



Chapter's Name

Date

Agenda

- I. Call to Order:
Special Guest:

- II. Adoption of Agenda:

- III. Reading and approval of the Minutes:

- IV. Committee Chairman's Report:
 - 1. *Grievance Report:* Chairman: *Name*
 - 2. *Political Affairs Report:* Chairman: *Name*
 - 3. *Membership Report:* Chairman: *Name*
 - 4. *Special Reports:* President: *Name*

- V. Unfinished Business:
 - 1.
 - 2.
 - 3.
 - 4.

- VI. New Business:
 - 1.
 - 2.
 - 3.
 - 4.

- VII. Date of next meeting:

- VIII. Adjournment: