AGM MEETING MINUTES

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

CLUB NAME :		
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, socialteams)* ☐ *Competitive* *(Competes regularly in an approved competition, will attend UniSport nationals)*
Where possible and practical do you prefer call over email?		☐ Yes – phone call ☐ *No*

DETAILS – *please ensure all information below is correct and accurate. You AGM will not be accepted if this information is incorrect*	
DATE	
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 Remote voting must be pre-approved by a Clubs & Sport Officer.	
QUORUM PRESENT (Y/N)	

NEW COMMITTEE VOTES

CLUB PRESIDENT NOMINATIONS

CANDIDATE NAME	NUMBER OF VOTES

CLUB SECRETARY NOMINATIONS

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	
NAME	
STUDENT ID	

SECRETARY	
NAME	
STUDENT ID	

TREASURER	
NAME	
STUDENT ID	

ADDITIONAL COMMITTEE POSITIONS

POSITION	
NAME	
STUDENT ID	

POSITION	
NAME	
STUDENT ID	

POSITION	
NAME	
STUDENT ID	

POSITION	
NAME	
STUDENT ID	

For elected committee, please obtain a Working with Children Check (WWCC) Victoria and be ready to upload it to the Canvas course ORG-STA-Student Life Clubs that you will be added to following club approval.

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

REGISTRATION CHECK LIST

ACTIONS REQUIRED	Y/N/NA
Meeting minutes completely filled out with all new committee details.	
Attendance sheet (below) has been signed by all members present at the AGM.	
Club passed a resolution determining membership groups and fees (check Student Life Portal Page under Club Resources for information on how to submit Associate Membership requests).	
Club passed a resolution adopting a club constitution (recommended).	
Meeting minutes and attendance sheet have been uploaded to the file section of the club's Portal page.	
All committee members have a WWCC & completed Consent Matters training. Have evidence of these items ready to uploaded to Canvas course ORG-STA-Student Life Clubs that you will be added to following club approval.	
The asset register has been completed.	
Evidence of remote voting results submitted to Student Life (if pre-approved).	
Club contact email is included in the description on the club's Portal page.	
Club has emailed clubs@swin.edu.au to notify of the completion of these items.	

REFLECTIONS (OPTIONAL)

What have been our biggest success as a club so far?

What have been our biggest challenges as a club so far?

How many events did we host last year?

How many events do we hope to host next year?

What are our goals for the club over the next 6-12 months?

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.

NAME	STUDENT ID

NAME	STUDENT ID

NAME	STUDENT ID