CLuB MEETING AGENDA

TIME ______________  DATE __________________________

_______ Call to order by presiding officer______________________________

_______ Invocation by ________________________________________________

_______ Pledge of Allegiance by _________________________________________

_______ Meal service _________________________________________________

_______ Introduction of guests by _________________________________________

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

_______ Induction of new member(s) by _________________________________

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

_______ Introduction of members with birthdays ________________

_______ Reading of new member proposals by ___________________________

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_____________________________________________________________________________
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_______ Three-Minute Exchange Education______________________________

_______ Special committee announcements _____________________________

_______ Other announcements ___________________________________________

_______ Drawing for door prize ___________________________________________

_______ Introduction of guest speaker or program by ______________________

_______ Speaker_______________________________________________________

_______ Thanks or response to speaker by ________________________________

_______ Unison recitation of Covenant of Service led by ___________________

_______ Adjournment___________________________________________________

(To expedite the preliminaries and the program meeting, the above agenda is suggested. It can be photocopied, and filled in weekly before the meeting. With this visual order of business, the president can keep the meeting within the time limitation.)