|  |  |
| --- | --- |
| **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**
  2. **PRESENT**

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

* 1. **APOLOGIES**

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

* 1. **ABSENT**

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

* 1. **OBSERVERS**

*(Record attendees observing meeting who are 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**

**MOTION**  **Moved:** Mover’s name **Seconded:** Seconder’s name that the following minutes are accepted as a true and accurate record of that meeting.

Annual General Meeting Minutes add date of **previous** AGM minutes **APPENDIX A**

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

*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**

*Discuss any correspondence received if relevant*

3.2 **OUTWARD CORRESPONDENCE APPENDIX C**

*Discuss any correspondence sent if relevant.*

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

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

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**

*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 Committee positions

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:** **Seconded:** that the above nominees are elected as the Executive office bearers

*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:** **Seconded:** 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 fees 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*

SECTION 6 – OTHER BUSINESS

**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)*