

## INVENTORY of SOCIETY PROPERTY

Our society By-laws state that the Recording Secretary shall "Maintain a current inventory of all legal documents, records, and equipment belonging to the Society."\* To aid in that effort, each Society officer or committee member shall annually submit to the Recording Secretary a complete list of those society items in his or her possession. This form is offered for your convenience in fulfilling that requirement. Upon completion, please forward it to the Recording Secretary.

\* See the Society *Constitution & By-laws*, Article VII, Section E.4

Name: \_\_\_\_\_

Position: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date of Inventory: \_\_\_\_\_

### INVENTORY:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_
- 9) \_\_\_\_\_
- 10) \_\_\_\_\_