



BASIC AGENDA FOR BETA SIGMA PHI CHAPTER MEETINGS

The president prepares an AGENDA before each meeting. It follows the order of business as listed below. When the president knows of anything special to be brought up under any of the points on the AGENDA, she writes it in as she plans. The secretary should remind the president of anything carried over from the last meeting so it can be written in on the AGENDA ahead of time. This makes it easy for the president to conduct an orderly and *brief* meeting.

The business meeting should last no more than 30 minutes, unless there is an unusual amount of business to be handled. This AGENDA should be adapted to meet your chapter's needs. You may simplify it further, if need be.

BASIC AGENDA

1. The meeting of (state-chapter name-city) of Beta Sigma Phi will please come to order. Please stand and repeat the Opening Ritual.
2. The secretary will call the roll. (If the recording secretary is absent, the president appoints someone to take the minutes and roll call.)
3. The secretary will read the minutes of the last meeting. (Sec'y reads) Are there any corrections? If not, the minutes stand approved as read. (If there are any corrections, they are made and the president says, "The minutes stand approved and corrected.")
4. Is there any official communication from the International office? (Officers would share any correspondence they have received from International since the past meeting at this time.)
5. Are there any other communications to be brought before the chapter?
6. The vice-president, who is the official chapter hostess, will introduce any guests or transferees.
7. May we have the treasurer's report? (Report is given) Are there any corrections? If not,

the report will be placed on file subject to audit. (The report is placed on file, it is not approved because if errors are found you will want to be able to correct them.)

8. May we have the report of the Executive Board Meeting? (If one has been held since the last meeting – Board meeting minutes are NOT read.) A report of the meeting is given. If recommendations are made, they need chapter approval and should be presented for chapter vote at this time.

9. May we have the reports of the standing committees as they are called? First, the program committee; membership; social; publicity; ways and means; service. (As the report is given, if it contains a recommendation that needs action, the member giving the report may put the recommendation in the form of a motion. Then the president states the motion and asks for any discussion. If there is no discussion, or at the end of the discussion, the president then calls for a vote.) If there are special committees, the president asks for reports from these committees. (As the report is given, if it contains a recommendation that needs action, the member giving the report may make it in the form of a motion and action is the same as above. (Career Chapters do not have standing committees and act with special committees only.)

10. Is there any unfinished business? (it is called unfinished business, not old business.)

11. Is there any new business? (New business is the last point on the AGENDA for your business meeting. When it is complete, the president will say...

12. Is there any further business to be brought before the meeting? If not, the business meeting is adjourned.

13. If you have pledges, pledge training may take place as part of the regular meeting, now. This should last 20-30 minutes and allow time for the program. The material should have been read by the members and this is only a review of that material. Remember, pledge training should last at least six months.

14. (Name of member in charge of the program) will now conduct the program on _____. At the end of the program, the president should announce the subject for the next program so members can be thinking ahead, and should mention the names of the members who will be in charge of that program.

15. The next meeting will be on (date) at (time) at (place.)

May we now stand and repeat the Closing Ritual and Mizpah?

Time to socialize and have refreshments!