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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_