain a copy of all minutes that will be passed to her successor.

All recording secretaries should use Robert’s Rules of Order Newly Revised as the authority for the form of the minutes. As stated on the NSDAR Members Only website, “The minutes should be the record of what was done at the meeting, not what was said by the members. The minutes should never reflect the opinions of the recording secretary. The minutes should be approved at each meeting. Exceptions are for special meetings when the approval of the minutes is deferred to the next regular meeting or, in the interest of time, when the minutes are approved by a committee, in which case their approval is reported at the next regular meeting.”

This State Officer urges chapter recording secretaries and regents to consult the NSDAR Members Only website for helpful hints in recording the minutes, including an outline (http://www.dar.org/members/executive-offices-nbm/recording-secretary-general).

For each meeting, a recording secretary needs: meeting agenda, minutes book, yearbook listing officers and chairs, bylaws—chapter, state, and national, DAR Handbook and National Bylaws either the online version if internet is available or printed version, with updates posted on the NSDAR Members Only website, and Robert’s Rules of Order Newly Revised, latest edition.

Remember that the name of the motion’s seconder does not need to be recorded in the minutes unless requested; officer and committee reports are summarized by the recording secretary in the minutes or entered in full into the minutes if requested; a guest speaker's program content does not need to be summarized in the minutes.

Annual reports given at State Conference by officers and chairs are due to the State Recording Secretary via email by March 1st each year in order to be included in the “Annual Proceedings” as part of the State Society’s history. Annual reports are limited to 300 words or less, single-spaced as an attached document or within the body of the email. Longer reports will be condensed. Reports are to be written in third person narrative, and charts should not be included. The full name of the officer or chair should be placed under the heading; it is not necessary to sign reports since names are stated under the heading of each report.

The “Annual Proceedings” book is distributed at the Fall Forum for the same year as the report was given. At Fall Forum, officers and chairs give only a concise narrative of present goals, contest information and/or special events of a particular office or committee, not a report of accomplishments as given at State Conference. Share information that helps chapters plan.