



CAPTAIN MERIWETHER LEWIS CHAPTER

POLICY 1-6, CHAPTER AND SUBCHAPTER COMMITTEE MEETING MINUTES

Association of the United States Army (AUSA), Captain Meriwether Lewis Chapter (CMLC)
References: Article VI, Section 6, Secretary duty (d), CMLC By-laws; Article VI, Section 6, Secretary duties (c) and (d), subchapter by-laws; Policy 1-1 Subchapter Activity Reporting (SAR); and Policy 1-2 Monthly Summary Reporting (MSR).

The following format will be used when writing/submitting meeting minutes (see template below):

AUSA Subchapter Designation Numbers: AUSA (National Headquarters) assigns each chapter a designation number that is used primarily in corporate and individual membership applications and assignments to readily identify the chapter and subchapter. Subchapter designation numbers stem from its chapter's designation number. CMLC and its subchapter Designation Numbers are listed in Policy 1-3.

Meeting Start Time and Location: Location will adequately describe the location to ensure others not familiar with the location will understand.

Executive Committee: All executive committee positions will be in the order listed in the appropriate by-laws beginning with "President". For directors and representatives, use only the job descriptive word such as "Corporate Membership." For executive committee positions not filled, no other information is required

CMLC By-laws (Article VII, Section 2) authorizes appointment of ad hoc committees with the committee chairperson a member of the Chapter Executive Committee and subchapter by-laws (Article VI, Section 2. Paragraph (c) authorizes appointment of additional subchapter executive committee members. These positions will be listed following the last subchapter listed executive committee position. Additionally, the termination date will be entered below the position title as follows – mm/dd/yyyy.

Liaisons: All uniformed military personnel attending will be listed as **Liaisons** unless they are just a visitor or making a presentation that is not part of the operation of a subchapter supported unit, then list as **Observers** to include their military unit. Family Readiness Group Assistants (FRGA) are Government employees and shall be listed as **Liaisons**.

Observers: All others attending will be listed as **Observers**. This includes CMLC Executive Committee members and nonmilitary personnel accompanying Liaisons. Following the name there should be identifying information and then information needed by the Chapter or subchapter such as email address and telephone number.

Minutes: Reported in accordance with Article VI, Section 6, Secretary's function (d), CMLC By-laws or Article VII. Section 6, Secretary's function (c), subchapter by-laws.

Treasurer's Report: (Chapter) or **Financial Administrator's Report:** (subchapters). Reported in accordance with Article VI, Section 6, Treasurer's functions (d) and (k), CMLC By-laws or Article VII, Section 6, Financial Administrator's function (c), subchapter by-laws.

The BODY of the meeting minutes will follow in appropriately titled paragraphs as meets the meeting executive committee's needs. Specifically required are recording those making and seconding motions, approval of fund expenditures, and approval of by-laws specified actions such as establishing of committees and additional subchapter executive committee. Also, the meeting minutes should identify those assigned actions to include when actions are to be completed when appropriate.

Date, Time and Place of Next Meeting: Self-explanatory.

Adjournment: Time of adjournment.

DISCLAIMER: In the footer of each page will be the non-Federal entity Disclaimer required by Policy 1-4.

Chapter Executive Committee or Subchapter Meeting

[date of meeting]

Chapter Numeric Designation: CXXXX

Meeting Start Time and Location: The meeting was called to order at [time] by [name of chapter officer], the Chapter President, held at [location], WA.

Present:

Name – Title (Chapter Officers)

Name – Title and Advisor or Liaison or Observer

Absent:

List same as above for those absent

Minutes:

The minutes of the [date] Executive Committee meeting were approved. A motion was made by [name] and seconded by [name]. All in favor.

President's Report: [name] provided the following:

1.

New Business:

1. *When making any decision that requires a vote, indicate who made the motion, who seconded the motion and if all in favor.*

Old Business:

1.

Adjournment: The meeting was adjourned at 4:00 p.m.

Next Meeting: Meeting date, time and location.

[NAME]
Chapter Secretary

COMPLIANCE.

1. By the 5th of each month, the meeting minutes shall be submitted as a Subchapter Activity Report (SAR) in accordance with Policy 1-1, Subchapter Activity Reporting. Done in accordance with this Policy, all necessary SAR information elements will be covered in the minutes.
2. The unapproved meeting minutes shall be submitted with the Monthly Summary Report (MSR) in accordance with Policy 1-2, Monthly Summary Reporting.
3. Minutes are to be presented at the subsequent meeting of the executive committee for approval of that body in accordance with appropriate Chapter and subchapter by-laws.