



BUSINESS MEETING FORM

INSTRUCTIONS

- To comply with the NSS Constitution and Bylaws, Article 8 Assemblies; B. Duties; Item 4; for Assemblies and Article 10 Regions; G. Meetings for Regions; Assemblies are required to hold four (4) meetings per year, and Regions are required to hold two (2) meetings per year.
- All meetings **MUST BE** advertised in the National News at least thirty (30) day prior to the meeting.
- NSS members in attendance, including any members from other Assemblies or Regions **MUST BE** listed on this form
- Following the meetings, this form should be completed and mailed or emailed (jpayerchin@nsslife.org) to the office no later than thirty (30) days after the meeting.
- This form is **ONLY** for regular business meetings. No funds are received for a regular business meeting.
- If a social/fraternal event precedes or follows a business meeting, **PLEASE USE** a Fraternal Funds Activity Form.

MEETING INFORMATION

Assembly/Region : _____ Location : _____ Meeting Date: _____

Meeting Location : _____

Brief Description of the Meeting:

ATTENDEE SIGNATURES

(Original Signature of NSS Members in attendance. Please provide the Assembly/Region or Circle #.)

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

I certify that all of the signatures on this form are NSS Members and were present for this meeting.

Signature of Assembly/Region Officer