



UWA STUDENT GUILD
The University of Western Australia
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SAMPLE AGM MINUTES

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Club

Date

Number of club members attending:

Quorum Reached: Yes/no

1. Summary Reports

a) President's Report

- *Summary of the events and other things the club has achieved in the year*
- *E.g. This year Club Y ran two events in semester one, and two events in semester two. Our events in semester one were focused on fresher orientation and introducing freshers to our wider membership basis, both were run successfully and from these events we gained enough interest to elect two new fresher reps for the committee; A and B. In second semester we ran a social event to promote peer to peer networking, and we ran a mental health event in conjunction with club K aimed at promoting balance and mental wellbeing during University life.*

b) Vice-President's Report

- *Any additional comments to be added to the presidents report*
- *E.g. Club Y also trialled a peer tutoring program aimed at giving younger students the opportunity to work with older students. Details as follows...*

c) Treasurer's Report

- *Financial report, overview of the club's finances and yearly financial expenditure, may be helpful to include a spread sheet or overhead to make it easier to understand.*

2. Changes to the Constitution;

a) Proposed changes

- *Wording in section 1.2.3 changed from 'The financial members' to 'the ordinary members'*

b) Voting

- *Change One: Wording in section 1.2.3 changed from 'The financial members' to 'the ordinary members'*
- For; 14 members
- Against; 1 member
- Abstentions; 0

3. Voting; include candidate names under each of the positions

a) President.

E.g.

- *Steve Jones: 15 votes*
- *Emma Wood: 25 votes*

b) Vice President

c) Treasurer

d) Secretary

e) Other positions as required

4. Close Meeting; *invite everyone to a BBQ or Sundowner where the results of the election will be announced, or the results may be announced at a later date via Facebook, email etc.*