

**SAMPLE AGENDA – GENERAL MEETING**  
**THE KINSMEN CLUB OF LEAMINGTON**  
DATE \_\_\_\_\_

1. O' CANADA (optional) \_\_\_\_\_
2. KIN / KINSMEN / KINETTE SONG (optional) \_\_\_\_\_
3. KIN/ KINSMEN / KINETTE GRACE \_\_\_\_\_
4. TOAST TO QUEEN/CANADA \_\_\_\_\_
5. INTRODUCTION OF GUESTS: \_\_\_\_\_
6. ADDRESS TO THE CHAIR \_\_\_\_\_

7. SECRETARY'S REPORT

- a) Accept minutes of last general meeting as printed / circulated
- b) Business arising from minutes action

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

c) Correspondence action

1. \_\_\_\_\_
2. \_\_\_\_\_

8. TREASURER'S REPORT \_\_\_\_\_

9. OTHER EXECUTIVE/COMMITTEE REPORTS

Executive members/committee chairs reporting on

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

10. REGISTRAR'S REPORT \_\_\_\_\_

11. OLD BUSINESS:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

12. NEW BUSINESS:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

13. Mystery Kin (if appointed)

14. SERGEANT-AT-ARMS/FINES REPORT \_\_\_\_\_

15. GOOD OF KIN

16. ANNOUNCEMENTS:

\*\* Next general meeting \_\_\_\_\_

17. MOTION TO ADJOURN

18. PLANNED FELLOWSHIP ACTIVITY

**MOTIONS**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

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Carried · Defeated ·

**AMENDMENT**

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

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**AMENDMENT**

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