SWIN BUR NE

Student Life

MEETING MINUTES

This form must be completed and uploaded to your Club's Files on the Student Portal at the conclusion of each meeting.

CLUB NAME	DATE	TIME

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	
THE CLUB SHOULD RESOLVE TO	

VOTES FOR	VOTES AGAINST	RESULT

PROPOSED BY	
THE CLUB SHOULD RESOLVE TO	

VOTES FOR	VOTES AGAINST	RESULT

ATTENDANCE ROSTER

This must be completed by every club member who attended the meeting **who is eligible to vote.** Associate members do not complete this section. If more space is required, use additional copies of this page.

By providing your details below, you declare that you are a currently enrolled Swinburne University of Technology Student, and a current member of this club. You declare that you were provided a fair opportunity to vote for each club committee position and each resolution.

NAME	STUDENT ID	CONTACT NUMBER