**AGM – AFL Club**

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|  |
| **Subject:** | **[Group name] AGM** |
| **Date and time:** |  |
| **Venue:** |  |
| **Meeting Opened:** |  | **Meeting Closed:** |  |
| **Minutes taken by:** |  |

 **Present:**

**Apologies:**

**Agenda Items**

1. **Welcome by AGM Chairperson/Club President**
2. **Apologies**
3. **Confirmation of minutes of the previous AGM**

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| **Motion:** | Minutes from the [year] AGM were accepted. |
| **Resolution**: | **Confirmed**: |  | **Seconded**: |  |

1. **Setting Membership Fees for the following year**

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| **Motion:** |  |
| **Resolution**: | **Confirmed**: |  | **Seconded**: |  |

1. **Ratification of Constitution**
*Discuss if there are any changes needing to be made.*

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| **Motion:** |  |
| **Resolution**: | **Confirmed**: |  | **Seconded**: |  |

1. **President’s Report***Written report that describes what the club/society has done and achieved throughout the year.*

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| **Motion:** | That the President’s Report be accepted |
| **Resolution**: | **Confirmed**: |  | **Seconded**: |  |

1. **Treasurer’s Report***Written report describing the financial performance and achievements of the club/society. Also includes the financial statements for the club (financial report).*

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| **Motion:** | That the Treasurer’s Report be accepted |
| **Resolution**: | **Confirmed**: |  | **Seconded**: |  |

1. **Election of Executive Committee Members**

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| *At this stage of the meeting a person is called on to be the Returning Officer. This could be a Student Engagement Officer, an unbiased member of the club who will not be standing for a committee position, or another student/staff member deemed fair and unbiased. The procedure/script is provided below.*

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| **Returning Officer (RO):** | The floor is now open for nominations for the position of President. Are there any nominations? |
| **Nominator #1:** | I nominate (name) for the position of President.Seconded: |
| **Nominator #2:** | I second the nomination. |
| **RO:** | Do you (name), accept the nomination? |

 *If there are no other nominations –*

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| **RO:** | I declare (name) elected unopposed to the position of President. |

*If there are other nominations a ballot must be taken with each person writing the name of the person they wish to vote for. These are counted by the RO and one other individual.*

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| **RO:** | I declare (name) elected to the position of President. |

*Continue for the rest of the executive committee.* |

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| **Position** | **President** |
| **Name** |  |
| **Nominated by** |  |
| **Seconded by** |  |
| Elected unopposed / Elected by ballot |

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| **Position** | **Vice President** |
| **Name** |  |
| **Nominated by** |  |
| **Seconded by** |  |
| Elected unopposed / Elected by ballot |

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| **Position** | **Secretary** |
| **Name** |  |
| **Nominated by** |  |
| **Seconded by** |  |
| Elected unopposed / Elected by ballot |

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| **Position** | **Treasurer** |
| **Name** |  |
| **Nominated by** |  |
| **Seconded by** |  |
| Elected unopposed / Elected by ballot |

*\*Add more rows per position if contested*

1. **Discussion around goals for the following year***Discuss what the club would like to achieve or the sorts of things you may like to do in the following year.*

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| **Discussion Topic #1:** |  |
| **Actions:** |  |
| **Discussion Topic #2:** |  |
| **Actions:** |  |
| **Discussion Topic #3:** |  |
| **Actions:** |  |
| **Discussion Topic #4:** |  |
| **Actions:** |  |

1. **General Business***A time for members to bring up any other general business.*

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| **Discussion Topic #1:** |  |
| **Actions:** |  |
| **Discussion Topic #2:** |  |
| **Actions:** |  |
| **Discussion Topic #3:** |  |
| **Actions:** |  |
| **Discussion Topic #4:** |  |
| **Actions:** |  |

1. **Date of Next AGM:***Decide on a time for the next AGM – this could be a week number of month*