



How to Keep Minutes of a Meeting

Manchester Community College

Name of Club or Organization

Day and Time of Meeting

MINUTES

1. The meeting was called to order at (time) by (name of person presiding over meeting).
2. Present: List by name or attach signed roll call 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 is stated in in your constitution).
3. Approval of today's agenda. (last name of who made motion and who second the motion).
4. The minutes of (date of last meeting) were approved. Last name of who made 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 motion).

Respectfully Submitted by,
Jane Doe, Secretary

*****COPIES OF ALL CLUB MEETING MINUTES MUST BE FORWARDED TO THE***
OFFICE OF STUDENT ACTIVITIES AND THE STUDENT GOVERNMENT TREASURER**