

SAMPLE MEETING REFERENCE SHEET FOR CLUB SECRETARIES

I. Call to Order by _____ at ____ : ____ am / pm

II. Roll Call

Excused Absences: _____

Unexcused Absences: _____

Late Arriving: _____

For Decisions....

1/4:	1/3:	1/2:	2/3:	3/4:
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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: _____