

{{client\_name}}

{{client\_address}} · {{client\_city\_state\_zip}} · {{client\_phone}}

GOVERNANCE · ANNUAL MEETING NOTICE

{{notice\_date}}

{{recipient\_name}}

{{recipient\_address}}

{{recipient\_city\_state\_zip}}

**RE:** {{chapter\_name}} — Annual meeting on {{meeting\_date}}

## NOTICE OF ANNUAL MEETING OF MEMBERS

Dear {{recipient\_name}},

Notice is given, under Article {{bylaws\_article}} of the bylaws of {{client\_name}}, that the annual meeting of the members of {{chapter\_name}} will be held as set out below. This notice is sent to you because our records show you were a member in good standing as of {{record\_date}}, the record date for this meeting.

|                 |                        |
|-----------------|------------------------|
| Date            | {{meeting_date}}       |
| Time            | {{meeting_time}}       |
| Place           | {{meeting_location}}   |
| Join remotely   | {{meeting_remote_url}} |
| Record date     | {{record_date}}        |
| Quorum required | {{quorum_requirement}} |

### Business to be conducted.

- Election of {{seats\_open}} directors to the board for terms of {{term\_length}}.
- Approval of the minutes of the {{prior\_meeting\_date}} annual meeting.
- Report of the treasurer and presentation of the {{fiscal\_year}} financial statements.
- {{additional\_business}}

### If you cannot attend.

Your vote still counts. Complete the enclosed proxy, sign it, and return it so that it reaches {{client\_name}} by {{proxy\_deadline}}. A proxy may be revoked at any time before it is voted, either in writing or by attending and voting in person.

Candidate statements, the proposed slate, and the financial statements to be presented are enclosed and are also posted at {{member\_portal\_url}}.

Questions about this notice or about voting may be directed to {{secretary\_name}}, Secretary, at {{secretary\_email}} or {{client\_phone}}.

Sincerely,

{{signer\_name}}

{{signer\_title}}

{{client\_name}}

ENCLOSURE

**PROXY, CANDIDATE STATEMENTS AND FINANCIAL STATEMENTS**

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The proxy card and the meeting packet are enclosed with this notice.

**{{packet\_document}} — {{packet\_page\_count}} pages**

This enclosure is supplied per {{group\_noun}} and is bound behind this cover at mailing time. Page count varies by {{group\_noun}}.