

**P.E.O. RECIPROCITY GROUP  
SECRETARY'S FORM FOR TAKING MINUTES**

The regular business meeting of \_\_\_\_\_ Reciprocity  
was held on \_\_\_\_\_ at \_\_\_\_\_.

**A. CALL TO ORDER:**

The President called the meeting to order at \_\_\_\_\_ a.m./p.m. By  
general consent, \_\_\_\_\_, Chapter \_\_\_\_\_  
served as \_\_\_\_\_, and \_\_\_\_\_,  
Chapter \_\_\_\_\_ served as \_\_\_\_\_ for the meeting.

**B. DEVOTIONS**

Devotions (*or Words of inspiration*) were given by \_\_\_\_\_,  
Chapter \_\_\_\_\_.

**C. MINUTES**

The minutes of the last meeting were read and approved as read (*or as corrected*). (*Minutes of interim special meetings are read at this time. **Minutes for each meeting are approved separately.***)

**D. REPORT OF THE TREASURER**

**1. ROLL CALL**

*(Treasurer may remain seated or stand at podium/microphone to do call roll. If seated, she stands to address the chair to announce the number of chapters/members present.)*

Madame President, \_\_\_\_\_ chapters/members responded to roll call.”

**2. FINANCIAL REPORT**

The treasurer reported for the period of: \_\_\_\_\_

Cash on hand at the beginning of the month . . . . . \_\_\_\_\_  
Total receipts during the month . . . . . \_\_\_\_\_  
Total disbursements during the month . . . . . \_\_\_\_\_  
Savings balance . . . . . \_\_\_\_\_  
Other . . . . . \_\_\_\_\_  
Total chapter assets at the end of the month . . . . . \_\_\_\_\_

**3. BILLS:** \_\_\_\_\_ moved to allow the following bills:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The bills were allowed.

**E. CORRESPONDENCE**

The **secretary** read the following correspondence:

*(State name of correspondent before listing what the correspondence pertains to.)*

- From \_\_\_\_\_  
regarding \_\_\_\_\_
- From \_\_\_\_\_  
regarding \_\_\_\_\_  
\_\_\_\_\_
- From \_\_\_\_\_  
regarding \_\_\_\_\_  
\_\_\_\_\_
- From \_\_\_\_\_  
regarding \_\_\_\_\_  
\_\_\_\_\_
- From \_\_\_\_\_  
regarding \_\_\_\_\_  
\_\_\_\_\_
- From \_\_\_\_\_  
regarding \_\_\_\_\_  
\_\_\_\_\_

**F. BUSINESS**

**1. REPORTS OF COMMITTEES:**

*(List all committee reports, listing name of committee and then the report.)*

Membership: \_\_\_\_\_  
\_\_\_\_\_

Cotter: \_\_\_\_\_  
\_\_\_\_\_

Social: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

Social: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

## 2. UNFINISHED BUSINESS

*(Includes business previously introduced to the reciprocity group, amend bylaws, approve budget)* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 3. NEW BUSINESS:

*(Includes items of business contained in correspondence and any other new business.)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## G. ELECTION AND INSTALLATION *(Spring Meeting)*

The Nominating Committee presented its report and the following officers were elected and installed for the coming year:

President: \_\_\_\_\_, Chapter \_\_\_\_\_

Vice President: \_\_\_\_\_, Chapter \_\_\_\_\_

Secretary: \_\_\_\_\_, Chapter \_\_\_\_\_

Treasurer: \_\_\_\_\_, Chapter \_\_\_\_\_

## H. REMARKS BY CHAPTER REPRESENTATIVES *(List name, chapter, greeting)* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**I. ANNOUNCEMENTS**

The next meeting will be held at \_\_\_\_\_ a.m./p.m. on \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, 20\_\_.

*(List any upcoming events of the reciprocity group i.e., Founders' Day celebration)*

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**J. ADJOURNMENT:**

The meeting was closed in due form by the president

**Minutes approved** \_\_\_\_\_,  
**Secretary (or, Secretary Pro Tem)**

\_\_\_\_\_  
**(Date)**

**Footnote:** Dessert (coffee, lunch) was served by co-hostesses \_\_\_\_\_

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**The Program** was \_\_\_\_\_

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