

IGM MEETING MINUTES

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

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| --- |
| CLUB NAME |
|  |

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| --- | --- | --- |
| Club Category - *Please select one category that defines your club as per Swinburne Student Life Club Registration Policy – 10.0 Notes* | | |
| General | | Sport |
| *Academic*  *Cultural*  *Spiritual* | *Social*  *Social Justice*  *Political* | *Recreational*  *(Instructional groups, social teams)*  *Competitive*  *(Competes regularly in an approved competition, will attend UniSport nationals)* |

|  |  |
| --- | --- |
| DEtails – *please ensure all information below is correct and accurate. You AGM will not be accepted if this information is incorrect* | |
| TIME |  |
| location/room number |  |
| TOTAL NUMBER OF ELIGIBLE CLUB MEMBERS Total number of student members. The Student Portal can provide this information. |  |
| TOTAL NUMBER OF ELIGIBLE CLUB MEMBERS IN ATTENDANCE |  |
| TOTAL NUMBER OF ELIGIBLE CLUB MEMBERS REMOTE VOTING |  |
| QUORUM PRESENT (y/n) |  |

# NEW COMMITTEE VOTES

# CLUB PRESIDENT NOMINATIONS

|  |  |
| --- | --- |
| CANDIDATE NAME | NUMBER OF VOTES |
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# cLUB SECRETARY NOMINATIONS

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| --- | --- |
| CANDIDATE NAME | NUMBER OF VOTES |
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CLUB TREASURER NOMIATIONS

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| CANDIDATE NAME | NUMBER OF VOTES |
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ADDITIONAL COMMITTEE POSITION NOMINATIONS

(Please Note : *General committee member* is not a position).

TITLE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| CANDIDATE NAME | NUMBER OF VOTES |
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TITLE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| CANDIDATE NAME | NUMBER OF VOTES |
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TITLE : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| CANDIDATE NAME | NUMBER OF VOTES |
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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 | |
| NAME |  |
| STUDENT ID |  |
| STUDENT Email address |  |
| WORKING WITH CHILDREN CHECK Number – please upload card to the Portal |  |
| STUDENT CARD NUMBERLetters and numbers on the back of your card - this will be used for additional access permissions if / when applicable. Only available to these positions. |  |

|  |  |
| --- | --- |
| tREASURER | |
| NAME |  |
| STUDENT ID |  |
| STUDENT Email address |  |
| WORKING WITH CHILDREN CHECK Number – please upload card to the Portal |  |
| STUDENT CARD NUMBERLetters and numbers on the back of your card - this will be used for additional access permissions if / when applicable. Only available to these positions. |  |

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| --- | --- |
| Secretary | |
| NAME |  |
| STUDENT ID |  |
| STUDENT Email address |  |
| WORKING WITH CHILDREN CHECK Number – please upload card to the Portal |  |
| STUDENT CARD NUMBERLetters and numbers on the back of your card - this will be used for additional access permissions if / when applicable. Only available to these positions. |  |

**ADDITIONAL COMMITTEE POSITIONS**

|  |  |
| --- | --- |
| Position |  |
| NAME |  |
| STUDENT ID |  |
| Student email address |  |
| WORKING WITH CHILDREN CHECKNumber – please upload card to the Portal |  |
| STUDENT CARD NUMBERLetters and numbers on the back of your card - this will be used for additional access permissions if / when applicable. Only available to these positions. |  |

|  |  |
| --- | --- |
| Position |  |
| NAME |  |
| STUDENT ID |  |
| Student email address |  |
| WORKING WITH CHILDREN CHECKNumber – please upload card to the Portal |  |
| STUDENT CARD NUMBERLetters and numbers on the back of your card - this will be used for additional access permissions if / when applicable. Only available to these positions. |  |

|  |  |
| --- | --- |
| Position |  |
| NAME |  |
| STUDENT ID |  |
| Student email address |  |
| WORKING WITH CHILDREN CHECKNumber – please upload card to the Portal |  |
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|  |  |
| --- | --- |
| Position |  |
| NAME |  |
| STUDENT ID |  |
| Student email address |  |
| WORKING WITH CHILDREN CHECKNumber – please upload card to the Portal |  |
| STUDENT CARD NUMBERLetters and numbers on the back of your card - this will be used for additional access permissions if / when applicable. Only available to these positions. |  |

# RESOLUTIONS

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| --- | --- | --- | --- |
| PROPOSED BY |  | | |
| THE CLUB SHOULD RESOLVE TO |  | | |
| VOTES FOR | | VOTES AGAINST | RESULT |
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| --- | --- | --- | --- |
| PROPOSED BY |  | | |
| THE CLUB SHOULD RESOLVE TO |  | | |
| VOTES FOR | | VOTES AGAINST | RESULT |
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| --- | --- | --- | --- |
| PROPOSED BY |  | | |
| THE CLUB SHOULD RESOLVE TO |  | | |
| VOTES FOR | | VOTES AGAINST | RESULT |
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# REGISTRATION CHECK LIST

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| ACTIONS REQUIRED | Y/N/NA |
| MEETING MINUTES CORRECTLY FILLED OUT WITH ALL COMMITTEE POSITIONS |  |
| ATTENDANCE SHEET HAS BEEN SIGNED BY ALL MEMBERS PRESENT AT THE IGM |  |
| ALL COMMITTEE MEMBERS HAVE COMPLETED A WWCC & THE ONLINE CONSENT TRAINING & BEEN UPLOADED TO THE FILE SECTION |  |
| ALL COMMITTEE MEMBERS HAVE COMPELTED THE ONLINE CLUBS TRAINING MODULES |  |
| THE ASSET REGISTER HAS BEEN COMPLETED |  |
| REMOTE VOTING SCREENSHOTS HAVE BEEN COLLATED INTO A WORD DOCUMENT AND ARE READY TO BE UPLOADED |  |
| NEW CLUB MEMBERSHIP GROUP & PRODUCT (IF CHARGING A FEE) HAS BEEN CREATED |  |
| RELEVANT CONTACT INFORMATION IS IN THE DESCRIPTION ON THE CLUB PAGE |  |

ATTENDANCE SHEET

This must be completed by every club member who attended the meeting **who is eligible to vote.** Associate members do not count towards quorum and cannot vote at an AGM. 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.

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