

CLUB MINUTES FORM

Club Name: \_\_\_\_\_

Submitted by (Secretary's Name): \_\_\_\_\_

Meeting called to order (Date & Time): \_\_\_\_\_

Treasurer's Report/Balance of: \_\_\_\_\_

Members Present:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Announcements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Unfinished Business:

Motion: \_\_\_\_\_ Made by: \_\_\_\_\_

Seconded by: \_\_\_\_\_ Vote For: \_\_\_\_\_ Against: \_\_\_\_\_

Particulars (vendor, quantity, cost):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion: \_\_\_\_\_ Made by: \_\_\_\_\_

Seconded by: \_\_\_\_\_ Vote For: \_\_\_\_\_ Against: \_\_\_\_\_

Particulars (vendor, quantity, cost):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

(Club Officer Signature)

\_\_\_\_\_

(Club Advisor Signature)