

PARLIAMENTARY PROCEDURE

**200_
Junior**

Agenda

- I. Opening Ceremony
- II. Call to Order
- III. Reports
 - a. Officers
 - b. Standing Committees
 - c. Special Committees
- IV. Unfinished Business
- V. New Business
- VI. Closing Ceremony
- VII. Adjournment

Parliamentary Procedure
Junior Division

_____ FCCLA Chapter
Family, Career and Community Leaders of America
Secretary's Report
January 13, 200_

The monthly meeting of the _____ FCCLA Chapter was held on December 8, 200- at 3:30 pm. Thirty-one members attended.

OFFICER REPORTS

The secretary, _____, read the minutes from the November meeting. They were approved and placed on file.

The treasurer, _____, reported a balance of \$279.00 in the chapter account. The report was approved and placed on file.

COMMITTEE REPORTS

The fund raising committee reported that another fund raiser needs to be chosen.

The projects committee reported that the Student Body project needed to be planned for the spring semester.

NEW BUSINESS

Members discussed regional meeting preparations.

_____ moved that the chapter plan a "Window Washing Fund Raiser". It was seconded by _____. Discussion followed. The motion passed.

PROGRAM

_____ introduced Larry Balk who shared with members tips on being a salesperson and having good communication skills.

The meeting was adjourned at 4:45 pm.

Secretary

Date of Approval

Parliamentary Procedure
Junior Division

_____ FCCLA Chapter
Family, Career and Community Leaders of America
Treasurer's Report
January 13, 200_

Balance on Hand, December 08, 200_ \$412.50

Receipts

Rotary Club Donation	\$75.00
Fund raising (Candy)	118.50
Fund raising (Car wash)	<u>235.00</u>
Total Receipts	\$428.50

Disbursements

Food/Materials for Holiday Party	\$62.00
December Food for Families Donation	100.00
Registration for Regional Meeting	100.00
Fall/Winter Scholarship	<u>300.00</u>
Total Disbursements	\$562.00

Balance on Hand, January 13, 200_ =====
\$279.00

Treasurer

The Student Council has invited the FCCLA Chapter to participate in the annual Spring Carnival which features booths from school organizations. Ideas for booths are suggested.

Meeting attendance is dropping and member interest is declining. As a result, past projects are being neglected and overlooked.

A letter has been sent out to all chapters from the state president concerning the location of the State FCCLA Leadership Meeting in April 200_. Opinions on the proposed locations are requested.

Someone still needs volunteer to host the annual chapter Valentine's party in their home.

March is FCCLA's month to decorate the display case in the main hall of the school. A possibility of the theme is, "Caring for Our Children is Caring for Tomorrow."

FCCLA is considering a new chapter t-shirt. New themes and designs are needed before ordering the shirts.

The Poster Committee has come up with designs for the Spring Talent Show posters. The designs need to be voted upon before presentation to the Student Council.