

# SAMPLE MEETING REFERENCE SHEET FOR CLUB SECRETARIES

I. Call to Order by \_\_\_\_\_ at \_\_\_\_ : \_\_\_\_ am / pm

II. Roll Call

Excused Absences: \_\_\_\_\_

Unexcused Absences: \_\_\_\_\_

Late Arriving: \_\_\_\_\_

<i>For Decisions....</i>	1/4:	1/3:	1/2:	2/3:	3/4:
--------------------------	------	------	------	------	------

III. Reading of the Minutes

Additions/Corrections:

Approved by \_\_\_\_\_ Seconded by \_\_\_\_\_.

IV. Officer Reports

- President
- Vice President
- Treasurer
- Secretary

V. Committee Reports

VI. Special Reports

- Special Guests
- Advisor
- Others

VII. Unfinished Business

VIII. New Business

Motion	Made By	Seconded By	Vote	Notes

IX. Announcements

X. Adjournment

Motion by: \_\_\_\_\_ Seconded By: \_\_\_\_\_ Vote: \_\_\_\_\_

Meeting adjourned at \_\_\_\_ : \_\_\_\_ am / pm by: \_\_\_\_\_