**Club or Society Name**

<INSERT MONTH AND YEAR>

<INSERT MEETING TYPE>

*Edit this template to work with the meeting type your club is holding (AGM/EGM/Ordinary General Meeting)*

*Date/Time:* DD/MM/YYYY HH:MM AM/PM

### Apologies

<Insert list of names of apologies>

### Attendance

<Insert list of all attendees (full name)>

# Part A – Official Business

#### A1 Welcome, Apologies, Attendance

#### A2 Business Arising from the Minutes A2.1 Readopt the Constitution

*Propose the motion that the <INSERT CLUB OR SOCIETY NAME> adopts the constitution as shown in the document named the <INSERT CLUB OR SOCIETY NAME>Constitution for a period up until the <INSERT YEAR> AGM.*

*Proposed: <INSERT FULL NAME> (President)*

*Seconded: <INSERT FULL NAME>*

*For*

*Against:*

*Abstaining:*

#### A3 Confirmation of AGM Minutes

*That the minutes of the previous Annual General Meeting held on <INSERT DATE> be confirmed as an accurate account of the meeting.*

#### A4 Confirmation of EGM Minutes

*That the minutes of the Extraordinary General Meeting held on <INSERT DATE> be confirmed as an accurate account of the meeting. (Apply, only if applicable)*

#### A5 Annual Reports

**A5.1 Executive Reports**

**Chairman**

#### Vice-President

#### Treasurer

#### Secretary

# A7.2 Sub-Office Bearers reports

<Insert any reports from Office Bearers that are not part of the core executive>

#### A8 Election of Executive and Office Bearers

**Nominations for President**

*<INSERT FULL NAME>nominated by <INSERT FULL NAME>, seconded by <INSERT FULL NAME> (accepted/declined)*

*<INSERT FULL NAME>nominated by <INSERT FULL NAME>, seconded by <INSERT FULL NAME> (accepted/declined)*

**Successful President:** *<INSERT FULL NAME>*

#### Nominations for Vice-President

*<INSERT FULL NAME>nominated by <INSERT FULL NAME>, seconded <INSERT FULL NAME> (accepted/declined)*

*<INSERT FULL NAME>nominated by <INSERT FULL NAME>, seconded by <INSERT FULL NAME> (accepted/declined)*

***Successful Vice-President:*** *<INSERT FULL NAME>*

#### Nominations for Secretary

*<INSERT FULL NAME>nominated by <INSERT FULL NAME>, seconded by<INSERT FULL NAME> (accepted/declined)*

*<INSERT FULL NAME>nominated by <INSERT FULL NAME>, seconded by <INSERT FULL NAME> (accepted/declined)*

**Successful Secretary:** *<INSERT FULL NAME>*

#### Nominations for Treasurer

*<INSERT FULL NAME>nominated by <INSERT FULL NAME>, seconded by <INSERT FULL NAME> (accepted/DECLINED)*

#### Successful Treasurer: *<INSERT FULL NAME>*

#### <Insert exactly the same format for any additional Office Bearer Positions>

**A9 Motion to change signatories for Club Account.**

*That the Council agrees to remove all current signatories from its general bank account and replace them with <INSERT FULL NAME>*

*Propose the motion that the Council agrees to remove all current signatories from its general bank account and replace them with*

*Proposed by: <INSERT FULL NAME>*

*Seconded by: <INSERT FULL NAME>*

*For: Against:*

*Abstaining*

#### Part B - General Business

#### B1 Other Business

**25 Next Meeting**

*The next meeting is scheduled to be held on <INSERT DATE>.*

#### Meeting Closed: XXXX

**NOTE: student emails must be used, unless the executive is a community or staff member. Full legal names must also be used, as per your identification documents.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Executive Details for 2021 | | | | | | | |
| <(Insert Club Name)> | | | | | | | |
|  | **Full Name** (First, middle, last) | **Preferred Name** (first, last) | **UOW Contact Email** | **Contact number** | **Date of Birth** | **Address** | **Membership** (student, community, staff) |
| **President** (Compulsory) |  |  |  |  |  |  |  |
| **Vice President**  (compulsory) |  |  |  |  |  |  |  |
| **Treasurer** (Compulsory) |  |  |  |  |  |  |  |
| **Secretary** (Compulsory) |  |  |  |  |  |  |  |
| **Clubs Liaison** |  |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |  |