



Meeting Minutes

Today's Date: _____

(Name of Club)

(Club Acct #)

Meeting Called to Order at: _____ (time) by _____

- 1) Roll Call (see attached list)
2) Agenda Attached: **Motion to Approve Agenda:** _____ **Seconded by:** _____

Discussion: _____

Vote: ____/____/____

- 3) **Motion to Approve Prior Meeting Minutes:** _____ **Seconded by:** _____

Discussion: _____

Vote: ____/____/____

- 4) Treasurer's Report Attached: _____ **Motion to approve:** _____ **Seconded by:** _____

Discussion: _____

Vote: ____/____/____

- 5) Committee Reports by Committee Chair: (a brief synopsis of most recent events, include pros/cons) _____

- 6) Old Business Discussions: _____

- 7) Individual Motions for New Business:

- a. Agenda Item: _____

Motion made by _____ (club member's name) **to** (i.e. start an event, purchase items, to reimburse, etc)

Seconded by: _____

Discussion: _____

Vote count in favor/opposed/abstain: ____/____/____

- b. Agenda Item: _____

Motion made by _____ (club member's name) **to** (i.e. start an event, purchase items, to reimburse, etc)

Seconded by: _____

Discussion: _____

Vote count in favor/opposed/abstain: ____/____/____

- c. Agenda Item: _____

Motion made by _____ (club member's name) **to** (i.e. start an event, purchase items, to reimburse, etc)

Seconded by: _____

Discussion: _____

Vote count in favor/opposed/abstain: ____/____/____

d. Agenda Item: _____
Motion made by _____ (club member's name) **to** (i.e. start an event, purchase items, to reimburse, etc)

Seconded by: _____
Discussion: _____

Vote count in favor/opposed/abstain: ____ / ____ / ____

e. Agenda Item: _____
Motion made by _____ (club member's name) **to** (i.e. start an event, purchase items, to reimburse, etc)

Seconded by: _____
Discussion: _____

Vote count in favor/opposed/abstain: ____ / ____ / ____

f. Agenda Item: _____
Motion made by _____ (club member's name) **to** (i.e. start an event, purchase items, to reimburse, etc)

Seconded by: _____
Discussion: _____

Vote count in favor/opposed/abstain: ____ / ____ / ____

g. Agenda Item: _____
Motion made by _____ (club member's name) **to** (i.e. start an event, purchase items, to reimburse, etc)

Seconded by: _____
Discussion: _____

Vote count in favor/opposed/abstain: ____ / ____ / ____

8) **Motion to Adjourn the Meeting:** _____ **Seconded by:** _____

Discussion: _____

Vote: ____ / ____ / ____

Meeting Adjourned at: _____ (time)

Club Officer Signature

Club Advisor Signature



Print Name		Signature
1.	(President)	
2.	(Vice President)	
3.	(Secretary)	
4.	(Treasurer)	
5.	(Historian)	
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		
31.		
32.		
33.		
34.		
35.		
36.		
37.		
38.		
39.		
40.		