

## Secretary's To Do Calendar

April – May	Within in 10 days of Installation, Send Installation Report to Grand Secretary, WGM, AGM, and Grand Conductress. (C&D, R&R, Art. VI, Sec. 6, Para. M, Page 43)
August	By September 1, notify any member who may be dropped for non-payment of Dues. You can use the Delinquent Dues form. (C&D, R&R, Art. VI, Sec. 6, Para. S1, Page 44)
September	Scholarship Fund Month. (Also November or December) (C&D, Art. VII, Sec. 1, Page 47)
October	At your last stated meeting, read names of all members who will be in arrears as of January 1 <sup>st</sup> . Also inform the chapter members if there are none. (C&D, R&R, Art. VI, Sec. 6, Para. T, Page 45)  Benevolent Fund Month (C&D, R&R, Art. VII, Sec. 5, Page 47)
November	Notify WGM that the WM has reviewed the annual reports from Grand Chapter. (C&D, R&R, Art. VI, Sec. 6, Para. S7, Pg. 45; R&R, Art. II, Sec. 9, Pg. 38)  Scholarship Fund Month (Also September or December). (C&D, R&R, Art. VII, Sec. 1, Page 47)
December	Scholarship Fund Month (Also September or November). (C&D, R&R, Art. VII, Sec. 1, Page 47)  By December 31 <sup>st</sup> Issue dues receipts to all VPLM and Life Members. (C&D, R&R, Art. VI, Sec. 6, Para. G1, Pg. 43)
January	On January 1 <sup>st</sup> issue notices of Suspension to Appropriate Members. Use Suspension form. (C&D, R&R, Art. VI, Sec. 6, Para. T, Page 45)  Report at 1 <sup>st</sup> stated meeting all who have been suspended. (C&D, R&R, Art. VI, Sec. 6, Para. U, Page 45)  Email/mail Annual Report to the Grand Secretary with Per Capita and IHF by the 31 <sup>st</sup> . (C&D, R&R, Art. VI, Sec. 6, Para. L, Page 43)  Send Changes in Chapter Members to <ul style="list-style-type: none"><li>▪ Star Information Chairman by 25<sup>th</sup>. (C&amp;D, R&amp;R, Para. S11, Page 45)</li><li>▪ Golden Star Committee. (C&amp;D, R&amp;R, Para. S12, Page 45)</li></ul>
February	Estarl Month.(C&D, R&R, Art. VII, Section 2, Page 47)
March	By April 1 <sup>st</sup> , Send all Contributions for the year to the Grand Secretary. (C&D, R&R, Art. VI, Sec. 6, Para. Z, Page 45)  Send Chapter History Updates to the Historian by Date on their form.

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