



Las Positas College Student Life Club Meeting Agenda & Minutes Instructions, Template and Example

Minutes of Meetings

Because there is a formal process of student governance for organized student bodies, the student council and each club must prepare and maintain a record of each meeting. These records are called minutes, and they serve as the record of each meeting and the actions taken, and demonstrate that the student council or club has followed ASB policies and procedures as well as current law. Minutes should be kept in a permanent record book or notebook for future reference. A sample of the standard format of meeting agendas and minutes are provided at the end of this document.

Minutes should include details of proceedings, including financial matters pertaining to the budget, approval of fundraising ventures, and expenditure authorizations. Minutes are not a verbatim transcript of every word spoken; rather, they are a concise documentation of the essential matters discussed at each meeting so there is a record of what occurred. The minutes should be clearly written so they can be read and understood in the future. Abbreviations should be avoided because future readers may not understand them.

Good Business Practices for Meeting Minutes Although the form of minutes may vary from organization to organization, they should document at least the following information:

- Name of the club or organization holding the meeting.
- Date, time, and place of the meeting.
- Kind of meeting (regular, special, etc.)
- Names of those in attendance.
- Name of the presiding officer.
- Minutes from the previous meeting read, amended and/or approved.
- What was discussed or reported on during the meeting.
- Report on activities of standing committee(s) or special committee(s).
- What action was taken during the meeting, e.g., the budget was amended or the expenses were approved.
- The results of any votes taken, including who made a motion, who seconded the motion and anyone in opposition, if applicable.
- Reporting on any communication to the ASB.
- Listing of any unfinished business.
- Date and time of next meeting.
- What time the meeting adjourned.
- Who prepared the minutes.

Any information provided to those attending the meeting, such as purchase order lists, check registers, bylaws, project outlines and letters, should be attached to the original minutes and kept on file. The club secretary, or whoever took the minutes, should also sign the minutes when they are completed. At the next regularly scheduled student council or club meeting, the students should review and approve the minutes of the previous meeting. The secretary should maintain a binder of all of the approved minutes for the school year.

*Information provide on pages 25- 26 of the [Associated Student Body Accounting Manual, Fraud Prevention Guide and Desk Reference \(FCMAT\) ASB Manual](#).

Instructions for Structuring Meetings

LET'S GET THE MEETING MOVING!

1. Call to Order

The meeting is called to order by the president, who rises and says, "The meeting will please come to order."

2. Roll Call

To determine if a quorum is present.

3. Minutes

The minutes of the last meeting are read, and approved if correct. Example: The president says, "The secretary will read the minutes of the last meeting." After the reading, the president asks, "Are there any corrections or additions to these minutes?" "If not, they stand approved as read." If there are corrections, the president informally directs corrections be made. "The minutes are approved as corrected." The secretary signs the minutes, "Respectfully submitted." They may be initialed by the president.

4. Reports of Officers

The president makes announcements by reading the president's report. The secretary informs the group of any letters the group has received. Each communication should be handled by a main motion before another is read. The treasurer reports on receipts and expenses paid. These are "received and placed on file." No vote is taken on reports "placed on file."

5. Reports of Committees

The reports of committees are called for by the president. Standing committees Special committees (temporary) Procedure: In each case, the president calls upon the chairperson of the committee to make the report. The report is read. After this has been done, the president says, "This report will be placed on file. Any action required in this report will be taken care of under the proper order of business."

6. Unfinished Business

This is any business postponed from a previous meeting. Discussion follows the motion and then a vote is taken.

7. New Business

This includes any ideas not presented previously. It is moved and discussed by the members. Example: President states, "We are now ready for the new business of the meeting, which includes the decision about the admission fee for the party. Will someone make a motion so that we may discuss the question?" Member says: "I move that the admission fee for the party be fifty cents." Second member: "I second the motion." President: "It has been moved and seconded that the admission fee for the party be fifty cents. Is there any discussion?" Discussion follows. One member calls "Question," which means that the president must ask, "Are you ready for the question?" (Ready to vote). Or the president acts on personal initiative and, if there are no objections, brings the matter to a vote.

8. Announcements

Announcements are shared about committee meetings or other items of interest.

9. The Program of the Meeting

Example: Guest speaker, movie, slide presentation, etc.

10. Recap

Reminder of next steps/tasks assigned

11. Adjournment

This happens after a motion to adjourn is made and carried, (or if business is finished). The presiding officer declares the meeting adjourned.

Notes: (* Excerpts from pages 4-5 of the Associated Student Body Accounting Manual, Fraud Prevention Guide and Desk Reference [Club Advisor Handbook](#).)

- Clubs must hold official meetings at least once a month if funds exist in the ASB account for that club. Failure to meet for any two months over the course of the school year will result in termination of the club.
- Clubs must meet on the days set forth in their club constitution (e.g., every second Tuesday of the month) except in the event of another school or club event.
- All club meetings must be held on campus.
- Clubs must take minutes at all meetings, have them approved, and submit a copy of the minutes to the student body class. Failure to submit minutes regularly may lead to termination of the club.
(For LPC Student Clubs meeting minutes are to be submitted to the Inter-Club Council monthly when clubs have meetings.)
- Each club must have a minimum of six active members, excluding officers. Two-thirds of the membership must be present at 51% of all meetings. Attendance must be recorded at official meetings as a part of the club minutes.
- A Club advisor must be a certificated staff member in the district. A club advisor must be present at all club meetings, club events, and club fundraisers. If the advisor cannot be present, another certificated staff member can be designated as a substitute.
- The district board of education must approve all nonprofit affiliate charities that will be beneficiaries of club fundraising.
- The only four positions considered club officers are club president, club vice president, club secretary *(LPC Student Life has titled this position as ICC Representative)*, and club treasurer. All other titled positions in a club are considered leadership positions, not officer positions. There may be as many or as few leadership positions as the club sees fit.
- When a club holds an election, the following must occur:
 - A. Each active club member is allowed no more than one vote for any election.
 - B. The process of the election must be clearly established and outlined in the club constitution. This must include, but is not limited to, what percentage is needed to win/pass and what happens in the event of a tie.
 - C. If a position has an eligibility requirement, these requirements must be clearly defined in the club constitution. The selection committee may include club members but must include the club advisor. The committee must be impartial when choosing candidates for a position and abide by the criteria set forth in their constitution.
- Whenever a club elects or appoints a new officer or leadership position, the results must be documented in the club minutes of that month.
- Two violations of any of the club bylaws will result in the termination of the club for the remainder of the school year (this means violations of any two bylaws or of the same bylaw twice).

* Excerpts from pages 4-5 of the Associated Student Body Accounting Manual, Fraud Prevention Guide and Desk Reference [Club Advisor Handbook](#).

(Club Name) Meeting Agenda
(Type of Meeting- Regular, Special, Emergency)
(Meeting Date), (Meeting Time)
(Meeting Location)

I. Call to Order (1 minute) [Chair of meeting]

II. Roll Call [Chair of meeting or Secretary]

(List of Officers, Titles)

(List of Members)

III. Quorum [Chair of meeting or Secretary]

IV. Approval of Agenda [Chair of meeting or Secretary]

V. Approval of Minutes [Chair of meeting or Secretary]

VI. Guest Speaker (Estimate of time limit i.e. 10 minutes) [Chair of meeting]

(Name of guest speaker, organization they represent, summary of discussion/presentation)

VII. Unfinished Business [Chair of meeting]

a. (Description of item, name of who will address topic, summary of discussion) (Estimate of time limit i.e. 10 minutes)

b. (Description of item, name of who will address topic, summary of discussion) (Estimate of time limit i.e. 10 minutes)

VIII. New Business [Chair of meeting]

a. (Description of item, name of who will address topic, summary of discussion) (Estimate of time limit i.e. 10 minutes)

b. (Description of item, name of who will address topic, summary of discussion) (Estimate of time limit i.e. 5 minutes)

IX. Officer Reports [Chair of meeting]

(List of Officers, Titles)

X. Announcements (Estimate of time limit i.e. 10 minutes) [Chair of meeting]

XI. Program of the Meeting (Estimate of time limit i.e. 30 minutes) [Chair of meeting]

(Example: Guest speaker, movie, slide presentation, etc.)

XII. Adjournment [Chair of meeting]



Students Unite Club Meeting Agenda
Regular Meeting
Friday, August 13, 2021, 1:00 pm
Online

I. Call to Order (1 minute)

II. Roll Call

Officers

Mary Jones	-President
Cassidy Miles	-Vice President
Vacant	-ICC Representative
Jane Baker	-Treasurer

Members

Kerri Simmons	-Member
Bill Smith	-Member

Advisors

Addison Carroll	-Advisor
Blair Robbins	-Advisor

III. Quorum

IV. Approval of Agenda

V. Approval of Minutes

VI. Guest Speakers (20 minutes)

Josué Hernández-Student Life Updates (10 minutes)

Josué Hernández, Program Coordinator of Student Life and Leadership, will share information about changes to, updated, and new Student Life Policies and Procedures and upcoming Club Orientation training sessions.

Tyler Rivas- ICC and LPCSG Meeting Schedules (10 minutes)

Tyler Rivas, Inter-Club Council Chair, will share information about upcoming ICC meetings and invites all club members to participate in Student Government (LPCSG).

VII. Unfinished Business

a. Vacant ICC Representative Position- Mary Jones (10 minutes)

Mary Jones will discuss the vacant ICC Representative position and will recommend holding an election.

b. Recruiting New Club Members- Cassidy Miles (15 minutes)

Cassidy Miles will discuss the need for additional club members and recommend actions of advertising and recruitment.

VIII. New Business

a. Virtual Conference- Blair Robbins (10 minutes)

Advisor Blair Robbins will discuss an upcoming Student Voices United for Change conference hosted by DeAnza College and recommend attending.

b. Upcoming Club Fair-Kerri Simmons (5 minutes)

Kerri Simmons, interim ICC Representative, will give a presentation regarding the ICC meeting discussions of an upcoming Club Fair.

IX. Officer Reports

Officers

Mary Jones	-President
Cassidy Miles	-Vice President
Kerri Simmons	-ICC Representative
Jane Baker	-Treasurer

Members

Bill Smith	-Member
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Advisors

Addison Carroll	-Advisor
Blair Robbins	-Advisor

X. Announcements (10 minutes)

XI. Program of the Meeting (30 minutes)

Mary Jones, President, will open the floor to allow for an activity. This will be an ice-breaking activity followed by a poll to help determine the club's strengths and goals.

XII. Adjournment



Students Unite Club Meeting Minutes(Approved) *Note draft until approved by advisor*
Regular Meeting
Friday, August 13, 2021, 1:00 pm
Online

I. Call to Order (1 minute)

President Mary Jones calls the meeting to order at 1:02 pm

II. Roll Call

Officers

Mary Jones	-President	- Present
Cassidy Miles	-Vice President	- Present
Vacant	-ICC Representative	-Vacant
Jane Baker	-Treasurer	- Present

Members

Kerri Simmons	-Member	- Arrived at 1:05 pm
Bill Smith	-Member	-Present

Advisors

Addison Carroll	-Advisor	- Absent
Blair Robbins	-Advisor	- Present

III. Quorum

Quorum is established with 6 out of 8 voting members and 1 advisor

IV. Approval of Agenda

Agenda approved by consensus

V. Approval of Minutes

August 6, 2021 Meeting Minutes approved by consensus

VI. Guest Speaker (20 minutes)

Josué Hernández-Student Life Updates (10 minutes)

Josué Hernández, Program Coordinator of Student Life and Leadership, will share information about changes to, updated, and new Student Life Policies and Procedures and upcoming Club Orientation training sessions.

-Coordinator Hernández shared information about the Student Life & Leadership Policies and Procedures Handbook for 2021-2022. He left one printed copy of club reference and directed the club to also review it online. He also announced an orientation session to take place during the September 17, 2021 ICC meeting at 10:30 am.

Tyler Rivas- ICC and LPCSG Meeting Schedules (10 minutes)

Tyler Rivas, Inter-Club Council Chair, will share information about upcoming ICC meetings and invites all club members to participate in Student Government (LPCSG).

-Tyler shared an invitation to attend the first ICC meeting of the year scheduled for September 3, 2021 at 10:30 am. She added that there will be an agenda item to discuss the 2021-2022 ICC meeting schedule. Tyler shared information regarding LPCSG and how to apply to be an LPCSG Senator. She discussed the benefits or participating in Student Government.

VII. Unfinished Business

c. Vacant ICC Representative Position- Mary Jones (10 minutes)

Mary Jones will discuss the vacant ICC Representative position and will recommend holding an election.

- Mary Jones recommended Kerri Simmons for the vacant ICC Representative position.

Cassidy Miles motioned to approve. Bill Smith seconded. Voting: 3 ayes, 1 nay, 1 abstain. Vote passes to appoint Kerri Simmons as the ICC Representative. (Action item requires motion, second, voting counts, and status of the vote such as passes or does not pass.)

d. Recruiting New Club Members- Cassidy Miles (15 minutes)

Cassidy Miles will discuss the need for additional club members and recommend actions of advertising and recruitment.

- Cassidy suggested having current members ask their Instructors to allow them to announce the club during open discussions during classes. Bill offered to create a flyer to post on campus and share on social media.

VIII. New Business

c. Virtual Conference- Blair Robbins (10 minutes)

Advisor Blair Robbins will discuss an upcoming Student Voices United for Change conference hosted by DeAnza College and recommend attending.

-Jane asked about the cost to attend then pointed out the club does not have enough funds in the account to attend. Mary recommended consideration of a fundraiser and requested an ad-hoc committee to discuss fundraising options. Advisor Robbins suggested review of the Student Life Policies and Procedures Handbook to review fundraising guidelines.

d. Upcoming Club Fair-Kerri Simmons (5 minutes)

Kerri Simmons, interim ICC Representative, will give a presentation regarding the ICC meeting discussions of an upcoming Club Fair.

-Kerri recommended planning booth decorations and activities to draw interest to the club. Adding budget consideration will also be needed. Mary reminded the club there were left-over decorations from the previous club fair. Bill offered to create signs for the booth and flyers to pass out during the event.

IX. Officer Reports

Officers

Mary Jones -President

-Mary reminded the club the President's Town Meetings are held the first Wednesday of each month if anyone would like to attend.

Cassidy Miles -Vice President

-Cassidy reported that LPCSG meetings were changed from Thursdays at 4:30 pm to Mondays at 2:00 pm for 2021-2022.

Kerri Simmons -ICC Representative

-Kerri reported that ICC meetings will be held on the first and third Friday of each month at 10:30 am.

Jane Baker -Treasurer

-Jane reported that the club only has \$140.00 in the club account after Mary was reimbursed \$10 for purchasing a pizza for the previous meeting.

Members

Bill Smith -Member

-Bill reminded everyone that Hispanic Heritage Month starts September 15, 2021. And the Veterans First

2.2 event is October 23-November 13, 2021.

Advisors

Addison Carroll -Advisor

-Absent

Blair Robbins -Advisor

-Advisor Robbins reminded everyone that the deadline to submit a Competitive Cal Grant award application by September 2, 2021.

X. Announcements (10 minutes)

XI. Program of the Meeting (30 minutes)

Mary Jones, President, will open the floor to allow for an activity. This will be an ice-breaking activity followed by a poll to help determine the club's strengths and goals.

-Mary presented an ice-breaking activity where the club officers and members shared about their personal interests and strengths. Afterwards, she opened a poll regarding the what the club learn about each other's strengths and what goals we wanted to set for the club.

Outcome: Strengths- Bill is good at graphic designs of flyers, etc. Cassidy is good at event planning and advertising. All members are willing to ask their instructors to allow time to announce club recruitment and meeting dates. Goal- Mass recruitment to get 5 new members before Thanksgiving Recess.

XI. Adjournment

President Mary Jones adjourned the meeting at 2:45