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/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.)
* 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 20xx Convention of       State/Provincial/District 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 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 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)