[NAME OF CLUB]

**ANNUAL GENERAL MEETING**

Meeting Agenda

For the meeting held at [TIME] on the [DATE]

[LOCATION OF MEETING]

1. **Procedural matters**
   1. **Welcome**

State who is chairing the meeting

State the time in which the meeting was declared open

* 1. **Acknowledgement of Traditional Owners**

Whether conducted on Zoom or in person, it is customary to recognise the Traditional Owners of the land on which you are holding your IGM. The standard format for acknowledgement of country is found at Reconciliation SA. Access to this format can be found [here](https://www.indigenous.gov.au/contact-us/welcome_acknowledgement-country). To learn more about the importance of the Acknowledgement of Country, please visit [Reconciliation SA](https://reconciliationsa.org.au/welcome-and-acknowledgement-of-country/) and [Reconciliation Australia](https://www.reconciliation.org.au/).

State the Acknowledgement of Traditional Owners.

* 1. **Attendance**

This can be a separate document. See our [Attendance List template](https://www.auu.org.au/get-involved/clubs/guides/) for an example. This can be added in through an appendix at the end of the document.

* 1. **Apologies**

List any formal apologies sent by members of the Club.

1. **First Item: Title of item**

**Description of discussion**

* 1. Motion: That the tabled Constitution be adopted.

Moved: name of person who moved the item.

Seconded: Name of person ‘seconded’ (or support) the motion.

Dissent: Name of person(s) dissenting if applicable.

CARRIED. State the whether the item was carried or not.

ACTION: State what needs to be done and the delegated person who will undertake the task in order to action the item.

1. **Second Item**
   1. Motion: That the tabled Constitution be adopted.

Moved: name of person who moved the item.

Seconded: Name of person ‘seconded’ (or support) the motion.

Dissent: Name of person(s) dissenting if applicable.

CARRIED. State the whether the item was carried or not.

ACTION: State what needs to be done and the delegated person who will undertake the task in order to action the item.

1. **Third Item**
   1. Motion: That the tabled Constitution be adopted.

Moved: name of person who moved the item.

Seconded: Name of person ‘seconded’ (or support) the motion.

Dissent: Name of person(s) dissenting if applicable.

CARRIED. State the whether the item was carried or not.

ACTION: State what needs to be done and the delegated person who will undertake the task in order to action the item.

1. **Any Other Business**

Is there anything else that needs to be discussed, or that a member would like to raise? This could include social media profiles, potential events, etc.

1. **Close of Meeting**

State the time at which the chair closed the meeting.