**IGM Minutes**

This template provides a guide for how your IGM 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 has less than 30 members)
3. *Apologies* (prior notice that a member is unable to attend the meeting, especially Club Executives)
4. *Acceptance of the new Constitution* (the draft constitution must have been made available for review by all members as part of the initial IGM notice)
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 affiliation, see the sample minutes for clarification.** BLANK IGM Minutes Template

**IGM Minutes**

Minutes: INAUGURAL General Meeting of *<CLUB NAME>*

*<TIME>, <DATE>*

*<LOCATION>*

The meeting opened at *<INSERT TIME>*

**Agenda:**

* Apologies
* Acceptance of 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:**

<INSERT NAMES>

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

**Acceptance of the Club's Constitution**

*<PROVIDE A SUMMARY/LIST OF ANY DISCUSSION REGARDING THE DRAFT CONSTITUTION>*

RESOLVED: THAT the constitution is accepted with/without change:

* *<DETAIL CHANGES, IF ANY>*

**Election of Executive for 20XX/20XX**

*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>*>

*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>*

*Appointment of Bank signatories*

RESOLVED: THAT *<INSERT THE THREE BANK SIGNATORIES FULL LEGAL NAMES>* were appointed to be the club bank account signatories for 20XX.

**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 IGM Minutes:

**IGM Minutes**

Minutes: Inaugural General Meeting of Nanomosoc

1:00pm Monday 10th September, 20XX

Function Room 1, Roundhouse

The meeting opened at 1:02pm.

**Agenda:**

* Apologies
* Acceptance of 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:**

Amanda Alto, Vivian Parsnip, Tom Tall, Kim Kastle, Rob Ruff, Max Smart, Doug Dunn.

*Absent without apology:*

Steve Winwood

**Acceptance of the Club's Constitution**

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 due to the anticipated growth of planned events, it would be preferable for additional executive roles to be considered at the next AGM.

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

RESOLVED: THAT the drafted constitution be accepted as the official constitution

**Election of Executive for 20XX/20XX**

*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*

RESOLVED: THAT Amanda Alto, Rob Ronald Ruff, and Maxwell Smart were appointed to be the club bank account signatories for 20XX.

**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 20XX. Volunteers should approach him after the conclusion of the IGM for further details.

There was no further business without notice.

The President declared the meeting closed.

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