

Mock Chapter Meeting

President: The meeting will now come to order. Madam Secretary, do we have a quorum?

Secretary: Yes, we have a quorum based on our chapter rules.

President: Very well. First, I want to welcome everyone. Today's Inspiration will be provided by _____. Following the inspiration, we will stand and sing together the Delta Kappa Gamma Song.

[Inspiration and Song]

President: Thank you. As is our custom, the Secretary distributed the minutes of our last meeting in advance in our newsletter so there is no need to read them aloud now. Are there any additions or corrections to the minutes? [Pause]

Member: [Raises hand to be recognized]

President: Yes, _____.

Member: Madam President, I believe the date for the spelling bee should be February 15 instead of February 5.

President: If there are no objections, the minutes will be corrected to read February 15. [Pause] Since there are no objections, will you make the correction, Madam Secretary? Any further corrections? [Pause] If not, the minutes stand approved as corrected. We will now hear the treasurer's report. Madam Treasurer.

Treasurer: Cash on hand as of our last meeting was \$2,616. Receipts from the raffle totaled \$300. Expenditures totaled \$145. Cash on hand is now \$2,771.

President: Thank you. Are there any questions about the treasurer's report? [Pause] If not, the report is received and will be filed for audit. We will now hear the corresponding secretary's report. Madam Secretary.

Secretary: We have received a note from the Chair of the Eta State Headquarters Committee, thanking our chapter for its donation of \$125 to the Headquarters fund.

President: Thank you. If there are no questions about the secretary's report, it will stand as read. [Pause] We shall now hear committee reports. Today we have a report from the Scholarship Committee.

Committee Chair: Thank you, Madam President. Since our last meeting, the committee has provided information to members about Eta State and International

Scholarships and wishes to remind everyone that the deadline for applications for these scholarships is February 1st. Based on our chapter's budget of \$1500 for a new grant-in-aid, the committee would like to proceed with soliciting applications. We would like to have flexibility to award more smaller grants or a single larger grant, depending on the applications received. Therefore, the committee moves that we advertise the grant-in-aid to range from \$500 to \$1500.

President: It has been moved that the chapter advertise its new grant-in-aid to range in an amount from \$500 to \$1500. Since this is a motion from a committee, it does not need a second. Is there any discussion? [Pause] Are you ready for the question? [Pause] All in favor of the motion, signify by saying "Aye."

All present: Aye.

President: All those opposed, by saying "No." [Pause] The motion is carried. There being no other committee reports, we will move on to unfinished business. Is there any unfinished business to come before the meeting? [Pause] Hearing none, is there any new business?

Member: [Raises hand]

President: Yes, _____.

Member: Madam President, at our last meeting we decided to hold a community spelling bee to raise funds, but we did not decide the specific purpose for the funds raised. I move that the funds raised by the spelling bee be placed in our grant-in-aid endowment fund.

Treasurer: I second the motion.

President: It has been moved and seconded that the funds raised by the community spelling bee be placed in our grant-in-aid endowment fund. Is there any discussion?

Secretary: [Raises hand to be recognized]

President: Yes, _____.

Secretary: I amend the motion to read that 75% of the funds raised go into the endowment fund and 25% go toward our local education foundation.

Committee Chair: I second the amendment to the motion.

President: There is now an amendment on the floor that 75% of the funds raised go into the endowment fund and 25% go toward our local education foundation. Is there discussion of the amendment? [Following discussion] Are you ready to

vote on the amendment? [Pause] All those in favor of the amendment, signify by raising your hand.

More than Half Members: [Raise hands]

President: All those opposed, signify by raising your hand.

Other Members: [Raise hands]

President: The amendment is carried. We are now ready to discuss the amended motion. Is there any discussion? [Pause] The motion was made, seconded and amended that 75% of the funds raised go into our endowment fund and 25% go toward our local education foundation. Are you ready for the question? [Pause] All those in favor, signify by raising your hand.

More than Half Members: [Raise hands]

President: All those opposed, signify by raising your hand.

Other Members: [Raise hands]

President: The motion is carried. Is there any other business to come before the meeting? [Pause] Hearing none, are there any announcements before we introduce our program? [Pause] Madam Vice President, please introduce our program for today.

Vice President: Thank you, Madam President. Today, I am pleased to introduce our speaker....[Program]

President: Thank you for that very interesting and inspiring presentation. We look forward to hearing about your progress in the future. If there is no further business, a motion for adjournment is now in order.

Member: Madam President.

President: Yes, _____.

Member: I move the meeting be adjourned.

Vice President: Second.

President: All those in favor of adjournment, say "Aye."

All present: Aye.

President: Those opposed, "No." [Pause] The meeting stands adjourned.