

GENERAL MEETINGS

For a branch to hold a meeting that qualifies towards the requirements for a branch stipend, the following information must be included in the announcement that will be published/announced in the Jednota newspaper and FCSU website. **Announcements must be received 30 days prior to meetings. Email to branch@fcsu.com.**

- Branch #
- Branch City & State
- Meeting Date
- Meeting Time
- Meeting Location (Name of venue, address, city and state)
- Meeting Purpose(s) (events to take place during each meeting)
- Cost to Member (if applicable)
- Cost to Guests (if applicable)
- Contact Person
- Contact Person's Phone / Email
- Deadline for Reservations (if necessary)

ELECTION MEETINGS

If elections are to be held, all of the above information must be included PLUS:

- Officer Elections:
 - Specific notice in the announcement that Election of Officers will take place at this meeting (Bylaw 4.05(a) and 14.01(a)).
- Delegate Elections:
 - Specific notice in the announcement that Election of Delegates to the Convention will take place at this meeting (Bylaw 11.04(e)).
 - Delegate elections should be held after February 1st of the Convention year (Bylaw 11.03(c)1 and 11.04(c)).

Note: In the year of Convention, elections of officers and delegates can take place at the same meeting.

FRATERNALISM IN ACTION

If a branch is participating in an approved Fraternalism in Action event, the announcement must include:

- Specific notice in the announcement that the Branch is participating in a Fraternalism in Action event.
- Name of the charity the Branch is supporting.
- Description of event including where it is taking place, time and how the member can participate.

Note: A Fraternalism in Action event can take place at any branch meeting.

BRANCH REIMBURSEMENT PROGRAM

If a branch is participating in an approved Branch Reimbursement event, the announcement must include:

- Specific notice in the announcement of the event including where it is taking place and time.
- The cost of the event, the cost to the members (if any), the cost to non-member guests.

Note: A Branch Reimbursement Program event does not include a branch meeting, a district meeting or any National Event.