****Annual General Meeting (AGM)

Minutes

Date:
Time:
Chairperson:
Those Present:

(To meet AGM quorum, the 4 Executive Committee members, any General Committee Members and a further 3 Club Members who have voting rights, must be present to conduct the business of The AGM)

**Agenda**

**1. Introduction**

*1.1 President and Vice Presidents Report*

*1.2 Secretary and Treasurers Report*

**2. Club Executive Nominees and Election**

*2.1 Call for nominations*

*-President*

*(Person: Nominated by: Second by: )*

*-Vice President*

*-Secretary*

*-treasurer*

*-General Committee Positions*

*3.2 Voting and Elections*

*(If only one person is nominated, voting is not required unless contested. If two or more persons are nominated, nominees will have the right to address the audience then a secret ballot vote should occur. An unbiased person will count the votes)*

***Votes***

*-President (count or uncontested)*

*-Vice President*

*-Secretary*

*-treasurer*

*-General Committee Positions*

***Election***

 -*President (name)*

*-Vice President*

*-Secretary*

*-treasurer*

*-General Committee Positions*

**4. Membership *(****Min of10 current VU students, of which 4 are elected into the Executive Committee, is required to affiliate a club. In future your membership base can be made up on 70% current VU Students and 30% non VU students)*

4.1 Decide on membership fee. Most club charge $5 for VU students and Non-VU students pay min $10. *(Have your cash box and receipt book handy or provide members with your Bank BSB & Acc details)*

4.2 Record members details and payment status on clubs online Membership sign up google form.

4.3 Treasurer to collect membership payments and provide receipt. Keep copies of receipts to record payments on Financial Spreadsheet (in future).

**5. Further Agenda Items** (planning club events/activities etc) not compulsory to AGM

**6. Affiliation Procedure for Executive Committee and General Committee**

6.1 Sign the Executive and General Committee agreement form (by signing this for you agree to abide by the Clubs Constitution, The VU Student Charter and all other related VU Policy’s and Procurers)
6.2 Complete the Executive [Committee and General Committee Details form](https://docs.google.com/forms/d/e/1FAIpQLSfy0rXdYtArycyDt8Bwll2_KR5j6vaOU0GpcClTeRP3Z89W1g/viewform) (online google form)

6.3 Elect two account card carriers (usually the Treasurer and President) Complete the Replacing Card Carrier Banking Minutes form.

6.4 Fill in Handover Checklist with past committee members

**7. Next Meeting details**

Next Steps:

Send following items to Clubs Officer at clubs@vu.edu.au (scan and email is best)

-Copy of Annual General Meeting minutes
-Signed Executive Committee and General Committee Roles and Responsibilities Form

-Copy of Club Constitution with outline of Clubs goals/values

-Current Membership Record and proof of payment from these members

-Confirmation of Club logo *(or at min design brief and Club can either organise their own graphic design or the Clubs officer can create one on Canva)*

-Confirmation of Club web description and Facebook link/email

-Copy of Replacing Card Carrier Banking Minutes and appointment to be made with Clubs Officer and bank. Keep original copy to bring to bank.