1. Call meeting to order

2. Have some form of role call to make sure quorum is reached

3. Agenda should be sent out at least a day in advance, it is at this point when you can either approve or make corrections to the agenda before proceeding.
   *Please note that you can post the agenda on your club's SB Engaged page*

4. Reports from: President, Treasurer and any other Committee Members

5. Revisit unfinished business and general club business

6. Introduce new business

7. Announcements

8. End Meeting