**EGM Minutes**

This template provides a guide for how your EGM Minutes should be structured and what details must be included to ensure that you have provided the minimum information required for reaffiliation.

1. *Agenda* (This should detail what is going to happen at the meeting)
2. *Reaching Quorum* (Quorum is at least 15 members or half the Club membership whichever if your Club is less. **Your meeting cannot begin until Quorum is reached** and must pause if members leave, and you fall short of Quorum)
3. *Apologies* (Notice that a member is unable to attend the meeting, **especially Club Executives**)
4. *Accepting the Constitution/Constitutional Amendments* (These need to be detailed for each amendment, including the exact wording, discussion and resolution)
	1. **If an amendment involves creating a new Executive position, you MUST vote on the amendment FIRST before electing someone to the role.**
5. *Election of Executive*
	1. Nominees
	2. Executives Elected
	3. Signatories Chosen (Full names as on Passport/ID need to be recorded)
6. *General Business*
7. *Business without Notice*

**NOTE: Following the above format will help streamline the checks during reaffiliation, see the sample minutes for clarification.** BLANK EGM Minutes Template

**EGM Minutes**

EXTRAORDINARY General Meeting of *<CLUB NAME>*

|  |  |
| --- | --- |
| **Meeting Time** | <INSERT TIME> |
| **Meeting Date** | <INSERT DATE> |
| **Meeting Location** | <INSERT LOCATION> |

The meeting opened at *<INSERT TIME>*

**Acknowledgement of Country:** *“We would like to acknowledge the Bedegal (Kensington campus), Gadigal (City and Paddington campuses) and Ngunnawal peoples (Canberra) who are the Traditional Custodians of the Land on which this meeting takes place. We pay our respects their elders past and present and extend that respect to any Aboriginal and Torres Strait Islander people that join us here tonight today.”*

**Agenda:**

* Apologies
* Club's Constitution
* Election of Executive
* General Business
* Business without notice

**Apologies:**

Apologies were received from <INSERT NAME/S>

RESOLVED: THAT the apologies was/was not accepted.

**Attendance:**

Refer to attendance list for all attendees [<INSERT LINK>](https://www.arc.unsw.edu.au/uploads/Clubs%20Attendance%20Form_4_1.xlsx)

*Absent without apology:* <INSERT NAME/S>

**Amendments to the Club's Constitution**

*<PROVIDE A SUMMARY/LIST OF ANY CONSTITUTION CHANGES PROPOSED>*

RESOLVED: THAT the <INSERT THE CHANGE> is added to the constitution by

inserting the following clauses:

*
*

**Election of Executive for 202X/202X**

*Nominations were received for:*

President: *<INSERT NAME/S>*

Vice President: *<INSERT NAME/S>*

Treasurer: *<INSERT NAME/S>*

Secretary: *<INSERT NAME/S>*

Arc Delegate: *<INSERT NAME/S>*

Grievance Officer: <INSERT NAME/S>

Equity, Diversity & Inclusion Officer: <INSERT NAME/S>

*Elections were held and the following nominees received the majority vote from full members present:*

President: *<INSERT NAME/S>*

Vice President: *<INSERT NAME/S>*

Treasurer: *<INSERT NAME/S>*

Secretary: *<INSERT NAME/S>*

Arc Delegate: *<INSERT NAME/S>*

Grievance Officer: <INSERT NAME/S>

Equity, Diversity & Inclusion Officer: <INSERT NAME/S>

*Appointment of Bank signatories*

RESOLVED: THAT *<INSERT THE THREE (3) BANK SIGNATORIES FULL LEGAL NAMES>* were appointed to be the Club bank account signatories for 202X.

**General Business**

The floor was opened for those present to voice ideas, and ask any questions about *<INSERT LIST OR TOPIC >*

**Business Without Notice**

<INSERT LIST OR TOPIC or state there was no further business without notice. >

The President declared the meeting closed.

RESOLVED: THAT the meeting closed at *<INSERT TIME>.*

Sample EGM Minutes:

**2024 Extraordinary General Meeting of Nanomicrology**

**EGM Minutes**

EXTRAORDINARY General Meeting ofNanomicrology

|  |  |
| --- | --- |
| **Meeting Time** | 1:00pm |
| **Meeting Date** | 10th September 2024 |
| **Meeting Location** | Function Room 1 Roundhouse |

The meeting opened at 1:02pm.

**Acknowledgement of Country:** *“NCAS would like to acknowledge the Bedegal people who are the Traditional Custodians of the Land on which this meeting takes place. We pay our respects their elders past and present and extend that respect to any Aboriginal and Torres Strait Islander people that join us here tonight today.”*

**Agenda:**

* Apologies
* Club's Constitution
* Election of Executive
* General Business
* Ideas for events
* Business without notice

**Apologies:**

Apologies were received from Dan Brown and Jill Hill.

RESOLVED: That the apologies be accepted.

**Attendance:**

[Refer to attendance list for all attendees](https://www.arc.unsw.edu.au/uploads/Clubs%20Attendance%20Form_4_1.xlsx)

*Absent without apology:*

Steve Winwood

**Amendments to the Club's Constitution**

**2024 Extraordinary General Meeting of Nanomicrology**

Amanda Alto addressed the meeting, explaining that Nanomosoc must be governed by a constitution. The constitution acts as the rules for how the Club must operate and protects the Club members.

Amanda explained that during this year, it would have been preferable for a Vice President role to be included. Amanda motioned that the present members vote on amending the constitution to include a new executive role.

After a general discussion, a vote was held and the result was unanimous.

RESOLVED: THAT the position of Vice President is added to the constitution by

inserting the following clauses:

3.1.2 A Vice President

3.9.2 Vice President

In the absence of the president, to chair all Club, Committee, General and Extraordinary General Meetings (held during their term) of the Club or society;

To assist the President in coordinating the activities and administration of the Club;

To have a thorough knowledge of the Club’s or society’s constitution;

To ensure that changes made to the constitution at an EGM or EGM are in line with Arc requirements;

To ensure that motions made at any Meeting of the Club or society are reflective of the constitution;

To ensure that Arc is informed of any changes to the Executive;

To liaise with fellow office bearers; and

To assist the President in their duties wherever practical.

**Election of Executive for 202X/202X**

*Nominations were received for:*

President: Tom Tall and Amanda Alto

Vice President: Vivian Parsnip

Treasurer: Kim Kastle and Rob Ruff

Secretary: Doug Dunn

Arc Delegate: Max Smart

*Elections were held and the following nominees received the majority vote from full members present:*

President: Amanda Alto

Vice President: Vivian Parsnip

Treasurer: Rob Ruff

Secretary: Doug Dunn

Arc Delegate: Max Smart

*Appointment of Bank signatories*

**2024 Extraordinary General Meeting of Nanomicrology**

RESOLVED: THAT Amanda Alto, Rob Ronald Ruff, and Maxwell Smart were appointed to be the Club bank account signatories for 202X.

**General Business**

The floor was opened for any present to voice ideas, and ask any questions for new events.

*Ideas for Events*

Max Smart asked members if they had any ideas for events that Nanomosoc could hold. Events suggested were a Cruise at the end of the year, another camp, BBQs, and organising a weekly movie and/or games night on-campus.

**Business Without Notice**

Doug Dunn asked for volunteers to help pack O-Week Goodie bags for 202X. Volunteers should approach him after the conclusion of the EGM for further details.

There was no further business without notice.

The President declared the meeting closed.

RESOLVED: THAT the meeting closed at 1:36pm.