Te Tira Ahu Pae Affiliated Club

General Meeting Minutes

|  |  |
| --- | --- |
| **Club Name:** |  |
| **Date:** |  |
| **Venue:** |  |
| **Chairperson:** |  |
| **Attendees:** |  |
| **Apologies:** |  |
| **Start time:** |  |
| **End time:** |  |

**Notes before you start**

* If you are a new club, you can delete sections 1 & 2 and just complete 3 ,4 & 5
* If this is a Special General Meeting to elect new committee members, you can (optionally)delete sections 2, 4 & 5. You only need to re-elect members to the vacant positions.
* The paragraphs within each section are suggestions only, you may need to reword for your club.

# Minutes from the Previous General Meeting

“THAT the minutes of the Annual General Meeting held on *[put the* *date of last General Meeting*] be received and adopted as a true and correct record.”

|  |  |
| --- | --- |
| **Motion put by:** | *(usually the Chairperson, but replace this with whoever said this)* |
| **Motion Seconded by:** | *(someone else at the meeting thinks this is a good idea – write their name)* |
| **Outcome:** | *Passed / Failed* *(A motion passes if it receives a simple majority vote)* |

# Annual Report/Committee Members’ Reports

## President’s Report

The club president presents the annual report. (Either note the key points here or note that a full report is attached.)

## Treasurer’s Report

The club treasurer presented a report of the club’s financial activity for the year and the current balance information. (Either note the key points here or note that a full report is attached.)

“THAT the reports presented to the meeting be accepted.”

|  |  |
| --- | --- |
| **Motion put by:** | *(usually the Chairperson, but replace this with whoever said this)* |
| **Motion Seconded by:** | *(someone else at the meeting thinks this is a good idea – write their name)* |
| **Outcome:** | *Passed / Failed* *(A motion passes if it receives a simple majority vote)* |

# Election of a Club Committee

Note whether you are electing the committee for the next academic year or whether the new committee are taking up their positions immediately. Ideally the new committee members will shadow the outgoing committee members to get familiar with their roles.

If more than one person is nominated for a position, you will need to repeat the following and hold a vote. At the end of the section, type “After the vote, <Name> was elected <Position>.

## President

|  |  |
| --- | --- |
| **Nominee for President:** | *(Name of nominee)* |
| **Motion put by:** | *(usually the Chairperson, but replace this with whoever said this)* |
| **Motion Seconded by:** | *(someone else at the meeting thinks this is a good idea – write their name)* |
| **Outcome:** | *Passed / Failed* *(A motion passes if it receives a simple majority vote)* |

## Vice-President

|  |  |
| --- | --- |
| **Nominee for Vice President:** | *(Name of nominee)* |
| **Motion put by:** | *(usually the Chairperson, but replace this with whoever said this)* |
| **Motion Seconded by:** | *(someone else at the meeting thinks this is a good idea – write their name)* |
| **Outcome:** | *Passed / Failed* *(A motion passes if it receives a simple majority vote)* |

## Secretary

|  |  |
| --- | --- |
| **Nominee for Secretary:** | *(Name of nominee)* |
| **Motion put by:** | *(usually the Chairperson, but replace this with whoever said this)* |
| **Motion Seconded by:** | *(someone else at the meeting thinks this is a good idea – write their name)* |
| **Outcome:** | *Passed / Failed* *(A motion passes if it receives a simple majority vote)* |

## Treasurer

|  |  |
| --- | --- |
| **Nominee for Treasurer:** | *(Name of nominee)* |
| **Motion put by:** | *(usually the Chairperson, but replace this with whoever said this)* |
| **Motion Seconded by:** | *(someone else at the meeting thinks this is a good idea – write their name)* |
| **Outcome:** | *Passed / Failed* *(A motion passes if it receives a simple majority vote)* |

# Appointment of Bank Signatories

These people will be appointed as your club’s bank signatories, committee members who are authorised to manage your club’s bank account. TWO committee members must be appointed to these roles (Usually the President and Treasurer). These must be signed by hand to be accepted.

## First Signatory

“THAT *(Write the person’s name)* be appointed as the first club bank account signatory.”

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| --- | --- |
| **Motion put by:** | *(usually the Chairperson, but replace this with whoever said this)* |
| **Motion Seconded by:** | *(someone else at the meeting thinks this is a good idea – write their name)* |
| **Outcome:** | *Passed / Failed* *(A motion passes if it receives a simple majority vote)* |
| **Appointee Name:** |  |
| **Appointee Signature:** |  |

## Second Signatory

“THAT *(Write the person’s name)* be appointed as the second club bank account signatory.”

|  |  |
| --- | --- |
| **Motion put by:** | *(usually the Chairperson, but replace this with whoever said this)* |
| **Motion Seconded by:** | *(someone else at the meeting thinks this is a good idea – write their name)* |
| **Outcome:** | *Passed / Failed* *(A motion passes if it receives a simple majority vote)* |
| **Appointee Name:** |  |
| **Appointee Signature:** |  |

## Third Signatory

This is an optional appointment.

“THAT *(Write the person’s name)* be appointed as the third club bank account signatory.”

|  |  |
| --- | --- |
| **Motion put by:** | *(usually the Chairperson, but replace this with whoever said this)* |
| **Motion Seconded by:** | *(someone else at the meeting thinks this is a good idea – write their name)* |
| **Outcome:** | *Passed / Failed* *(A motion passes if it receives a simple majority vote)* |
| **Appointee Name:** |  |
| **Appointee Signature:** |  |

# Plan of Club Activities for the Coming Year

This is a great time to note down what your club intends to do for the year.

Note who is going to be responsible for each activity.

Work out how you will pay for the activity and decide if/when you should apply for a grant.

# Any Other General Business

e.g. If your club is going to charge a membership fee, you should set it and agree it at the meeting.

Signed as a true and correct record:

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<Name> <Name>

Club President Club Vice President

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<Name> <Name>

Club Treasurer Club Secretary