



“Leadership Through Knowledge” – CHEA Officer Training Program

Secretary’s Quiz

2022

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1. () () The Secretary must attend all DD clinics and Association conventions unless excused beforehand for good cause.
[G.L.S. Section 12.050]
2. () () The Secretary is the only person in the Lodge who has a right to collect mail from the Post Office
[GLS Sec. 12.050 Op. 05]
3. () () The Secretary is to receive all monies due the Lodge and pay them over to the Treasurer.
[G.L.S. Section 12.050 (e)]
4. () () The Secretary is to read and answer all correspondence of the Lodge subject to the approval of the Exalted Ruler.
[GLS Sec. 12.050 (k)]
5. () () Any member may record or write a supplement to the Lodge minutes for any meeting with permission of the Secretary.
[GLS Sec.12.050 Op. 04]
6. () () A Lodge Secretary may be a candidate for political office provided they do not use their membership for political purposes.
[GLS Sec. 12.050 Op. 13]
7. () () The Board of Trustees (Directors) are entitled to receive copies of any and all financial records of the Lodge.
[GLS Sec. 12.050 Op. 16]
8. () () The Secretary must make reasonable accommodation for any member to inspect Lodge records.
[GLS Sec. 12.050 Op. 08]
9. () () The Secretary is a member of the standing relief committee of the Lodge.
[GLS Sec. 13.010]



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10. () () A paid-up Member who has moved into the jurisdiction of another Lodge and desires to join the other Lodge must be granted a transfer dimit if the applicant is a resident of the Lodge with which they want to affiliate, their current dues are paid, they are under no other obligation to the former Lodge and if no charges are pending against the applicant.
[Secretaries Manual p. 11]
11. () () If required to adequately perform their duties, a Secretary has clerks or other employees, they are under the control of the House Committee in matters of hiring, firing and discipline.
[GLS Sec. 12.050 Op. 02]
12. () () As Secretary, you are permitted to provide membership lists or addresses to any Members for any purpose including campaigning.
[Secretary’s Manual p. 15]
13. () () The Secretary should be a signer on all checks and designate additional check signers as deemed necessary.
[GLS Sec. 12.060 (f)]
14. () () The general membership of the Lodge has the ultimate authority to assign office space usage within the Lodge, not the Secretary.
[GLS Sec. 12.070 Op. 26]
15. () () The secretary must be afforded adequate secure space to perform their duties, however they shall not unreasonably deny access to Lodge Officers to an area necessary to perform their duties.
[GLS Sec. 12.070 Op. 26]