

Please fill this form out during or after each of your meetings throughout the year. E-mail a copy to SGOVERNMENT@NCC.COMMNET.EDU and AGOMEZ@NCC.COMMNET.EDU.
Or bring a written copy to the Student Activities Office West 111.

Name of Club:

Date of Meeting:

Location of Meeting:

Attendance: (list all who are present)

Meeting called to order at: _____ (time)

1. **President Report** (state update given by President on Club Activities)

2. **Vice President Report** (state update given by VPresident on Club Activities)

3. **Treasurer Report** (state update on accounts as given by Treasurer)

The balances in our accounts are as follows:

4. **Secretary's Report** (state report as given by Secretary)

5. **Old Business** (Any items or discussions from the previous meetings which have not been settled)

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6. **New Business** (anything new to discuss- new events, new ideas, new suggestions)

7. **Budgetary Votes** (include here motions made to use money from either Revenue or Allocated Accounts for club activities)

***Motion by:** _____ **to spend \$** _____ **on** (list name of expense) _____

Secoded by:

In favor:

Opposed:

Abstaining:

Check one: _____ **Motion Approved** _____ **Motion Failed**

***Motion by:** _____ **to spend \$** _____ **on** (list name of expense) _____

Secoded by:

In favor:

Opposed:

Abstaining:

Check one: _____ **Motion Approved** _____ **Motion Failed**

Meeting Adjourned at: _____ (time)

Respectfully submitted by (Secretary's name):