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October 9, 2020

Dear Members,

Now that the Surprise Eagles has reopened, the Aerie members of the club (those with a YELLOW membership card) need to hold Aerie Officer nominations, for the nine opened positions, at the next regularly scheduled meeting to be held Tuesday, October 13, 2020, at 6:30 p.m.

Even though the Surprise Eagles closed March 17, 2020, we entered term year 2020-2021 on June 1, 2020, and Officer terms started June 9, 2020, whether or not we were opened for business.

So, because we were not able to hold Aerie Officer nominations on April 28, 2020 for the nine open Officer positions, we will hold nominations at our October 13 meeting.

In that regard, the following nine Aerie Officer positions are up for nomination, and all will expire June 8, 2021 - unless otherwise noted:

- Worthy President
- Worthy Vice President
- Worthy Chaplain
- Aerie Secretary - this is a two-year term ending June 14, 2022
- Worthy Conductor
- Inside Guard

In addition, there are three Trustee positions open:

- a 2-year position - term will end June 14, 2022
- two 1-year positions - each ends June 8, 2021

The following positions **are not** up for renewal at this time:

- Jr. Past President - one must be a Past President to occupy that chair.
- Aerie Treasurer - term is still current.
- 3-Yr Trustee and one of the 2-Yr Trustee positions - terms are still current.

Anyone interested in being nominated for an open Officer position must be a member in good standing and shall be present at the October 13 nomination meeting. If unable to be present, the member must have given their written consent to me, as Aerie Secretary, in order to have their name placed in nomination for an opened office. This written consent may be delivered via email or regular mail and must be filed prior to the start of the October 13 nomination meeting.

If elections are needed, they will be held at the next meeting, Tuesday, October 27, and a separate email will be sent with those details.

Below is an overview of the duties of each open Officer position:

**Worthy President (WP):** The Worthy President shall preside at all regular and special meetings of the Aerie and at all Officer meetings. The WP shall see that harmony is preserved and shall enforce all the Laws of Order. The WP shall have general supervision over all the affairs of the Aerie, except where such power is vested elsewhere.

**Worthy Vice-President:** The Worthy Vice-President shall assist the WP in preserving order and decorum in the Aerie, and shall fill in during any absence of the WP.

**Worthy Chaplain:** The Worthy Chaplain shall have charge of the devotional exercises of the Aerie in accordance with the Ritual, and send any necessary cards to members.

**Aerie Secretary:** It shall be the duty of the Aerie Secretary to keep a full and complete record of the proceedings of the Aerie, pay all bills, read all bills and all communications at meetings, write all communications, maintain a current membership roster; have charge of all membership matters, receipt all monies received from the Trustees, as well as from other sources, receipt all monies received to the Aerie Treasurer for deposit. There are other responsibilities so please contact me if you are interested in the Aerie Secretary position.

**Worthy Conductor (WC):** The Worthy Conductor shall have custody of all Ritualistic paraphernalia of the Aerie and such other property as may be placed in the care of the WC. The WC inspects the Official Receipts of all persons who are present at the opening of a session of the Aerie. The WC shall introduce all qualified visitors and shall prepare the ballot box for the election of candidates to membership.

**Inside Guard:** The Inside Guard shall examine the Official Receipt of every member desiring admission to the Aerie room while the Aerie is in session.

**Trustees:** see the attached for a description of the Trustee responsibilities.

Any questions, please let me know.

Thank you,  
Tina DeMonaco  
Aerie Secretary  
Surprise Aerie #4534  
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