



# Student Club Meeting Minutes Form

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

**Recorder:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Meeting called to order by:** \_\_\_\_\_

**Date & Time of meeting:** \_\_\_\_\_ at \_\_\_\_\_ a.m. / p.m. (circle one)

**Location of meeting:** \_\_\_\_\_

**Roll Call:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**THE FOLLOWING EXPENDITURES WERE APPROVED:**

<u>Payee</u>	<u>Amount</u>	<u>Purpose</u>
_____	\$ _____	_____

*Motion:* \_\_\_\_\_

*Moved by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_

*Vote:* \_\_\_\_\_

<u>Payee</u>	<u>Amount</u>	<u>Purpose</u>
_____	\$ _____	_____

*Motion:* \_\_\_\_\_

*Moved by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_

*Vote:* \_\_\_\_\_

**CLUB BUSINESS (Non fiscal items such as club elections, club event planning, etc.):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Motion:* \_\_\_\_\_

*Moved by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_

*Vote:* \_\_\_\_\_

**Date of minutes from previous meeting:** \_\_\_\_\_

*Read & approved*  
 *Corrected & approved*

**Minutes Verified & Signed by:**

*Club Advisor:* \_\_\_\_\_

*Club President:* \_\_\_\_\_