|  |  |
| --- | --- |
| **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 MINUTES** |

For the Annual General Meeting held ondate at meeting venue, at time

SECTION 1 – INTRODUCTORY ITEMS

* 1. **ACKNOWLEDGMENT OF COUNTRY**

We pay our respects to elders’ past and present, to the many Aboriginal people that did not make elder status, and to the Tasmanian Aboriginal community that continue to care for Country. We recognise a history of truth which acknowledges the impacts of invasion and colonisation upon Aboriginal people resulting in the genocide and forcible removal from their lands. Our Islands are deeply unique, with spectacular landscapes with our cities and towns surrounded by bushland, wilderness, mountain ranges and beaches. We stand for a future that profoundly respects and acknowledges Aboriginal perspectives, culture, language, and history; and a continued effort to fight for Aboriginal justice and rights paving the way for a strong future.

* 1. **PRESENT**

*(Record and write first & surnames of club/society members who are present at meeting)*

* 1. **APOLOGIES**

*(Record any apologies received from members & write first & surnames)*

* 1. **ABSENT**

*(Record those members who have not attended and who have not sent apologies via correspondence)*

* 1. **OBSERVERS**

*Record attendees who are observing meeting (not members of your club/society)*

**SECTION 2 – MINUTES AND MATTERS ARISING**

2.1 **AMENDMENTS**

*(Note any amendments made to the previous year’s AGM minutes here, if applicable)*

2.2 **MINUTES APPENDIX A**

Date of previous AGM minutes (not this meeting)

*(Confirm that the minutes of the previous AGM are a true and accurate record of the proceedings of that meeting)*

**MOTION**  **Moved:** Mover’s name **Seconded:** Seconder’s name that the following minutes are accepted as a true and accurate record of the \*date Annual General Meeting

 \*(Add date of previous AGM minutes – e.g. 14th March 2023)

*Record Motion outcome here – if majority is* ***FOR*** *(in favour of motion) then motion is*

 **CARRIED**

*If majority is* ***AGAINST****, (not in favour of motion) then motion is*  **DENIED**

*Note name of any member/s who wish to state they are* **AGAINST** *the motion or who* **ABSTAIN** *from voting*

2.3 **MATTERS ARISING**

*Record follow-up on action items from the previous AGM if applicable. If nothing to add here, write: No Matters arising*

**SECTION 3 – CORRESPONDENCE**

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

*List any correspondence (letters, emails, etc.) received relating to AGM (name of sender, date, brief heading). If nothing to add, write: No Inward Correspondence received*

3.2 **OUTWARD CORRESPONDENCE APPENDIX C**

*List any correspondence sent relating to AGM (name of sender, date, brief heading). If no outward correspondence sent, write: No Outward Correspondence received*

*If any correspondence was received or sent, write what is relevant, such as:*

 *The Inward and Outward Correspondence was received, or Nil.*

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

**SECTION 4 – MATTERS FOR NOTING**

*It’s good practice to submit written reports instead of giving verbal reports. Reports can then be read prior to the meeting (saves time)*

4.1 **PRESIDENT’S REPORT**  **APPENDIX D**

*Capture the main points of discussion/verbal report*

4.2 **TREASURER’S REPORT** **APPENDIX E**

*Attach Annual Financial Statement/Reconciliation*

*Capture the main points of discussion/verbal report*

4.3 **SUBCOMITTEE AND OTHER REPORTS APPENDIX F**

*Capture the main points of discussion/verbal reports (if applicable, & if not remove 4.3 or write:*  Nil

*After all Reports have been read/discussed, check that all attendees are happy to accept reports, & if so write:*

 The Reports were received

**SECTION 5 – GENERAL BUSINESS**

5.1 **ELECTION OF COMMITTEE MEMBERS**

Nominations are called for the following Executive Council positions for

*add the year (2024) the committee is to be in office for*

President add nominee Nominated by: add name Seconded by: add name

Treasurer add nominee Nominated by: add name Seconded by: add name

Secretary add nominee Nominated by: add name Seconded by: add name

OTHER ROLE add nominee Nominated by: add name Seconded by: add name

OTHER ROLE add nominee Nominated by: add name Seconded by: add name

OTHER ROLE add nominee Nominated by: add name Seconded by: add name

**MOTION** **Moved:** Mover’s name **Seconded:** Seconder’s name that the above nominees are elected as the Executive office bearers for add year

*Record Motion outcome here – if majority is* ***FOR*** *(in favour of motion) then motion is*

 **CARRIED**

I*f majority is* ***AGAINST****, (not in favour of motion) then motion is*  **DENIED**

*Note name of any member/s who wish to state they are* ***AGAINST*** *the motion or who* ***ABSTAIN*** *from voting.*

5.2 **BANK SIGNATORIES**

Signatory 1: (President)

Signatory 2: (Treasurer)

Signatory 3: (Secretary or another committee member)

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

*Record Motion outcome here – if majority is* ***FOR*** *(in favour of motion) then motion is*

 **CARRIED**

*If majority is* ***AGAINST****, (not in favour of motion) then motion is*  **DENIED**

*Note name of any member/s who wish to state they are* ***AGAINST*** *the motion or who* ***ABSTAIN*** *from voting.*

5.3 **CONSTITUTIONAL AMENDMENTS APPENDIX G**

 *(if applicable otherwise remove 5.3 & APPENDIX)*

*Note amendments to constitution (verbatim)*

**MOTION**  **Moved:** Mover’s name **Seconded:** Seconder’s name that the

 club/society adopts the proposed changes to its constitutions as per

 Appendix G

*Record Motion outcome here – if majority is* ***FOR*** *(in favour of motion) then motion is*

 **CARRIED**

*If majority is* ***AGAINST****, (not in favour of motion) then motion is*  **DENIED**

*Note name of any member/s who wish to state they are* ***AGAINST*** *the motion or who* ***ABSTAIN*** *from voting.*

5.4 **MEMBERSHIP FEES**

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

**(a)** $ forUTAS Student members

**(b)** $ for Associate members

**MOTION** **Moved:** Mover’s name **Seconded:** Seconder’s name that the prices for year membership be set as above

*Record Motion outcome here – if majority is* ***FOR*** *(in favour of motion) then motion is*

 **CARRIED**

*If majority is* ***AGAINST****, (not in favour of motion) then motion is*  **DENIED**

*Note name of any member/s who wish to state they are* ***AGAINST*** *the motion or who* ***ABSTAIN*** *from voting*

5.5 **COMMITTEE HANDOVER**

*Capture any actions arising from discussion*

**Meeting closed**: *(time the meeting finished)*

**Date of next meeting:** *(If your club/society has a specific date planned to hold the following year’s AGM, place here or add TBC)*