Schurr United Student Body

Club Meeting Minutes

CLUB NAME:					
MEETING DATE: (MM/DD/YYYY)		MEETING TIME: (HH:MM AM/PM)		LOCATION: (room #)	
CALLED TO ORDER AT		BY			

Meeting Information

ADVISOR(S) PRESENT:		OVERVIEW OF MEETING:	
BOARD MEMBERS PRESENT: (full name)		MEMBERS PRESENT: (#)	

Business

OLD BUSINESS	NEW BUSINESS

Action Business: Pre-Authorizations

THE FOLLOWING EXPENDITURES ARE APPROVED TO BE SUBMITTED::

EXPENSE	APPROVED BUDGET ($)

MOTIONED BY:		SECONDED BY:			
VOTE COUNT:		NUMBER FOR:		NUMBER OPPOSED:	

THE FOLLOWING PAYMENTS ARE APPROVED TO BE SUBMITTED::					
PAYABLE TO		AMOUNT		PURPOSE OF EXPENDITURE	
MOTIONED BY:		SECONDED BY:			
VOTE COUNT:		NUMBER FOR:		NUMBER OPPOSED:	

Action Business: Fundraisers

THE FOLLOWING FUNDRAISERS ARE APPROVED TO MOVE FORWARD:					
FUNDRAISER DESCRIPTION		PROPOSED DATE(S)		PURPOSE OF EXPENDITURE	
MOTIONED BY:		SECONDED BY:			
VOTE COUNT:		NUMBER FOR:		NUMBER OPPOSED:	

Signature

Wet Signature REQUIRED. This section must be completed with a pen.

MINUTES RESPECTFULLY SUBMITTED BY (name and date):	
FIRST BOARD MEMBER SIGNATURE:	
SECOND BOARD MEMBER SIGNATURE:	
ADVISOR NAME & SIGNATURE:	

PLEASE ATTACH A COPY OF THE ATTENDANCE SHEET