



AUXILIARY SECRETARY DUTIES

July 2022

SECRETARY

DUTIES

1. Keep a full and complete record of the proceedings of the Auxiliary in a book provided for that purpose by the Grand Aerie or if the records are kept electronically, they shall be printed and read at each meeting and, once approved by the membership and signed by the Madam President and Secretary, copies shall be kept and protected in a three (3) ring binder or book for that purpose.
2. Open & Read to the Auxiliary all Auxiliary mail (unless it is addressed to another Officer or member) - reports, bills and communications which may be presented, including all official communications received from the Grand Aerie, which shall be read in their entirety unless otherwise specifically directed.
3. Shall assist in the transaction of the business of the Auxiliary; write all communications; fill out all certificates and cards granted by the Auxiliary.
4. Keep and maintain at all times a full, complete and up-to-date roster of the membership, Committees and Officers of the Auxiliary, as required by the Membership Management System (MMS) with the latest up-to-date residence, mailing address, Phone or cell numbers and **email address**.
5. Shall notify the Grand Secretary forthwith of the expulsion by the Trial Committee of any member or Officer removed from office.

6. Shall maintain such systems of records, books and accounts, and shall issue such notices and make such reports as the Grand Aerie shall prescribe.
7. The mailing list or roster is an official record of the Local Auxiliary for which the Madam Secretary is responsible. Every member whose name is on the roster list of the Local Auxiliary is entitled to full protection from any misuse of such roster list. Neither the Madam Secretary nor any other officer of the Local Auxiliary may use or authorize the use of the Auxiliary roster list. **NAMES ONLY may be given for official Auxiliary business.**
8. If the Auxiliary has an office in the Aerie Home and it is an office shared by the Auxiliary officers, the Auxiliary membership controls who is to have a key to that office.
If the office is under the control of the Secretary, she controls who has keys to the office, with the exception that a **key must be given to the Aerie Trustees for security and emergency purposes only.**
9. Local Auxiliary By-Laws of a current status shall be posted at all times on the Auxiliary Bulletin Board so as to be available to all members of the Auxiliary.

- 10.** The Madam Secretary shall segregate and enter amounts of all monies received upon her records to the credit of the respective funds of the Auxiliary, as required by the Laws of the Order, and shall pay such money to the Madam Treasurer at the close of each meeting, or on the succeeding day and demand the signature of the Madam Treasurer in the Secretary's Cash Book, for money received by the Madam Treasurer.
- 11.** The Madam Secretary shall demand, receive and immediately receipt for all money and/or property belonging to the Auxiliary and receive from every source, including any committee, Marching Club, Degree or Drill Team or other Internal Unit.
- 12.** May appoint an assistant to efficiently carry on the duties of her office. The assistants so appointed shall give bond for the faithful performance of such duties, the premiums to be paid for by the Auxiliary. The Secretary shall also be responsible for her bond, for the faithful performance of the duties assigned to such assistants. **The assistants' compensation shall be paid by regular Auxiliary check from the treasury of the Auxiliary if compensation is provided for in the By-Laws of the Local Auxiliary, and in that event,** the compensation to the assistant shall not be charged against, and regularly deducted from, the compensation of the Secretary.
- 13.** Shall read at every meeting:

 - a. An itemized account of the receipts to and the disbursements from each fund of the Auxiliary since the last regular meeting.
 - b. At the last regular meeting of each month she shall read an itemized list of all, approved unpaid bills of the Auxiliary on hand, and the date such bills were due and payable.

- 14.** Shall, on request, deliver all books, papers and property of the Auxiliary to the Auditor or to such officer or officers as the Grand Worthy President or the Grand Secretary shall direct.
- 15.** Shall receive compensation for the performance of her duties as may be prescribed by the By-Laws of the Auxiliary.
 - a) Such compensation shall be a per capita compensation
 - b) Shall be based upon the number of members who are in good standing or who are not more than (1) month in arrears.
 - c) Shall not be paid until all required reports have been completed and transmitted.

17. Temporary Receipts - to immediately acknowledge receipt of dues and application fees.

Miscellaneous Receipts - a duplicate carbon receipt for all other monies received

- original to be given to the person you received money from
- Receipts are in numerical order.

Both receipts provided by the Grand Aerie.

NOT VALID if written with ordinary lead pencil. This receipt must be made in duplicate and written with "Stylus" or indelible pencil.

FUND _____

MISCELLANEOUS RECEIPT

FRATERNAL ORDER OF EAGLES

N^o 009

City _____ State _____ Month _____ 19____

RECEIVED from _____

The sum of _____ Dollars

in payment for _____

Entered in Cash Book Page _____ (AERIE/AUX. SEAL) Secretary Aerie/Aux. No. _____

\$ _____

Duplicate (Yellow Copy) Must Not Be Detached.

Printed in U.S.A.

NOT VALID if written with ordinary lead pencil. This receipt must be made in duplicate and written with "Stylus" or indelible pencil.

FUND _____

MISCELLANEOUS RECEIPT

FRATERNAL ORDER OF EAGLES

N^o 010

City _____ State _____ Month _____ 19____

RECEIVED from _____

The sum of _____ Dollars

in payment for _____

Entered in Cash Book Page _____ (AERIE/AUX. SEAL) Secretary Aerie/Aux. No. _____

\$ _____

18. DISTRIBUTION OF RECEIPT FORMS

- a) Can be obtained from the Grand Aerie Supply Department.
- b) A valuable tool for making the turnover of money to the Treasurer and making your report to the membership.
- c) Not to be used as a receipt from the Treasurer.
- d) Indicates how your deposits are made to the different funds.
- e) Perforated for tearing off part for the Treasurer.

FROM OFFICIAL RECEIPT RECORD	BENEFIT FUND				GENERAL FUND				SOCIAL FUND				BUILD. MAIN. FUND			
Dues																
Initiations																
Insurance																
Social Rooms																
Rents																
TOTAL																

TOTAL DISTRIBUTION OF RECEIPTS

Date _____ 20____

Benefit Fund				
General Fund				
Social Fund				
Building & Maintenance Fund				
TOTAL AM'T PAID TO TREAS.				

TOTAL DISTRIBUTION OF RECEIPTS
(FOR TREASURER)

Date _____ 20____

Benefit Fund				
General Fund				
Social Fund				
Building & Maintenance Fund				
TOTAL AM'T PAID TO TREAS.				

19. SECRETARY'S MINUTE BOOK

1. Secretary's must keep a complete and full record of the proceedings of the Auxiliary.
2. DO NOT attempt to write out completed minutes of the meeting during the meeting. Take notes and/or record the meeting.
3. (A Local Auxiliary may, by a proper By-Law, prohibit the tape recording of any of its meetings other than that done by the Secretary or designated recorder for those proceedings or meetings. Opinion No. 703.)
4. Create an outline of standard minutes required so you have it available for each meeting:
 - a) Roll Call of Officers
 - b) Reading of the Minutes of the previous meeting
 - c) Treasurer's Report
 - d) Old Business
 - e) New Business
 - f) Reading of new applicants
 - g) Reading of re-enrolled applicants
 - h) Etc.

5. Minutes can be typed and glued to the Secretary's minute book pages or maintained in a three ring binder.
6. It is VERY important to include the following in the Minutes book:
 - a) Visiting Members
 - b) Officers absent and if they were excused
 - c) Applications received for New/Reenrolls/Dual/Transfer
 - d) Applications voted upon
 - e) Applications that were rejected
 - f) Applicants who were initiated
 - g) Members on the sick list
 - h) Short resume on all communications received and read
 - i) Action taken on reports of all committees
 - j) Excuses of absentees
 - k) Old Business – Motions, etc.
 - l) New Business – Motions, etc.
 - m) Good of the Order

20. SECRETARY'S MINUTE BOOK PART 2

1. Part two of the minute books is a record of all Special Committees.
2. Part three is for a record of all Standing Committees.
3. Part four is for recording attendance of all Officers.
4. Fraternal and Fiscal Year – June 1st to May 31st.
5. There are 2 authorized funds:
 - a) General Fund
 - b) Benefit Fund
 - c) Local Auxiliaries may, by their By-Laws, provide for special funds for any purpose not prohibited by the Laws of the Order, upon obtaining the approval of the Grand Aerie Financial Advisor.

The Secretary Cash Book is available through the Grand Aerie Supply Department or you may use the Quicken Quickbooks or similar program.

22. Secretary's Annual Report – Per Capita Tax

1. Each Local Auxiliary shall pay to the Grand Aerie an annual Per Capita Tax of twelve (\$12.00).
2. Invoice will appear on the Membership Management System home page
3. Paid from the Benefit Fund
4. Due and payable by June 30th

23. Sample of Local Auxiliary Per Capita Tax Statement



PerCapita Tax

Period Ending 05/31/2020

Auxiliary 423
320 SYCAMORE ST
WASHINGTON COURT HOUSE, OH 43160-2070

Grand Aerie, FOE
Attn: Accounts Receivable Department
1623 Gateway Circle South
Grove City, OH 43123

Activity Date	Invoice	Description	Quantity	Amount
05/31/2020	P416844	Invoice - Initiated Members	177	\$2,124.00
05/31/2020	P416844	Adjustment for Police & Fire Members	0	0.00
		Invoice Total:		\$2,124.00

The Per Capita Tax is based on the actual count of active members as of the end of the Per Capita reporting period. Please send a copy of this invoice back to the Grand Aerie with your payment. Thank you for your cooperation and prompt payment.

DUE June 1, LATE AFTER July 1
MUST BE PAID FOR DELEGATES TO CARRY VOTES TO
INTERNATIONAL CONVENTION

24. Sample of State Auxiliary Per Capita Tax Statement



DEBORAH W SHARP
STATE/PROVINCIAL SECRETARY
404 KENNISON AVE
NEW CARLISLE, OH 45344-1311

PerCapita Tax

Period Ending 05/31/2020
State/Province PCT Invoice

AUXILIARY 423 WASHINGTON COURT H
320 SYCAMORE ST
WASHINGTON COURT HOUSE, OH 43160-2070

Activity Date	Invoice	Description	Yearly PCT	Quantity	Amount
05/31/2020	416844	Invoice - Grand Aerie Initiated Members	\$1.50	177 *	265.50
05/31/2020	416844	Adjustment - Police & Fire Members	(\$1.50)	0	0.00
Invoice Sub-Total:					265.50
Write-in Total for Dual Members \$1.50 Each: _____ (If required by the State/Province)					
Total Amount: _____					

* This number does not include Dual Members

This invoice is based on a whole year. If your state still prefers to receive Per Cap on a semi-annual basis, you will have to contact your State/Provincial Secretary for the proper amount.

DUE DATE FOR PAYMENT IS IN ACCORDANCE WITH STATE OR PROVINCIAL BY-LAWS

Please make check payable to the "OH STATE AUXILIARY " and Mail to:

DEBORAH W SHARP
STATE/PROVINCIAL SECRETARY
404 KENNISON AVE
NEW CARLISLE, OH 45344-1311

DO NOT SEND TO THE GRAND AERIE

25. Delinquent Members and Dues Reminders

- a. Members are considered delinquent as of June 1st.
- b. A Delinquent Member Report is available in the Membership Management System.
- c. Dues Reminders will be sent by the Grand Aerie.

26. Report of Applications

- a. Applications for membership shall be entered into the MMS System before the next regularly scheduled meeting.
- b. An Initiation/Re-enrollment Report is available in the MMS System.

27. Notice of Election to Membership

- a. Must appear for interview within 60 day of notice
- b. Has a period of six (6) months to appear for Initiation
 - i. If they do not appear, they forfeit all fees paid.
 - ii. Application for membership is cancelled.

28. Report of Officers to the Grand Aerie

- a. The Secretary is required to enter all Officers and required Committees in the Membership Management System.

29. MEMBERSHIP MANAGEMENT SYSTEM (MMS)

The Membership Management System is used to assist the Local Secretaries with their day to day duties. With MMS, the Secretary has the ability to maintain membership records, print dues receipts, run specific reports pertaining to membership, finances, etc., print Accounting statements, check their status with the Compliance Department, create postcards, send mass e-mails to their membership, update the Officer List and much more.

The link to access the Membership Management System (MMS) is <https://mms.foe.com>

In order to access the system, you will need to have a username and password which can be obtained by sending an e-mail to mmshelp@foe.com.

30.



MEMBER MANAGEMENT SYSTEM
THE FRATERNAL ORDER OF EAGLES

User Sign-On

User ID:

Password:

If you have forgotten your password, enter your User ID above and click the "Forget Password?" button below. Your password will be emailed to you.

If you need credentials to log into MMS,
contact MMS Help at
mmshelp@foe.com or 614-883-2177.

31. New and Re-enrolled Membership Applications

1. Every application for membership shall be recommended by two (2) members in good standing.
2. Initiation/Re-enrollment Fee is to be determined by the By-Laws.
3. \$10.00 of the Application Fee is to be sent to the Grand Aerie.
 - a. The Grand Aerie will keep \$6.00. \$4.00 will be forwarded to the State.
1. Dues shall be determined by the By-Laws but can be no less than the amount equal to the Grand Aerie Per Capita Tax plus State Per Capita Tax and any fees and/or assessments.
2. All applicants must be interviewed, voted upon and Initiated with the exception of re-enrollments as they are not required to go through the Initiation process again.

The Eagles offers Countless Benefits

FOR MEMBERS TO ENJOY YEAR ROUND

Join today for access to a growing slate of benefits designed to add value to your membership and keep money in your pocket.

Members in good standing receive protection through our Memorial Foundation, which provides medical and educational benefits to children of Eagles who lose their lives while at work or serving their country.

Eagles ages 55-and-up with at least 10 years of membership have the option of spending their days at Eagle Village, an exclusive living community in beautiful Bradenton, Florida, with a library, recreation center, pool, and three-acre lake.

See what we have to offer below.



For more details visit
www.foe.com

CERTIFICATION OF MEMBERSHIP

I hereby certify that I profess to be of good moral character, and believe in the existence of a Supreme Being, I am not a member in any other Aerie or Auxiliary within the Order, I am over eighteen (18) years of age, am not in any way connected or affiliated with the Communist Party, or believe in or advocate the overthrow of the government of this country by force or violence. I understand that the use of the social quarters of any Aerie of the F.O.E. shall be in conformity with the House Rules of that Aerie. I understand that my membership in the Order is conditioned on a favorable vote of the membership, and if rejected, I cannot apply for membership in any Aerie or Auxiliary until twelve (12) months have past.

I certify that the information I have provided is true and that no omission or concealment of information has been made of any fact or circumstance. I freely and without reservation accept and honor this Certification of Membership.

Please answer the following questions:

I have been rejected for membership in an Aerie or Auxiliary:

Yes No If yes, date: ____/____/____

*I am a convicted felon: Yes No

*(WI, HI and Canada excluded on this question)

I am a registered sex offender: Yes No

_____/_____/_____
Signature Date

Printed Name

TO BE COMPLETED BY THE AUXILIARY SECRETARY

Application submitted on ____/____/____

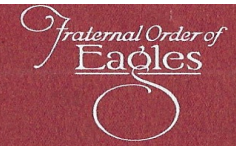
Elected to membership on ____/____/____

Initiated on ____/____/____

Rejected for membership on ____/____/____

Secretary Signature

We, the Interviewing Committee have interviewed the above named applicant on ____/____/____
Committee Members:



AUXILIARY MEMBERSHIP

Application

PEOPLE HELPING PEOPLE

APPLICATION TYPE: NEW RE-ENROLL

DUAL APPLICANT TRANSFER

CURRENT/FORMER AUXILIARY: _____ (RE-ENROLLED, DUAL AND TRANSFER)

AUXILIARY APPLICANT INFORMATION

Please Print | ALL Information Must be Completed

Name: _____ Middle Initial: _____

Mailing Address : _____

City: _____

St. /Prov. : _____ Zip: _____

Date of Birth: _____ / _____ / _____

Home Phone: _____ - _____ - _____

Cell Phone: _____ - _____ - _____

Email: _____

Occupation: _____

Marital Status: Married Single

Spouse's Name: _____

Number of Children under 21 years of age: _____

AUXILIARY RE-ENROLLED MEMBER INFORMATION

I understand and acknowledge that by re-enrolling in the Fraternal Order of Eagles, I may lose all prior years of membership in the Fraternity, which may affect my qualifications for Life Membership, Golden Age Eagle and for residence in Eagle Village. (Must be signed by re-enroll applicant)

Signature of Re-Enrollee

Previous Auxiliary Name: _____

Location: _____ No. _____

PROPOSERS INFORMATION*

*ALL New and Re-Enroll Applicants must be proposed by two (2) Auxiliary Members of the Order in Good Standing. ALL information must be completed below.

1st Proposer:

Name: _____ Middle Initial: _____

Address: _____

City: _____ St. /Prov. : _____ Zip: _____

GAID #: _____

Signature: _____

2nd Proposer:

Name: _____

Address: _____

City: _____ St. /Prov. : _____ Zip: _____

GAID #: _____

Signature: _____

NEW APPLICANTS:

Be sure to sign the statement on the other side of this application

Dual Applicant Information:

Name: _____

GAID # _____ Auxiliary # _____

Transfer Applicant Information:

Name: _____

GAID # _____ Auxiliary # _____

Please fill out all applicable information above for our records.

THANK YOU!

WHO WE ARE

The Fraternal Order of Eagles is an international non-profit organization dedicated to philanthropic and service efforts which shape communities across the United States and Canada. Since 1898, the Eagles have been responsible for the creation of Mother's Day and the protection of senior citizens through the Social Security program.

Our nearly one million members have donated hundreds of millions of dollars to various organizations through the F.O.E. Charity Foundation, which houses a variety of funds dedicated to patient care and research for causes including cancer, heart disease, kidney disease, spinal cord injuries, pediatric ailments and more.

Our latest achievement, the Fraternal Order of Eagles Diabetes Research Center at the University of Iowa, opened its doors in 2014 to tackle diabetes through a \$25 million donation from the F.O.E.

Join us today to make a difference in your community!

THIS IS YOUR RECEIPT.

IT IS NOT VALID FOR ADMISSION INTO ANY AERIE HOME.

Received of _____

\$ _____ for the Initiation fee

\$ _____ dues to Auxiliary No. _____

City _____ St. /Prov. : _____

Received by Signature _____

Date _____ / _____ / _____

Applicant Signature _____

33. Suggested Interview Worksheet

REPORT OF INTERVIEWING COMMITTEE

NAME _____ SPOUSE'S NAME _____

ADDRESS _____

OCCUPATION _____

CHILDRENS' NAMES & AGES _____

Telephone: _____ Fax: _____ E-mail: _____

1. Do you believe in the existence of a supreme being? _____
2. Do you object to taking a solemn obligation? _____
3. Are you a member of the Communist Party or any group that believes in overthrowing our government? _____
4. Were you ever rejected, expelled, or did you ever withdraw application from any club, organization, fraternity, society or lodge? _____
5. At the present time, what other organizations, fraternities, clubs, societies or lodges are you a member?

6. Would you be willing to serve on a committee at some time? _____

Bartend _____ Cook _____ Serve Food _____

Clean-up _____ News Bulletin _____ Publicity _____

Social Committee _____ Building _____ Chair an Activity _____

Nominating Committee _____ Ritual Team _____ Other _____

7. What special skill do you have? (Example - Carpentry, Electrical, Masonry, Painting, Financial,

Cooking, Computers, etc.) _____

8. What sports & hobbies do you enjoy? _____

9. Will you attend our bi-monthly regular meetings whenever possible? _____

10. What is your principle reason for applying for membership into our fraternity? _____

Signature of Prospective Member _____

Interviewed by: _____

_____ Date: _____

34. Dual Membership Applications

1. No initiation fee is required.
2. Must provide proof that their dues have been paid in advance at their Home Auxiliary.
3. Must be interviewed and voted upon.
4. Dues shall be determined by the By-Laws but can be no less than \$10.00 nor more than the regular non-benefit member dues.
5. No Per Capita Tax is paid to the Grand Aerie.
6. Dual Members should NOT be added through Batch Entry.

35. TRANSFERS

1. Must be interviewed and voted upon.
2. Must be a member in good standing with no charges pending. To be in good standing, the dues of the member requesting a transfer must be paid in advance at the time the application for transfer is made.
3. A Home Auxiliary cannot refuse to transfer a member in good standing with no charges pending. A member requesting a transfer shall remain a member of the transferring Auxiliary until she has been accepted by the transferee Auxiliary, provided her dues are paid as required by law. Upon issuance of a new receipt, she shall surrender her original receipt to the new Auxiliary Secretary.
4. Member forfeit any dues paid to the Auxiliary which they belong and are required to pay dues to the Auxiliary in which they are transferring to.
5. Transfers should NOT be added through Batch Entry.

36. Official Receipts

1. Official Dues Receipts **MUST** be printed directly from the MMS System in color. This is the **ONLY** acceptable receipt to show as evidence of membership.
2. The Official Receipt must include the highest office the member has attained, if any.
3. Under 21 Years of Age must be endorsed on the receipt if the By-Laws so allow.
4. You can account for monies collected for dues and application fees within the MMS System.

37. RECORDS TO BE KEPT PERMANENTLY

Secretary's Cash Books
Secretary's Minute Books
Deeds, mortgages, notes, leases and contracts
Authorizations from Grand Aerie Departments
By-Laws (current)
All Tax Records
Transfer Applications
Applications for Membership
(Applications: Permanently or until the member has passed, resigned or transferred to another Auxiliary.)

RECORDS TO BE KEPT FOR SEVEN (7) YEARS, THEN DESTROYED

Secretary's Semi-Annual and Annual Reports
Treasurer's Cash Books
Treasurer's Annual Reports.
Miscellaneous Receipts
Individual ledger sheets and/or cards of deceased or former members
Canceled checks, except those where the liens have not been canceled
Check Stubs
Auditor's Monthly and Annual Statements
Bank Statements

RECORDS TO BE KEPT FOR THREE (3) YEARS, THEN DESTROYED Bills, invoices, etc.

Temporary dues receipts
Official Government and Grand Aerie/Auxiliary Correspondence

NOTE: Official Correspondence should be carefully screened before destroying. Some correspondence could be destroyed in less than three (3) years, while some should be kept much longer. Correspondence that may be needed for **any** audit should be kept for at least seven (7) years.

38. Checklist of Financial and Reporting Responsibilities for Aeries and Auxiliaries

JUNE

1st - Per Capita Tax Due to Grand and State/Province

JULY

1st - Per Capita Tax LATE

31st - IRS Payroll Tax Form 941 Due for June 30

31st - Qtr. Ends

OCTOBER

15th - IRS Form 990 Due

15th - IRS Form 990 Extension Due if unable to file

15th - Treasurer's Report and 990 Copy Due to Grand Aerie

15th - Auditor Report due for all postcard filers and Canada

31st - IRS Payroll Tax Form 941 Due for Sept 30

31st - Qtr. Ends

JANUARY

31st - IRS Payroll Tax Form 941 Due for September 30 Qtr. end

31st - IRS Payroll Tax Form 941 Due for December 31 Qtr. end

31st - IRS Payroll Tax Form 940 Due for December 31 year end

JANUARY

31st - Forms 1099 and W2 due to recipient

28th - Form 1096 (1099 Summary Report) due to IRS

APRIL

15th - IRS Form 990 due – if extension was filed

30th - IRS Payroll tax form 941 due for March 31 Qtr. end

MAY

31st - Contributions must be received in Grand Aerie for fiscal year

31st - Credit on Convention Reports

31st - Grand Aerie Books Closed

31st - Last POST Date

Assistance: IRS – www.irs.gov website, choose Non-Profit and Charity tab or call 1-877-829-5500

Grand Aerie – accounting@foe.com or charities@foe.com

39.

REPORTING WHERE DUE DATE IS DEPENDENT UPON STATE LAW REQUIREMENTS OR RENEWAL DATES:

Monthly:

- State Sales Tax Reports
- Gaming Reporting

Annually:

- Insurance Documents with Declaration Pages naming Grand Aerie as additionally insured
- State Registration or Incorporation Renewal (usually has a filing fee).

OTHER TIMEFRAMES OF NOTE

40. CONTRIBUTIONS:

The Grand Aerie Accounting Department closes the fiscal year on MAY 31. There are no exceptions to this date and late receipts cannot be accommodated.

If you wish to ensure credit for your charity work during the annual convention, all contributions must reach the Grand Aerie PRIOR to May 31. If May 31 falls on a weekend, please adjust mailing dates accordingly to the prior Friday.

GRANTS:

If you are requesting a grant to be presented to a recipient or to be presented at a convention, please request your grant at a minimum of one month prior to date needed.

The grant is processed through your State Secretary's office, the International Charity Director (if over \$5,000), through the Grand Aerie Board of Directors (if over \$10,000) and then can be processed by the GA Accounting Department.

REGIONAL GRANTS:

The hosting State requests the Grant for \$5,000 and must be submitted one month in advance of the Regional Conference