



_____ Chapter

The Stated meeting of _____ Chapter, Order of DeMolay was opened at _____ p.m. on _____, 200__. Brother _____ was in the East, Brother _____ was in the West and Brother _____ was in the South.

Members of the Advisory Council present were: Chairman _____, Chapter Advisor _____ and Dads _____.

Officers and members were present as per the register.

Visitors present, introduced and greeted were: _____.

The minutes of the previous meeting were read (corrected) and adopted.

Since the last Treasurer's Report, the Chapter has received \$_____ from all sources, and spent \$_____, leaving a balance of \$_____ on _____, 200__.

It was moved by Brother _____ and seconded by Brother _____ to pay the bills if found correct. The motion was approved (defeated).

All communications received by the Chapter were read and included: _____.

Applications for membership were received from: _____.

The Master Councilor appointed a Visitation Committee to visit the applicants and prepare a report for the next meeting.

The Master Councilor gave Reports of Committees on Applications for Membership of the following whose applications were read for a second time: _____.

A ballot was taken on the following applicants, all of whom were elected:

A ballot was taken on the following applicant, who was held over to the next meeting: _____.

A ballot was taken on the following applicant, who was rejected:

The Master Councilor called for reports from Committees:

The Master Councilor declared the Chapter open for unfinished business, which included: _____

The Master Councilor declared the Chapter open for new business, which included: _____

Reports and announcements under the Good of the Order included:

No further business appearing, the Master Councilor closed the Chapter at _____ p.m.

Respectfully submitted,

Approved by:

Scribe

Master Councilor