[NAME OF CLUB]

INNAGURAL GENERAL MEETING

Meeting Agenda

For the meeting held at [TIME] on the [DATE]

[LOCATION OF MEETING]

1. **Procedural matters**
   1. **Welcome**

State who is chairing the meeting (normally the President) and the time at which they declared the meeting open.

* 1. **Acknowledgement of Traditional Owners**

Whether conducted on Zoom or in person, it is customary to recognise the Traditional Owners of the land on which you are holding your IGM. The standard format for acknowledgement of country is found at Reconciliation SA. Access to this format can be found [here](https://www.indigenous.gov.au/contact-us/welcome_acknowledgement-country). To learn more about the importance of the Acknowledgement of Country, please visit [Reconciliation SA](https://reconciliationsa.org.au/welcome-and-acknowledgement-of-country/). and [Reconciliation Australia](https://www.reconciliation.org.au/).

State the Acknowledgement of Country.

* 1. ***Attendance***

This can be a separate document. See our [Attendance List template](https://www.auu.org.au/get-involved/clubs/guides/) for an example.

* 1. **Apologies**

List anyone who formally sent their apologies to the Secretary for not being able to attend. The apologies will be listed in this section.

1. **Adoption of a Constitution**
   1. Motion: That the tabled Constitution be adopted.

Moved: Name the person who moved the adoption of the Constitution.

Seconded: Name the person who ‘seconded’ the motion.

CARRIED. State the outcome here – was it carried? Note if there was any dissent and if there was a vote. If no one dissents, there is no need to vote.

1. **Election of Committee**

Here, you elect people to the committee positions described in your constitution. You will need a Returning Officer to run the election. This is someone who is not running for any of the positions, and who can adjudicate the election without bias.

* 1. Motion: That NAME be appointed Returning Officer for the election of Committee Members.

Moved:

Seconded:

CARRIED.

The Returning Officer will conduct the election, and then state who was elected to what position. List them below.

President:

Vice-President:

Secretary:

Treasurer:

Plus any other Committee Members!

The Returning Officer’s report must then be formally accepted**.**

* 1. Motion: That the Returning Officer’s report of election results be accepted.

Moved:

Seconded:

CARRIED.

1. **Bank Signatories**

To register as a club, you must have a bank account. There is no bank you must register a bank account with. We recommend you consider [Community Banking Sector](https://www.communitysectorbanking.com.au/banking/every-day) located on Grenfell St. Community Banking Sector is affiliated with Bendigo Bank and specialises in not-for-profit organisations. As a certified B-Corp, are actively working towards a more sustainable future.

* 1. Motion: That a bank account be opened with BANK NAME, and that it requires a minimum of two signatories to approve withdrawals.

Moved:

Seconded:

CARRIED.

* 1. Motion: That NAME, NAME and NAME be signatories for the club’s bank account.

Moved:

Seconded:

CARRIED.

1. **Any Other Business**

Is there anything else that needs to be discussed, or that a member would like to raise? This could include social media profiles, potential events, etc.

1. **Close of Meeting**

State the time at which the chair closed the meeting.