Minutes of the Board of Directors
of
Student Club: __________________________

The Board of Directors of the Student Club: __________________________ held its general meeting on - __________________________ at Sierra High School, 33326 Lodge Road in Tollhouse, California.

I. Call to Order: The Chairperson called the meeting to order at _______.

II. Attendance: The following students, constituting a quorum of the full board, were present at the meeting: List student names.

III. Approval of Minutes from (date): __________________________ General Meeting: The minutes from the _________ meeting were presented and reviewed. Upon motion duly made and seconded, it was unanimously RESOLVED that the _________ minutes be adopted and approved.

IV. Treasurer’s Report: The treasurer’s report as of ________________ was presented and reviewed. It was noted that the current account balance as of ________________ was $__________________.

V. Old Business
   A.
   B.
   C.

VI. New Business:
   A.
   B.
   C.

VII. Adjournment: There being no further business to come before the meeting, the Chairperson ordered the meeting adjourned at _________.

Meeting Schedule:

__________________________

Name of Student – Secretary

__________________________

Name of Staff – Certificated Club Advisor