



GENERAL MEMBERSHIP MEETING MINUTES

Lodge No. _____

MEETING REQUIRED TO BE OPENED AND CLOSED ACCORDING TO RITUAL CEREMONY IN LOOM HANDBOOK

DATE: _____ **MEETING STARTED AT** _____ **AM/PM**

PRESIDING OFFICER _____

ROLL CALL: (P = Present, A = Absent)

GOVERNOR	_____	1ST YR TRUSTEE	_____
JR. PAST GOVERNOR	_____	2ND YR TRUSTEE	_____
JR. GOVERNOR	_____	3RD YR TRUSTEE	_____
PRELATE	_____	SGT @ ARMS	_____
ADMINISTRATOR	_____	OUTER GUARD (if applies)	_____
TREASURER	_____	INNER GUARD (if applies)	_____

NUMBER OF LODGE MEMBERS (VOTING) IN ATTENDANCE _____

NUMBER OF LODGE VISITORS (NON-VOTING) IN ATTENDANCE _____

ELECTION OF OFFICERS (If applies): _____

(Special note: Elections, when held, are always the first order of business.)

MINUTES OF PREVIOUS GENERAL MEETING: Approved _____ **Not Approved** _____

ADDITIONS/DELETIONS: _____

COMMUNICATIONS AND NOTICES: _____

REPORTS OF SICKNESS AND DISTRESS: _____

REPORT OF TRUSTEES AND APPROVAL OF PAYMENT OF BILLS *(Bills must be itemized below or separate list attached to minutes):* _____

MOTION TO APPROVE PAYMENT OF BILLS MADE BY _____
2nd BY _____ VOTE: Favorable _____ Unfavorable _____

REPORT OF APPLICATION REVIEW COMMITTEE ON APPLICATIONS FOR MEMBERSHIP
(State Applicant's name, Sponsor's name & Vote of Committee – favorable or unfavorable)

REPORTS OF STANDING AND SPECIAL COMMITTEES *(attach additional sheets if necessary):*

(1) Mooseheart/Moosehaven Admissions Committee: _____

(2) Endowment Fund Committee: _____

(3) Membership Committee: _____

(4) Community Service Committee: _____

(5) Ritual Committee: _____

(6) Publications Committee *(the chairman is responsible for any lodge publication):* _____

(7) Government Relations Committee: _____

(8) Historical Committee: _____

(9) Sports Committee: _____

(10) Moose Legion Committee: _____

(11) Moose Family Activities Committee: _____

(12) Special Committees: _____

MINUTES OF OFFICERS MEETING: Approved _____ Not Approved _____

NINE O'CLOCK CEREMONY

RECEIPTS/FINANCES *(Monthly House Committee report required at first general membership meeting each month):* _____

OLD BUSINESS: _____

NEW BUSINESS: _____

ENROLLMENT OF CANDIDATES (If applies) Names: _____

REPORT OF NOMINATING COMMITTEE (If applies): _____

INSTALLATION OF OFFICERS (If applicable) Names and offices: _____

GOOD OF THE ORDER: _____

ENDOWMENT FUNDS COLLECTED: _____

MOTION TO CLOSE MADE BY _____ **2ND BY** _____
Approved _____ **Not Approved** _____

CLOSING CEREMONY - MEETING ADJOURNED AT _____ **AM/PM**

MINUTES APPROVED ON _____, _____

GOVERNOR'S SIGNATURE **Date**

ADMINISTRATOR'S SIGNATURE **Date**

***Important Note: All minutes must be printed out and contain original signature notwithstanding the minutes are saved electronically.**