

CHAPTER MEETING AGENDA TEMPLATE

The Chapter Meeting Agenda Template is essentially a sample agenda for a Chapter Meeting. Chapters are to hold a chapter meeting every week of the academic year where all members (brothers and new members) are in attendance, unless prior consent to be absent is given. Dress should range from business casual (collared shirt, dress pants and badge/pin) to formal “badge” attire (coat, tie and badge/pin). Chapter meetings are business meetings so in addition to dressing for a business meeting, members should come prepared to all chapter meetings with a writing utensil, paper, and a calendar.

Chapter meetings should be held in a location where there will be no disturbances and is conducive to holding a meeting. This is especially true for formal or esoteric chapter meetings.

- **ROLL CALL (SECRETARY)**
- **INTRODUCE GUEST SPEAKERS (PRESIDENT)**
- **APPROVAL OF MINUTES (SECRETARY)**
 - Minutes from the previous meeting should have been distributed prior to the meeting. Additions and corrections should be noted and corrected as a condition of approval.
- **Correspondence Received (Secretary)**
 - This would be the appropriate time to read all correspondence from Alpha Sigma Phi Headquarters, University/College, other Greek organizations, etc.
- **REPORT OF THE SECRETARY**
- **REPORT OF THE TREASURER**
- **REPORT OF THE RECRUITMENT DIRECTOR**
- **REPORT OF THE MEMBERSHIP EDUCATION DIRECTOR**
- **REPORT OF THE SCHOLARSHIP DIRECTOR**
- **REPORT OF THE ALUMNI DIRECTOR**
- **REPORT OF THE MARSHAL**
- **REPORT OF THE SERGEANT-AT-ARMS**
 - Standards Board Report
- **REPORT OF OTHER OFFICERS/DIRECTORS**
 - Brotherhood Development Director
 - Social Director
 - Risk Management Director
 - Fundraising Director
 - Service Director
 - Philanthropy Director
 - Athletic Director
 - House Manager
 - Family Relations Director ■ Report of the Vice President

■ REPORT OF THE PRESIDENT

- ☐ Prudential Board Report
- ☐ IFC Report

■ GRAND CHAPTER ADVISOR REPORT

- ☐ Chapter Council Report

■ OLD BUSINESS

- ☐ This time is for business that was referred to, but not addressed, at a previous meeting and requires a vote.

■ NEW BUSINESS

- ☐ This time is used to present new business. In some cases, new business will have to be tabled to allow everyone to think about their decision and ask questions. When new business is tabled, it will appear on a future agenda under the old business portion of the agenda.

■ COMMENTS FOR THE GOOD OF THE SOCIETY

- ☐ This portion of the agenda has as a variation, “Passing the Gavel” which allows any member wishing to speak the opportunity to address the chapter.

■ ADJOURNMENT

■ MYSTIC CIRCLE

- ☐ All new members are dismissed prior to the start of the Mystic Circle. The Ritual Book should be consulted to ensure that the Mystic Circle is performed correctly.

There are two ways to conduct a chapter meeting: exoteric and esoteric.

Exoteric meetings are open to the public. At the conclusion of the meeting, the Mystic Circle is formed for initiated members only.

Esoteric meetings are closed to the public. An esoteric chapter meeting should be held monthly and traditionally are held the meeting after Initiation and elections. During an esoteric chapter meeting, all officers and members wear robes so each member should come wearing formal “badge” attire: dress pants, shirt, tie, and badge/pin.

The Ritual book should be consulted to ensure a proper opening of both a regular (exoteric) meeting and a formal (esoteric) chapter meeting.

