**<insert UTAS Affiliated Club Name>**

**AGENDA**

**GENERAL MEETING**

<Date>

<Venue>, <Address>

<Start time> to <End Time>

**1.0 Welcome**

**2.0 Roll Call and Apologies**

**3.0 Adopt Club Constitution**

*For this item you will present the draft constitution of the club and ask those present at the meeting to discuss the draft constitution, make any amendments, and agree to adopt the constitution. The constitution outlines the rules of your club.*

**4.0 Adopt Club Members**

*For this item you will present the list of members of the club and ask those present at the meeting to adopt the list as the inaugural members of the club.*

**5.0 Elect Executive Members**

*For this item the Chair will present the nominations for Executive Committee Members for each position which at a minimum will include President, Secretary and Treasurer.*

*Those in attendance should be asked to review nominations and raise any questions. Once questions have been addressed, attendees should vote via a show hands in favor or against endorsing nominees for each position*

**6.0 Adopt Budget**

*For this item the Chair should ask all in attendance to review the proposed budget for the clubs first year. Any questions should be addressed before a vote via a show of hands is conducted to formerly adopt the proposed budget.*

**7.0 Adopt Calendar of Events**

*For this item the Chair should ask all in attendance to review the proposed calendar of events for the clubs first year. Any questions, suggested changes or additions should be addressed before a vote via a show of hands is conducted to formerly adopt the calendar.*

**8.0 General Business**

*This item should be used to provide an opportunity for attendees to raise any further questions or queries for discussion.*

*Following this the Chair should thank everyone for attending and officially declare the meeting closed.*