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**[CHAPTER NAME] Chapter Business Meeting**

Meeting Minutes

**Call to Order**

The regularly scheduled meeting of the [CHAPTER NAME] Chapter of Phi Sigma Pi National Honor Fraternity was called to order on [DAY], [MONTH] [DATE], [YEAR] at [TIME] [AM/PM] by [TITLE OF PRESIDING OFFICER] [NAME]. The meeting was held in [LOCATION] at [COLLEGE/UNIVERSITY].

Following the Call to Order, the Meeting Commencement Ceremony was led by President [PRESIDENT’S FULL NAME].

**Roll Call**

Attendance was taken by roll call with the Secretary recording the absence of the following Members: [LIST NAMES OF MEMBERS NOT IN ATTENDANCE BY FIRST INITIAL AND LAST NAME]. Quorum [WAS/WAS NOT] met.

**Approval of Minutes**

The previous meeting’s Minutes were [APPROVED/APPROVED AS CORRECTED].

**Officer Reports**

Vice President - [NAME]

Secretary - [NAME]

Treasurer - [NAME]

Historian - [NAME]

Parliamentarian - [NAME]

President - [NAME]

**Committee Chair Reports**

Fellowship Committee - [NAME]

Scholarship Committee - [NAME]

Service Committee - [NAME]

Fundraising Committee - [NAME]

Public Relations Committee - [NAME]

Recruitment Committee - [NAME]

**Unfinished Business**

**New Business**

**Announcements**

**Open Forum**

**Adjournment**

The meeting adjourned at [TIME] [AM/PM].

Respectfully Submitted,

[NAME]

[CHAPTER NAME] Chapter, Secretary