**Chapter Designation**

**Established 0000**

**Meeting Minutes**

**Month Day, Year**

1. **Call to Order**

President [insert full name] called to order the regular meeting of the [Chapter Designation] [Colony/Chapter] of Pi Lambda Phi Fraternity at [time of meeting] on [date of meeting] in [room/bldg. location of meeting].

1. **Roll Call**

VP of Communications [insert full name] conducted a roll call. The following brothers were absent:

* [List of absent Brothers]

1. **Approval of Minutes from Last Meeting**

VP of Communications [insert full name] read the minutes from the last meeting. The minutes were approved as read.

1. **Officer Reports**
   1. President/Rex - [summary of report]
   2. VP of Education/Archon - [summary of report]
   3. VP of Recruitment/Prolocutor
   4. VP of Finance/K.O.E. - [summary of report]
   5. VP of Programming & Risk Mgmt./Marshal - [summary of report]
   6. VP of Communications/Scribe - [summary of report]
2. **Committee Reports**
   1. Education & Development - [summary of report]
   2. Recruitment - [summary of report]
   3. Finance - [summary of report]
   4. Programming & Risk Mgmt. - [summary of report]
   5. Communications - [summary of report]
   6. Ad Hoc - [summary of report]
3. **Old or Tabled Business**
   1. [Old or tabled business/summary of discussion]
   2. [Old or tabled business /summary of discussion]
   3. [Old or tabled business /summary of discussion]
4. **New Business**
   1. [New business/summary of discussion]
   2. [New business/summary of discussion]
   3. [New business/summary of discussion]
5. **Open Floor/Announcements**
   1. [Announcement]
   2. [Announcement]
6. **Adjournment**

President [insert full name] adjourned the meeting at [time meeting ended].

**Minutes submitted by** VP of Communications [insert name] on [insert date].

**Minutes approved by** Chapter/Colony on [insert date].