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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]**