



Class/Club/Organization Minutes Form

Name of Organization: _____

Date: _____ Time: _____

Location: _____ Advisor Present: _____

Quorum present? _____ Yes _____ No

1. Call to Order

2. Minutes

3. Report of Officers

c. Treasurer's report

4. Reports of Committees

5. Unfinished Business

6. New Business

7. Program of the Meeting – Guest Speaker, Movie or Slide Presentation



8. Assessment of the meeting

Club Secretary signature _____

Attach any additional minutes, if there wasn't sufficient space to write all information.