

Minutes of Chapter _____

Meeting Date _____

The **regular (special) in-person/hybrid/virtual meeting** of Chapter _____ was held on (date) _____ at (time) _____. *(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, (name) _____ served as (office) _____ and (name) _____ served as (office) _____.

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/distributed/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 (date) _____ 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.)*
- Audit: _____ reported that the treasurer's books were audited and found to be in order.
- Other: _____.
- Other: _____.
- Other: _____.
- 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 the 20xx Convention of _____ State/Provincial/District Chapter will be given as the program after this meeting.) OR The president thanked _____ for presenting the report of the 20xx Convention of _____ State/Provincial/District Chapter as the program.)*

- * _____ 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 state/provincial/district 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 emblem, membership recognition. Do not record personal news.)*

The meeting was closed in due form by the president.

Recording Secretary (or: Secretary Pro Tem)

Approved as read/distributed/corrected on _____

Program and/or Social Time: _____

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