**Minutes of [Club Name] Executive Committee Meeting**Month, Day,Year

The Club Executive Committee convened on [Month Day, Year], with presiding officer presiding. Officers present were: President, Vice President Education, Vice President Membership, Vice President Public Relations, Secretary, Treasurer, Sergeant at Arms. Officers absent were: [Officer Names].

1. Minutes of the previous Executive Committee meeting were reviewed and approved.
2. Vice President Education provides report from Education Committee:

* Business Item 1
* Business Item 2

1. Vice President Membership provides report from Membership Committee:

* Business Item 1
* Business Item 2

1. Vice President Public Relations provides report from Public Relations Committee:

* Business Item 1
* Business Item 2

1. Sergeant at Arms provides report from Social and Reception Committee:

* Business Item 1
* Business Item 2

1. Additional committee reports provided by committee chair:

* Business Item 1
* Business Item 2

1. Motions proposed to the committee requiring a vote:

* [Officer Name] moved that “exact words after ‘I move that.’” The motion was adopted.
* [Officer Name] moved that “exact words after ‘I move that.’” The motion was lost.

1. President/presiding officer discusses any unfinished and new items of Club Executive Committee:

* Business Item 1
* Business Item 2

Meeting adjourned at [Time].

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President Date

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Secretary Date