

THE NATIONAL COUNCIL OF MERIDIANITES, INCORPORATED® BYLAWS – FORMS

Amended June 2023

PART – 4: FORMS & APPLICATIONS

Section I – National Council of Meridianites, Inc.® Chapter Application

APPLICATION

In order to apply for membership, you must be an established club with connections to Meridian, Mississippi. Your club must have elected officers with at least five (5) dues paying members. A roster of each must accompany this application. You must read this organization's bylaws and agree to abide by same. The stated joining fee must also accompany this application.

Your Club's Name _____ Date _____

*President _____ Signature _____

_____ Street Address _____ City _____ State _____ Zip _____

Telephone _____ email _____ Fax _____

Tentative Club Colors to be approved by the Organization _____

Required Officers

Office	Name	Address	City	State	Zip	Telephone
President						
Vice President						
Recording Secretary						
Treasurer						

Application Fee Attached: \$ _____ PLEASE ATTACH A MEMBERSHIP ROSTER

Return the completed application to the Vice President at the following address:

Name of Vice President _____

_____ Street Address _____ City _____ State _____ Zip _____

Telephone _____ email _____ Fax _____

Section II, Page 1 – Roots Scholarship – No essay required

**The National Council of Meridianites, Inc.
ROOTS SCHOLARSHIP FUND**

Procedure for Applicant:

1. The completed application must be sent to the National Vice President by May 1, prior to the convention.
2. Each applicant must have a copy of his transcript sent by the school to the National Vice President by May 1, prior to the convention.
3. Each applicant should have a letter of recommendation from his high school professional staff, included with his portfolio by May 1, prior to the convention.
4. The complete portfolio must be on file by May 1, prior to the convention.
5. The application is active for only one year.
6. Scholarship recipients will be announced at the Grand Ball and each student will be notified by mail that he/she has been awarded a scholarship and the amount by July 10, after the convention.
7. Scholarship recipients will receive awards within 31 days after verification of matriculation at an institution of higher learning.
8. If all instructions have been followed and the scholarship check has not been received by the applicant or the institution within 31 days of attending the first class, the applicant should contact his local Meridianites chapter.

Eligibility

Each Candidate:

1. Must be a senior in high school, graduating before August of the present year.
2. Must have a C+, that is, a 2.5 cumulative academic average or above (all through high school).
3. Must have a good attendance record.
4. Must have a positive attitude about school as determined by a high school professional staff person.
5. No essay is required when applying for the Roots Scholarship.

Page 2 – Roots Scholarship, No essay required.

**The National Council of Meridianites, Inc.®
ROOTS SCHOLARSHIP FUND**

National Vice President _____
Address _____
City, State, Zip _____

SCHOOL OFFICIAL, please record the date the application is received, student's cumulative average & your signature and title.	Date Received:
	Cumulative Average:
	Signature of High School Official and Title

DO NOT WRITE ABOVE THIS LINE – TO BE COMPLETED BY SCHOOL OFFICIAL

ROOTS SCHOLARSHIP APPLICATION FORM

This application must be completed and returned to the National Vice President at the above address by May 1, prior to the convention.

Local Chapter _____

Applicant's Name _____
Last First Middle

Home Address _____
Street City State Zip

High School Attended _____ Date of Birth _____

High School Address _____
Street City State Zip

Name of Guidance Counselor or Principal _____ Phone _____

Name of Parent or Guardian _____ Phone _____

Parent's Address _____
Street City State Zip

Page 3 – Roots Scholarship, No essay required

**PLEASE COMPLETE THIS SECTION IN DETAIL
(Attach Additional Pages If Necessary)**

I believe the following information would be helpful to the committee in considering my application for financial aid.

In church, religious or club work outside of school, my activities in the past year include the following:

My involvement in organizations and projects connected with the school during the past year include the following:

Each applicant must have a copy of his/her transcript sent by the school to the National Vice President by May 1, prior to the convention.

NAME AND ADDRESS OF THE COLLEGE OR UNIVERSITY THAT YOU PLAN TO ATTEND:

College/University Name _____

Street Address _____

City _____ State _____ Zip Code _____

I hereby certify that all of the above information is true and correct to the best of my knowledge and belief.

Parent's Signature _____ Date _____

Applicant's Signature _____ Date _____

Section III, Page 1 – NCM/JSC Scholarship Foundation – An essay is required.

**The National Council of Meridianites, Inc.
Jacquelyn Sweetner Caffey
Scholarship Foundation**

Procedure for Applicant:

1. The completed application must be sent to the National Vice President by May 1, prior to the convention.
2. Each applicant must have a copy of his transcript sent by the school to the National Vice President by May 1, prior to the convention.
3. Each applicant should have a letter of recommendation from his high school professional staff, included with his portfolio by May 1, prior to the convention.
4. The complete portfolio must be on file by May 1, prior to the convention.
5. The application is active for only one year.
6. Scholarship recipient will be announced at the Grand Ball.

Eligibility

Each Candidate:

1. Must be a senior in high school, graduating before August of the present year.
2. Must have a C+, that is, a 2.5 cumulative academic average or above (all through high school).
3. Must have a good attendance record.
4. Must have a positive attitude about school as determined by a high school professional staff person.
5. **Must write a 500-word essay on a subject selected by the committee.** Three (3) typewritten double-spaced copies of the essay must be submitted with the completed application.

Page 2 – NCM/JSC Scholarship Foundation – An essay is required

**The National Council of Meridianites, Inc./Jacquelyn Sweetner Caffey
Scholarship Foundation Fund**

National Vice President _____
Address _____
City, State, Zip _____

SCHOOL OFFICIAL, please record the date the application is received, student's cumulative average & your signature and title.	Date Received:
	Cumulative Average:
	Signature of High School Official and Title

DO NOT WRITE ABOVE THIS LINE – TO BE COMPLETED BY SCHOOL OFFICIAL

THE NCM/JSC SCHOLARSHIP FOUNDATION APPLICATION FORM

This application must be completed and returned to the National Vice President at the above address by May 1, prior to the convention.

Local Chapter _____

Applicant's Name _____
Last First Middle

Home Address _____
Street City State Zip

High School Attended _____ Date of Birth _____

High School Address _____
Street City State Zip

Name of Guidance Counselor, Advisor or Principal _____ Phone _____

Name of Parent or Guardian _____ Phone _____

Parent's Address _____
Street City State Zip

Page 3 – NCM/JSC Scholarship Foundation – An essay is required

**PLEASE COMPLETE THIS SECTION IN DETAIL
(Attach Additional Pages, If Necessary)**

I believe the following information would be helpful to the committee in considering my application for financial aid.

In church, religious or club work outside of school, my activities in the past year include the following:

My involvement in organizations and projects connected with the school during the past year include the following:

Each applicant must have a copy of his/her transcript sent by the school to the National Vice President by May 1, prior to the convention.

NAME AND ADDRESS OF THE COLLEGE OR UNIVERSITY THAT YOU PLAN TO ATTEND:

College Or University Name _____

Street and No. _____

City _____ State _____ Zip Code _____

I hereby certify that all of the above information is true and correct to the best of my knowledge and belief.

Parent's Signature _____ Date _____

Applicant's Signature _____ Date _____

Page 4 – NCM/JSC Scholarship Foundation – An essay is required

NCM/JSC Scholarship Foundation Essay Information

Topic: *“The Essay Topic Will Change Biennially”*

Year: _____

Scholarship Amount: \$_____

The essay must be entitled: *“The Essay Topic Will Change Biennially”*

- The essay must be original, neither previously published nor secured by copyright.
- The essay must be 500 words in length.
- THREE TYPEWRITTEN double-spaced copies of the essay must be submitted.
- The name and address of the applicant must appear on the first page immediately under the title in the following manner:

NCM/JSC SCHOLARSHIP FOUNDATION HIGH SCHOOL ESSAY

Subject: *“The Essay Topic Will Change Biennially”*

An Essay By: _____

Address: _____

High School Name: _____

Meridianites’ Chapter Sponsor: _____

The manuscript must be submitted along with the completed application to the Vice President by May 1, prior to the convention.

Rules

- The manuscript must present an adequate treatment of the essay topic.
- Applicants submitting manuscripts thereby grant to the NCM/JSC Scholarship Foundation Fund, the right to use the manuscript in promoting the scholarship.
- Applicants will be required to furnish written proof of enrollment in their respective high schools at the time the essays are submitted.
- The award will be announced at the Grand Ball and the decision of the judges is final.
- The award will be submitted to the winner upon verification that the individual has enrolled in an institution of higher learning.
- The award must be claimed within 12 months after the announcement date to be valid.

Page 5 – NCM/JSC Scholarship Foundation – An essay is required

NCM/JSC Scholarship Foundation Essay Contest

Please Note: “*The Essay Topic Will Change Biennially*”

Rating Criteria for Essay

1. DEVELOPMENT OF TOPIC/THESIS

Topic well developed covers and develops major points, supplying enough information for understanding.

2. PROGRESSION

Composition progresses from beginning to end, in a logical flow of information.

3. READABILITY

Concise prose which sticks to the topic and does not ramble (holds reader’s attention).

4. GRAMMAR

Agreement of subject and verb; proper tense; correct sentence construction; and paragraphing including transitional phrases linking same.

5. SPELLING

Use a standard dictionary to check spelling. Computer spell and grammar checks may not be accurate.

6. PUNCTUATION

Use correct punctuation.

Note: The essay is required of NCM/JSC Scholarship Foundation applicants only, and should not be submitted by Roots Scholarship applicants.

Section IV – Candidate Election Form – (EOO-2)

This form is to be completed by the potential candidate running for an elected office.
(Please type or print)

Office Sought by Candidate _____

Name of Candidate _____

Address _____ City _____ State ____ ZIP _____

Chapter Name _____

Address _____ City _____ State ____ ZIP _____

Number of years in chapter _____

***You may attach additional information, if necessary for this section.**

Organizational Affiliations (i.e., community, religious, social, or political) _____

Leadership Position(s) Held _____

Awards/Recognitions _____

College/University Attended/Degree/Year _____

Occupation _____

Additional Qualifications _____

Signature _____ Date _____

My email address _____ and/or fax number _____

Completed form must be returned to the election chair

(EOO-2)

THE NATIONAL COUNCIL OF MERIDIANITES, INCORPORATED® BYLAWS – FORMS

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Section V – Local Chapter Nomination Verification Form (EOO-3)

This form is to be completed by the local Chapter President of the candidate running for an elected office.

(Please type or print)

By my signature below, I certify that _____
Candidate's Name

is a member of (Chapter) _____
Chapter's Name

and that his chapter is in good standing with the National Council of Meridianites, Inc. ®

Comments: _____

President _____

Chapter Name _____

Address _____

City _____ State _____ ZIP _____

Day Time Telephone (____) _____ Evening Telephone (____) _____

Signature of Chapter President

Completed form must be returned to the election chair for establishing a slate of candidates

(EOO-3)

Section VI – Scholarship Recipient Notification Letter

The National Council of Meridianites, Inc.®

Scholarship Fund

Vice President _____

Street Address _____

City, State, Zip _____

Date _____

Dear _____:

We are pleased to inform you that you have been chosen as a recipient for a scholarship award from The National Council of Meridianites, Inc. and/or the NCM/JSC Scholarship Foundation. The amount of the award is \$_____. We know that you will put this award to the best use in helping to further your education.

Please understand that you will receive the scholarship award only after we receive verification from the college, university or trade school of your choice that you are in fact matriculating.

It is your responsibility to let me know when (date) and where (school name and address) you will be matriculating and the address to which you want the scholarship check mailed.

If you have followed the above instructions and you or your institution has not received the check within 31 days after you have attended your first class, please contact your local Meridianites chapter about the problem.

Very truly yours,

Vice President & Scholarship Chairperson

Copy: TNCOMI

Section VII – Institution Notification of Scholarship Recipient

**The National Council of Meridianites, Inc.®
Scholarship Fund**

Vice President _____

Street Address _____

City, State, Zip _____

Date _____

Dear Institution Official:

_____ has been selected as a recipient for a scholarship award from The National Council of Meridianites, Inc. and/or the NCM/JSC Scholarship Foundation. Before any funds are released, we must have verification that the student is matriculating at an institution of higher learning. The student informed our office that he/she is matriculating at your institution.

Please verify that the above-named student is matriculating at your institution by completing the attached form and returning same in the enclosed addressed stamped envelope.

Very truly yours,

Vice President & Scholarship Chairperson

THE NATIONAL COUNCIL OF MERIDIANITES, INCORPORATED® BYLAWS – FORMS

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Section VIII – Student Matriculation Verification Letter

The National Council of Meridianites, Inc.® Scholarship Fund

Vice President _____
Address _____
s _____
City, State, Zip _____

Subject: Student Matriculation Verification

From: _____

To: The National Council of Meridianites, Inc.®

Date: _____

Student Information

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

The above-named student is currently matriculating at

Institution: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Print or Type Name of School Official and Title

Signature of School Official

Date

Affix Institution Stamp Here

THE NATIONAL COUNCIL OF MERIDIANITES, INCORPORATED® BYLAWS – FORMS

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Section IX – NCM/JSC Scholarship Foundation Contribution Submission Form

My contribution to The National Council of Meridianites, Inc.
Jacquelyn Sweetner Caffey Scholarship Foundation is:

(Check One)

Not Available	→	Founder's Club	\$1,000.00
_____		Platinum Club	15,000.00
_____		Diamond Club	10,000.00
_____		Covenant Club	5,000.00
_____		Thousand Plus Club	1,000.00
_____		President's Club	500.00
_____		Gold Member's Club	100.00
_____		Silver Member's Club	50.00
_____		Bronze Member's Club	25.00
_____		Other, Please Record Amount	\$ _____

Recognition shall be determined in accordance with the amount contributed.

Please print the name of the person to be recognized _____

Your Name _____

Your Address _____

City _____ State _____ Zip _____

Telephone: (____) _____

email _____ Fax _____

Make check or money order payable to **NCM/JSC Scholarship Foundation** and mail this form to the address below. **Do not mail cash!**

NCM/JSC Scholarship Foundation
P.O. Box 531406
Henderson, NV 89053-1406

THE NATIONAL COUNCIL OF MERIDIANITES, INCORPORATED® BYLAWS – FORMS
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Section X – Chapter Credential Form to Attend the NCM Convention

THE NATIONAL COUNCIL OF MERIDIANITES, INC.

CREDENTIAL FORM

Date _____ 20 _____

This is to certify that at a regular meeting of the _____, on _____ Chapter

_____ 20 _____, the following members were duly elected delegates to represent said chapter at the biennial meeting of The National Council of Meridianites, Inc., to be held in

_____ , June _____ 20 _____
City State

(Please Print Clearly)

Delegate's Name	Address	City	State	Telephone
Delegate's Name	Address	City	State	Telephone
Delegate's Name	Address	City	State	Telephone
President's Signature	Address	City	State	Telephone

Note: Please complete and return this credential form to the national president by March 15, prior to the convention. Your chapter must pay all dues, assessments, fees and penalties before delegates are seated.

Return To: _____

Section XI – Vendor Guidelines & Application Form

I. Guidelines

Each vendor must submit an application that should be mailed, or hand delivered to the National Convention Picnic Committee. The deadline date shall be determined by the National Convention Picnic Committee.

Vendors will be notified by the Convention Picnic Committee. Applications will be considered on a first- come first-serve basis. Non-profit organizations will be given preference. Concession fee must accompany the application. If a vendor is not approved, or if some products are not approved and the vendor decides not to participate, the application fee will be refunded.

II. CONCESSIONS/SOUVENIRS

Limited space will be available for vendors during the National Council of Meridianites, Inc. Convention. Vendors may sell such items as follows: T-shirts-----
Jewelry-----Artwork-----Ice-cream/Snowballs-----
Caps----- Other (please specify)_____

III. LOCATION

Vendors may set up in specified areas as determined by the National Convention Picnic Committee.

IV. COST

Concession fee is \$_____ per weekday and \$_____ on Saturday at picnic site.

V. SET-UP

Vendor will provide all set-up materials, which may include posters or other signs to identify the name of the group or organization. All laws and regulations of the local city and establishment(s) must be followed.

VI. INSURANCE

Each group or organization accepts liability and is responsible for meeting Health Department requirements and/or regulations since The National Council of Meridianites, Inc. cannot accept liability.

VII. CANCELLATION

No refund of concession fee(s) will be made because of adverse weather conditions. Vendors are encouraged to use shelter as allowed by local ordinances.

VIII. PERMIT

A permit will be issued on the first day of the convention/picnic. It will include the name of the group or organization and the concession(s) approved. The permit must be prominently displayed at the site. The national convention committee reserves the right to cancel the permit due to breach of the permit specifications with no refund of fee(s).

THE NATIONAL COUNCIL OF MERIDIANITES, INCORPORATED® BYLAWS – FORMS

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NATIONAL COUNCIL OF MERIDIANITES, INC. VENDOR APPLICATION FORM

**The National Council of Meridianites, Inc.
Annual Convention**

Hotel _____ Address _____ City _____ State ____ Zip ____

Picnic Park Site _____ Street or Road Location _____

City Location of Picnic _____ State ____ Date of Picnic _____

VENDOR APPLICATION

Organization/Group _____

Contact Person _____ Title _____

Address _____ City _____ State ____ Zip ____

Home Telephone No. _____ Work Telephone No. _____

List specifically what is to be sold. _____

Vendor Hotel Square Feet Available _____ Date(s) _____ Time _____

Limited Concessions will be approved..... Non-Profit Organizations will be given preference.

DEADLINE DATE FOR RECEIVING YOUR APPLICATION _____

Application must include the convention registration fee of \$ _____

Vendor Concession Fee \$ _____

Total Enclosed \$ _____

Make Check or Money Order Payable to National Council of Meridianites Inc. and send to the National Financial Secretary:

Name _____ Street Address _____

City _____ State ____ Zip ____ Telephone _____

THE NATIONAL COUNCIL OF MERIDIANITES, INCORPORATED® BYLAWS – FORMS

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Section XII – Convention Checklist
Amended, June 2012

Page 1

Convention Checklist

	Wednesday	Thursday	Friday	Saturday	Capacity
Headquarters Hotel Name	Approximately 5 Sleeping Rooms	Approximately 25 Sleeping Rooms	Approximately 60 Sleeping Rooms	Approximately 60 Sleeping Rooms	No Estimates for Meridian
	Deposit Amount	Hotel Contact	Chapter Contact	Room Guarantee	Room Rates
	Comp Rooms	Special Policies	Parking Rates	Hotel Security	
Be extremely careful in booking rooms. Keep your numbers low especially for Wednesday, Thursday & Friday. Remember, your ballroom spaces, meeting room spaces and hospitality room spaces are based on the number of sleeping rooms actually used. Insist on examples.					
When choosing a headquarters hotel, please take into consideration the hotel's location and its accessibility to amenities in the host city.					
Backup Hotel Name					
Hospitality Suite		Open except NCM Function Times	Open except NCM Function Times	Open except NCM Function Times	30
First Session & President's Caucus		Continental Bkfast Head Table of 5 Mic, 30 seats Sgt-At-Arms Table Committee Spaces	Continental Bkfast Head Table of 5 Mic, 30 seats Sgt-At-Arms Table Committee Spaces		30
Second Session		Continental Bkfast Head Table of 5 Mic, 30 seats Sgt-At-Arms Table Committee Spaces	Continental Bkfast Head Table of 5 Mic, 30 seats Sgt-At-Arms Table Committee Spaces		30
Word Processing, Printing & Copying Availability		Should be Available Today	Should be Available Today		

THE NATIONAL COUNCIL OF MERIDIANITES, INCORPORATED® BYLAWS – FORMS

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Page 2

Convention Checklist

Vendor Guidelines	See Guidelines & Form				
NCM/JSC Scholarship Foundation Luncheon	See Foundation Contact Person		40 Attendance, Mic, Podium, Lunch Menu		40
Memorial Service			Head Table, Mic, Podium plus 70 seats		70
Teenage Activities			Teenage Activity 20 Attendance	Teenage Ball 20 Attendance	20
Hospitality Gathering/ Historian/ Awards Program			50 Attendance Mic, Podium		50
Picnic	Reserve a Park w/shelter(s), Picnic Tables, Restrooms & Game Spaces. Caterer should provide all food, supplies and services.			125 Attendance	150
Grand Ball	Open Seating, Advertise whether Dinner is Served			Table for Officers-5 150 seats except Meridian	150
Fun Trip(s)	Optional				
Souvenir Journal	Optional – See Guidelines				

Give the hotel a sketch of the seating configuration of each room scheduled for use.

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Page 3

Convention Checklist

Getting Started – At Least Three (3) Years Before the Convention

- 1. Elect a biennial convention committee. See bylaws part 1
- 2. Devise a plan to provide seed money for initial convention costs.
- 3. Start considering the price of convention tickets now! Depending on what you want to do, consider escalating cost.
- 4. The Executive Board will rely on registration fees to cover all costs?
- 5. Cities where meetings will be held until the convention date.
- 6. Select an experienced negotiating team to negotiate all contracts.
- 7. Keep in mind that the National President shall review all tentative convention related contracts before they are signed. To contain costs, the National President and Convention Committee Chair must review and discuss hotel, transportation, entertainment, catering and picnic park contracts.

Picnic

- 1. Park site preference & availability: Provide Public Toilets. Public (any deposits) or Private (cost). Is alcohol prohibited in the park? Let the people know! The park should
- 2. How many shelters are needed in case of bad weather? Seating spaces needed under shelter(s) and in open air. See Grand Ball attendance estimate.
- 3. Picnic caterer contract should be signed by what date? _____
Menu meat(s) must include ribs and/or chicken unless a revision is approved by the Executive Board. The caterer should provide everything that we will need including water, if these accommodations are not available in our immediate vicinity.
- 4. Determine the number and cost of shuttle service via air-conditioned busses to the picnic site. Sign a contract for ____ busses by _____.
- 5. The busses are required to shuttle at 30-minute intervals or less. The beginning time (from hotel) and ending time (from park) the busses will run are required.
Publish the bus pickup location stations from the hotel and the park site.
- 6. Publicize the hours that the picnic food lines will remain open.
- 7. Don't pay picnic caterer the balance until the end of the picnic. Include a clause in the caterer's contract allowing for a penalty to be assessed if the contract isn't fulfilled.

Page 4

Convention Checklist

Grand Ball

- 1. The seating capacity of the ballroom. 150 is the average adult ticket sales, Meridian may be a little higher range conventions. Of course, we can't exceed the room seating capacity.
- 2. Will any food be served at the ball? Adjust ticket prices accordingly.
- 3. Select a dynamic band or DJ that can play a variety of music.
- 4. The free drink will not be required. Adjust hotel contract accordingly.
- 5. Assign or employ people to man the entrance door(s) to the ballroom.
- 6. Open seating except head table for national officers.

Hospitality Gathering

- 1. The seating capacity of the hospitality gathering should accommodate approximately 50.
- 2. Will any food be served at the hospitality gathering? Adjust ticket prices accordingly.
- 3. Select an entertaining disc jockey. Dispensing music alone isn't sufficient. Inform the disc jockey that people come to this gathering to mingle, renew old friendship and get acquainted. The music should remain at a volume audible enough for the people to hear each other.
- 4. Try not to agree to a guaranteed minimum for a cash bar. Adjust the hotel contract accordingly.
- 5. Assign or employ people to man the entrance door to the ballroom.
- 6. Will there be any type of program during intermission? Such as Historian Awards Program. Etc.

Page 5

Convention Checklist

Hospitality Suite(s)

- 1. How many suites will be available and how will they be allocated? Request location as far away from Non-Meridianites hotel guests as possible. Is there a hotel policy on the hours the rooms should be closed?
- 2. Days & hours open should be included in the Program of Events brochure. Will chapter members man the suites or will you employ help?
- 3. Amounts and what kinds of foods, beverages and supplies will be needed?
- 4. What is the hotel policy concerning bringing in food and beverages?
- 5. Who will be responsible for making the purchases?
- 6. Ask the hotel to disable long distance access from the suite(s).

Souvenir Booklet

- 1. The booklet is optional. Will we produce a booklet?
- 2. Will each chapter be responsible for a minimum number of ads?
- 3. Set a date when prices and order forms for ads are due to the chapters.
- 4. Will you sell the booklet or give it away? Adjust prices accordingly.
- 5. A financial statement on the souvenir booklet is required.

Activities Away From the Hotel

- 1. Will you sponsor a fun trip? If so, when, where and who will be in charge?
- 2. What about the local tours of the city and amusement parks? Let the people know times, dates, places, modes of transportation, and costs.

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Convention Checklist

Teenage & Children Activities

- 1. The seating capacity of the ballroom. 20 is the average teenage ticket sales.
- 2. Beginning and ending time for this affair. Will the affair end at the same time as the Grand Ball to accommodate parents attending the Grand Ball?
- 3. Will any food be served at the ball? Adjust ticket prices and the hotel contract accordingly.
- 4. Will the teenagers pay for their refreshments? Adjust ticket prices and the hotel contract accordingly.
- 5. Select an entertaining disc jockey for this affair.
- 6. Will you assign members or employ outside people to supervise the ballroom?
- 7. Who will be in charge of this function?
- 8. Will you provide baby-sitting services?
- 9. What will you do in conjunction with the hotel to curb children playing in the halls and on the elevators?
- 10. Will you provide a game room for children?

Convention Registration

- 1. Choose the location of the registration table, the times and days it will be open, and the persons who will man the table.
- 2. Publish the times and days that the registration table will be open.
- 3. Choose enough people to man the table.
- 4. Have enough materials and souvenirs to hand out.
- 5. Locate the scholarship donation box in a strategic spot on the table.
- 6. Who will be in charge of this function?

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Convention Checklist

Convention Registration Fees & Dates

- 1. Be prepared to recommend to the Executive Board, during the second session, the registration fees that your region plans to recommend for attendance to the convention.

This action must take place during your convention presentation two years in advance of the scheduled convention.

- 2. Remember to add \$5.00 to the price of each adult registration fee that is earmarked for the Roots Scholarship Fund.

- 3. The convention dates are fixed by the bylaws. The convention dates are based on the actual picnic date which is set biennial for the last Saturday in June. Please pay careful attention to these dates before you begin negotiating with hotels, banquet halls, parks, etc. Remember, many Meridianites and friends request vacation time, in advance from their jobs, based on these dates.

Section XIII– National Council of Meridianites, Inc.® Individual Application

Individual Referral Application to Join a Chapter

Thank you for your interest in joining a chapter of The National Council of Meridianites, Incorporated.

Our Purpose

To bring together Meridianites from Meridian, Mississippi, and friends of Meridianites on a fraternal basis for the purpose of promoting and continuing good wholesome fellowship; to perform and engage in such charitable activities and acts as may be provided for in the bylaws of this Organization; to unite these Meridianites who will support and advance the goals of The National Council of Meridianites, Incorporated; and in this connection, Meridianites may organize themselves into local chapters in their various communities.

To help you make a selection, the following cities are listed where our chapters are located. Please circle the city where you would be interested in joining a chapter. You will be contacted by the membership chairperson in that city.

Atlanta	Chicago	Minneapolis-St. Paul
Cincinnati	Detroit	St. Louis
Meridian	Los Angeles	Greater Texas Chapter

Your Name _____ Date _____

_____ Street Address _____ City _____ State _____ Zip _____

Telephone Number: () - _____ - _____ Cell Number: () - _____ - _____

Email _____ Fax _____

Please return the completed referral application to the National Vice President at the following address:

Again, thank you for your interest and someone will contact you soon.

Visit our website at: www.nationalcouncilofmeridianites.com

Section XIV– National Council of Meridianites, Inc.®

Proposal, Grievance or Bylaw Request/Change Form

Please Use This Form to Present Proposals, Grievances or Bylaw Requests Changes to The Law & Revision Committee Via The National President

Local Chapter _____

If Submitted by a Member _____
Last Name First Name Middle

Address _____
Street City State Zip Telephone

Clearly state your proposal, grievance, or bylaw request/change in the appropriate space provided below:
(See Article XXII, Amendments, Bylaws Manual)

Proposal(s)

1. _____

2. _____

Rationale(s)

1. _____

2. _____

Chapter President _____ Telephone _____

THE NATIONAL COUNCIL OF MERIDIANITES, INCORPORATED® BYLAWS – FORMS

Revised June 2023

Chapter President's or Member's Signature _____