

Amendment 1

Bylaws, Article I, Section 4 – 2025-2026 Yearbook, page 113

- ***Current wording:*** The Recording Secretary shall keep the minutes of all business meetings of the Society. She shall be responsible for ensuring the records of all program meetings are maintained. She shall have responsibility for the custody of the seal and of the records of the Society, and also of the reports of all committees. She shall arrange for the filing of an Annual Report with the Secretary of State, State of Illinois, naming the officers and directors of the Society upon the election of same. She shall arrange for the filing of any amendments to the Charter with the Secretary of State, State of Illinois, and with the Recorder of Deeds of Cook County.

- ***Proposed amendment:***

(Unchanged text in black roman, additions in red italics, deletions struck through.)

The Recording Secretary shall keep the minutes of all business meetings of the Society, *the Executive Committee*, and of the Board of Directors. ~~She shall be responsible for ensuring that records of all program meetings are maintained.~~ *She shall ensure that any annual reports from committees are properly maintained.* She shall *ensure that* ~~have responsibility for the custody of the seal and the records of the Society~~ *are properly preserved and safeguarded.* ~~and also of reports of all committees.~~ She shall arrange for the filing of an Annual Report with the Secretary of State, State of Illinois, naming the *Officers and Directors* of the Society upon the election of same. She shall arrange for the filing of any amendments to the Charter with the Secretary of State, State of Illinois, and with the Recorder of Deeds of Cook County.

- ***Detailed Rationale:***

- This amendment aligns the duties of the Recording Secretary with Society's current operational structure.
- Several administrative and statutory functions once assigned to the Recording Secretary, such as responsibility for the seal and records and filing required documents with the State of Illinois and Cook County, are now carried out by the Office as part of routine administration.
- The revised language clarifies that the Recording Secretary's role is to confirm that these tasks are completed appropriately within the Society's regular operations.
- The Recording Secretary continues to record minutes and ensure that annual committee reports are preserved as part of the Society's official records.