

## Student Council or Club Meeting Minutes

Name of School \_\_\_\_\_

Name of Club \_\_\_\_\_

### Associated Student Body Minutes

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_ Location: \_\_\_\_\_

Kind of Meeting (circle one):                      Regular                      Special                      Other

The meeting was called to order by: \_\_\_\_\_

The minutes of the meeting dated \_\_\_\_\_ were read and approved (corrected and approved) on \_\_\_\_\_

Presiding Officer: \_\_\_\_\_

Roll Call by: \_\_\_\_\_

# of Members Present: \_\_\_\_\_ # of Members Absent: \_\_\_\_\_

Meeting Attendees (attach separate list):

\_\_\_\_\_

The following purchase orders were approved (list below or attach separate list):

Purchase Order Number	Vendor Name	Amount	Club	Purpose of Expenditure

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

Vote Count: \_\_\_\_\_ Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

The following invoices were submitted for payment (list below or attach separate listing):

Check Number	Payable To	Amount	Club	Purpose of Expenditure

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

Vote Count: \_\_\_\_\_ Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

Other motions:

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

Vote Count: \_\_\_\_\_ Number For: \_\_\_\_\_ Number Opposed: \_\_\_\_\_

Communication and Reports:

Old Business: \_\_\_\_\_

New Business: \_\_\_\_\_

Unfinished Business: \_\_\_\_\_

Announcements: \_\_\_\_\_

Submitted by: \_\_\_\_\_

ASB Secretary: \_\_\_\_\_  
(Signature and Date)

ASB Club Advisor: \_\_\_\_\_  
(Signature and Date)

Forwarded to ASB Student Council Minutes on: \_\_\_\_\_  
Date

Signed official copy placed in binder for official record on: \_\_\_\_\_  
Date