Club Name and Number **Agenda Today’s Date:**

1. Call to Order and signing of Club Roster
2. Motion to Approve Agenda
3. Motion to Approve Prior Meeting Minutes
4. Treasurers Report
5. New Business
   1. Discussion and approval of requisition for
6. Adjournment

Club Name and Number **Meeting Minutes Today’s Date:**

Meeting Called to Order at: 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:** / /

1. Committee Reports by Committee Chair:
2. Old Business Discussions:
3. Individual Motions for New Business:
   1. Agenda Item:

**Motion made by for**

Seconded by:

Discussion:

Vote count in favor/opposed/abstain: / /

* 1. Agenda Item:

**Motion made by for**

Seconded by:

Discussion:

Vote count in favor/opposed/abstain: / /

* 1. Agenda Item:

**Motion made by for**

Seconded by:

Discussion:

Vote count in favor/opposed/abstain: / /

* 1. Agenda Item:

**Motion made by for**

**Seconded by**:

Discussion:

Vote count in favor/opposed/abstain: / /

* 1. Agenda Item:

**Motion made by for**

**Seconded by**:

Discussion:

Vote count in favor/opposed/abstain: / /

* 1. Agenda Item:

**Motion made by for**

**Seconded by**:

Discussion:

Vote count in favor/opposed/abstain: / /

* 1. Agenda Item:

**Motion made by for**

**Seconded by**:

Discussion:

Vote count in favor/opposed/abstain: / /

1. **Motion to Adjourn the Meeting:**  **Seconded by**:

Discussion:

**Vote:** / /

Meeting Adjourned at:

Club Officer Signature

Club Advisor Signature

# Print Name Signature

1. **(President)**

2. (Vice President)

3. **(Secretary)**

4. **(Treasurer)**

5. **(Historian)**

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