

Your chapter is meeting at your usual meeting place at 5:00 pm on September 1, 2022. In the absence of the chapter president the 1<sup>st</sup> vice-president is presiding. The recording secretary reads the minutes of the previous meeting, and a member mentions that she was not the person who made a motion but was rather the person who seconded a motion. The name of the person making the motion was mentioned and verified. The treasurer's report was printed and on tables for members' viewing prior to the meeting. It showed an ending balance of \$5431.00 as of August 31<sup>st</sup>.

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Sally Sister, Membership Committee Chair, reports that prospect cards have been received for three potential new members: Betty Boop, Wilma Flintstone, and Betty Rubble. She reads the information from each prospect card. Members share comments about the prospective members. On behalf of the Membership Committee, the chair recommends that an invitation to attend an orientation session be extended to these women. Molly Member seconds the recommendation. The president calls for discussion and there is none. The president calls for a voice vote – all yesses.

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Mary Martin, 2<sup>nd</sup> Vice-president, leads a discussion on potential projects for the chapter to undertake during the year. She states that recommendations from chapter members include, CASA, supporting a local program for foster children, making pillowcase dresses for little girls in another country, and a purse project for a local women’s shelter. She shares information gathered about the immediate needs and what members could do for each. Members share ideas of how the projects could be incorporated in chapter meetings. One member mentions that it might be best to focus on one specific project rather than spread members thin with multiple projects. Another mentions that supporting CASA is worthwhile but had been a recent project. A member states that several of the foster students supported by the local program attend schools that several members are associated with. The consensus is to focus on supporting the local program for foster children. The Programs and Projects Committee will coordinate efforts throughout the year.

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At the end of the meeting, members formed a circle and sang *The Delta Kappa Gamma Song*. The president then adjourned the meeting at 6:24 pm.

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Your chapter is meeting at your usual meeting place at 5:00 pm on September 1, 2022. In the absence of the chapter president the 1<sup>st</sup> vice-president is presiding. The recording secretary reads the minutes of the previous meeting, and a member mentions that she was not the person who made a motion but was rather the person who seconded a motion. The name of the person making the motion was mentioned and verified. The treasurer's report was printed and on tables for members' viewing prior to the meeting. It showed an ending balance of \$5431.00 as of August 31<sup>st</sup>.

**Example:**

The regular meeting of the (chapter name) of The Delta Kappa Gamma Society International was held at Any Town High School on September 1, 2022. First Vice-President Susie Smith called the meeting to order at 5:00 pm. Members present were: (list of names). The minutes of the May meeting were approved as corrected. The Treasurer's Report was presented and will be filed for audit.

Sally Sister, Membership Committee Chair, reports that prospect cards have been received for three potential new members: Betty Boop, Wilma Flintstone, and Betty Rubble. She reads the information from each prospect card. Members share comments about the prospective members. On behalf of the Membership Committee, the chair recommends that an invitation to attend an orientation session be extended to these women. Molly Member seconds the recommendation. The president calls for discussion and there is none. The president calls for a voice vote – all yesses.

**Example:**

On behalf of the Membership Committee, Sally Sister recommends that an invitation to attend an orientation session be extended to Betty Boop, Wilma Flintstone, and Betty Rubble. The vote was in the affirmative and the recommendation was accepted.

Mary Martin, 2<sup>nd</sup> Vice-president, leads a discussion on potential projects for the chapter to undertake during the year. She states that recommendations from chapter members include, CASA, supporting a local program for foster children, making pillowcase dresses for little girls in another country, and a purse project for a local women's shelter. She shares information gathered about the immediate needs and what members could do for each. Members share ideas of how the projects could be incorporated in chapter meetings. One member mentions that it might be best to focus on one specific project rather than spread members thin with multiple projects. Another mentions that supporting CASA is worthwhile but had been a recent project. A member states that several of the foster students supported by the local program attend schools that several members are associated with. The consensus is to focus on

supporting the local program for foster children. The Programs and Projects Committee will coordinate efforts throughout the year.

**Example:**

Second Vice-President Mary Martin lead a discussion on potential chapter service projects for the year. The consensus of the membership was to focus on supporting a local program for foster children. The Programs and Project Committee will coordinate efforts throughout the year.

At the end of the meeting, members formed a circle and sang *The Delta Kappa Gamma Song*. The president then adjourned the meeting at 6:24 pm.

The meeting adjourned at 6:24 pm.

-or-

After singing *The Delta Kappa Gamma Song*, the meeting adjourned at 6:24 pm.