# **AGM Notice Template**

**(Club members must be given at least seven days' notice of the meeting, via email. The notice should be sent to the Club's members and to the Arc Clubs email [**[**reaffiliation@arc.unsw.edu.au**](mailto:reaffiliation@arc.unsw.edu.au)**]**

The notice must (at minimum) include the *time, date, location* and basic *agenda* for the meeting. You must also include details about the nomination procedure, and who gets to stand for election and vote.

You must also include the line:

*2025 New Executive Training will be held on the 20th & 21st of October 2024 in-person at the Roundhouse. At least TWO Executives from each Club are required to attend ONE of the days. If you are nominating for an Executive position, please save these dates.*

The Agenda details what is going to happen at the meeting and should follow this order:

1. *Apologies*
2. *President’s Annual Report*
3. *Treasurer’s Annual Report*
4. *Constitutional Amendments (Please see Arc Website for which changes are mandatory or recommended.)*
   1. **ADD** Not-For-Profit Clause
   2. **AMMEND** General Meetings clauses
      1. 14 day notice period, 7 day campaign period
      2. Fair elections
      3. Preferential voting
      4. Quorum to exclude members of the Executive
      5. Proxy votes to be passed through the Chair
   3. **ADD** Returning Officer responsibilities
   4. **ADD/AMMEND** Responsibilities of Welfare Officer
      1. The responsibilities of President & Welfare Officer must not be the same person
   5. **ADD** In-Camera Membership Termination procedures
      1. Add appeal processes
   6. **AMMEND** Term of Office for Executives to begin at the conclusion of Term 3
   7. **AMMEND** Executives may be removed follow absence from 3 consecutive meetings without apology or leave
   8. **ADD** Executive positions that become vacant less than 1 month prior to the Reaffiliation Period can be filled by an “Appointed” member so long as they are not President or Treasurer
5. *Election of Executive*
   1. Nominees
   2. Executives Elected
   3. Signatories Chosen
6. *General Business*
7. *Business without Notice*
8. *Meeting Closed*

Sample AGM Notice:

Hi all!

This email is to give you notice that the Annual General Meeting for Nanomicrology Society (Nanomosoc) will be held on Monday 10th September, 20XX. The meeting will go from 1:00pm to approximately 1:30pm in Function Room 1, Roundhouse.

At this meeting we will receive the 20XX President's and Treasurer's reports, confirm our Club's constitution and hold elections for our new Executive team for the next 12 months, therefore it is very important that you attend. We will also be voting on an several amendments required to remain affiliated with Arc @ UNSW.

If you would like to nominate yourself for a position you can do so by replying to this mail by 8th of September 20XX.

2025 New Executive Training will be held on the 20th & 21st of October 2024 in-person at the Roundhouse. At least TWO Executives from each Club are required to attend ONE of the days. If you are nominating for an Executive position, please save these dates.

All Club members who are current UNSW students will be able to vote.

Regards,

Tom Tall

**AGM Agenda**

Agenda: Annual General Meeting of Nanomosoc

1:00pm Monday 10th September 20XX

Collab Space 1, Roundhouse

* Apologies
* President's Annual Report
* Treasurer’s Annual Report
* Club's Constitution (Accepting or making amendments)
* Election of Executive
* General Business
* Ideas for events
* Business without notice