

(Club Name) Meeting

Date: _____

1. Call to order

I call this (School Name) (Club Name) Meeting to order.
Secretary, please call the roll for today's meeting.

2. Roll of officers present

____ President (Name)

____ Vice President (Name)

____ Secretary (Name)

____ Treasurer (Name)

All Officers are present except _____

Roll call of members present

____ Member # 1

____ Member # 4

____ Member # 7

____ Member # 2

____ Member # 5

____ Member # 8

____ Member # 3

____ Member # 6

____ Member # 9

All members present except _____

Roll call of sponsors present

____ Sponsor # 1

____ Sponsor # 2

____ Sponsor # 3

All Sponsors are present except _____

3. Reading of minuetts of last meeting.

Approved /Not Approved

4. Officers' reports

Approved /Not Approved

5. Committee reports

Approved /Not Approved

6. Special orders

Approved /Not Approved

7. Unfinished business

Approved /Not Approved

8. New business

Approved /Not Approved

9. Announcements

10. Adjournment

Secretary Initials