

## SAMPLE MINUTES

Manchester Community College  
Name of Club or Organization  
Day/Date

### MINUTES

The meeting was called to order at time by name of person presiding over meeting.

Present: List by name or attach signed roll call sheet.

Is there a quorum? (The number of members that must be present for business to be conducted legally. The actual number is usually stated in the bylaws.)

The agenda was approved as read (or revised). Last name of who made motion.

The minutes of date of last meeting were approved as read (or revised). Last name of who made motion.

Officer's Reports:    President.....  
                                 Vice President.....  
                                 Treasurer.....  
                                 Secretary.....

Committee Reports

Unfinished Business

New Business

Announcements

Meeting was adjourned at time. Last name of who made motion.

Jane Doe  
Secretary

Approved        Date                Initials    

**Copies must be forwarded to the Student Activities office, the Student Senate Treasurer, and the Business Office.**