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| --- | --- |
| **A black and white sign  Description automatically generated with low confidence** | **Club/Society Name**  *(Orange writing is only to guide you in adding relevant details/actions (please remove this)*  **ANNUAL GENERAL MEETING**  **AGENDA** |

For the Annual General Meeting to be held ondate at meeting venueat time

SECTION 1 – INTRODUCTORY ITEMS

* 1. **PRESENT**
  2. **APOLOGIES**
  3. **OBSERVERS**

SECTION 2 – MINUTES AND MATTERS ARISING

2.1 **AMENDMENTS**

2.2 **MINUTES**

**MOTION** **Moved:** **Seconded:** that the following minutes are accepted as a true and accurate record of the date Annual General Meeting

Annual General Meeting date**APPENDIX A**

2.3 **MATTERS ARISING**

SECTION 3 – CORRESPONDENCE

3.1 **INWARD CORRESPONDENCE** **APPENDIX B**

3.2 **OUTWARD CORRESPONDENCE APPENDIX C**

*Attach copy of any letters received or sent (if applicable)*

*Remove* ‘APPENDIX’ *if there are no attachments & update lettering (this applies to whole document)*

SECTION 4 – REPORTS

4.1 **PRESIDENT’S REPORT** *(attach copy of President’s report to the agenda)* **APPENDIX D**

Receive the President’s Report of date

4.2 **TREASURER’S REPORT APPENDIX E***(attach copy of Treasurer’s report & annual financial statements to the agenda)*

Receive the Treasurer’s Report and annual financial statement from start date to end date

4.3 **SUBCOMITTEE AND OTHER REPORTS (IF APPLICABLE)** **APPENDIX F**

*(attach a copy of each report to the agenda if relevant)*

Receive the Reports of date

SECTION 5 – GENERAL BUSINESS

5.1 **ELECTION OF COMMITTEE MEMBERS**

Nominations are called for the following Executive Council positions for year

President Nominated by: Seconded by:

Treasurer Nominated by: Seconded by:

Secretary Nominated by: Seconded by:

Other role Nominated by: Seconded by:

Other role Nominated by: Seconded by:

Other role Nominated by: Seconded by:

**MOTION Moved: Seconded:** that the above nominees are elected as the Executive office bearers for year

5.2 **BANK SIGNATORIES**

**MOTION Moved: Seconded:** that elected executives and are endorsed as the new bank signatories for the club/society name

5.3 **CONSTITUTIONAL AMENDMENTS (IF APPLICABLE) APPENDIX G**

*Any special resolution proposed to be made must be provided to the secretary by the due date so that written notice of the proposed special resolution/s can be provided to members. Attach copies of information supporting each special resolution to the agenda*

**MOTION Moved: Seconded:** that the club/society adopts the proposed changes to its constitutions as per Appendix G

5.4 **MEMBERSHIP FEES**

The annual payable by members of the club/society is the following amount:

**(a)** $ forUTAS Student members

**(b)** $ for Associate members

**MOTION Moved: Seconded:** that the membership prices for year be set as above.

5.5 **COMMITTEE HANDOVER**

*Outgoing committee to handover all important documents (digital and hard copy), club property and contact lists, TUSA website - Club/Societies portal details to incoming committee. Outgoing committee**to grant admin access to the club/society’s social media pages, cloud data storage, financial management information, asset register and any relevant tools used by the club/society and arrange a time and date to changeover bank account access. As well as general discussion on club/society traditions, provide advice on what went well during the year and what could be improved.*

SECTION 6 – OTHER BUSINESS

Meeting close:

***NOTE:*** *The AGM is a formal meeting that usually runs for up to 1 hour, subject to the use of a set agenda, good preparation by members and deferring operational and general business discussions to a separate meeting. Meetings require a commitment of time by attendees, so every effort should be made to make the best use of that valuable time.*

*Use this AGM Agenda Template in conjunction with the AGM Minute Keeping Template.*

*This document is a general guide and should be used in conjunction with your constitution’s rules, bylaws, and reasonable judgement.*

*Refer to your constitution to ensure you are aware of your meeting quorum.*