

MEETING AGENDA FORM

Calling the lodge to order (President gives one rap of gavel to call members to order.)

President: Officers and Members, please come to order and be seated.

(President gives two raps of the gavel two times for the membership to rise.)

Pledge of Allegiance to the Flag

President: Face the flag and repeat with me the PLEDGE OF ALLEGIANCE:

"I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands; One Nation under God, indivisible, with Liberty and Justice for all."

OPTIONAL

President: Please join me in the PLEDGE TO THE TEXAS FLAG:

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

(The President gives one rap of the gavel for the membership to be seated.)

President: Officers and Members, let us now proceed with the transaction of business, having in mind only the best interest of this Lodge and Hermann Sons Life. I now declare this meeting opened.

Roll call of officers

Introduction of Hermann Sons Life officers and guests _____

Reading of the previous meeting minutes by: _____

Motion to accept as read made by: _____ Second made by: _____

Motion passed or Corrections made and motion passed

Corrections: _____

Financial report given by: _____

Motion to accept report made by: _____ Second made by: _____

Motion passed or Corrections made and motion passed

Corrections: _____

Approval of new members (The Home Office sends notification of new members to the Lodge Secretary.)

President: Are there any new members for acceptance?

List new members:

President: If there is no objection, we will vote on the new members in a group. All those in favor of admitting these new members, signify by raising your right hand. Those opposed, same sign.

You have voted to admit these new members to membership in (YOUR LODGE NAME HERE).

(President gives one rap of the gavel.)

Introduction of new members

President: Are there any new members to be introduced?

(Ask new members to stand as the Lodge Secretary reads their names.)

Approval of transfers (The Home Office sends notification of new members to the Lodge Secretary.)

List transfers here

Motion to approve transfers into lodge made by: _____

Second made by: _____ Motion passed

Report of Agents

Call on local agent to give report on membership drives, product changes and educational workshops.

Membership Coordinator Report and Expressions of Condolence:

(President gives two raps of the gavel for the membership to rise.)

President: Please rise and observe a moment of silence in honor of our sick and departed members.

(President gives one rap of the gavel for the membership to be seated.)

Committee Reports: _____

Reading of Correspondence: _____

Unfinished Business: _____

New Business: _____

Election of Officers: (November or December)

Installation of Officers: (First meeting of the year)

Birthdays: _____

Anniversaries: _____

Attendance Awards: _____

Adjournment:

Motion made by: _____ Second made by: _____

Motion passed

President: Members, in closing this meeting, may I remind you that we should always be of assistance to members of Hermann Sons Life wherever and whenever possible. Furthermore, we should always show a spirit of benevolence toward everyone, using as a guide our Motto - FRIENDSHIP, LOVE AND LOYALTY.

I now declare this meeting duly adjourned.