

CLUB NAME

NOTICE IS HEREBY GIVEN that the **CLUB NAME** will hold a regular meeting on **DATE/LOCATION**. If any disability-related accommodations are needed please notify the club president, **NAME/EMAIL** no less than three working days prior to the meeting. The **CLUB NAME** will make efforts to meet requests made after such date, if possible.

Meeting Information

MEETING LOCATION, 11600 Columbia College Dr., Sonora, CA 95370

ORDER OF BUSINESS

A. Call to Order

B. Roll Call

President: **NAME** Y / N

Vice President: **NAME** Y / N

Secretary: **NAME** Y / N

Other Officers: **NAME** Y / N

C. Adoption of the Agenda

*The **CLUB NAME** will consider any amendments or adopt the agenda as presented.*

D. Public Comment

*This segment of the meeting is reserved for persons desiring to address the **CLUB NAME** on any matter of concern that is not stated on the agenda.*

I. STANDING ITEMS

A. Advisor Updates

*The **CLUB NAME** will hear any updates or announcements from the Club Advisor(s).*

II. BUSINESS

A. Events

1. Club approves event: "Date, time, location"
 - a) Motion by "Person 1"
 - b) 2nd by "Person 2"

B. Purchases

1. Club approves purchase of "item(s)" for up to "\$" (include extra for shipping)
 - a) Motion by "Person 1"
 - b) 2nd by "Person 2"

III. COMMUNICATIONS FROM THE FLOOR

*This time is reserved for **CLUB NAME** to make announcements on items not on the agenda.
No action can be taken with these items.*

IV. ADJOURNMENT

Minutes Prepared by _____ **(Secretary signs)** _____ **(date)**

Advisor Approval _____ **(Advisor signs)** _____ **(date)**