

DOCUMENTS YOU SHOULD HAVE AVAILABLE AT EACH BRANCH MEETING

For Discussion at January 2020 Monthly Membership Meeting

- **Minutes of the previous meeting.**
 - **In fact, create a notebook that is brought to every meeting and all minutes and the following items are kept in that notebook.**
- **Branch Constitution and Bylaws**
- **Copy of New Branch Officers (all officers must be financial at all times)**
- **Current list of all Branch Members (These are the persons who are eligible to vote at your meetings; they must be financial.)**
- **Branch welcome packet (Should be available at all times to greet a person interested in joining our branch)**
- **Roberts Rules of Order**
- **Display your branch charter**
- **Hard copy of Branch Report Form (Blank)**
- **Hard copy of your Branch Report submitted for the previous year.**
- **Copy of the Branch Informer Page from HQs website**
- **Financial reports for meetings for the year.**
- **Remittance of funds form to be used for all receipt of funds.**
- **Payment Requests/Approval**
- **Copies of ASALH Membership form from HQs Website**
 - **This form should be available if someone decides to become part of your branch. The person will have to first become a member of the National Organization, then they can pay your local dues to join your local branch.**
- **A display table with current year theme products, displaying the annual theme prominently and other items that represent ASALH such as:**
 - **Books by Woodson**
 - **ASALH paraphernalia such as pens (3 available), runner, ornaments, greetings cards, etc.**

Note: This notebook will be passed to the next administration as you vote new officers in. This is your record of important branch information that will help with a smooth transition of leadership.

After reviewing this list, share any other items that you think would be useful to add to this notebook.