**[Chapter’s Greek Letters] Chapter Business Meeting**

Meeting Minutes

| **Call to Order** |
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| The regularly scheduled meeting of the [*Greek letters*] Chapter of Phi Sigma Pi National Honor Fraternity was called to order on [*MM-DD-YYYY*], at [*Time*] [*AM/PM*] by [*Officer title leading the meeting*] [*Officer’s Name*]. The meeting was held in [*Location*] at [*College/University*]. |

| **Roll Call**  *The secretary calls out one at a time every Student Member’s name. It should be in alphabetical order. Wait to hear a response from each Member and mark their attendance accordingly.* |
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| Attendance was taken by roll call. The Secretary recorded the absence of Members: *[List Member names not in attendance by first initial last name. For example, E. Hendricks]*. |

| **Approval of Minutes**  *A motion is needed to approve the previous meeting minutes. Officer should read aloud the previous meeting minutes at the Chapter meeting. If corrections are needed, edit/approve the minutes.* |
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| The minutes had been read/distributed and the Members were asked if there were any corrections needed.  The [*MM-DD-YYYY]* meeting’s Minutes were approved as read/distributed/corrected. |

| **Officer Reports**  *~2-3 sentences highlighting each Officer’s report.* |
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| **President** | |
| --- | --- |
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| **Vice President** | |
|  | |
| **Secretary** | |
|  | |
| **Treasurer** | **Bank Account Balance as of today: $** |
|  | |
| **Initiate Advisor** | |
|  | |
| **Historian** | |
|  | |
| **Parliamentarian** | |
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| **Unfinished Business**  *Any motion or topics that were previously raised. A brief description and any motions regarding it.* |
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| Motion / Topic   1. *Ex. Volunteer at the local food bank next term.* |

| **New Business**  *Any motion or ideas that were raised at the current meeting. A brief description of the idea/topic and any motions regarding it.* |
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| Motion Topic   1. *Ex. Recommendations for new Faculty Advisors* |

| **Announcements**  *Members share any announcements or shout-outs.* | | |
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| Members shared announcements. | | |

| **Adjournment**  *A motion is needed to adjourn (end) the meeting.* |
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| “Motion to adjourn” (*Maker of the motion name/Name of the person seconding the motion Ex. Hendricks/Phillips*)  The meeting adjourned at [*TIME*] [*AM/PM*]. |

Respectfully Submitted,

[*Chapter Secretary’s Name*]

[*Chapter Greek Letters*] Chapter Secretary

## Resources Used for the Meeting

* [Meeting Commencement Ceremony](https://higherlogicdownload.s3.amazonaws.com/PHISIGMAPI/90ebb17c-d106-407a-a9d0-6d1b5914cd46/UploadedImages/Ceremonies/Meeting_Commencement_Ceremony.pdf)**-** Read by the President of the Chapter to start the meeting
* [Roll Call & Attendance Template](https://phisigmapi.org/resource/secretary)
* [How to Make a Motion](https://phisigmapi.org/sites/default/files/2023-11/How%20to%20Make%20a%20Motion%20.pdf)
* Parliamentary Procedure Motions:
  + [How to make a General Motion](https://phisigmapi.org/sites/default/files/2018-07/Parliamentary%20Procedure%20General%20Motions.pdf)
  + [How to make a Special Motion](https://phisigmapi.org/sites/default/files/2018-07/Parliamentary%20Procedure%20Special%20Motions.pdf)
* [Parliamentary Procedure Cheat Sheet](https://phisigmapi.org/sites/default/files/2018-09/Parliamentary%20Procedure%20Cheat%20Sheet.pdf)