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Sample Chapter Meeting Minutes

Upsilon Upsilon Chapter of Sigma Nu Fraternity

Meeting Minutes

October 5, 20XX

1. **Opening**
	1. The meeting was called to order by the Commander at 6:00p.m. and opened with the Ritual.
2. **Roll Call**
	1. The Recorder took roll call. Absent were [list absent members]. Quorum was met.
3. **Approval of Agenda**
	1. The agenda was unanimously approved as distributed.
4. **Approval of Minutes**
	1. Brother Hopkins corrected the date of the All Chapter LEAD session on Accountability. The agenda was then unanimously approved.
5. **Committee and Officer Reports**
	1. [Summarize reports from each officer and committee, noting important dates and/or deadlines included in each report.]
6. **Unfinished Business**
	1. Chapter approved appointment of Brother Riley as IFC Representative.
	2. Chapter budget was unanimously approved.
7. **New Business**
	1. Proposed that chapter create an Assistant Treasurer position to manage collections process – nominations taken; elections next week.
	2. Discussion opened on partnership with local Habitat for Humanity – chapter unanimously agreed to partnership; Community Service and Philanthropy Chairman will contact representatives this week.
8. **Adjournment**
	1. Ritual was performed and meeting was adjourned by Commander at 7:02 p.m.