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| **Inaugural General Meeting (IGM) Minutes Template** |

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| **Meeting title:** | [CLUB NAME] Inaugural General Meeting | |
| **Meeting time and date:** | **Time:** | **Date:** |
| **Meeting venue:** |  | |
| **Attendees:** |  | |
| **Apologies:** |  | |
| **Minutes kept by:** |  | |

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|  | **Open Meeting** | |
| *The meeting should be opened at the scheduled start time, or as soon as quorum has been met.* | | |
| Opened by: | |  |
| Time opened: | |  |
| Quorum: | |  |

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|  | **Attendance and Apologies** | |
| ***Motion:*** *That the attendance record be received, and a leave of absence be granted to apologies.* | | |
| Moved by: | |  |
| Seconded by: | |  |
| Result (carried/lost): | |  |

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| **3.** | **Welcome and Introduction** | |
| *Chairperson to welcome members and give a brief rundown of the meeting.* | | |
| Notes: | |  |

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| **4.** | **Presentation of the Proposed Constitution** | |
| *Discuss key areas such as club name, aims and objectives, affiliation with QUT Student Guild, membership fees, etc.* | | |
| Notes: | |  |

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| **5.** | **Motion to accept the Proposed Constitution** | |
| ***Motion:*** *The [Enter your club name]**accepts the proposed constitution.* | | |
| Notes: | |  |
| Moved by: | |  |
| Seconded by: | |  |
| Result (carried/lost): | |  |

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| **6.** | **Motion to affiliate with the UniSQ Student Guild** | |
| ***Motion:*** *The [Enter your club name] agrees to the Terms and Conditions of affiliation with the UniSQ Student Guild.* | | |
| Notes: | |  |
| Moved by: | |  |
| Seconded by: | |  |
| Result (carried/lost): | |  |

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| **7.** | **Election of the Executive Committee** | | | | | | |
| 1. *Accept nominations for all positions* 2. *Appoint a Returning Officer to count the votes (must not be a candidate)* 3. *Hold an election (if more than one student nominates for a position)* 4. *Collect votes (secret ballot or show of hands)* 5. *Announce the results* | | | | | | | |
| ***Position:*** | | ***President*** | | | | | |
| Candidates: | |  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
| Elected Candidate: | | |  | | | | |

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| ***Position:*** | ***Treasurer*** | | | | | |
| Candidates: |  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
| Elected Candidate: | |  | | | | |

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| ***Position:*** | ***Secretary*** | | | | | |
| Candidates: |  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
| Elected Candidate: | |  | | | | |

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| ***Position:*** | ***Vice President*** *(if required)* | | | | | |
| Candidates: |  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
| Elected Candidate: | |  | | | | |

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| ***Position:*** | ***Other*** *(add as required)* | | | | | |
| Candidates: |  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
| Elected Candidate: | |  | | | | |

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| **8.** | **Assign two Bank Signatories** | | | | |
| *Two members of the executive committee will become signatories on the club bank account. Typically, President and Treasurer.* | | | | | |
| *[Enter full name]* | | *[Enter Position]* | *[Enter student number]* | *[Enter phone number]* | *[Enter email address]* |
| *[Enter full name]* | | *[Enter Position]* | *[Enter student number]* | *[Enter phone number]* | *[Enter email address]* |

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| **9.** | **General Business** | |
| *This may include strategic planning for year, workshopping event ideas, etc.* | | |
| Notes: | |  |

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| **10.** | **Close Meeting** | |
| Closed by: | |  |
| Time closed: | |  |

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| **Chairpersons Declaration** | |
| *I declare that I was the chairperson at this meeting (or the meeting where these minutes were confirmed) and that these minutes have been confirmed as a true and correct record of the proceedings of the meeting.* | |
| Name (chairperson): |  |
| Signature:  *May be electronic* |  |
| Date: |  |