

Section 6 - Preparation and Distribution of Minutes: State and Chapter

A. Tennessee Society of the Sons of the American Revolution

1. TNSSAR By-Laws - Article Six

The TNSSAR Secretary “shall keep an accurate written record of the proceedings of such meetings” of the Board of Governors Meetings as well as the Annual Membership Meeting. This generally involves careful note-taking supplemented by electronic recordings taken at the meeting, and put into a readable form as official minutes by the TNSSAR Secretary. These minutes should then be mailed to the members of the Board of Governors at a time convenient to the Secretary but before the next meeting. Often the minutes are mailed with the notice of the next meeting.

The minutes are the records of the Society and should be treated as such. They are to be kept in an appropriate file provided by the State Society.

The minutes need not be a verbatim transcription of the meeting but should be of sufficient detail to inform the reader of what transpired during the meeting. Motions should be identified, but not as to the person making or seconding the motion. Where there is voting, just the indication of whether it passed or not is sufficient. Major points of discussion may be included at the Secretary's discretion.

Chapter Secretaries should also be encouraged to keep substantive minutes of the local Chapter's meetings. This will allow a continuity between administrations as well as keep a record of meetings.

Chapter Secretaries should keep the minutes in an appropriate file or minute book. They should also make available to the President a copy of the minutes. These should be read at the appropriate time during a Chapter meeting. Chapter minutes should be a part of the Chapter President's report at the following Board of Governors meeting but are not required to be forwarded to the State Society.