**[INSERT CHAPTER NAME]**

**CHAPTER MEETING MINUTES**

**DATE: MM/DD/20YY**

**Important Dates**

|  |  |
| --- | --- |
| **Event and Brief Description** | **Date and Location** |
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|  |  |
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**CALL MEETING TO ORDER –**

The meeting was called to order at [XX:XX].

*The meeting of the (Chapter Name) Chapter of the Delta Upsilon Fraternity; a brotherhood founded upon the ideal of non-secrecy, with its Four Founding Principles being the Promotion of Friendship, the Development of Character, the Diffusion of Liberal Culture, and the Advancement of Justice; and with Justice as its sure Foundation is hereby called to order. Please rise while Brother (Name) leads us in the singing of the “Delta Upsilon Ode.”*

***Roll Call –*** *(Conduct roll call and then list the number of members late, excused, absent, and present. Note if quorum was/was not met)*

*Late –*

*Excused –*

*Absent –*

*Present –*

Quorum *was* met.

**Reading and Adoption of the Minutes –** *(Review minutes from previous meeting. Note whether any changes are necessary to the minutes and whether the minutes are approved.)*

**GUEST REPORTS –** *(Guests include any nonmember. For example, another campus organization or member of a sorority or fraternity should provide their report here.)*

**EXECUTIVE BOARD REPORTS:**

President

Vice President of Membership Education

Vice President of Loss Prevention

Vice President of External Relations

Vice President of Recruitment

Vice President of Finance

Vice President of Academic Excellence

Vice President of Administration

**CHAIRMAN REPORTS:** *(Chair and committee positions vary from chapter to chapter. We recommend considering the following chairman positions, however, chapters can define as many or as few chairman roles as necessary. Please include all chairman reports specific to the chapter below.)*

Brotherhood Chairman

Associate Member Educator

Social Chairman

 House Manager

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Special Events Chairman

Service Chairman

Philanthropy​ Chairman

Social Media Chairman

Alumni Relations Chairman

Historian

Associate Member President

**BUSINESS:**

***Old Business***

*

***New Business***

*

***Announcements***

***Advisor Report*** *(If an advisor is present at a chapter meeting, allow the opportunity for the advisor to share thoughts or information)*

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***Brothers Teaching Brothers*** *(optional, chapter specific activity to share skills or information)*

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***Brother of the Week*** *(optional, chapter specific activity to acknowledge a brother of the week)*

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***Good of the Order*** *(optional, chapter specific activity to share any last information, updates, or reports)*

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**Adjournment**

*With the orders of the day complete, may we all remember that we are all one in both principle and purpose. We are to hold the ideals of this Fraternity sacred. We are to be ever mindful of the Oath we recited, to work together as brothers for the good of this chapter, and to further the purpose of Delta Upsilon. In the immortal words of our first Fraternity President and good Brother Charles Evans Hughes, “…let nothing rob us of the spirit of fraternity; let* ***nothing*** *destroy the bond of Delta Upsilon.*

The meeting was adjourned at [XX:XX].