



GENERAL MEETING MINUTES

This form must be completed, scanned and uploaded to your Club's Files on UniOne at the conclusion of each General Meeting. Remember that Associate Members do not count for attendance, cannot vote and do not count when determining whether a quorum is present.

Club Name: _____

Meeting Date (dd/mm/yy): _____ Start Time: _____ am/pm Attendance: _____

Quorum Present: Yes/No

Facilitators

By providing details, the current President, Secretary & Treasurer declare that the contents of this form are true and correct, and that this General Meeting was held fairly and in accordance with SSAA Clubs Policy.

Club Committee Elections

Position	Name	Student ID and Contact Number
President:		
Secretary:		
Treasurer:		

For additional positions, use copies of the "Additional Roles" page at the end of this form.

Club President

Candidate Name	Number of Votes

By providing your details below, the elected President declares that they are a currently enrolled Swinburne University of Technology student, who has been fairly elected by a quorum of club members. The elected President declares that they will act in accordance with SSAA Policy, while providing good governance and sound financial management for their club.

Elected President Name:	
Elected President ID + Contact Number:	
Working with Children Check Number:	

Club Treasurer

Candidate Name	Number of Votes

By providing your details below, the elected Treasurer declares that they are a currently enrolled Swinburne University of Technology student, who has been fairly elected by a quorum of club members. The elected Treasurer declares that they will act in accordance with SSAA Policy, while providing good governance and sound financial management for their club.

Elected Treasurer Name:	
Elected Treasurer ID + Contact Number:	
Working with Children Check Number:	

Club Secretary

Candidate Name	Number of Votes

By providing your details below, the elected Secretary declares that they are a currently enrolled Swinburne University of Technology student, who has been fairly elected by a quorum of club members. The elected Secretary declares that they will act in accordance with SSAA Policy, while providing good governance and sound financial management for their club.

Elected Secretary Name:	
Elected Secretary ID + Contact Number:	
Working With Children Check Number:	



Resolutions

Proposed By:			
The Club should Resolve to:			
Votes For	Votes Against	Result / Y-N	

Resolution 2:

Proposed By:			
The Club should Resolve to:			
Votes For	Votes Against	Result / Y-N	

Resolution 3:

Proposed By:			
The Club should Resolve to:			
Votes For	Votes Against	Result / Y-N	

Resolution 4:

Proposed By:			
The Club should Resolve to:			
Votes For	Votes Against	Result / Y-N	

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The Club should Resolve to:			
Votes For	Votes Against	Result / Y-N	

Resolution 2:

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Resolution 3:

Proposed By:			
The Club should Resolve to:			
Votes For	Votes Against	Result / Y-N	

Resolution 4:

Proposed By:			
The Club should Resolve to:			
Votes For	Votes Against	Result / Y-N	



CLUB COMMITTEE ELECTIONS – ADDITIONAL ROLES

Committee Position: _____

Candidate Name	Number of Votes

By providing your details below, the elected Committee Member declares that they are a currently enrolled Swinburne University of Technology student, who has been fairly elected by a quorum of club members. The elected Committee Member declares that they will act in accordance with SSAA Policy, while providing good governance and sound financial management for their club.

Elected Committee Member Name: _____

Elected Committee Member ID: _____

Working With Children Check Number: _____

Committee Position: _____

Candidate Name	Number of Votes

By providing details, the elected Committee Member declares that they are currently enrolled Swinburne University of Technology student, who has been fairly elected by a quorum of club members. The elected Committee Member declares that they will act in accordance with SSAA Policy, while providing good governance and sound financial management for their club.

Elected Committee Member Name: _____

Elected Committee Member ID: _____

Working With Children Check Number: _____