Minutes of the Chapter Name Meeting

Date:

Location

1. **Call to order** (The regular meeting of the \_\_\_ chapter was called to order at time and date by name of person presiding)
2. **Attendance/Quorum** (Who was in attendance and is there a quorum for doing business)
3. **Minutes** (Minutes from the \_\_\_\_\_meeting were distributed and approved.)
4. **Reports** (The following reports were presented and accepted.)
5. officers (including financial report)
6. standing committees
7. special committees
8. **Unfinished business**
9. \_\_\_\_\_\_\_ moved and \_\_\_\_\_\_ seconded for the Chapter to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_..

MOTION ADOPTED

1. **New business**
2. \_\_\_\_\_\_\_ moved and \_\_\_\_\_\_ seconded for the Chapter to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_..

MOTION ADOPTED

1. **Announcements**
2. **Adjournment**