

DECEMBER REMINDERS

DUES COLLECTION by personal calls, to be 100% paid by Dec. 31st and receive a National Award
Pearl Harbor Day - December 7 - Fly Your American Flag
Christmas Day - December 25th fly your American Flag Plan Christmas parties
Check for payment of Quotas and Special funds for Auxiliary Achievement status report
GET DECEMBER DUES REPORT IN ON OR BEFORE DECEMBER 20th

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 _____	_____	_____
_____ 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 _____ M/C or M/L

10. UNFINISHED BUSINESS
11. NEW BUSINESS:
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 _____