



Associated Students of Santa Monica College - Inter Club Council - Official Club Minutes Form



Name of Club: _____ Meeting Date: _____

I. CALL TO ORDER Time: ___:___ am pm by: _____
(Club Officer Name & Title)

II. ROLL CALL (List members present; must have quorum at least 1/2 of the membership plus one more member):

III. APPROVAL OF MINUTES FROM LAST MEETING (Note any changes, if any): _____

IV. OLD BUSINESS (If none, please state none.) State Motion: _____
Moved by: _____ Seconded by: _____
Discussion: _____
For: _____ Against: _____ Abstain: _____ MOTION: Passed Failed

V. NEW BUSINESS (If none, please state none.) State Motion: _____
Moved by: _____ Seconded by: _____
Discussion: _____

For: _____ Against: _____ Abstain: _____ MOTION: Passed Failed

VI. GUEST SPEAKER (Name: _____) ; and/or ANNOUNCEMENT
Summary (no decision making): _____

VII. ADJOURNMENT Time: ___:___ a.m. / p.m.

Club Officer's Name & Title Club Officer's Signature (required) Date

Club Full-Time Advisor's Name Club FT Advisor's Signature (required) Date