

**Student Council or Club Meeting Minutes**

Name of School: \_\_\_\_\_

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

**Associated Student Body Minutes**

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_ Location: \_\_\_\_\_

Kind of Meeting (circle one):          Regular          Special          Other

The meeting was called to order by:

The minutes of the meeting dated \_\_\_\_\_ were read and approved (corrected and approved) on: \_\_\_\_\_

Presiding Officer:

Roll Call by:

# of Members Present: \_\_\_\_\_ # of Members Absent: \_\_\_\_\_

Meeting Attendees (attach separate list):

\_\_\_\_\_

The following purchase orders were approved (list below or attach separate list):

Purchase Order Number	Venor Name	Amount	Club	Purpose of Expenditure

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

Second by: \_\_\_\_\_

Vote Count: \_\_\_\_\_

Number For: \_\_\_\_\_

Number Opposed: \_\_\_\_\_

The following invoices were submitted for payment (list below or attach separate listing):

Check Number	Payable To	Amount	Club	Purpose of Expenditure

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

Second by: \_\_\_\_\_

Vote Count: \_\_\_\_\_

Number For: \_\_\_\_\_

Number Opposed: \_\_\_\_\_

Other Motions:

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

Second by: \_\_\_\_\_

Vote Count: \_\_\_\_\_

Number For: \_\_\_\_\_

Number Opposed: \_\_\_\_\_

Communication and Reports:

Old Business: \_\_\_\_\_

New Business: \_\_\_\_\_

Unfinished Business: \_\_\_\_\_

Announcements: \_\_\_\_\_

Submitted by: \_\_\_\_\_

ASB Secretary: \_\_\_\_\_

(sign & date)

ASB Club Advisor: \_\_\_\_\_

(sign & date)

Forward to ASB Student Council Minutes on: \_\_\_\_\_  
(date)

Signed official copy placed in binder for official record on: \_\_\_\_\_  
(date)