**Chapter Designation**

**Established 0000**

**Agenda Template**

**Month Day, Year**

1. **Recitation of the Creed**
2. **Roll Call**
   1. VP of Communications conducts a full roll call to ensure quorum.
3. **Minutes of Last Meeting**
   1. Move to adopt meetings from last chapter meeting
4. **Chapter Officer Reports** 
   1. President/Rex
   2. VP of Education/Archon
   3. VP of Recruitment/Prolocutor
   4. VP of Finance/K.O.E.
   5. VP of Programming & Risk Mgmt./Marshal
   6. VP of Communications/Scribe
   7. VP of Alumni Relations
5. **Committee Reports** 
   1. Education & Development
   2. Recruitment
   3. Finance
   4. Programming & Risk Mgmt.
   5. Communications
   6. Ad Hoc

1. **General Business** 
   1. Old Business
      1. [Old or tabled business]
      2. [Old or tabled business]
      3. [Old or tabled business]
   2. New Business
      1. [New business]
      2. [New business]
      3. [New business]
2. **Good & Welfare**
3. **Adjournment**