# **IGM 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. *Acceptance of Club's Constitution*
3. *Election of Executive*
   1. Nominees
   2. Executives Elected
   3. *Executives sign Arc Affiliation Agreement*
4. *General Business*
   1. *Appointment of Bank Signatories*
   2. *Appointment of Arc Membership Portal Admins*
   3. *Decide on a Club Short name*
   4. *Decide on an Arc Banner Colour*
   5. *Decide on a Membership Fee*
5. *Business without Notice*

Sample IGM Notice:

Hi all!

This email is to give you notice that the Inaugural 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 Collab Space 1, Roundhouse.

At this meeting we will review our Club's constitution and hold elections for our first Executive team, therefore it is very important that you attend. We will also be deciding on the general running of the Club such as whether or not to have a membership fee.

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

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

Regards,

Tom Tall

**IGM Agenda**

Agenda: Inaugural General Meeting of Nanomosoc

1:00pm Monday 10th September 2024

Collab Space 1, Roundhouse

1. *Apologies*
2. *Acceptance of Club's Constitution*
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   1. Nominees
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5. *Business without Notice*