



Meeting: Name of Chapter / Type of Meeting

Date: _____

- **Call to Order**
- **Collect (optional)**
- **Pledge of Allegiance**
- **Introductions**
- **Status of Quorum** (Chair declares Quorum present or not)

- **Reports**
 - Minutes (after discussion, minutes are accepted as presented or amended)
 - Treasurer (after discussion, Treasurer's report is filed for audit)
 - Officers
 - Standing Committee Chairs
 - Special Committee Chairs
 - other

- **Continuing Business**

- **New Business**

Program (insert wherever suitable)

- **Margherita Clemento**
Parliamentary rules & Regulations

- **Adjourn**
- **Next Meeting:** date