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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)*  **INAUGURAL GENERAL MEETING MINUTES** |

For the Inaugural General Meeting held on date at meeting venueat 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 members not in attendance who have not sent apologies via correspondence)*

* 1. **OBSERVERS**

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

SECTION 2 – GENERAL BUSINESS

2.1 **CONSTITUTION APPENDIX A**

**MOTION**  **Moved:** Mover’s name **Seconded:** Seconder’s name that the club/society members agree to adopt the constitution as per APPENDIX A

*Record Motion outcome here – assuming majority is in favour of motion, then motion is* **CARRIED**

2.2 **ELECTION OF COMMITTEE MEMBERS**

Nominations are called for the following Executive Committee positions

President –

Treasurer –

Secretary

*(add any other positions here)*

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

*Record Motion outcome here – assuming majority is in favour of motion, then motion is* **CARRIED**

2.3 **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 bank signatories for the club/society name

*Record Motion outcome here – assuming majority is in favour of motion, then motion is* **CARRIED**

2.4 **MEMBERSHIP FEES**

The annual membership fee payable by members of the ……Club/Society will be the following amount:

**(a)** $..... forUTAS Student members

**(b)** $....for Associate members

**MOTION The committee agreed to the above membership fees being applied for the year of 2022. The membership fee will be reviewed at the next AGM.**

*Record Motion outcome here – assuming majority is in favour of motion, then motion is* **CARRIED**

SECTION 3 – OTHER BUSINESS

Discuss any other business you have regarding your club/society & record main points here

Meeting closed: *(time the meeting finished)*