**Inaugural General Meeting Template**

***The text in bold should be minuted****. Additional text is for reference only.*

**IGM of**

**Date:**

**Time:**

**Venue:**

**Present:**

(names of those who have attended)

**Apologies:**

(those who wanted to attend but couldn’t)

**Quorum: meet/not meet**

**Meeting opened by (chairperson name) at am/pm.**

I declare the IGM for the proposed club open.

**Chairperson Welcome**

It’s a pleasure to welcome you all along today were we will be founding the club

**Club Name**

I motion the club name to be

Will someone second this?

All those in favour?

**Motion carried that the club name will be**

**Constitution**

Distribution of proposed constitution

The proposed constitution is now up for discussion. Does anybody have any feedback? e.g. the membership fee is too low/high

I move the adoption of the proposed constitution

Will someone second this?

All those in favour?

**Motion carried that the club has adopted a constitution**

**Election of Officers**

The next item on the agenda is the election of officers

1. Summary of positions
2. Opening of nominations (including self-nominations) noting each must be seconded by a club member
3. Nominee speeches
4. Election by ballot/vote

I am very pleased to declare that the following people have been elected into the following roles…

**President**

**Nomination: seconded by:**

**Total votes:**

**Nomination: seconded by:**

**Total votes:**

**Outcome:**

**Treasurer**

**Nomination: seconded by:**

**Total votes:**

**Nomination: seconded by:**

**Total votes:**

**Outcome:**

**Secretary**

**Nomination: seconded by:**

**Total votes:**

**Nomination: seconded by:**

**Total votes:**

**Outcome:**

**General Business**

The next item on the agenda is general business

Is there any general business? e.g. the president will contact the OUSA CDO to begin the process of affiliation

**was discussed**

**Next Meeting**

**The next general meeting will be**

**Meeting Closed**

Thank you for all those who attended today. If there is no further general business (is there?) then I declare this IGM closed.

**Meeting closed by (chair person’s name) at am/pm.**