# **IGM Notice Template**

**(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. At the IGM you will be conducting a vote to accept your drafted constitution to be your first official constitution. The notice you send should provide a link for people to view the drafted constitution so they can provide input and feedback. You must also include details about the nomination procedure for executive candidates, 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 Constitution*
3. *Election of Executive*
   1. Nominees
   2. Executives Elected
   3. Signatories Chosen
4. *General Business*
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, 20XX. The meeting will go from 1:00pm to approximately 1:30pm in Function Room 1, Roundhouse.

At this meeting we will vote to accept our Club's constitution (the draft can be seen here: insert link) and hold elections for our new Executive team for the next 12 months, therefore it is very important that you attend.

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

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

Function Room 1, Roundhouse

* Apologies
* Acceptance of new constitution
* Election of Executive
* General Business
* Ideas for events
* Business without notice