

# **Fraternal Order of Police Chicago Lodge#7**

## **Petition of proposal for By-Law Change**

Proposed By-Law Changes (By-Law proposal is in red italics)

### **ARTICLE III DUTIES OF OFFICERS**

Section 6. The Recording Secretary shall:

Have custody of books, records, documents, seal of the Lodge, office paraphernalia and equipment, under the general authority of the President and Board of Directors. He or she shall take a record and transcribe minutes of all general meetings, meetings of the Board and shall submit the same for approval or rejection at the next meeting. *At each general membership meeting he or she shall insure copies of the transcripts of the previous month's general meeting and all board meetings that have been approved since last general membership meeting are available for distribution to members.* He or she shall conduct the general correspondence of the Lodge. Together with the President, he or she shall attest all warrants or vouchers for cash disbursements from any fund of the Lodge. He or she shall attest, under the seal of the Order, all duly authorized contracts of the Lodge. He or she shall be the official custodian of the Constitution and By-Laws, which shall be authenticated by the seal of the Lodge and signature of the President and Secretary. He or she shall be responsible for determining whether a member is entitled to be credited with an excused absence from a Lodge meeting and for all other matters pertaining to attendance at Lodge meetings and their effect on eligibility for Lodge office. He or she shall sign all checks duly authorized by the President and Secretary and cosigned by the President or Treasurer