

# INAUGURAL GENERAL MEETING MINUTES

## Meeting Details

Club Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

### 1. ATTENDANCE

State number only if attendance is high or pass around a sheet of paper for all members to register on.

Present: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Observers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Apologies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 2. INTRODUCTION OF THE RETURNING OFFICER

External person to chair the election

### 3. ELECTIONS (Nominations, campaign speeches, secret ballot)

#### PRESIDENT

Nominee	Nominator	Number of votes received

"President for \_\_\_\_\_ (insert year) is \_\_\_\_\_"

#### SECRETARY

Nominee	Nominator	Number of votes received

"Secretary for \_\_\_\_\_ (insert year) is \_\_\_\_\_"

**TREASURER**

Nominee	Nominator	Number of votes received

"Treasurer for \_\_\_\_\_ (insert year) is \_\_\_\_\_"

**VICE PRESIDENT**

Nominee	Nominator	Number of votes received

"Vice President for \_\_\_\_\_ (insert year) is \_\_\_\_\_"

**VICE SECRETARY**

Nominee	Nominator	Number of votes received

"Vice Secretary for \_\_\_\_\_ (insert year) is \_\_\_\_\_"

**VICE TREASURER**

Nominee	Nominator	Number of votes received

"Vice Treasurer for \_\_\_\_\_ (insert year) is \_\_\_\_\_"

**OTHER \_\_\_\_\_**

Nominee	Nominator	Number of votes received

"\_\_\_\_\_ for \_\_\_\_\_ (insert year) is \_\_\_\_\_"

**OTHER \_\_\_\_\_**

Nominee	Nominator	Number of votes received

"\_\_\_\_\_ for \_\_\_\_\_ (insert year) is \_\_\_\_\_"

**4. AFFIRMATION OF CONSTITUTION**

Discussion: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MOTION:       “ \_\_\_\_\_  
\_\_\_\_\_”

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Carried:       Yes                       No

**5. OTHER MATTERS** (*Activities, sponsorships, memberships, funding, budget etc.*)

Discussion: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MOTION:       “ \_\_\_\_\_  
\_\_\_\_\_”

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Carried:       Yes                       No

Discussion: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MOTION:       “ \_\_\_\_\_  
\_\_\_\_\_”

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Carried:       Yes                       No

Discussion: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MOTION:       “ \_\_\_\_\_  
\_\_\_\_\_”

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Carried:       Yes        No

**6. DATE OF NEXT MEETING:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

AGM closed at: \_\_\_\_\_ am/pm