

# President's Meeting Guide

- Please note:*
- *A meeting is always started on time, regardless of the number of members present.*
  - *The register should be placed near the entrance of the room where the meeting is to be held so the members and guests may sign in.*

## Meeting's Order of Business

The \_\_\_\_\_ (date) meeting of SPJST Lodge \_\_\_\_\_, \_\_\_\_\_ Youth Club will come to order.

\_\_\_\_\_ will lead us in the Pledge of Allegiance to the flag of the United States of America and the SPJST Youth Club Motto. Please remain standing for a moment of silent prayer for the good of our members and friends.

Please be seated.

Secretary, may we have the reading of the register? Please answer when your name is called.

Is there any member whose name was not called? (If there is, pass the register for them to sign.)

Do we have any new members? Please come forward and tell us your name, where you live and where you go to school. (Welcome the new members.)

Do we have any visitors? Would you please stand and tell us your name(s)?

We will have the reading of the minutes from the last meeting.

Are there any corrections or additions to the minutes? (pause) If not, the minutes will stand approved as read (or corrected). (NOTE: It is not necessary to have a motion to accept the minutes if there is no discussion. The president signs the minutes at the bottom of the secretary's minutes.)

Secretary, will you please read any correspondence?

Treasurer, do you have your report? Please give the dues report first and then the general report. (Ask for a motion to accept the treasurer's report.)

Officers, do you have any reports? \_\_\_\_\_

Committee chairmen, do you have any reports? \_\_\_\_\_

Is there any old business? \_\_\_\_\_

Is there any new business? \_\_\_\_\_

Our youth leader will present her/his report. \_\_\_\_\_

If there is no further business, I declare this meeting adjourned. (It is not necessary to have a motion to adjourn a meeting.)