|  |  |
| --- | --- |
| **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)*  **SPECIAL GENERAL MEETING**  **MINUTES** |

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

SECTION 1 – INTRODUCTORY ITEMS

* 1. **ACKNOWLEDGEMENT OF COUNTRY**
  2. **PRESENT**

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

1.3 **APOLOGIES**

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

1.4 **ABSENT**

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

1.5 **OBSERVERS**

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

SECTION 2 – CORRESPONDENCE

3.1 **INWARD CORRESPONDENCE** **APPENDIX A**

Discuss any correspondence received if relevant

3.2 **OUTWARD CORRESPONDENCE** **APPENDIX B**

Discuss any correspondence sent if relevant

The Inward and Outward Correspondence was received (or Nil)

SECTION 3 – GENERAL BUSINESS

*(Add relevant business below. Example is for constitutional change but if it relates to elections then follow*

*examples in AGM agenda template on our website)*

4.1 **CONSTITUTIONAL AMENDMENTS (IF APPLICABLE)** **APPENDIX C**

Note amendments to constitution

**MOTION** **Moved:** Mover’s name **Seconded:** Seconder’s name that the club/society adopts the proposed changes to its constitutions as per Appendix C

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