

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

Name of Club: _____ Date: _____

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

II. ROLL CALL (List members present): _____

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

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

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

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

VI. GUEST SPEAKER ☐ **ANNOUNCEMENT** ☐ **OTHER BUSINESS** ☐:
Discussion: _____

VII. ADJOURNMENT Time: ____:____ am / pm

Club Officer's Name & Title

Club Officer's Signature (required)

Date

Club Advisor's Name

Club Advisor's Signature (required)

Date