

_____ Chapter
Meeting

Date: _____

Location: _____

Time: _____



Call to Order and Welcome _____ (Chapter president)

Thought of the Day _____

Recognition and Correspondence _____

Approval of Agenda _____ (chapter president)

Agenda

Approval of Minutes _____ (secretary)

Budget Report _____ (treasurer)

Committee Reports _____ (Committee Chairs)

Old Business

(List any old business) _____ (person reporting)

New Business

(List any new business) _____ (person reporting)

Information and Announcements

(List any announcements or general information such as:)

Calendar Updates _____

Adjourn