

Club Meeting Minutes

**The meeting was called
to order by:** _____

Location: _____

Date: _____ **Time:** _____

Minutes of the previous meeting (dated _____) were: read or corrected and approved.

Officers and all attendees present:

Old business (corrections, rejections, changes to previous meeting's minutes):

New business:

Business to be carried over:

Requisition approval: The following requisitions were approved. (Attach a separate list if necessary.)

Requisition Number	Vendor	Amount	Purpose

Motion by: _____ Seconded by: _____

Vote count: For _____ Against _____

Fund raising activities: The following fund raising activities were submitted for approval

Date	Sponsor	Purpose

Motion by: _____ Seconded by: _____

Vote count: For _____ Against _____

Respectfully submitted by: _____ Date: _____

Signature of President: _____ Date: _____

Signature of Advisor: _____ Date: _____