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**The Phi Mu Delta Fraternity**

**[Chapter Name]**

**[College/University]**

**Meeting Minutes for [Date]**

**Call to Order [Insert time]**

**Ritual Inspiration [Details]**

**Roll Call**

 **Present:**

 **Absent:**

 **Excused:**

**Reading/Approval of the Minutes**

**Officer Reports**

 **President**

 **VP of Membership**

 **VP of Finance**

**VP of Member Development**

 **VP of Administration**

**Committee Reports**

 **Recruitment**

 **Service**

 **Activities/Brotherhood**

 **[Insert Additional Committee reports]**

**Special Orders (if applicable)**

**Old Business**

**New Business**

**Advisor Remarks**

**Announcements**

**Awards**

**Pass the Gavel**

**Adjourn [Insert time, motioned and seconded by]**