**CLUB AGM MINUTES TEMPLATE**

**XXX CLUB**

**ANNUAL GENERAL MEETING**

Minutes of the Meeting held on *Date* at *time* in the *Location*.

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**PRESENT**

*Club Official #1 Title*

*Club Official #2 Title*

*Etc. Etc.*

*Ordinary Club Members*

**1. APOLOGIES FOR ABSENCE**

*Club Official #1 Title*

*Club Official #2 Title*

*Etc. Etc.*

*Ordinary Club Members*

*Note the start of the meeting:* The President constituted the meeting at 6.17pm.

1. **MINUTES OF AGM OF *Previous Year* (PAPER A1)**

*Approve or otherwise discuss the minutes of the previous year’s AGM*

**MINUTES OF *XXX* (PAPER A2)**

*If the Club has had an extraordinary or special general meeting since the last AGM, they should be approved or otherwise discussed next.*

1. **PRESIDENT’S REPORT**

*Detail what the President (or equivalent) said in their speech or alternatively make reference (as shown):*

“Mr AN Other gave a prepared speech detailing a review of the Club’s year and how it had progressed. The speech in full is detailed in the Appendix A.”

1. **HON. TREASURER’S REPORT**

*Detail what the Treasurer said in their speech or alternatively make reference (as shown):*

“Mr BN Other gave a prepared speech detailing a financial review of the Club, its accounts and how he feels the Club is situated financially for the near future. The speech in full is detailed in Appendix B.”

1. **HON. SECRETARY’S REPORT**

*Detail what the Secretary said in their speech or alternatively make reference (as shown above).*

1. **CONSTITUTION CHANGES**

*Constitutional Changes are normally presented to the Club Committee/secretary a set period of time before the meeting. These should be tabled in the Agenda paper.*

* 1. Change of Committee Members (Paper B1)

*Detail the discussion of the change being considered.*

Miss AN Other presented her constitutional change. Ms Other explained the reasons behind this change.

*Detail the change itself*

The change was proposed:

**In Clause 5 (a) (i),** Delete from Office bearers:

Spartacus

and insert in place:

Caesar

**In Clause 7 (b),** Delete:

Spartacus

and insert at the end of the paragraph:

The Caesar shall have specific responsibilities in arranging coaching and training of novice members of the Club.

*Detail the result of the vote:*

**The members present approved the change on a general aye.**

*Detail any further constitutional changes proposed as above.*

1. **ELECTION OF OFFICE BEARERS**

*The Election of Office Bearers should be described as below:*

* 1. Hon. President

Mr E Proposed: Mr W Seconded: Mr Z

Ms F Proposed: Miss Y Seconded: Mr T

*At this point some Clubs describe what each candidate has said, whereas other require only a short statement regarding the fact that both candidates spoke (such as that shown below):*

*If there is a vote taken (either by secret ballot or show of hands, it is* ***important*** *that the figure gets detailed to ensure accuracy and clarity of the voting process.*

Result of Secret Ballot: Ms F – 8 Votes; Mr E – 10 Votes

**Mr E duly elected.**

* 1. Hon .Secretary

*The process is repeated for each position being elected – occasionally there is only one candidate, so one following reference may need to be made:*

Mr D Proposed: Mr S Seconded: Mr A

**Mr D duly elected.**

*For further elected posts, the same format can be used.*

* 1. Ordinary Member (2)

*Most Clubs have ‘ordinary members’ on their Committee, and often more than one. This can lead to each Club member being given more than one vote, and should be detailed as shown:*

Miss B Proposed: Mr D Seconded: Mr TC

Miss M Proposed: Miss O Seconded: Dr S

Mr VM Proposed: Miss M Seconded: Miss A

Mr P Proposed: Mr C Seconded: Mr G

Dr C Proposed: Mr O Seconded: Miss A

There being so many nominations, those present agreed to give each person one minute to explain why they felt that they could contribute to the Club most.

As there were two people to be elected, each member present was given two votes.

Result of Secret Ballot:

Miss B – 5 Votes Miss M – 7 Votes

Mr VM – 11 Votes Mr P – 3 Votes

Dr C – 9 Votes

Abstention – 1 Vote

**Miss M & Mr VM duly elected.**

1. **A.O.B.**

*Should there be any other business that is raised on the night, it should be listed – in detail – in this section as a matter of record for those who were unable to attend the meeting.*

* 1. Constitution Review

Mr A pointed out to the members present that the constitution was now in a shape where it had been amended for many years, and lacked clarity due to amendments to amendments. He suggested that if members agreed, he and the Hon. Secretary (Mr D) would go away over the next few months to clarify the constitution and present a new version to members at a meeting called for the beginning of the next Academic Year. Mr D said he would be willing to help.

**The members present approved for Mr A & Mr D to work on a new Club constitution.**

1. **CLOSE**

*The formal closure of the meeting should also be noted*

Mr H closed the meeting at 9.14pm.