**DOWNLOAD ME TO MAKE CHANGES!**

Insert Recognized Student Organization Name.

Sep. 19,2021

1. Jannik Pesh CALL TO ORDER
   1. President or VP Name. Called the meeting to order at 6:00pm
2. ROLL CALL
   1. **The RSO’s Secretary should call roll and maintain a roster of active members. List ALL current active members on the minutes. Note which members were present by striking through members who did not attend. For business to be conducted at meetings, quorum (at least 50% of active members) must be present to have representative voting.**

**If the RSO has a large membership, but only a portion are defined as “Active” members in the constitution, only list the active members for roll call.**

* 1. Calculation of Quorum . Majority 50% +1 of eligible votes needed for a passing vote. and Super Majority 2/3 of eligible voters needed.

1. APPROVAL OF AGENDA AND MINUTES

**This section is the group’s acknowledgement that they have reviewed the minutes from the previous meeting and the agenda for the current meeting. If there are any suggestions for changes to either document, a motion should be made to update. If members are fine with the information, a motion to approve the agenda and minutes would commence. All motions must be followed by a “Second,” indicating an agreement of discussion on the topic. Minutes do not need to include every detail of discussion. A brief summary of main topics and accurate statements reflecting voting are needed.**

* 1. Name. moved to approve agenda and minutes
  2. Name. seconded

1. OFFICER REPORTS

**Secretaries will only need to document brief or important items from the officer’s reports. Additional standing reports may be added if the RSO has committees or other reporting individuals such as SGA Representatives**.

* 1. President:
     1. President’s Report.
  2. Vice President:
     1. Vice-President’s Report.
  3. Treasurer:
     1. Treasurer’s Report.
  4. Secretary:
     1. Secretary Report.
  5. Advisor: **Not needed but encouraged**
     1. Advisor Report.

1. UNFINISHED BUSINESS

**This section is for items that were listed on the previous agenda that need to have discussion completed. This should only be for items previously discussed where no resolution was reached or if the item was postponed from a prior meeting**.

* 1. Unfinished Business. If none, put N/A

1. NEW BUSINESS

**This section is for items that are new to discussion since the last scheduled meeting.**

**NOTE: In both UNFINISHED and NEW BUSINESS, when a motion is made to allocate funds there should be a specific amount stated as “up to” and basic detail provided to meet audit guidelines. For Example, “Joe Student moved to allocate up to $10 was for fundraising supplies. Motion seconded by Jose Student. Discussion included which supplies were needed for fundraiser, where and when it would take place. Motion was approved by majority vote.” Stating “we approved funds for an event” is NOT ACCEPTABLE.**

* 1. New Business for voting.

1. ANNOUNCEMENTS

**This section is for non-discussion items that you want the meeting attendees to know about, such as upcoming events or reminders. These can be written on the agenda prior to the meeting or announced from the floor.**

* 1. Upcoming Campus Events and important calendar information.

1. FOR THE GOOD OF THE ORDER

**This section is for general comments. A place for thanks, quick updates on previous activities, or recognition for work being completed by members.**

* 1. Anything for the good of the order?

1. ADJOURNMENT

**Adjournment is entertained after the chair recognized a motion from a member of the meeting. The individual will then move to adjourn the meeting, another member wil second, discussion is considered, then a simple majority vote will determine if the meeting will close**.

* 1. Name. moved to adjourn the meeting.
  2. Name. seconded
  3. Meeting adjourned at Insert time.

SIGNATURES/ENDORSEMENTS:

Officer #1. Officer #2. Advisor.

**TO BE OFFICIAL, minutes must be signed by at least 2 student officers in attendance and the RSO Advisor. If physically signing, please include printed name with signature.**

**Unendorsed/unsigned minutes are not accepted and will be returned. Signed/endorsed minutes are needed for all uses of funding expenditures, travel, reimbursements, or district functions.**

**Copies of signed minutes must accompany any requests for funding or payment.**