AGM Notice Template

(The mandatory AGM period is Semester 2, first 3 weeks in October)

(Re-affiliation application can be submitted in Semester 2, last week in November)

(Club member must be given at least seven days’ notice of the meeting, via email. The notice should be sent to the Club’s members and to the Student Groups Support Team [studentgroupssupport@cdu.edu.au])

The notice must (at minimum) include the time, date, location and basic agenda for the meeting. You must also include details about the nomination procedure, and who gets to stand for election and vote.

The Agenda details what is going to happen at the meeting and should follow this order:

1. Apologise
2. President’s Annual Report
3. Treasurer’s Annual Report
4. Constitutional Amendments (if any are proposed)
5. Election of Executive
	1. Nominees
	2. Executives Elected
	3. Signatories Chosen
6. General Business
7. Business without Notice

*Sample AGM Notice*

Hi All,

This email is to give you notice that the Annual General Meeting for \_\_\_\_\_\_ will be held on Monday 7th October 2019. The meeting will go from 1.00pm to approximately 1.30pm in the Conference Room in Red 2.2, Casuarina Campus.

At this meeting we will receive the 2019 President’s and Treasurer’s reports, confirm our Club’s constitution and hold elections for our new Executive team for the next 12 months, therefore it is very important that you attend. We will also be voting on an amendment to include a Vice President executive position in our constitution.

If you would like to nominate yourself for a position you can do so by replying to this mail by 1st of October 2019.

All Student Group who are current CDU students will be able to vote.

Regards

Shannon Smith

**AGM Agenda**

Agenda: Annual General Meeting of \_\_\_\_\_\_

1.00pm Monday 7th October 2019

Conference Room in Red 2.2, Casuarina Campus.

* Apologise
* President’s Annual Report
* Treasurer’s Annual Report
* Club’s Constitution (Accepting or making amendments)
* Election of Executive
* General Business
* Ideas of events

Business without notice