|  |  |
| --- | --- |
| Date: | Chapter: |



|  |
| --- |
| Chapter Meeting Minutes |

# **Meeting opened on the initiatory degree @ [time]**

# **V = Vacant P = Present A = Absent E = Excused**

# **Roll Call of Officers**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Master Councillor - | Senior Councillor - | Junior Councillor - |
| Senior Deacon - | Junior Deacon - | Senior Steward -  |
| Junior Steward - | Chaplain -  | Marshall -  |
| Orator -  | Scribe -  | Treasurer -  |
| Standard Bearer -  | Almoner -  | Sentinel -  |
| First Preceptor -  | Second Preceptor -  | Third Preceptor -  |
| Fourth Preceptor -  | Fifth Preceptor -  | Sixth Preceptor -  |
| Seventh Preceptor -  | Organist -  | Chapter Advisor -  |

# **Visitors Present**

|  |  |
| --- | --- |
| Name | Details |
|  |  |
|  |  |

# **1st Degree Obligations**

|  |  |
| --- | --- |
| Name | Results |
|  |  |
|  |  |

# **Opening on DeMolay Degree**

# **2nd Degree Obligations**

|  |  |
| --- | --- |
| Name | Results |
|  |  |
|  |  |

**Readmittance of Brethren**

# **Reading Minutes of Previous Meetings**

|  |  |
| --- | --- |
| Date | Details |
|  |  |
|  |  |
| Motion to adopt minutes as read moved by [name], seconded by [name] |

# **Communication**

|  |  |
| --- | --- |
| Name | Details  |
|  |  |
|  |  |
|  |  |

# **Treasurer's Report**

|  |
| --- |
| Details |
|  |

# **Bills Against the Chapter**

|  |  |  |
| --- | --- | --- |
| Name | Details | Motion |
|  |  | Motion to [motion], moved by [name], seconded by [name] |
|  |  | Motion to [motion], moved by [name], seconded by [name] |
|  |  | Motion to [motion], moved by [name], seconded by [name] |

# **Sickness, Happiness and Distress**

|  |  |
| --- | --- |
| Name | Details |
|  |  |
|  |  |
|  |  |

# **Committee Reports**

|  |  |
| --- | --- |
| Name | Link |
| Committee #1 |  |
| Committee #2 |  |
| Junior Councillor |  |
| Senior Councillor |  |
| Master Councillor |  |

# **Petitions for Membership (Include copies with minutes)**

|  |  |
| --- | --- |
| Name | Investigation Committee Members |
|  |  |
|  |  |
|  |  |

# **Balloting on Candidates**

|  |  |
| --- | --- |
| Name | Results |
|  |  |
|  |  |
|  |  |

# **Unfinished Business**

|  |  |  |
| --- | --- | --- |
| Name | Details | Motion |
|  |  | Motion to [motion], moved by [name], seconded by [name] |
|  |  | Motion to [motion], moved by [name], seconded by [name] |
|  |  | Motion to [motion], moved by [name], seconded by [name] |

# **New Business**

|  |  |  |
| --- | --- | --- |
| Name | Details | Motion |
|  |  | Motion to [motion], moved by [name], seconded by [name] |
|  |  | Motion to [motion], moved by [name], seconded by [name] |
|  |  | Motion to [motion], moved by [name], seconded by [name] |

# **Good of the Order**

|  |  |
| --- | --- |
| Name | Details |
|  |  |
|  |  |
|  |  |

**9 O’clock Interpolation @**

**Closing @**

**Respectfully submitted, Approved,**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Scribe Master Councillor**