



Order of the Squires

Of the Round Table

_____ Manor

_____ DATE

MASTER SQUIRE

SENIOR SQUIRE

JUNIOR SQUIRE

SQUIER TREASURER

SQUIRE RECORDER

SQUIRE CHAPLAIN

SQUIRE MARSHAL

MEMBERS:

ADVISORY COUNCIL:

SIR KNIGHT

VISITORS:

The _____ (date) meeting of the _____, Squires of the Round Table, was opened at _____ p.m. (a.m.) with _____ in the East, _____ in the West, _____ in the South, and Sir Knight _____ to guide them on their Quest.

Members of the Advisory Council present were: _____, _____, _____, _____, _____.

Other officers and members present were:

_____, Squire Treasurer, _____, Squire Recorder, _____, Squire Chaplain, _____, Squire Marshal.

Visitors present, introduced and greeted were: _____, _____.

The Minutes of the previous meeting(s) were read (corrected) and adopted.

Since the last Treasurer's report, the Chapter received \$_____ for _____ and bills, totaling \$_____ for: _____, _____.

The Squire Treasurer reported a total of \$_____ in the Treasury.

Sickness and Distress reported was _____ and appropriate action was taken.

All communications received by the Manor were then read and included: _____, _____.

Petitions for Membership were presented on _____, who was recommended by _____ . A ballot was then taken with the result favorable/unfavorable.

The Master Squire then called for reports from committees: _____

The Master Squire then called for unfinished business: (included Induction ceremonies)

The Master Squire then called for new business, which included:

Reports and announcements for the good of the Order were made regarding:

No further business appearing, the Master Squire then closed the Manor in regular form at _____ p.m. (a.m.).

Approved,

Master Squire

Respectfully submitted,

Squire Recorder
