***STATE RECORDING SECRETARY***

**ARTICLE IV—FINANCES**

***SR-Section B.*** *Financial Accounting*

*Budgeted expenses approved by the state executive board to be reimbursed by Minnesota State shall be as follows:*

1. *State president, 1st vice-president, 2nd vice-president, secretary, standing committees and ad hoc committees: Expenses incurred during the performance of their duties if funds are available.*
2. *State executive board meetings*
	1. *Mileage according to the established rate for the executive board.*

*6. Minnesota State Organization Expenses*

* 1. *Greeting cards, postage, photocopying, convention reports~~,~~ and supplies as needed.*

**ARTICLE VI—OFFICERS/EXECUTIVE COMMITTEE,**

**PAST STATE PRESIDENTS**

**By-Section A.** The elected state officers shall be a president, a first vice-president, and a recording secretary. A second vice-president and a corresponding secretary are optional. A treasurer shall be appointed and approved by the state executive board. It is desired that the appointed parliamentarian be a member. The treasurer and parliamentarian serve as ex-officio members of the executive board and executive committee.

**By-Section B.** Duties of Officers.

Officers shall perform the duties prescribed in the International Constitution, Article VI, Section A.

***SR-Section B.*** *Duties of Officers*

*1****.*** *Secretary. In addition to the duties outlined in the International CONSTITUTION, Article VI, Section A 2, and State Bylaws, the secretary shall:*

*a. Record the minutes of executive board and executive committee meetings. Minutes are sent to the state president, immediate past state president and parliamentarian for editing within two (2) weeks of the meeting.*

*1) Once editing is complete, email the unofficial minutes to the executive board and webmaster for posting on the Minnesota State Organization website.*

*2) Following executive board and committee approval/corrections, email the webmaster and request rescinding of unofficial minutes and posting of the official minutes on the Minnesota State Organization website.*

*b. At the end of her term, provide her successor and the incoming state president with electronic copies of the minutes.*

*c. Provide the historical records representative with paper copies of the minutes of her biennium to be retained at the Minnesota Historical Society.*

**ARTICLE VII—EXECUTIVE BOARD AND EXECUTIVE COMMITTEE**

**By-Section A.** TheState Executive Board shall be the elected officers, the chapter presidents, and the past state presidents. Standing committee chairs, representatives, the treasurer, assistant treasurer, parliamentarian, and editor shall be ex-officio members, without vote.

* + 1. The duties of the state executive board shall be to:
			- 1. Recommends the budget to members.
				2. Approve the selection of the treasurer and the finance committee membership.
				3. Recommend policies and procedures.
				4. In year two (2) of the biennium~~,~~ modify if necessary, the state budget.
				5. Review time and place of conventions.
				6. Act in the interim between conventions upon matters requiring immediate decision.
				7. Vote on state honorary members.
				8. Accept recommendations for scholarship, grant, mini-grant and award recipients from committees.

**By-Section B**. State Executive Committee shall be the elected officers and immediate past state president. The parliamentarian and treasurer shall be ex-officio members, without vote.

* + 1. The duties of the state executive committee shall be to:
			- 1. Conduct business delegated by the state executive board.
				2. Act on matters requiring immediate decision.
				3. Determine focus for the biennium.

**ARTICLE VIII—MEETINGS**

**By-Section A.** Executive Board.Meetings of the state executive board shall be held two (2) times each year. Meetings shall be in accordance with the International Constitution, Article IX Section B 1.

***SR-Section A.*** *State Executive Board*

1. *Meetings shall be held the first Saturday in October and April at a location selected by the state president. During a convention year, the April executive board meeting shall be held at the state convention.*
2. *The president will notify the executive board members of any cancellations.*

**By-Section B.** State Executive Committee shallmeet electronically the first Saturday in February.