SUNY Morrisville SGO Minute
Guidelines

1. Heading

   a.   Name of the Club

   b.   Date meeting held and month should also be on the top of the page

2. Attendance

   a.   Members

   b.   Non-members

   c.   Executive Board

   d.   Advisor(s)

3. Meeting Agenda

4. Format

   a.   Documentation of the discussed matters

   b.   Quotes and Names should be included

   c.   Duration of the meeting(s) should be included

5. Names

   a.   President or Vice President

   b.   Secretary

   c.   Advisor(s)

<u>NOTE</u>:
All minutes of the preceding month must be typed and are due to the first SGO meeting of each month.