**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**