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 members names and student ID’s (You can print off your membership list ahead of time, tick off those present, add additional attendees later for ease)*

Apologies: *(anyone unable to attend)*

Quorum: meet/not meet *(Quorum is the minimum number of members who must be present in order to be affiliated under OUSA’s policies – i.e 10 people (90% of which are current Otago University or Polytech students)*

Meeting opened by *(Chairperson/Clubs Rep)* 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?**
   * **Motion carried that the club shall be named [Club Name].**
3. **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?**
   * **Motion carried that [Club Name] has adopted the constitution.**
4. **Election of committee roles/Election of 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 committee. Note that committee’s must be made up of 2/3’s current Otago University or Polytech students*
   * *The chair can then say: “I am very pleased to declare that the following people have been elected into the following roles…”*
5. **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*
6. **Meeting Close**
   * The next general meeting will be \_\_\_\_\_\_\_\_\_\_\_\_.
   * *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