

S A M P L E

Minutes of
Club Name
Date

- I. Call to order: The meeting was called to order by (Presiding Club Officer's name) at 3:00pm.
- II. Attendance: (List names of all members that were present)
- III. Approval of Minutes – A motion was made by (Member's name) to approve the minutes of the July 1, 2021 meeting. Motion seconded by (Member's name). The motion passed 13-5-1 (in favor-opposed-abstained).
- IV. Old Business:
- [List any business that was left over from the previous meeting and any decisions or motions made to those items.]*
- V. New Business:
1. Holiday Party – The Club approved the spending of \$(amount).
Motion: (Member's name) moves that we spend \$(amount) for supplies for the party. Motion is seconded by (Member's name).
Vote: 8 in favor; 3 opposed; the motion carries.
 2. A motion was made by (Member's name) to requisition \$(amount) for refreshments for the next GSA meeting scheduled for August 1, 2021. Motion was seconded by (Member's name).
Vote: 10 in favor; 1 opposed; the motion carries.
 3. The club approved conference funding for the following students (amount for presenters and amount for attendees.)

[List the names of students, the specific amount of funding approved, and the name and dates of the conference.]

Motion: (Member's name). Motion was seconded by (Member's name).
Vote: Unanimously in favor; the motion carries.
- VI. Adjournment at 4:00pm.

Respectfully submitted,

(Officers signature)

(Print name)