SAMPLE MEETING FORMAT

(Name of Club or Organization)

Meeting Date, Time, and Location______________________

- Call to order (Time____________)

- Review of Minutes
  - [Overview or highlights of the events of the preceding meeting]

- Old Business
  - [Finish up any unfinished business from the previous meeting]

- Officer Reports
  - President
  - Vice President
  - Treasurer
  - Recruitment Chairman
  - Scholarship Chairman
  - Social Chairman
  - Other Officers

- Committee Reports [If you have any committees, this is time in which they would deliver a report and provide updates on their progress]
  - Judicial Board Report
  - Dance Committee
  - Fundraising Committee
• **Report of the Advisor**
  
  *If you have an advisor this is where he or she would give their insight or address any concerns*

• **New Business**
  
  o  [New Officer business]
  
  o  [New general member business]

• **University Business Report**
  
  o  *[Discuss any new or pertinent information pertaining to SSU]*

• **Announcements/ Upcoming Deadlines**
  
  o  *[Discuss any important information or dates]*
  
  o  

• **Open Forum**
  
  o  *[An open discussion regarding anything related to club/organizational business]*

• **Close the meeting (Time______________)**