Minutes of Chapter Meeting Date

The **regular (special) meeting** of Chapter was held on \_\_\_\_\_\_\_ at . *(If in-person or hybrid meeting, include the following:* in the home of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with serving as co-hostess.) (*If this is an official visit, include the following*: The Procedure for a P.E.O. Chapter Meeting was exemplified for the visiting officer.)

By general consent, served as and

served as .

The chaplain read **devotions** from . (*OR*: The chaplain conducted the devotions.)

The meeting was opened in due form by the president.

*(If a special meeting, include only those items of business for which the meeting was called.)*

The **minutes** of the previous meeting(s) were approved as read/corrected.

*(If the letter accepting the invitation to membership for the initiate has not previously been read:* The corresponding secretary read the letter accepting the invitation to membership from\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*)*

was/were **initiated**.

members responded to **roll call** and came in after the roll was called.

*(If a member is accepted by transfer, at the meeting when her letter of acceptance is read:* \_\_\_\_\_\_\_\_\_members responded to **roll call** and one member was later accepted by transfer.)

The following visitors were introduced: and .

The **treasurer** reported for the month(s) of :

* total receipts
* total disbursements
* total chapter assets

moved to allow a bill/bills in the amount of $ for . The bill(s) was/were allowed.

The **corresponding secretary** reported the following:

* Submitted the Member Update form to the P.E.O. Membership Department for the initiation of   
   , transfer accepted for , reinstatement of   
   , change of address for , change of name for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and death of .
* Submitted the Notice of Member in your Area for .
* Sent invitation to membership to .
* Sent invitation to transfer to , Chapter , .
* Other letters were sent to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ about and to\_\_\_\_\_\_\_\_\_\_ about .

The following **correspondence** was read by the corresponding secretary:

* From regarding .
* From , acceptance of invitation to membership.
* From , reinstatement notification and fee.
* A letter of acceptance for **transfer in** (*OR* **transfer in** with notice of reinstatement) of from Chapter , was read.
* A notice of **transfer out** received from the P.E.O. Executive Office was read showing the acceptance on\_\_\_\_\_\_\_\_ of into Chapter , .

**Reports of Committees**: *(Record basic facts, not the details of the discussion. If a motion is made regarding the report, record it where it occurred in the meeting. Example: Ways and Means Committee chair Peggy Sharp described the plans for the spring fundraising auction. Members are encouraged to sign up to help by March 15. Example: IPS Project chair Kerry Smith moved that Chapter XYZ donate fifty dollars to the International Peace Scholarship as a memorial to Hilda Blanken. The motion passed.)*

* Program/Yearbook: The next regular meeting will be held on\_\_\_\_\_\_ . *(If in-person or hybrid meeting, include the following:* at the home of with serving as co-hostess.)
* Auditing: reported that the treasurer’s books were audited and found to be in order.
* Other: .

**Unfinished Business**: *(Includes business introduced at a prior meeting, e.g., voting on proposed amendments to chapter bylaws)*

**New Business:** *(If convention report given as program:* The president announced that the report of 20\_\_\_\_Convention of , \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chapter will be given as the program after this meeting.)

* \* moved to extend an **invitation to transfer** to from Chapter , . The motion was seconded and passed. (*OR* The motion was seconded and the vote was favorable.)
* A name was **presented** for membership. *(if name did not receive three sponsors)*
* A name was **proposed** for membership. *(if name received three sponsors)*
* \*The name of , proposed on , sponsored by , , and   
   was **balloted upon favorably**. *(OR:* A name was balloted upon unfavorably.)

**Election and Installation of Officers**:

President: Vice President:

Rec. Sec.: Corr. Sec.:

Treasurer: Chaplain:

Guard:

Delegate and alternate to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_convention:

Delegate and alternate to Convention of International Chapter:

**Remarks by visitors**: brought greetings from and

brought greetings from .

**Suggestions for the good of the chapter**: *(Presentation of Constitution and membership card to new member, presentation of pin, membership recognition. Do not record personal news unless it is significant.)*

The meeting was closed in due form by the president.

Approved as read/corrected on

Recording Secretary (*or:* Secretary ProTem)

**Program and/or Social Time:**

\*Business which cannot be transacted at a Special Meeting (Procedure for P.E.O. Chapter Meeting, Appendix 2)