



MEETING MINUTES

This form must be completed, scanned and uploaded to your Club's Files on the Student Portal at the conclusion of each General Meeting. Remember that Associate Members do not count for attendance, cannot vote and do not count when determining whether a quorum is present.

CLUB NAME

DATE	
TIME	
TOTAL NUMBER OF ELIGIBLE CLUB MEMBERS (check the Portal for this info)	
TOTAL NUMBER OF ELIGIBLE CLUB MEMBERS IN ATTENDANCE at the AGM. Including remote voters	
TOTAL NUMBER OF ELIGIBLE CLUB MEMBERS REMOTE VOTING	
QUORUM PRESENT (Y/N) 20 members or 50%	

CURRENT CLUB COMMITTEE MEMBERS

	PRESIDENT	TREASURER	SECRETARY
NAME			
STUDENT ID			
CONTACT NUMBER			



NEW COMMITTEE VOTES

CLUB PRESIDENT NOMINATIONS

CANDIDATE NAME	NUMBER OF VOTES

CLUB SECRETARY NOMIATIONS

CANDIDATE NAME	NUMBER OF VOTES

CLUB TREASURER NOMIATIONS

CANDIDATE NAME	NUMBER OF VOTES



ADDITIONAL COMMITTEE POSITION NOMINATIONS
(Please Note : *General committee member* is not a position).

TITLE : _____

CANDIDATE NAME	NUMBER OF VOTES

TITLE : _____

CANDIDATE NAME	NUMBER OF VOTES

TITLE : _____

CANDIDATE NAME	NUMBER OF VOTES



ELECTED COMMITTEE MEMBERS

By providing your details below, the elected Committee Member declares that they are a currently enrolled Swinburne University of Technology student, who has been fairly elected by a quorum of club members. The elected Committee Member declares that they will act in accordance with Swinburne Student Life Policies, while providing good governance and sound financial management for their club.

	PRESIDENT	TREASURER	SECRETARY
NAME			
STUDENT ID			
CONTACT NUMBER			
WORKING WITH CHILDREN CHECK			
STUDENT CARD NUMBER <small>Letters and numbers on the back of your card - this will be used for additional access permissions if / when applicable. Only available to these positions.</small>			

ADDITIONAL COMMITTEE POSITIONS

NAME			
STUDENT ID			
CONTACT NUMBER			
WORKING WITH CHILDREN CHECK			



RESOLUTIONS

PROPOSED BY			
THE CLUB SHOULD RESOLVE TO			
VOTES FOR	VOTES AGAINST	RESULT	

PROPOSED BY			
THE CLUB SHOULD RESOLVE TO			
VOTES FOR	VOTES AGAINST	RESULT	

PROPOSED BY			
THE CLUB SHOULD RESOLVE TO			
VOTES FOR	VOTES AGAINST	RESULT	



PROPOSED BY		
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PROPOSED BY		
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VOTES FOR	VOTES AGAINST	RESULT

PROPOSED BY		
THE CLUB SHOULD RESOLVE TO		
VOTES FOR	VOTES AGAINST	RESULT



REGISTRATION CHECK LIST

ACTIONS REQUIRED	Y/N/NA
GENERAL MEETING MINUTES CORRECTLY FILLED OUT WITH ALL COMMITTEE POSITIONS	
ALL COMMITTEE MEMBERS HAVE COMPLETED A WWCC & THE ONLINE CONSENT TRAINING	
THE ASSET REGISTER HAS BEEN COMPLETED	
THE CLUB TREASURY RECORD HAS BEEN COMPLETED (TOTAL AVAILABLE FUNDS CAN HAVE A DISCREPANCY OF APPROXIMATELY \$200)	
THE LEADERSHIP & VOLUNTEERING LOG SHEET HAS BEEN COMPLETED	
REMOTE VOTING SCREENSHOTS HAVE BEEN COLLATED INTO A WORD DOCUMENT AND ARE READY TO BE UPLOADED	
CLUB COMMITTEE HAVE SENT UP APPROPRIATE SIGNATURES ON THEIR EMAIL ACCOUNTS	
THE 2018 MEMBERSHIP GROUP & PRODUCT (IF CHARGING A FEE) HAVE BEEN CREATED : <i>CLUB NAME</i> MEMBERSHIP GROUP (PRODUCT) 2018	
THE 2018 ASSOCIATE MEMBERSHIP GROUP & PRODUCT (IF APPLICABLE) HAVE BEEN CREATED : <i>CLUB NAME ASSOCIATE</i> MEMBERSHIP GROUP (PRODUCT) 2018	
RELEVANT CONTACT INFORMATION IS IN THE DESCRIPTION ON THE CLUB PAGE	
THE CLUBS AIMS & OBJECTIVES ARE IN THE DESCRIPTION ON THE CLUB PAGE	

