**Club or Society Name**

<INSERT MONTH AND YEAR>

Inaugural General Meeting (IGM)

*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 Adopt Club Name

*Propose the motion that <INSERT CLUB NAME> adopt the Club Name as shown in the document named the <INSERT CLUB NAME> Constitution for a period up until the 2024 AGM.*

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

*Seconded: <INSERT FULL NAME>*

*For:*

*Against:*

*Abstaining:*

#### A2.2 Adopt 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:*

**A2.3 Adopt Club Logo**

*Propose the motion that <INSERT CLUB NAME>adopt the Club Logo as shown in the document named the <INSERT CLUB NAME> Club Logo for a period up until the 2024 AGM.*

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

*Seconded: <INSERT FULL NAME>*

*For: All*

*Against:*

*Abstaining:*

**A2.4 Adopt Club Purpose**

*Propose the motion that <INSERT CLUB NAME>adopt the Club Purpose as shown in the document named the <INSERT CLUB NAME>Club Purpose & Introduction for a period up until the 2024 AGM.*

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

*Seconded: <INSERT FULL NAME>*

*For: All*

*Against:*

*Abstaining:*

**A2.5 Adopt Club Introduction**

*Propose the motion that <INSERT CLUB NAME> adopt the Club Introduction as shown in the document named the <INSERT CLUB NAME> Club Purpose & Introduction for a period up until the 2024 AGM.*

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

*Seconded: <INSERT FULL NAME>*

*For: All*

*Against:*

*Abstaining:*

#### A3 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>

**A4 Motion to open Club Account and have signatories.**

*That the Council agrees to open a bank account for the purposes of club funding and that <INSERT FULL NAME> and <INSERT FULL NAME> will be signatories.*

*Proposed by:*

*Seconded by:*

*For:*

*Against:*

*Abstaining*

*Propose the motion that the Council agrees that <INSERT FULL NAME> and <INSERT FULL NAME> will be the bank card holders.*

*Proposed by: <INSERT FULL NAME>*

*Seconded by: <INSERT FULL NAME>*

*For: Against:*

*Abstaining*

**Part B – General Business**

**B1 Adopt Club Event Calendar**

*Propose the motion that <INSERT CLUB NAME> adopt the constitution as shown in the document named the <INSERT CLUB NAME> Club Event Calendar for a period up until the 2025 AGM.*

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

*Seconded: <INSERT FULL NAME>*

*For:*

*Against:*

*Abstaining:*

**B2 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.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Full Name** (First, middle, last) | **Preferred Name** (first, last) | **Preferred Pronouns** | **Student Number** | **UOW Contact Email** | **Contact number** | **Membership** (student, community, staff) | **When do you graduate?**  (Semester, year) |
| **President** (Compulsory) |  |  |  |  |  |  |  |  |
| **Vice President**  (compulsory) |  |  |  |  |  |  |  |  |
| **Treasurer** (Compulsory) |  |  |  |  |  |  |  |  |
| **Secretary** (Compulsory) |  |  |  |  |  |  |  |  |
| **Wellness Representative** |  |  |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |  |  |