

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