### Clubs and Societies AGM Minutes

**Meeting Details**

Club Name:

Date: Time:

Location:

1. **Acknowledgement of Country**
	1. I wish to acknowledge that this meeting and our club activities occur on the lands of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ people. I pay my respects to Elders past, present and emerging and I offer that same respect to any Indigenous participants joining us here today.
2. **Attendance**

Please provide a list of members present.

Present:

|  |  |  |
| --- | --- | --- |
| Student Name | Student Number | La Trobe Email Address  |
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Observers (those in attendance who are not members)

Apologies (executives or members who are not available to make the meeting)

1. **Minutes of previous meeting**

MOTION:  *“That the minutes of the meeting held on \_\_\_/\_\_\_/\_\_\_ be received and accepted”*

Moved:

Seconded:

Carried: Yes/No

1. **Annual Reports from current Executive** (reports to be attached)
* 3.1 President
* 3.2 Secretary
* 3.3 Treasurer
* 3.4 Other
1. **Introduction of Returning Officer**

A returning officer should be appointed to chair the election. The Returning officer should be a person who is not planning on running for election and has no conflict of interest with the predicted nominations for the committee.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Information\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of returning officer

Please note the returning officer should only be contacted if a member raises a grievance with the election process

1. **Elections** *(Nominations, campaign speeches, secret ballot)*

Descriptions of each executive’s duties should be established by the committee at a general meeting and provided to any executive at request.

 **5.1** PRESIDENT

|  |  |  |
| --- | --- | --- |
| Nominee | Nominator | Number of votes received |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 *“President for (insert year) is ”*

5.2 VICE PRESIDENT

|  |  |  |
| --- | --- | --- |
| Nominee | Nominator | Number of votes received |
|  |  |  |
|  |  |  |
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*“Vice President for (insert year) is ”*

 5.3 SECRETARY

|  |  |  |
| --- | --- | --- |
| Nominee | Nominator | Number of votes received |
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*“Secretary for (insert year) is ”*

5.4 TREASURER

|  |  |  |
| --- | --- | --- |
| Nominee | Nominator | Number of votes received |
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*“Treasurer for (insert year) is ”*

 **5.5** OTHER

|  |  |  |
| --- | --- | --- |
| Nominee | Nominator | Number of votes received |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*“\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_ (insert year) is ”*

* 1. Please provide any other elected committee positions in the same format as above
1. **Amendments to/re-affirmation of constitution**

6.1 Discussion:

MOTION: “*That we re-affirm the current club/society constitution” OR “That we make the following amendment/s to the constitution*”

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Moved:

Seconded:

Carried: Yes/No

1. **Other Matters** *(Activities, sponsorships, memberships, funding, budget etc.)*

7.1 Discussion:

MOTION: “ ”

Moved:

Seconded:

Carried: Yes/No

7.2 Discussion:

MOTION: “ ”

Moved:

Seconded:

Carried: Yes/No

**Date of next meeting:**

Date: Time:

Location:

AGM closed at: am/pm