

TEMPLATE: 2022 Annual General Meeting Minutes

HOW TO USE THIS TEMPLATE:

1. **Note that this bold text is to be used as a guide, reminders or as prompts. Please refer to the [AGM Guidelines](#) as you run your meeting.**
2. **Please copy and paste this template text into the TidyHQ Minutes module to create your own.**
3. **You can remove/edit the bold text when you are ready to circulate to your members with the invite to the AGM**

The below non-bolded text should be included in your email notification & AGM notice for your members fully understand the purpose of the AGM, their rights to vote & nominate and what to expect or prepare if they are self-nominating for a role as per the constitution.

The purpose of the AGM is to:

- Democratically elect 2023 office bearers in-line with **[select one: "our last Guild-approved constitution" or "the Guild's Default Club Constitution" Note: link the constitution copy to your AGM invite to members]** with nominations for office bearer roles open to all Ordinary members,
- Provide a report on the year to the club's members. This shall be prepared by the outgoing office bearers and reported within this meeting for:
 - members in the meeting or,
 - within the minutes which will be accessible to all members post-meeting.
 - Successful renewal of the club with the Student Guild for the incoming year.
- Any proposals to change the club constitution,
- Other business as per agenda item submissions.

When 27-07-2024

Minutes

1. Attendance, Quorum & Open Meeting

1. Ordinary members present
2. Other staff or associate members present
3. Reach quorum
4. Acknowledgement of Country

2. Disclosure of any potential or perceived conflicts of interest

President or chair of the meeting to disclose any conflicts of interest and also ask the room if anyone else would like to raise a potential conflict – i.e. members attempting to run for a position when they are not in fact a current enrolled Curtin student etc.

- **Example: "I note that Janet Ralph has signed in as an ordinary member however, it has been identified that they are not currently enrolled as a Curtin student and as such cannot vote at this AGM and may only observe."**

3. Minutes of the previous AGM

The minutes of the 2021 Annual General Meeting are presented for acceptance.

Attach a copy

4. Reports from the outgoing committee

We will now present the outgoing committee reports:

1. Presidents report
2. Secretary's report
3. Treasurers report & presentation of a financial statement (**attach a copy with the agenda for the statement**)

5. Constitution (not mandatory if no changes presented)

If this is being addressed:

1. We have engaged with the Guild to **[select one: "make changes our last Guild-approved custom constitution" or "to create a custom constitution"]** and we present the constitution to our members to a vote.
- **Attach proposed constitution with highlighted changes.**
 - **Vote on each change/addition/removal and document here.**

6. Elections for the 2023 Committee

Wording examples:

"Moving on to the elections for the 2023 Officer Bearers".

1. Returning Officer: John Smith, Guild representative was nominated and elected by majority vote and took the chair to declare all committee positions are vacant and oversee the elections. NOTE: The returning officer cannot be someone who is running for a committee position.
 - o RO speaks: "Voting will be conducted by secret ballot, with votes tallied by myself [returning officer]. This will be done for each position. Once tallied, I [returning officer] will announce the outcomes."
2. President: The following person/s were nominated prior to and/or within the meeting:
 - o Selena Stopmez
 - o Keira Dailey

Each nominee was invited to speak before votes were cast

OUTCOME: Keira Dailey was elected by majority vote.

.....And so on for the remaining roles (note that the Vice President role is not mandatory unless outlined in your last Guild-approved, custom constitution. You can fill it if you wish.

Decision

7. Bank Signatories 2023

The new committee as elected within this meeting shall replace previous signatories on the clubs bank account at the soonest date possible to avoid delays with access to the club funds

8. Other Business

Other agenda submissions from members can go here.

9. Committee Handover

"The new committee are now to be advised of important information before the meeting concludes in order to ensure they continue the club's active status in case the handover is delayed". **Items to cover:**

1. The new committee is advised that The Guild is the club's regulator. The Guild fills the role of ASIC or the ACNC would as a regulator for clubs. The Guild is however required to mitigate risk to it and the University's reputation. Clubs will adhere to the Guild's Rules and Policy, obey their own Guild-approved constitutions, behave transparently and work in the best interest of the club and its members. Governance documents such as the Clubs Charter and Guild Club Constitution should be reviewed by the new committee asap and can be found online here:
<https://guild.curtin.edu.au/clubs/governance/>
2. The new committee are made aware of ALL mandatory requirements for the usage of TidyHQ - the Club software management platform. They are instructed to do the training online here: <https://guild.curtin.edu.au/clubs/training/> as soon as possible to assist with quick handover.
3. The new committee are made aware that they must renew the club's affiliation with the Guild for 2023 once renewals open on the 14 November 2022. Without submitting a renewal, access to Guild/club perks may be lost (grants, O-day stalls, venue bookings, etc.
4. The Guild Club Support team are the first point of call for all club queries and are there for support/guidance. Contact them on clubs@guild.curtin.edu.au
5. All club events/activities, on and off-campus must be notified to the Guild via a submission of an event application form on their website for liability and risk assessing purposes. The Guild will also book the venue for on-campus activities. It is strongly
6. advised that new committee members check the application form for information on how much lead-in time is require for notice of events and bookings to avoid disappointment and event cancellations.
7. The old committee will invite the new committee to the Guild's "Curtin Club Committee Members Facebook Group" to stay up-to-date with the Guild Club Support Team communications.
8. The Guild will be in touch via the Facebook group and email (if they have the new committees contacts) to invite new committee members to a short induction session prior to Orientation week 2023.

10. Close Meeting

Time of conclusion

End of minutes.

Summary of matters arising are tabled on the following page.