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**The Interfraternity Council at [College/University]**

**Meeting Minutes for [Date]**

Call to Order [Insert time]

Roll Call

 Present:

 Absent:

 Excused:

Reading/Approval of the Minutes

Officer Reports

 President

 Vice President

Treasurer

Member Development

Recruitment

Committee Reports

 [Insert Committee reports]

Special Orders (if applicable)

Old Business

New Business

Advisor/Guest Remarks

Announcements

Adjourn [Insert time, motioned and seconded by]