

The Fraternity of Alpha Kappa Lambda
(CHAPTER/COLONY) Minutes
(Date, Time, & Location)

- 1. Call to Order:** (List time meeting starts)
- 2. Creed**
- 3. Roll Call: All members present except:** (List all members absent)
- 4. Approval of the Minutes:** (Yes or No, List any changes)
- 5. Approval of the Agenda:** (Yes or No, List any changes)
- 6. Advisors Report:** (List any comments, if present)
- 7. Guest Speakers:** (List any comments, if present)
- 8. Chairman Reports:** (List each position individually and any comments)
- 9. Executive Board Reports:** (List each position individually and any comments)
 - a) Secretary**
 - b) Recruitment Chairman**
 - c) Treasurer**
 - d) Vice President**
 - e) President**
- 10. Old Business:** (List old business, should be last week's new business)
- 11. New Business:** (List new business, moved to old business next week)
- 12. Open Discussion:** (List any topics that are discussed)
- 13. Bid Discussion:** (List any bids that were given)
- 14. Adjourn Meeting:** (List time meeting ends)