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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]