

[CLUB NAME] [MEETING TYPE] Meeting
[MONTH DAY, YEAR] [TIME]

[ROOM NAME] ([BUILDING ABBREVIATION] – [ROOM #])

AGENDA

- I. Greetings**
- II. President's Report**
 - a. Matter 1
 - b. Matter 2
 - c. Matter 3 [ACTION]
- III. Vice President's Report**
 - a. Matter 1
 - b. Matter 2
 - c. Matter 3 [HANDOUT]
- IV. Treasurer's Report**
 - a. Budget Report
 - b. Matter 2
- V. Secretary's Report**
 - a. Approval of minutes
 - b. Matter 2
- VI. Special Reports**
 - a. Standing Committee Report
 - b. Ad Hoc Committee Report
 - c. Special Interest Report
- VII. New Business**
- VIII. Open Discussion**
- IX. Adjournment**

Remarks:

In general, meetings should include reports from all relevant entities, and such reports should be carried out in a thorough, organized manner. Many clubs will need additional reports, or to alter the structure of this agenda. Agendas should be comprehensive yet concise and should be followed as best as possible. It is recommended that the club president send a copy of the agenda to the general membership via email or other means no fewer than two days before the date of the meeting.