

TO: AUXILIARY SECRETARIES

APPLICATION FOR WARRANT TO INSTALL OFFICERS

1. Auxiliary Officers shall be installed at a regular or special meeting held not less than twenty (20) days nor more than sixty (60) days prior to the convening of the Department Convention, but shall not assume their duties until the Department President is installed. The Auxiliary President-elect will select the installing Officer. Section 806A
2. The installation "Warrant" shall be mailed to the Auxiliary Secretary and the Secretary shall read it at the time of installation as set out in the Ritual. If, for any reason, the installation is not held on the date originally stated, the Department Secretary must be notified immediately.
3. National and Department dues must be paid to the Department Treasurer on at least ten (10) members for the current calendar year.
4. The warrant is released by the Department Secretary upon receipt of application provided the office of Auxiliary Treasurer is bonded and the Auxiliary is current in their audits and #3 above are adhered to.
- 5. NO AUXILIARY IS PERMITTED TO INSTALL OFFICERS WITHOUT THE PROPER WARRANT.**

Please give this to the Auxiliary Secretary to Complete

PLEASE COMPLETE AND MAIL DIRECTLY TO THE DEPARTMENT SECRETARY

Auxiliary No. _____ District No. _____

Auxiliary Name:

Auxiliary Secretary: Name _____

Address _____

Phone No. _____

E-mail _____

Date of Installation: _____

Location _____

Installing Officer: _____

Highest Office Held: _____

(Auxiliary President or one who has held a higher elective office)

I must receive all Applications no later than May 1, 2011.

Mail to: Debbie Miller
Secretary-Treasurer
Department of Missouri
2189 Forest Lane
Arnold, MO 63010

DO NOT WRITE IN THIS SPACE***FOR DEPARTMENT USE ONLY**

Date Application received _____

Date Warrant Mailed to Auxiliary Secretary: _____