**SAMPLE CHAPTER MEETING AGENDA**

North/South Chapter Meeting

Month Day, Year

1. Meeting called to order at 7:00 p.m.
2. Roll Call
3. Reading of the minutes of the last meeting
4. Officer Reports *(Provide a brief summary of each officer’s report)* 
   * “A” -
   * “B” –
   * “C” –
   * “D” –
   * “E” –
   * “F” -
5. Committee Reports *(Provide a brief summary of each chairman’s report)*

* Recruitment –
* Scholarship –
* Associate Member Counselor –
* Social –
* House Manager –
* Philanthropy –
* Public Relations –
* Community Service –

1. Old Business
   * Record all uncompleted business here.
2. New Business

* Record all motions that will be discussed here.

1. Announcements
2. Meeting adjourned at 8:00 p.m.
3. Sing first verse of “Bond Song”