

MAY REMINDERS

- INSTALLATION of Officers (may be a special meeting and may be public) Read Sec. 806 of the National By-Laws, Installation of Officers
- ELECTIONS of Delegates and Alternate to the Department Convention (1 Delegate and Alternate for each 30 members and fraction thereof as of election date)
- Send list of Delegates and Alternates to Department Headquarters with Delegates and President's fee.
- REMINDER: place a check mark next to the Delegates name who WILL be attending the convention.
- Loyalty Day - May 1 Fly Your American Flag
- Mother's Day (2nd Sunday of the month) Fly Your American Flag
- Buddy Poppy Campaign (Remember the Dead by Helping the Living)
- Memorial Day - May 30 (last Monday of month) Fly Your American Flag and POW/MIA Flags

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:

Announcement of Appointments by President-Elect

Announcement by President-Elect of Planning meeting date and place

Vote to determine expenses to be allowed to attend convention, if any, before election

Election of Delegates and Alternates for Department Convention. The Auxiliary shall elect and report 1 Delegate and 1 Alternate for each 30 members or fraction thereof based on membership as of date of election.

Delegates _____ Alternates _____

Vote to send Delegate fees (\$5.00 each Delegate and \$5.00 for President). Send to Department Headquarters

Report on DISTRICT CONVENTION by District Delegates

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 _____