This template is an example only. Highlighted sections are notes only and should be deleted in a final draft.

**Inaugural General Meeting Minutes**

**[Club Name]**

Date:

Time:

Venue:

Present: *Record all attendees’ full names and student IDs, or note if they are not a student (You can pass around a piece of paper for people to record these details and add to the minutes later. To be affiliated under OUSA, you need at least 10 members with 90% being Otago University or Polytech students.*

Apologies: *(anyone unable to attend)*

Quorum: met/not met *(At least 10 people must be present to meet quorum and thus be affiliated under OUSA’s policies)*

Meeting opened by *(Chairperson)* at \_\_\_\_ am/pm.

**Agenda Items:**

1. **Welcome and Introductions**
	* *Chairperson’s Welcome*
2. **Naming the Club**
	* **Motion: That the club be named “[Proposed Club Name]”**
	* **Moved by: \_\_\_\_\_\_\_\_\_\_**
	* **Seconded by: \_\_\_\_\_\_\_\_\_\_**

**All those in favour?** *(show of hands)*

* + **Motion carried that the club shall be named [Club Name].**
1. **Adoption of the Constitution**
	* *Distribute and review proposed constitution.*
	* *Chairperson to ask for feedback or discussion on the proposed constitution.*
	* *Common questions: membership fees, structure, rules, etc. note down what was discussed*
	* **Motion: That the constitution as distributed be adopted.**
	* **Moved by: \_\_\_\_\_\_\_\_\_\_**
	* **Seconded by: \_\_\_\_\_\_\_\_\_\_**

**All those in favour?** *(show of hands)*

* + **Motion carried that [Club Name] has adopted the constitution.**
1. **Election of Executive Officers**
	* *Summary of positions*
	* *Opening of nominations (including self-nominations) noting each must be seconded by a club member*
	* *Nominee than can give speeches*
	* *Election by ballot/vote - best if it can be done anonymously*
	* *All nominations, seconds, total vote counts and outcomes must be recorded in the minutes. Please use members' full names.*
	* 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: \_\_\_\_\_\_\_\_\_\_
	* *Continue for all roles on your executive. Note that executives must be 2/3 current Otago University or Polytech students*
	* *The chair can then say: “I am very pleased to declare that the following people have been elected to the following roles…”*
2. **General Business**
	* *General business examples in a meeting can include a variety of topics and tasks, from brainstorming new ideas, planning first events, equipment or venue needs or applying for OUSA affiliation*
	* *These can be items added to the agenda before the meeting, or brought up during the discussion*
	* *Note what was discussed and if there are any action points for the next meeting*
3. **Meeting Close**
	* *President/Chair to thank all those who attended.*
	* *If there is no further general business then declare the IGM closed.*

Meeting closed by [Chairperson’s name] at \_\_\_\_\_\_\_ am/pm

Minutes taken by \_\_\_\_\_\_\_\_\_\_\_\_