

APRIL REMINDERS

General Election of Officers

PRESIDENT-ELECT shall send "Request for Installing Officer" to the Headquarters immediately after election.

Vote to purchase Past Officers' Jewels

ELECTION OF DISTRICT DELEGATES AND ALTERNATES (1 for every 15 members and fraction thereof)

(Must be elected 30 days prior to District Convention)

First quarterly Audit covering January, February, March Audit to be completed and sent to Department by May 31

Call to Order: Time _____ AM PM

Inspection of Dues Cards by the Conductress - Number present _____

Roll Call: Name substitutes as Officers fail to respond to Roll Call _____

Presentation of Colors and Ritualistic Opening

Guests: Ask Department Officers, if any, to retire. Escort with colors. Department Chairman, District and Council officers and members are introduced from their chairs.

Names and office _____

1. Reading and referring of Petitions for Membership.

Candidate _____ Investigating Committee Named _____

Ch _____

2. Report of Investing Committees _____

3. Voting on Candidates _____

4. Initiation _____

5. Reading of the Minutes of the previous meeting

Corrections _____ Approved _____

6. Treasurer's Report Balance on hand \$ _____

7. Presentation of Bills. Total amount \$ _____

8. Reading of Official & other Communications - General Orders No. _____ MI Messenger No. _____

Others _____

9. Reports of Committees, Standing and Special: (Notes below on each report)

Chairman Reports

Audit Report - _____

Motion by _____ Seconded by _____ M/C or M/L

10. UNFINISHED BUSINESS

11. NEW BUSINESS:

NOMINATION AND ELECTION OF AUXILIARY OFFICERS

Count off for number of votes _____

Jr. Vice President _____

Majority required for Election _____

Treasurer _____

Appointment of Judge _____

Chaplain _____

Tellers _____

Conductress _____

Open Nominations Call three times after

Guard _____

nominations before closing

Trustee (3yr.) _____

President _____

Sr. Vice President _____

Turn over request for Installing Officer and Chairman's Appointment to the President-Elect at once

Motion to allow installing Officer's Expense (if outside Auxiliary)

12. Report of the Trustees and action thereon

Trustee _____ Seconded _____ Action _____

13. Suggestion for the Good of the Order

REMARKS BY VISITORS

14. Closing Ceremonies: Date of next meeting _____