

ORGANIZATIONAL BOARD MEETING

Underlined item are required by the Statutes of Supreme Assembly, Pertaining to Subordinate Assemblies (revised 2018); Sections 3-10

As soon as the incoming Advisory Board has been recommended by the Grand Deputy and Sponsoring Body and approved by the Supreme Officer, the new board will hold an organizational meeting. This meeting must be held prior to December 31st, in compliance with the Supreme Statutes.

This meeting is called to order by the current (outgoing) Advisory Board Chairman. The Grand Deputy is responsible for preparing the Minutes for this Board meeting, using the template provided, and forwarding the Minutes to the Supreme Officer and all incoming Board members within 48 hours of the organizational Board meeting.

With the assistance of the Grand Deputy, the Advisory Board members will review the Advisory Board responsibilities and expectations documents, after which, the Board members present will elect a Chairman. The newly elected Chairman will preside over for the balance of the elections, which include the Mother Advisor and Secretary. Additionally, the Advisory Board will elect any other officer the Board determines are necessary, including, Treasurer and Assistant Mother Advisor.

Eligibility requirements for certain Board officers are identified in Supreme Statutes:

- Chair: has been an active Advisory Board member for a minimum of two (2) years
- Mother Advisor: females...who have served on an Advisory Board for a minimum of two (2) years

Pursuant to the Supreme Statutes, the current (outgoing) Chairman will appoint tellers, who will count the ballots for each election; ballots will be counted in the same room as the Board meeting.) Nominations are made for each elected office. All elections must be by written ballot.

Supreme Statute indicates that only one member of an immediate family member will be approved to serve as an officer of the Advisory Board. This avoids the appearance of impropriety and encourages participation by all Board members, not just one family.

The Advisory Board should also discuss who will have signature authority on the Assembly's checking and savings accounts during the upcoming year. No two family members may have signature authority on the Assembly's financial accounts, thus eliminating any potential conflict or the appearance of impropriety. Making this decision during the organization meeting will assist the newly elected Treasurer in updating bank records and signature cards.

NO other business may be conducted or transacted by the incoming Advisory Board until they are installed, because the current Board serves until the new Advisory Board is installed. The incoming Advisory Board will be installed during the Assembly's regular installation, which must be held within thirty (30) days of the Assembly's first election meeting in January.

Advisory Board members who are unable to attend the Assembly's Installation must be installed within 30 days of the Installation or relinquish the appointment to the Advisory Board. Board members may not attend an Advisory Board meeting until they have been installed for the current year.

ORGANIZATIONAL ADVISORY BOARD MEETING MINUTES
_____ ASSEMBLY # _____

Prepared by: _____, Grand Deputy

_____, Chairman of the current Advisory Board for Assembly # _____, called the Organizational Meeting for the _____ Advisory Board to order at _____, am/pm.

Incoming Advisory Board members present include:

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Incoming Advisory Board members who were absent include:

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After a review and discussion of the Advisory Board Expectations and Duties, the Chairman opened the elections for Chairman. All members present cast written ballots. _____ was elected as Chairman for the upcoming year.

The Chairman-elect _____, the facilitated the remainder of the elections, also by written ballot. The following were elected to represent the Advisory Board for the upcoming year:

Mother Advisor:

Secretary:

Additionally, the following Advisory Board members were elected to serve as follows:

Treasurer:

Assistant Mother Advisor:

Other elections included (if applicable):

Pledge Mom (if applicable):

Additionally, the Board determined that the following individuals would have signatory authority on the Assembly's financial accounts for the upcoming year (in addition to the Treasurer):

Signature #1:

Signature #2:

Having concluded the business allowed for the incoming Advisory Board prior to being installed, the meeting convened at _____ am/pm.

Emailed to the Supreme Officer and incoming Board members on: