(Club Name)

Meeting Minutes

(Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ called this meeting to order at \_\_\_\_\_\_\_\_

(write name) (write time)

Attendance:

 Role Call: Present: Absent :

 President:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ <(Name) (Check)> \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Vice President:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

SGA Rep:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Treasurer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Advisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Normal Attendance: (Names below)

Approval of last meetings minutes:

Approved\_\_\_\_\_\_\_\_\_ Denied\_\_\_\_\_\_\_\_ (Check one on this line)

Number of votes for approval:\_\_\_\_\_\_\_\_

Number of votes for denial:\_\_\_\_\_\_\_\_

Number of votes abstained:\_\_\_\_\_\_\_

Officer Reports:

 Advisor:

President:

Vice President:

SGA Representative:

Treasurer:

Committee Report:

Old Business (for further discussion):

New Business:

Open Forum:

Motion to end meeting: (Name)> 1st Motion\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name)> 2nd Motion\_\_\_\_\_\_\_\_\_\_\_\_

Meeting was adjourned at \_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (write time above) (write name above) (write position of

person who adjourned

meeting)