

You may wish to make copies of this minutes form for your chapter reports. Send a copy of all minutes to Beta Sigma Phi International, P.O. Box 8500, Kansas City, Missouri 64114-0500.

CHAPTER MINUTES

CHAPTER NUMBER _____ **CHAPTER NAME** _____

CITY _____ **STATE** _____ **DATE** _____

1. Opening Ritual
2. Roll Call: Number Present _____ Number Absent _____ Guests _____
3. Reading and Approval of Minutes
4. Communications from International _____

5. Other Communications _____

6. Introduction of Guests & Transferees _____

7. Treasurer's Report _____

8. Executive Board Report _____

9. Committee Reports (Standing / Special) _____

10. City Council Report _____

11. Unfinished Business _____

12. New Business _____

13. Adjournment of Business Meeting

14. Cultural Program _____

15. Closing Ritual and Mizpah

Recording Secretary

President

Minutes have been approved by: _____

SPECIAL ATTENTION INTERNATIONAL: _____

