



Sample Agendas for Club Meetings

INTEREST MEETING AGENDA:

- I. INTRODUCTION:
 1. Introduce yourself and why you are starting the club.
 2. Introduce the Club Advisor if they are in attendance.
 3. Invite participants to introduce themselves (do an icebreaker to help students get to know each other—you can get ideas for icebreakers in the Office of Student Life (1C-201).
- II. MISSION/VISION FOR CLUB:

Share what your vision is for the club and invite the members in attendance to help brainstorm the purpose and goals for the club (this is necessary for your constitution). If you have a copy of the constitution drafted—share the document with the members.
- III. CLUB STRUCTURE:

Explain the structure of a student club. Tell members that the club will need to elect officers, discuss the positions and ask if any students are interested in being nominated to serve in these roles. Ask them if they have suggestions for a club faculty/staff advisor, if one has not been selected.
- IV. EVENTS AND INITIATIVES:

Discuss potential events and initiatives the club could sponsor (seek feedback and ideas from the membership).
- V. CONTACT INFORMATION AND FUTURE MEETINGS
Pass around a contact sheet and discuss date for the first business meeting. Encourage students to invite their friends and classmates to the next meeting.
- VI. OTHER BUSINESS
- VII. ADJOURNMENT

BUSINESS MEETING AGENDA:

- I. Call to Order
- II. Roll Call (pass around membership list/sign in sheet)
- III. Appoint someone to take minutes
- IV. Elect Temporary Chairperson
- V. Approve Agenda
- VI. Approve Minutes from previous meeting
- VII. Approve Constitution
- VIII. Elect Officers (as per process in approved Constitution)
- IX. Discuss and Approve budget
- X. Discuss and Approval Events and Projects (goals)
- XI. Old Business
- XII. New Business
- XIII. Adjourn meeting: (note time meeting ended.)



Guidelines for creating minutes

This is a guideline for taking minutes. Please note minimum quorum for club meetings during the is six (6) students. If you have questions about how to take minutes please see Debi Kee (1C-212B) or Donald Hudec (1C-207) before your meeting. We would be happy to help you.

- I. **CALL TO ORDER AND ROLL CALL** (*note meeting start time and people in attendance. List all people present including advisor and any special guests. For the first meeting the advisor should call the meeting to order, thereafter the president should call the meeting to order.*)
- II. **ELECT TEMPORARY PRESIDENT:** (*club should elect someone to serve as temporary President until elections for this office are completed.*)
- III. **APPROVE AGENDA** (*approve the agenda for the meeting, make any additions/changes, record motion and vote.*)

Example:

John Smith moved to approve the agenda. Agenda approved by consent. 11-0-0

- IV. **APPROVE CONSTITUTION –NEW CLUBS ONLY:** (*Note this process should be followed as per your constitution requirements (some require majority and some require 2/3 of the membership vote, record motion and vote.)*)
- V. **ELECT OFFICERS:** (*Elect President, Vice-President, Secretary, Treasurer, and any other positions the club has). Record the names of the nominees and the number of votes each nominee gets for the office they are seeking.*)

Example:

Tabitha Jones nominates John Smith for President. Mike Adams nominates Maureen Ellis. Seeing no further nominations, a vote was taken with the following results: John 7 votes, Maureen 4 votes. John was elected President. (Remember to note if a nominee declines a nomination, or if anyone abstains from voting.)

- VI. **DISCUSS AND APPROVE BUDGET:** (*Club members should discuss how they want to allocate their budget. See budget forms for example of line by line budget.*)
- VII. **DISCUSS AND APPROVE EVENTS or PROJECTS:** (*Club members should begin to discuss the goals of the club for the semester/year specifically as it relates to events and projects.*)
- VIII. **DISCUSS ANY OLD OR NEW BUSINESS:** Establish future meeting date, time; Have membership sign appropriate club forms (specifically signatories for budgets).
- IX. **ADJOURN MEETING:** (note time meeting ended.)

Email completed minutes to the Office of Student Life at debi.kee@csi.cuny.edu and to the SG office at marybeth.camillieri@csi.cuny.edu.