A close up of a logo

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XYZ Chapter

Meeting Notice – Month / Year

Dear Sir and Brother

You are hereby summoned to attend the following meetings of the Chapter to be held as follows (any apologies to the Scribe):

**Business Meeting**

Date – XXXX

Venue – XXXX

Time – Chapter Setup XXXX / Meeting XXXX

**Regular Meeting**

Date – XXXX

Venue – XXXX

Time – Chapter Setup XXXX / Meeting XXXX

**Order of Business**

* Open Chapter in the Initiatory Degree
* Minutes of last meeting
* Correspondence
* Treasurer’s Report and Accounts for Payment
* ????Election of Officers
* ???? Initiatory Degree on XXXX
* ???? DeMolay Degree on Bro XXXX
* General Business / Ballots for Initiation / Social and Other Events Planned / Other Items
* Nine O’Clock Interpolation
* Chapter Close

**If you have a mate you would like to introduce to the many benefits DeMolay can offer, please bring him and his parents along to the meeting. It is an ideal opportunity 😊**

**Special Notes:**

* XXXX
* XXXX
* XXXX

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| --- | --- | --- |
| **Master Councillor**  Bro XXXX (Name)  Address  Address  Mobile – XXXX  Email - XXXX | **Scribe**  Bro XXXX (Name)  Address  Address  Mobile – XXXX  Email - XXXX | **Chapter Dad / Mum**  Dad / Mum XXXX (Name)  Address  Address  Mobile – XXXX  Email - XXXX |

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