

SIGEP CHAPTER MEETING GUIDE

The Importance of Chapter Meetings

Weekly chapter meetings are designed to inform all chapter members of upcoming events, to hear committee and financial reports, and to have the chapter make decisions on important business. These meetings are not to debate minute details—that is the job of the committees and officers.

The order of business is standard and parallels that of any business meeting you will encounter during your professional career.

Order of Business

- Roll call.
- Reading of the minutes of the preceding meeting.
- Chapter president report.
- Vice president of programming report.
- Vice President of finance report.
- Vice President of member development report.
- Vice President of recruitment report.
- Vice President of communications report.
- Standards board report.
- Reading of notices and communications.
- Unfinished business.
- New business.
- Proposals for membership.
- Reports of sickness.
- Remarks for the good of the Fraternity.
- Distribution of membership cards and certificates (as needed).
- Installation of officers (as needed).
- Reading or discussion of Ritual.
- Closing.

Duties of the vice president of communication

Following the meeting, distribute minutes to the chapter and archive for recordkeeping.