# **CLUB NAME**

**Month, Day, 2021**

**Zoom/ROOM**

**2:00 pm to 3:00 pm**

**Members in attendance: President** Name**, Vice President** Name**, Executive Assistant** Name, **Treasurer** Name, and **Advisor** Name.

**Members Absent: None.**

**Guests: None.**

**I. Call to Order**

Name called the meeting to order at 2:00pm.

**II. Action Items**

1. **Month Day, 2021 Agenda**

MOTION: **NAME** made a motion to approve the agenda as presented. **NAME** seconded the motion and the **agenda** unanimously passed.  
(If not unanimous list vote as for-against-abstain: 0-0-0)

1. **Month Day, 2021 Club Meeting Minutes**

MOTION: **NAME** made a motion to approve **Month Day, 2021 minutes as presented**. **NAME** seconded the motion and the **minutes** unanimously passed.   
(If not unanimous list vote as for-against-abstain: 0-0-0)

**III. New Business**

1. **Agenda Item:** Description

**Questions/Comments:**

* Question

Answer

ACTION: NAME will

MOTION: **NAME** made a motion to approve **ITEM**. **NAME** seconded the motion and **ITEM** passed/failed with vote of 0-0-0.

1. **Agenda Item:** Description

**Questions/Comments:**

* Question

Answer

ACTION: NAME will

MOTION: **NAME** made a motion to approve **ITEM**. **NAME** seconded the motion and **ITEM** passed/failed with vote of 0-0-0.

1. **Agenda Item:** Description

**Questions/Comments:**

* Question

Answer

ACTION: NAME will

MOTION: **NAME** made a motion to approve **ITEM**. **NAME** seconded the motion and **ITEM** passed/failed with vote of 0-0-0.

1. **Agenda Item:** Description

**Questions/Comments:**

* Question

Answer

ACTION: NAME will

MOTION: **NAME** made a motion to approve **ITEM**. **NAME** seconded the motion and **ITEM** passed/failed with vote of 0-0-0.

**IV. Old Business**

None.

**V. Officer & Committee Reports**

1. **President**
2. **Vice President**
3. **Executive Assistant**
4. **Treasurer**
5. **Advisor**

**VII. Next Meeting**

The next regular meeting for Club is currently scheduled for Day of the Week, Month Day, 2021 at 2pm via Zoom.

**VIII. Adjournment**

There being no further business, the meeting adjourned at 3:00pm.

*Minutes prepared/submitted by Name.*