CRICOS Provider No. 00103D | RTO Code 4909

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| --- | --- | --- | --- |
| Initial GENERAL MEETING | | | |
| Subject |  | | |
| **Date and time** |  | | |
| **Venue** |  | | |
| **Meeting opened** |  | **Meeting closed** |  |
| **Minutes taken by** |  | | |
| **Present** |  | | |
| **Apologies** |  | | |

# Agenda Items

1. **Welcome by AGM Chairperson/Group President**
2. **Apologies**
3. **Discussion around goals for the following year**

*Discuss what the group wants to achieve or plans for things you want to do in the following year*

|  |  |
| --- | --- |
| **Discussion Topic #1** |  |
| **Action:** |  |
| **Discussion Topic #2** |  |
| **Action:** |  |

1. **Adoption of Constitution**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Motion:** |  | | | |
| **Resolution:** | **Confirmed:** |  | **Seconded:** |  |

1. **Election of executive committee members**

*A person is called on to be the Returning Officer. This can be a Student Engagement Officer, an unbiased member of the group (who will not be standing for a committee position), or another student/staff member deemed fair and unbiased.  
The procedure/script is provided below.*

|  |  |
| --- | --- |
| **Returning Officer (RO):** | The floor is now open for nominations for the position of President.  Are there any nominations? |
| **Nominator #1:** | I nominate (name) for the position of President |
| **Nominator #2:** | I second the nomination |
| **RO:** | Do you (name) accept the nomination? |
| **Nominated:** | Yes/No |

*If yes and there are no other nominations…*

|  |  |
| --- | --- |
| **RO:** | **I declare (name) elected unopposed to the position of President** |

*If there are other nominations… an anonymous vote must be taken, in which votes will be counted by the RO and one other individual.*

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| --- | --- |
| **RO:** | **I declare (name) elected to the position of President** |

*Continue to follow this script for each applicable committee member position.*

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| --- | --- | --- | --- |
| **EXECUTIVE COMMITTEE MEMBERS** | | | |
| **Name** | | **Position** | |
|  | | **President** | |
| **Nominator #1:** |  | **Nominator #2:** |  |
|  | | **Vice President** | |
| **Nominator #1:** |  | **Nominator #2:** |  |
|  | | **Secretary** | |
| **Nominator #1:** |  | **Nominator #2:** |  |
|  | | **Treasurer** | |
| **Nominator #1:** |  | **Nominator #2:** |  |

*\*Add more rows as applicable to your student group*

1. **Membership fees***Discuss and decide on memberships fees*

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| **Motion:** |  | | | |
| **Resolution:** | **Confirmed:** |  | **Seconded:** |  |

1. **Group bank account**

*Discuss and decide on which bank the group will use and who will be the signatories.*

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| --- | --- | --- | --- | --- |
| **Motion:** |  | | | |
| **Resolution:** | **Confirmed:** |  | **Seconded:** |  |

1. **Proposed events for the year**

|  |  |
| --- | --- |
| **Discussion Topic #1** |  |
| **Action:** |  |
| **Discussion Topic #2** |  |
| **Action:** |  |

1. **General business**

*A time for members and guests to bring up any other business*

|  |  |
| --- | --- |
| **Discussion Topic #1** |  |
| **Action:** |  |
| **Discussion Topic #2** |  |
| **Action:** |  |

1. **Date of next AGM**