

JANUARY REMINDERS

- Martin Luther King Jr Day (third Monday of the month) - Fly Your American Flag
- Start collection of DELINQUENT DUES
- Start new and reinstated membership drive to make quota of new members
- Mid-Winter Conference – Voice of Democracy and Patriot’s Pen Banquet
- Fourth Quarter Audit covering October, November, December
- Audit to be completed and sent to Department by January 30

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 _____

- Reading and referring of Petitions for Membership.

Candidate	Investigating Committee Named
_____ Ch _____	_____
_____ Ch _____	_____
- Report of Investing Committees _____
- Voting on Candidates _____
- Initiation _____
- Reading of the Minutes of the previous meeting
 Corrections _____ Approved _____
- Treasurer's Report Balance on hand \$ _____
- Presentation of Bills. Total amount \$ _____
- Reading of Official & other Communications - General Orders No. _____ MI. Messenger No. _____
 Others _____
- Reports of Committees, Standing and Special: (Notes below on each report)

Chairman Reports

Audit Report - _____

Motion by _____ Seconded by _____

- UNFINISHED BUSINESS
- NEW BUSINESS:
- Report of the Trustees and action thereon
 Trustee _____ Seconded _____ Action _____
- Suggestion for the Good of the Order

REMARKS BY VISITORS

14. Closing Ceremonies: Date of next meeting _____