GUIDELINES FOR SUBMITTING A TYPICAL CHAPTER MEETING AGENDA

I. Call to Order
II. Thank Host Manager and Club
III. Introductions:
   A. Chapter Members in Attendance
   B. Host Club Officials
   C. Guests
IV. Remind Attendees to Sign the Register
V. Officer Reports
   A. Secretary’s Report
   B. Treasurer’s Report
   C. Vice President’s Report
   D. President’s Report
      1. Communications
      2. Chapter Digest
VI. Committee Reports
   A. Membership
   B. Legislative
   C. Student Chapter Liaison
   D. The Club Foundation
   E. Public Relations
   F. Bylaws
   G. Education
   H. Career Services
   I. Premier Club Services
   J. Wine Society
VII. Old Business
VIII. New Business
IX. Closing Remarks and Announcements
X. Adjournment

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Education Session