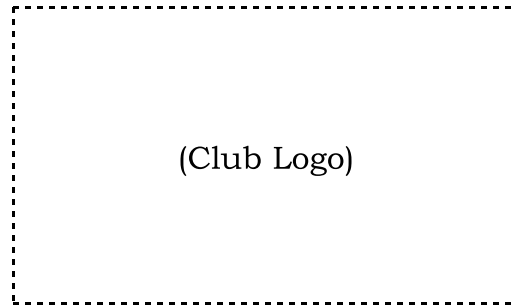


Club Agenda Template



(Club Name) Agenda
(Date)
(Location), (Time)

Advisor: (Person's Full Name), (contact information)

President: (Person's Full Name), (contact information)

Vice President: (Person's Full Name), (contact information)

Treasurer: (Person's Full Name), (contact information)

Secretary: (Person's Full Name), (contact information)

1. Call to Order (Time)
2. Roll Call
3. Acceptance of Agenda
4. Officer Reports
 - 4.1. (Any officer may provide updates, information, announcements, etc. to their club)
5. Discussion Items
 - 5.1. (Anything that should be talked about as a club that all members may be made aware of, to be voted upon during the next club meeting)
6. Action Items
 - 6.1. (Any items that require a vote; such as reimbursement, pursuing club matching or funding, changes to the club constitution, etc.)

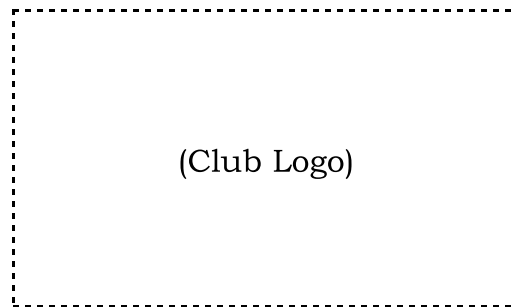
7. Feedback

7.1. (Members should be able to ask questions, voice concerns, and express opinion over any club topic)

8. Adjournment (Time)

*Clubs may add their club logo, additional officer positions, and topic items as needed.

Club Minutes Template



(Club Name) Minutes

(Date)

(Location), (Time)

1. Call to Order: (time)
2. Roll Call: (Record all club officers and members for each meeting)
3. Acceptance of Agenda:
 - 2.1. Motion to accept agenda as is:
 - Moves: (Person's full name)
 - Seconds: (Person's full name)
 - Vote Results: For-Opposed-Abstaining
 - 2.2. Motion to amend agenda to read (make a note of any corrections that need to be made to the agenda).

Moves: (Person's full name)

Seconds: (Person's full name)

Vote Results: For-Opposed-Abstaining

2.3. Motion to accept amended agenda:

Moves: (Person's full name)

Seconds: (Person's full name)

Vote Results: For-Opposed-Abstaining

4. Officer Reports:

4.1. Advisor:

4.2. President:

4.3. Vice President:

4.4. Secretary:

4.5. Treasurer:

5. General/Committee Reports:

6. Discussion Items:

6.1. Record discussion of event or travel planning specifics to be voted on in the next meeting.

6.2. Record discussion of procedural actions, policy changes, or officer changes to be voted on in the next meeting.

7. Action Items:

7.1. Motion to hold event (date, time, location, budget, etc...)

Moves: (Person's full name)

Seconds: (Person's full name)

Vote results: For-Opposed-Abstaining

7.2. Motion to REIMBURSE (person's full name) in the amount of (\$XX.xx)

For the purchase of (specific item or item type) for the purpose of (what do you need this for).*

Moves: (Person's full name)

Seconds: (Person's full name)

Vote results: For-Opposed-Abstaining

7.3. Motion to pursue AS CLUB MATCHING in the amount of (\$XX.xx)

Moves: (Person's full name)

Seconds: (Person's full name)

Vote results: For-Opposed-Abstaining

7.4. Motion to pursue AS CLUB FUNDING for (name of event), in the amount of (half the cost of the event, up to \$500)

Moves: (Person's full name)

Seconds: (Person's full name)

Vote results: For-Opposed-Abstaining

8. Feedback/Round Table:

Record of members' questions, comments, and concerns.

9. Adjournment: (time)

*All travel refunding will be submitted as a reimbursement.