

# How to Keep Minutes Of A Meeting

**Manchester Community College**

**Name of Club or Organization**

**Day and Time of Meeting**

1. The meeting was called to order at (time) by (name of person running the meeting).
2. Present: List by name or attach the sign in sheet.  
(Is there a quorum? A quorum is the number of members that must be present for business to be conducted legally. The number for a quorum will be stated in your Constitution.)
3. Approval of today's agenda. (last name of who made the motion and who second the motion)
4. The minutes of (date of last meeting) were approved. (last name of who made the motion and who second the motion.)
5. Officer's Reports:       President...  
                                  Vice President...  
                                  Treasurer...  
                                  Secretary...
6. Unfinished Business
7. New Business
8. Announcements
9. Meeting was adjourned at (time and last name of who made the motion).

Respectfully Submitted by,  
Jane Doe, Secretary

**\*\*\* COPIES OF ALL CLUB MEETING MINUTES MUST BE FORWARDED TO THE \*\*\*  
STUDENT ACTIVITIES OFFICE AND THE STUDENT SENATE.**