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**Call to Order**

PRESIDENT: (*Tapping the gavel once*) This meeting of the [CHAPTER NAME] Chapter of Phi Sigma Pi National Honor Fraternity will come to order at [TIME] [AM/PM] on [MONTH] [DATE], [YEAR].

**Roll Call**

PRESIDENT: Will the Secretary please do roll call?

SECRETARY: (*Reads the last name of all Members in alphabetical order.)*

PRESIDENT: We [HAVE/DON’T HAVE] a quorum.

**Approval of Minutes**

PRESIDENT: The minutes from our last meeting held on [MONTH] [DATE] were sent out via email for your review. Are there any corrections to the minutes? (*Pause for corrections.*) If there are no corrections, the minutes are approved.

**Officer Reports**

PRESIDENT: We will now move to the Officer Reports.

PRESIDENT: Vice President.

VICE PRESIDENT: (*Reads report, using slide as reference.*) End of Report.

PRESIDENT: Secretary.

SECRETARY: (*Reads report, using slide as reference.*) End of Report.

PRESIDENT: Treasurer

TREASURER: (*Reads report, using slide as reference.*) End of Report.

PRESIDENT: Historian

HISTORIAN: (*Reads report, using slide as reference.*) End of Report.

PRESIDENT: Parliamentarian

PARLIAMENTARIAN: (*Reads report, using slide as reference.*) End of Report.

PRESIDENT: President’s Report. (*Reads report, using slide as reference.*) End of Report. This concludes the Officer Reports.

**Committee Chair Reports**

PRESIDENT: We will now move to the Committee Chair Reports.

PRESIDENT: Fellowship Chair.

FELLOWSHIP CHAIR: (*Reads report, using slide as reference.*) End of Report.

PRESIDENT: Are there any questions for the Fellowship Chair? (*Pause.*) Scholarship Chair.

SCHOLARSHIP CHAIR: (*Reads report, using slide as reference.*) End of Report.

PRESIDENT: Are there any questions for the Scholarship Chair? (*Pause.*) Service Chair.

SERVICE CHAIR: (*Reads report, using slide as reference.*) End of Report.

PRESIDENT: Are there any questions for the Service Chair? (*Pause.*) Fundraising Chair.

FUNDRAISING CHAIR: (*Reads report, using slide as reference.*) End of Report.

PRESIDENT: Are there any questions for the Fundraising Chair? (*Pause.*) Public Relations Chair.

PUBLIC RELATIONS CHAIR: (Reads report, using slide as reference.) End of Report.

PRESIDENT: Are there any questions for the Public Relations Chair? (*Pause.*) Recruitment Chair.

RECRUITMENT CHAIR: (Reads report, using slide as reference.) End of Report.

PRESIDENT: Are there any questions for the Recruitment Chair? (*Pause.*) This concludes the Committee Chair Reports.

**Unfinished Business**

PRESIDENT: We will now move on to unfinished business. (*Reviews items from last meeting to be discussed, using slide as reference.*)

**New Business**

PRESIDENT: The meeting is now open for new business. (*Members suggest items for new business.*)

**Announcements**

PRESIDENT: Are there any announcements? (*Members share announcements.*)

**Open Forum**

PRESIDENT: Open Forum. Any comments or questions pertaining to the Chapter? (*Members offer items for open forum.*) This concludes open forum.

**Adjournment**

PRESIDENT: I will now entertain a motion to adjourn. (*Pause for a Member to say, “I move to adjourn.”*)

PRESIDENT: There is a motion. Is there a second? (*Pause for a Member to say, “Second.”*)

PRESIDENT: It has been moved and seconded that we adjourn. (*Pause for Question to be called.*) Question has been called, is there Consent? (*Pause for Consent to be called.*) Consent has been called. This meeting is now adjourned at [TIME] [AM/PM]. (*Tap gavel once.*)