# **EGM 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 [**[**clubs@arc.unsw.edu.au**](mailto:clubs@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.

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

1. *Apologies*
2. *Constitutional Amendments (if any are proposed)*
3. *Election of Executive*
   1. Nominees
   2. Executives Elected
   3. Signatories Chosen
4. *General Business*
5. *Business without Notice*

Sample EGM Notice:

Hi all!

This email is to give you notice that the Extraordinary General Meeting for Nanomicrology Society (Nanomosoc) will be held on Monday 10th September, 2024. The meeting will go from 1:00pm to approximately 1:30pm in Function Room 1, Roundhouse.

At this meeting we will be updating our Club's constitution and hold elections to replace Executives who are departing the team for the remainder of the year; therefore, it is very important that you attend. We will also be voting on an amendment to include a Vice President executive position in our constitution.

If you would like to nominate yourself for a position you can do so by replying to this email by 8th of September 2024.

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

Regards,

Tom Tall

**EGM Agenda**

Agenda: Extraordinary General Meeting of Nanomosoc

1:00pm Monday 10th September 2024

Function Room 1, Roundhouse

* **Apologies**
* **Club's Constitution (Accepting or making amendments)** 
  + INSERT: 3.1.2 A Vice President
  + INSERT: 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**
* **General Business**
* **Ideas for events**
* **Business without notice**