

82nd AIRBORNE DIVISION ASSOCIATION

Incorporated

(Chapter name)

(Chapter address)

(Date)

Minutes of the first meeting

of

(Chapter name)

Members Present

Members Not Present

Call to order

The first meeting of (chapter name), 82nd Airborne Division Association was called to order at (time), (date), by (person).

Business

Thereupon a motion made by (person) that the chapter accept as its official name and logo as (suggested name) and was seconded by (person's name) and unanimously adopted, it was:

RESOLVED: That (chapter name) be the official name of the chapter, that the logo of the (chapter name) be the chapter's official emblem.

Thereupon a motion made by (person) that the Chapter accept as its constitution and by-laws the Constitution and by-laws of the 82nd Airborne Division Association and seconded by (person) and unanimously adopted, it was;

RESOLVED: That the Constitution and By-Laws of the 82nd Airborne Division Association be accepted as the Chapter's Constitution and By-Laws.

Thereupon a discussion entered into by all members present, it was brought out that the association required that a chapter chairman and secretary selected and that their names be submitted with the application for a chapter charter in order for The Association to act on The Chapter's request for a

charter. Upon a motion by (person) and seconded by (person) that the Chapter elect a Chapter Chairman, Secretary/Treasurer and three Trustees and unanimously adopted, it was:

RESOLVED: That the Chapter elect a Chapter Chairman, Secretary/Treasurer and three Trustees. That the election of all other officers of The Chapter be elected at a later chapter meeting.

Upon the previous resolution the following name persons were unanimously elected to Chapter Chairman (provisional), Secretary/Treasurer (provisional) and three Trustees.

TRUSTEE:

*
*
*

Chapter Chairman (Provisional)

*

Secretary/Treasurer (Provisional)

*

Thereupon a motion made by (person), seconded by (person) and unanimously adopted, that the term of all chapter officers be for the period of one year beginning 1 January to 31 December it was:

RESOLVED: That the term of office for all chapter officers be for the period of one year beginning 1 January to 31 December.

Thereupon a motion made by (person) that the Chapter dues remain at the amount established by The 82nd Airborne Division Association of (dollars) per year, seconded by (person) and unanimously adopted, it was:

RESOLVED: That the chapter dues in the amount of (dollars) per year as established by The Association be accepted as the dues of The Chapter.

Thereupon a motion made by (person) that the secretary of The Chapter be authorized to procure the necessary records and should be authorized to pay all expenses and to reimburse all persons for expenses made in connection with organization of this chapters. After deliberation and discussion, on motion duly made, seconded by (person) and unanimously adopted, it was;

RESOLVED: That the secretary of this chapter be authorized and directed to secure all chapter records.

FURTHER RESOLVED: That the secretary of this chapter be authorized to pay all charges and expenses instant to or arising out of the organizing of (Chapter Name)

The Chapter Chairman, (provisional) stated that it was desirable to designate a depository for the funds of The Chapter. Thereupon a motion was made by (person) seconded by (person) and unanimously adopted, it was:

RESOLVED: That (bank name) of (town of bank location) be and is hereby designated a depository in which the funds of this chapter might be deposited to the credit of this chapter by any officer or agent of this chapter.

BE IT FURTHER RESOLVED: That (name of Secretary/Treasurer) of this chapter be and is hereby authorized to sign drafts withdrawing funds from said account, that said credit union be and is hereby authorized and directed to honor, pay and charge to the account of this chapter all drafts and orders for the payment of money so drawn when so signed, without inquiries to the circumstances of their issue or the disposition of their proceeds, whether such drafts be payable to the order of or endorsed by any

officer or person signing them or whether they are deposited to the individual credit of any officer or person signing them.

BE IT FURTHER RESOLVED: That the Secretary/Treasurer of this chapter be and he is authorized to certify to said Credit Union a copy of these resolutions and the names and signatures of this chapter's officers authorized to sign drafts as provided in these resolutions, and said credit union is hereby authorized to rely upon such certificates until formally advised of any changes therein.

Thereupon a motion by (person) that The Chapter assist the wives, widows, and dependents of members of this chapter to form a ladies auxiliary and seconded by (person) and unanimously adopted, it was:

RESOLVED: That the Secretary secure all directives and guidelines available from other ladies auxiliaries of The Association and further assist these ladies in their efforts to organize a ladies auxiliary of (Chapter name).

There being no further business, the meeting thereupon adjourned at (time).

Chairman of the Meeting

Chapter Chairman (provisional)

Secretary of the Meeting