

HOW TO CONDUCT A CHAPTER MEETING

1. CALL MEETING TO ORDER – The presiding officer calls meeting to order.
2. PLEDGE OF ALLEGIANCE – Followed by a moment of silence to honor our fallen veterans & fellow union sisters & brothers.
3. QUORUM – is seven (7) members, two (2) officers, for a total of nine (9) members present to conduct any official business.
4. READING OF MINUTES FROM PREVIOUS MEETING – Copies can be distributed; Chapter Secretary reads the minutes. Presiding officer asks if there are any corrections or omissions. If none, Presiding officer asks for a motion to accept the minutes, then a second, then asks “All in favor”, “any opposed”; if majority in favor, “Motion carried.”
5. READING OF TREASURER’S REPORT – Treasurer reads the financial report. Presiding officer asks if there are any corrections or omissions. If none, Presiding officer asks for a motion to accept the financial report, then a second, then asks “All in favor”, “any opposed”; if majority, “Motion carried.”
6. COMMITTEE REPORTS – Presiding officer asks for report from any standing committees. (Not usually committees unless possibly something special approaching).
7. OLD BUSINESS – Presiding officer asks for any old or unfinished business from the previous meeting.
8. NEW BUSINESS – (including issues/correspondence) – Presiding officer asks if there is any new business. This is when you discuss issues & correspondence received.
9. GENERAL DISCUSSION – This is where members bring up any items of concern they may have.
10. GOOD AND WELFARE – This is where members can bring up any special recognitions or special needs of the members.
11. ADJOURNMENT – Presiding officer asks “Is there any other business to come before this body”; hearing none, someone makes a motion to adjourn, then second to motion, “All in favor”, “any opposed”, meeting adjourned at (time).

ADDITIONAL NOTES:

Sergeant-at-Arms must check everyone in & have them sign up if not a member.
Keep control of your meeting, call on people to speak so others can hear.
Watch the time so no one is late reporting for work.

HOW TO TAKE MINUTES AT A CHAPTER MEETING

1. MEETING IS CALLED TO ORDER by (Name) at (Time)
2. PLEDGE OF ALLEGIANCE and a moment of silence
3. YOU READ THE MINUTES FROM PREVIOUS MEETING – (Name) makes a motion to accept the minutes, (Name) seconds, motion carried.
4. TREASURER'S REPORT (is read by Treasurer) (Name) makes a motion to accept the report, (Name) seconds, motion carried.
5. OLD BUSINESS – Presiding officer asks for any old or unfinished business from the previous meeting.
6. NEW BUSINESS – (including issues/correspondence) – Presiding officer asks if there is any new business. This is when they discuss issues & correspondence received.
7. GENERAL DISCUSSION – This is where members bring up any items of concern they may have.
8. GOOD AND WELFARE – This is where members can bring up any special recognitions or special needs of the members.

(For #5, #6, #7, #8, you can make *general notes*, but add anyone's *Name* if it's an important issue, or something that will be followed up; if it is a matter to be voted upon (i.e. sending a gift basket to a member), you must capture their *Name, Motion & who seconds the motion, & the vote outcome.*)

9. ADJOURNMENT – (Name) makes a motion to adjourn, (Name) seconds, meeting adjourned at (time).

(Type what is italicized above.)

ADDITIONAL NOTES:

If you don't know a member's name for your minutes, ask them to spell it.

The top of the minutes should show the date & time.

It is professional to sign the minutes at the end (i.e. Respectfully submitted, Your Name, Chapter Secretary)

When nominations/casting a vote occur, all the information must be recorded in the minutes. (Call for assistance when that happens!)

Fax 732-247-2474 or email Local195@local195.org a copy of the minutes and sign-in sheet every month to Local 195 Office.

HOW TREASURER SHOULD REPORT ON CHAPTER FINANCES
AT MONTHLY CHAPTER MEETING

During the monthly chapter meeting, you will report on the chapter's finances to the members directly after the Secretary reads the minutes from the previous meeting.

Your report should be as follows:

Our bank balance at the start of the last month was \$_____.

Then read out anything chapter money was spent on:

We bought refreshments for the chapter meeting that cost \$_____.

Read any other expenses; For example, "We sent a get-well gift basket to a sick member for \$25.00."

This quarter we received our per capita check from the Local: \$_____.

(You will receive this check every quarter after filing your quarterly report to the Local Treasurer, & you'll deposit it into the chapter checking account.)

That leaves us with a balance of \$_____.

The Chapter President or Presiding officer asks if there are any questions, corrections or omissions. If none, the President or Presiding officer asks for a motion to accept the financial report, then a second, then asks "All in favor", "any opposed"; if majority, "Motion carried."

ADDITIONAL NOTES:

Keep track of the chapter's checkbook. It is your responsibility.

Keep all receipts. Receipts must be turned in with your Quarterly Report.

January/February/March	Quarter 1	Quarterly Report due April
April/May/June	Quarter 2	Quarterly Report due July
July/August/September	Quarter 3	Quarterly Report due October
October/November/December	Quarter 4	Quarterly Report due January

Any questions, call the Local Treasurer 732-247-0350.

MONTHLY TREASURER REPORT

CHAPTER NAME _____

Fill in the amounts from your bank account statement and read at your chapter meeting.

Chapter bank balance at the start of the last month was \$ _____

Chapter per capita check received from Local (if any) \$ _____

Total on hand: \$ _____

Chapter Expenditures (list reasons for expenditures)

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Expenditures: \$ _____

Chapter Balance as of this date (total on hand minus
the total expenditures) \$ _____

ADDITIONAL NOTES:

Keep track of the chapter's checkbook. It is your responsibility.
Keep all receipts. Receipts must be turned in with your Quarterly Report.

Any questions, call the Local Treasurer at 732-247-0350.

Report Given By:

Chapter Treasurer or Chapter Officer

Today's Date

Give this report to the Chapter Secretary to send to the Local Office with the chapter minutes and sign-in sheet.

IFPTE LOCAL 195

Quarterly Financial Statement Instructions

In order to expedite the filing of chapter quarterly reports the following instructions have been prepared. These instructions apply to all chapters and **must** be followed to ensure the correct and proper means for chapters to receive their per capita funds.

Line #1	Fill in complete Chapter name.
Line #2	Fill in date report is being completed.
Line #3	Enter beginning balance of bank funds for the quarter. This amount should be the same as the closing figure from the previous quarter.
Line #4	Enter Per Capita received from the Local.
Line #5	Enter any other funds received. For example monies received from the Local for the chapter holiday party etc.
Line #6	Enter total of lines #4 & #5
Line #7	Enter total of lines #3 & #6
Line #8	Enter amount, if any, paid for rent to hold meetings.
Line #9	Enter amount, if any, paid for meeting refreshments.
Line #9A	Enter explanation of expenditures.
Line #10	Enter amount, if any, of any travel costs incurred for operation of chapter.
Line #11	Enter amount, if any, of telephone charges incurred for the operation of the chapter.
Line #12	Enter amount, if any, of any costs incurred for postage related to the operation of the chapter.
Line #13	Enter amount, if any, of all costs incurred for the good and welfare of members of the chapter.
Line #13A	Enter brief explanation of why money was spent.
Line #14	Enter amount, if any, of any costs incurred for stationery related to the operation of the chapter.
Line #15	Enter amount, if any, of all other expenditures incurred in the operation of the chapter.
Line #15A	Enter explanation of cost incurred
Line #16	Enter total amount of lines #8 through #15.
Line #17	Enter total amount of line # 7 <u>minus</u> line #16.
Line #18	<u>Two</u> signatures are required on the quarterly reports, preferably the chapter president and the treasurer or designated officer. A chapter member may sign if either the president <u>or</u> treasurer is unavailable.

A copy of the last three bank statements is to be sent in along with the quarterly reports. Please note that copies of receipts for all chapter funds expended **must** accompany the quarterly reports. Please send in any other pertinent information or explanations along with the quarterly reports. Chapter quarterly reports must be filed in a timely manner as soon as possible after the close of the quarter. Failure to do so may result in the loss of per capita funds.

Please do not make any chapter checks out to "cash" or to a chapter member for expenditures without **proper** documentation as to the reason for such checks. Receipts **must** accompany any check or checks made out to cash or a chapter member. Please note any and all outstanding checks and reason (receipts) for expenditure.

Chapters are to maintain a file of all bank statements, cancelled checks and receipts for their records. Please make sure that **all** required information is supplied to the Local with the quarterly reports. Failure to do so will result in a delay and possible forfeiture of per capita funds. Incomplete or improperly filled out reports will be returned to the chapter.



Local 195, IFPTE AFL-CIO
Quarterly Financial Report
1,2,3,4 Qtr 20??

LOCAL OFFICE USE ONLY

☐ Approved for payment

☐ NOT approved for payment

Authorized Signature

Chapter Name: _____ #1 Date: _____ #2

Balance at beginning of quarter: _____ + \$ #3

Income:

Per Capita Received: \$ #4

Other: (if any): + \$ #5

Total Income: + \$ #6

Total funds on hand this quarter before expenses and deductions \$ #7

Expenses:

(Brief Explanation)

Rent for meetings: #8

Refreshments #9 #9A

Travel: #10

Telephone: #11

Postage: #12

Good & Welfare: #13 #13A

Stationery: #14

Other: #15 #15A

Total Expenses: - \$ #16

Balance at end of quarter after expenses: \$ #17

Note: A copy of this statement along with your bank statement must be sent to the Local Office each quarter. Cancelled checks and/or receipts must be kept for your records, as expenditures.

Signed: _____ #18 Signed: _____ #18
(Two Signatures Required: Chapter Treasurer & Chapter President or Designated Officer)

Preferably we ask that the Treasurer and Chapter President both sign the report. A chapter person (secretary, steward, member) can sign in their place if one is not available. In any case, we must have two signatures.



Local 195, IFPTE AFL-CIO Quarterly Financial Report

LOCAL OFFICE USE ONLY

☐

Approved for payment

☐

NOT approved for payment

Authorized Signature

Chapter Name: _____ Date: _____

Balance at beginning of quarter: _____ + \$ _____

Income:

Per Capita Received: \$ _____

Other: (if any): + \$ _____

Total Income: _____ + \$ _____

Total funds on hand this quarter before expenses and deductions \$ _____

Expenses:

(Brief Explanation)

Rent for meetings: \$ _____

Refreshments \$ _____

Travel: \$ _____

Telephone: \$ _____

Postage: \$ _____

Good & Welfare: \$ _____

Stationery: \$ _____

Other: \$ _____

Total Expenses: _____ - \$ _____

Balance at end of quarter after expenses: _____ \$ _____

Note: A copy of this statement along with your bank statement must be sent to the Local Office each quarter. Cancelled checks and/or receipts must be kept for your records, as expenditures.

Signed: _____ Signed: _____

(Two Signatures Required: Chapter Treasurer & Chapter President or Designated Officer)

Preferably we ask that the Treasurer and Chapter President both sign the report. A chapter person (secretary, steward, member) can sign in their place if one is not available. In any case, we must have two signatures.



NOTICE



UNION MEETING

NEW JERSEY PUBLIC EMPLOYEES

LOCAL 195 IFPTE AFL-CIO

**CRAFTS — ENGINEERING — MAINTENANCE
INSPECTION — INVESTIGATION — SECURITY**

DATE OF MEETING:

MEETING LOCATION:

TIME:

INFORMATION/SPEAKER:

CHAPTER NAME:

Local 195, IFPTE, 186 North Main Street, Milltown, NJ 08850

Phone: 732-247-0350 / Fax: 732-247-2474

Website: www.local195.org E-mail: Local195@local195.org