Meeting Minutes

(Organization-Club Name)

(Date)

(Location)

1. Meeting Called to Order: at (Time)
2. Roll Call:

* President- (Name) (Present/Absent)

Vice President- (Name) (Present/Absent)

Treasurer- (Name) (Present/Absent)

Secretary- (Name) (Present/Absent)

Members-

(Name) (Present/Absent)

(Name) (Present/Absent)

(Name) (Present/Absent)

(Name) (Present/Absent)

(Name) (Present/Absent)

Advisor

(Name) (Present/Absent)

(Name) (Present/Absent)

1. Review of Last Meeting Minutes – (Review Previous Meeting Minute for approval)
   * Motions: \_\_\_\_\_\_\_\_ 2nds Motions: \_\_\_\_\_\_\_\_\_\_\_
   * Vote as Follows: In Favor: \_\_\_\_\_ Opposed: \_\_\_\_ Abstained: \_\_\_\_
2. Review of Meeting Agenda-(Review Present Agenda: Current date)
   * Motions: \_\_\_\_\_\_\_\_ 2nds Motions: \_\_\_\_\_\_\_\_\_\_\_
   * Vote as Follows: In Favor: \_\_\_\_\_ Opposed: \_\_\_\_ Abstained: \_\_\_\_
3. Treasurer Report: (Treasurer’s Report)

* Update club’s Index and purchases cost

1. Old Business:
   * **(Information about previous business in clubs or resolutions that need to be passed.)**
   * Motions: \_\_\_\_\_\_\_\_ 2nds Motions: \_\_\_\_\_\_\_\_\_\_\_
   * Vote as Follows: In Favor: \_\_\_\_\_ Opposed: \_\_\_\_ Abstained: \_\_\_\_
2. New Business:

* **Resolutions-This is where you will bring up resolutions for your clubs, and note the cost you will be spending.** 
  + Motions: \_\_\_\_\_\_\_\_ 2nds Motions: \_\_\_\_\_\_\_\_\_\_\_
  + Vote as Follows: In Favor: \_\_\_\_\_ Opposed: \_\_\_\_ Abstained: \_\_\_\_
* Other Business that needs to be voted on or brought to attentions.
  + Motions: \_\_\_\_\_\_\_\_ 2nds Motions: \_\_\_\_\_\_\_\_\_\_\_
  + Vote as Follows: In Favor: \_\_\_\_\_ Opposed: \_\_\_\_ Abstained: \_\_\_\_

1. Announcement:

* Any announcements that Need to be made for the club.

1. Open Floor:
   * (Guest Speakers, or members may speak)
2. Future Meeting Dates

* Verify next meeting dates and locations

1. Meeting Adjournment: at 11:39 A.M.
   * Motions: \_\_\_\_\_\_\_\_ 2nds Motions: \_\_\_\_\_\_\_\_\_\_\_
   * Vote as Follows: In Favor: \_\_\_\_\_ Opposed: \_\_\_\_ Abstained: \_\_\_\_

Club Secretary Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_