

Business Meeting Agenda

CLUB: _____ DATE: _____

1. Call to order (President)
2. Minutes Report (Secretary)
3. Report of Officers:
 - A. Treasurer's Report (Treasurer)
 - B. President's Report (President)
4. Report of Committees
5. Old/Unfinished Business (President)
 - A. _____
If MONEY WILL BE SPENT ON THIS ITEM:
Motion by _____ in the amount of \$ _____
payable to _____ to purchase _____
2nd Motion by _____ Vote ____/____
 - B. _____
If MONEY WILL BE SPENT ON THIS ITEM:
Motion by _____ in the amount of \$ _____
payable to _____ to purchase _____
2nd Motion by _____ Vote ____/____
6. New Business (President)
 - A. _____
If MONEY WILL BE SPENT ON THIS ITEM:
Motion by _____ in the amount of \$ _____
payable to _____ to purchase _____
2nd Motion by _____ Vote ____/____
 - B. _____
If MONEY WILL BE SPENT ON THIS ITEM:
Motion by _____ in the amount of \$ _____
payable to _____ to purchase _____
2nd Motion by _____ Vote ____/____
7. Additions (Guest Speakers, etc.)
8. Adjournment (President)
9. Club Advisor Additions
10. Next Meeting Date: _____