

York Rite Sovereign College of North America  
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## Duties of the College Secretary

When a College is constituted the Secretary must make sure all Charter members have signed the Petition for Charter.

Twenty-five (25) Charter Membership Dues Cards along with 25 membership pins are complimented by the Sovereign College upon receiving your Charter.

When additional dues cards are needed, you may purchase them from the Sovereign Office for \$14.00 per 100 individual cards, \$9.00 per 100 on a strip of five, or have them printed locally at your cost.

The Secretary shall be in possession and take charge of all books, records and documents of the College. He shall send out notices and keep a record of the minutes of all meetings. He must send out dues notices, collect dues and record same.

When a member is obligated, a Computer Information Sheet (CIS) must be sent to the Sovereign Office for entry in the computer. All information must be completed. This also applies to change of address, any type of termination, and computer errors listed on you membership roster.

A ledger sheet should be kept on each member with the information taken from the application form, and dues recorded on this sheet. (Ledger sheets are not provided from the Sovereign Office)

At the end of the fiscal year (May 31st), an Annual Return is mailed to each College Secretary for completion. You will receive this approximately within the last 10 days of May. Verification of all printed information, corrections documented on the proper forms and Audit Report balanced 100% must be completed and received by the Sovereign Office no later than July 1st. Original green copy of Acceptance of Invitation on each new member taken in within the fiscal year, along with their new member fee of \$40.00, and per capita fees are accepted at this time of the year only. If you should have any questions pertaining to the annual return, please let us know immediately. It is very important the entire return is correct. The Secretary General uses all pertinent information for his reports regarding the General Assembly.

The Audit Report is very important. Figures must balance 100% and are taken from your reports to file a tax form 990 with the Internal Revenue Service (IRS). The Secretaries do not file individual College Reports with the IRS. If any correspondence from the IRS does come to the individual College, please contact the Sovereign Office right away. Each individual College has a designated tax identification number which is assigned directly by the IRS.

Colleges shall collect per capita from all members including plural and dual.

An activity report is included in the Annual Return Package and must be completed and returned. A College is given points based on their activities to determine which College is to receive the Spencer Trophy Award for that year. This is a traveling award and presented at the General Assembly.

The College Directory is printed each year with the top five Officers listed. The names, addresses and phone numbers are taken from the designated page within the Annual Return. Mailing includes the Secretaries and Governors of each College, Grand Officers, Regents and Grand

Governors; however any member can obtain one upon request. The draft of this is sent to the printer as soon as all annual returns are received.

The proceedings of the Sovereign College are printed as soon as possible after the Annual Assembly. Mailing includes Secretaries, Grand Officers, Regents and Grand Governors.

Change of address, transfers, deaths, etc. should be reported to the Sovereign Office on the proper CIS immediately upon notice, in order to keep our records up to date. A membership roster will be sent to the Secretary on a quarterly basis for verification of data.

The Crusader is printed three times a year (Fall, Winter and Spring Issues). Either the Secretary or Corresponding Secretary may submit an article to the Sovereign Office. Black and white photos are preferred.

Ten Knight of York Rituals are furnished to each College. Additional copies may be purchased through the Sovereign Office.

Order forms with items available and price for each along with a list of College forms are obtained through the Sovereign Office upon request. All orders must be submitted on this form for them to be filled. Do not submit payment with order, an invoice will be with the items ordered as well as the postage due. All invoices are to be paid upon arrival of shipment. Please print your invoice number on all checks submitted. This is very important to keep each individual College account accurate. This part of the accounting has not been computerized as of yet, and must be kept manually. All packages weighing more than two pounds will be shipped UPS. UPS will not deliver to Post Offices Boxes.

All by-law changes, request for dispensation, etc. shall be sent to the Secretary General, who will submit them to the Governor General for his approval. Forms available through the Sovereign Office.

Send copies of meeting announcements and letters to membership to the Governor General, Secretary General and Chairman of the Committee for the Study of the Condition of the York Rite Sovereign College.

If you should have questions concerning procedures of any kind, please call the Sovereign Office and we will make every effort to assist you.

Thank you for your cooperation.