**University of Strathclyde [INSERT] Club**

**Annual General Meeting 2020**

Date:

Time:

Location:

**MINUTES**

**Present**

Club Official #1 (name) Position

Club Official #2 (name) Position

Etc. Etc.

Ordinary Club Members Number (i.e. 46)

Start time of meeting: 5.45pm

**1. Apologies for Absence**

Club Official #1 (name) Position

Club Official #2 (name) Position

Etc. Etc.

Ordinary Club Members Number (i.e. 46)

**2. Minutes of AGM 2019**

Approve (or otherwise) the minutes of the previous years’ AGM. A proposer and seconder can be noted.

**3. President’s Report**

Details of what President (or equivalent) discussed in speech full report can be included as an appendix if required.

**4. Secretary’s Report**

Details of what Secretary (or equivalent) discussed in speech full report can be included as an appendix if required.

**5. Treasurer’s Report**

Details of what Treasurer (or equivalent) discussed in speech full report should be included as an appendix, particularly the finance details.

**6. Constitutional Changes**

Include details of any proposed constitutional changes proposed by the committee or wider membership. These proposed changes should have been tabled in the agenda and detailed within accompanying papers.

* Detail the discussion of the change being considered.
* Detail the change itself
* Detail the membership vote result

**7. Election of Office Bearers**

Note: only matriculated University of Strathclyde students are permitted to hold Executive Committee positions (President, Secretary, & Treasurer).

* Detail election process that will be used, which may have happened prior to AGM
* Detail nominees for each role (including proposer and seconder)
* Detail result and the details of the elected office bearer

**8. Club Development Plans – Update and Looking Ahead**

* Detail the discussion led by the Club President this may be included in the President’s Report.

**9. AOCB**

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.

**10. Close**

The formal closure of the meeting should be noted

End time of meeting: 8.00pm

All AGM minutes should be uploaded to the Club Documents module of your Club Management Portal by the prescribed deadline.