# INAGURAL GENERAL MEETING MINUTES [CLUB NAME]

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| **Date:** | *Date Month Year* |
| **Time:** | *Scheduled Meeting Start Time* |
| **Location:** | *e.g. Zoom link* |
| **Attendees:** |  |
| **Apologies:** |  |
| **Minutes kept by:** |  |

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| 1. **MEETING OPEN** | |
| *The meeting should be opened at the scheduled start time, or as soon as there is a quorum. The quorum at the General Meeting shall be ten (10) currently enrolled Western Sydney University Student Members.* | |
| Opened by: |  |
| Time opened: |  |
| Quorum: | *Yes / No* |

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| 1. **WELCOME AND ACKNOWLEDGMENT OF COUNTRY** | |
| *The chairperson welcomes attendees and acknowledges the Traditional Owners (and Custodians) of the Lands, the Darug, Eora, Dharawal and Wiradjuri Peoples upon which our campuses now stand. We continue to value the generations of knowledge Aboriginal and Torres Strait Islander Peoples embed within our University. The chairperson provides an overview of meeting proceedings.* | |
| Welcome and acknowledgement of country given by: |  |

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| 1. **ATTENDANCE AND APOLOGIES** | |
| *The chairperson acknowledges attendees and declares any apologies received.* | |
| **MOTION:** | *That the attendance record be received and a leave of absence be granted to apologies.* |
| **Moved by:** |  |
| **Seconded by:** |  |
| **Result:** | Carried / Lost |

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| 1. CLUB CONSTITUTION | |
| *All founding members of your club must discuss your constitution and agree upon its contents with a majority voting that it meets your needs.* | |
| **MOTION:** | *That the proposed club’s constitution be adopted and uploaded to* WESTERN*Life.* |
| **Moved by:** |  |
| **Seconded by:** |  |
| **Result:** | Carried / Lost |

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| **CHAIRPERSON’S DECLARATION** | |
| *I declare that I was the chairperson at this meeting and that these minutes are a true and correct record of the proceedings of the meeting.* | |
| Name (chairperson): |  |
| Signature: | *May be electronic* |
| Date: |  |

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| 1. GENERAL BUSINESS | |
| *The chairperson invites members to raise items of General Business (e.g. ideas for future club activities or events).* | |
| **MOTION:** | *E.g. That the proposed new events be added to the club’s events calendar.* |
| **Moved by:** |  |
| **Seconded by:** |  |
| **Result:** | Carried / Lost |

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| 1. MEETING CLOSE | |
| Closed by: |  |
| Time closed: |  |