

NOTICE OF C&S ANNUAL GENERAL MEETING 02/21 AND ELECTION

The Annual General Meeting (AGM) 02/21 of the Clubs & Societies Council is to be held on **Wednesday 1st September, 2021** from **11:00am**. This meeting will be held over Zoom video conference.

The primary business of the meeting is to consider proposed changes to the C&S Constitution, receive the 2021 Office Bearers reports and also conduct an election of the C&S Executive - the position/s of C&S President, Vice President, Secretary, Treasurer and General Representatives (5).

The meeting's agenda and Zoom meeting link will be advised in due course. Any club President wishing to add items to the agenda should forward the details to the C&S Secretary, secretary@monashclubs.org, no later than 3.00pm on Thursday 26th August 2021.

If a club President or their current proxies cannot attend, an Ordinary Member (Clayton Student) of the club can be nominated to be the proxy by completing the [C&S Council President's Proxy Form](#). Should there be no-one within the club able to attend the meeting, please submit a [Council Apology](#) in a timely manner before the meeting.

Regards

Aristea Nikolakakis

C&S Secretary

ELECTION INFORMATION

This AGM will feature an election for the position/s of C&S President, Vice President, Secretary, Treasurer and General Representatives (5). The term of office will be 01/11/2021 till 30/10/2022, notwithstanding that they are a member of the Executive-Elect during the month of October 2021 as a handover period with the incumbent C&S executive. All nominations must be submitted in accordance with §5.4 of the C&S Constitution. This section reads:

- 5.4.1.** A person shall be eligible to be nominated as a candidate for election as a C&S Office Bearer if they are eligible to be elected, as prescribed in §2.4.11 of the C&S constitution.
- 5.4.2.** A nomination of a candidate for election as a C&S Office Bearer shall
- (i) be made in writing on a nomination form supplied by the Returning Officer;
 - (ii) state the nominee's full name and Student number, the body (a Club or the Executive) from which s/he is being nominated, and the position held within that body;
 - (iii) state all Clubs of which the nominee is a committee member, and the position held in each Club;
 - (iv) include the signed consent of the nominee;
 - (v) be endorsed by a Club Office Bearer of each of 2 Clubs, at least 1 of which the nominee is not a member, and include the signature, full name, Student number, Club and position held within the Club, of each endorser; and
 - (vi) be delivered to the Returning Officer by 3:00pm four academic days' prior to the scheduled start of the General Meeting at which the election is to be held, except as prescribed in §5.4.4 of the C&S constitution.
- 5.4.3.** A candidate for election as a C&S Office Bearer shall have the right to submit a policy document of up to 500 words' length to the Returning Officer, in the method specified in the notice of election, as long as such a document is received by the Returning Officer by 3:00pm four academic days' prior to the scheduled start of the General Meeting at which the election is to be held.

Nominations for positions must be received no later than 3:00pm on Thursday 26th August, 2021. To view and complete the Office Bearer Nomination Form please [click here](#). If there are no nominations for a position it shall be filled in accordance with §5.6 of the C&S Constitution.

If you have any questions regarding this process or your eligibility feel free to contact me via email (secretary@monashclubs.org).

Aristea Nikolakakis
Returning Officer

APPENDIX A – Position Description

The duties of the President shall be to

- (i) preside as chair over Executive Meetings and General Meetings;
- (ii) attend MSC meetings, vote in the interests of C&S, and report outcomes to the Executive and/or C&S, as appropriate, or to ensure their nominee, who must be an Executive Member, does the same;
- (iii) submit reports to MSC on the activities of the Executive and C&S, as required;
- (iv) represent C&S, and act as its spokesperson, to MSA, the University and other bodies, as appropriate;
- (v) submit reports to Executive Meetings, as appropriate;
- (vi) submit annual reports to the AGM and to MSC;
- (vii) monitor and review grants regulations, in conjunction with the Treasurer;
- (viii) evaluate and process grant applications and reports, as prescribed in the C&S Grants Regulations;
- (ix) staff the C&S space for at least 2 hours per week; and
- (x) perform other duties, as the Executive may resolve.

The duties of the Vice President shall be to

- (i) attend Executive Meetings and General Meetings;
- (ii) preside as chair over Executive Meetings and General Meetings, in the absence of the President;
- (iii) assist the President in their duties;
- (iv) perform the duties of the President if that office is vacant;
- (v) assist and liaise with Students applying to start new Clubs, in conjunction with C&S Staff Members;
- (vi) preside as chair and Returning Officer at Inaugural General Meetings of Clubs or their nominee (who must be a member of the Executive);
- (vii) submit an annual report to the AGM;
- (viii) evaluate and process grant applications and reports, as prescribed in the C&S Grants Regulations;
- (ix) staff the C&S space for at least 2 hours per week; and
- (x) perform other duties, as the Executive may resolve.

The duties of the Treasurer shall be to

- (i) attend Executive Meetings and General Meetings;
- (ii) monitor and review grants regulations, in conjunction with the President;
- (iii) prepare budget submissions to MSA, in conjunction with C&S Staff Members, as required;
- (iv) represent C&S in MSA budget meetings, as appropriate;
- (v) evaluate and process grant applications and reports, as prescribed in the C&S Grants Regulations;
- (vi) monitor spending from the C&S grants budget;
- (vii) submit an annual report to the AGM;
- (viii) staff the C&S space for at least 2 hours per week; and
- (ix) perform other duties, as the Executive may resolve.

The duties of the Secretary shall be to

- (i) attend Executive Meetings and General Meetings;
- (ii) prepare agendas and minutes, and serve notice as Prescribed, for General Meetings and Executive Meetings;
- (iii) act as Returning Officer for C&S Office Bearer elections, as appropriate;
- (iv) ensure that an up-to-date register of Clubs and Club Office Bearers is maintained;
- (v) ensure that inwards and outwards correspondence for C&S and the Executive is handled correctly and in a timely manner;
- (vi) ensure that Clubs are informed of relevant issues discussed, and resolutions made, by the Executive, in a timely manner;
- (vii) submit an annual report to the AGM;
- (viii) evaluate and process grant applications and reports, as prescribed in the C&S Grants Regulations;
- (ix) staff the C&S space for at least 2 hours per week; and
- (x) perform other duties, as the Executive may resolve.

The duties of each General Representative shall be to

- (i) attend Executive Meetings and General Meetings;
- (ii) evaluate and process grant applications and reports, as prescribed in the C&S Grants Regulations;
- (iii) evaluate and process annual club registration packs, as prescribed in the C&S Affiliation Regulations;
- (iv) staff the C&S space for at least 1 hour per week; and
- (v) perform other duties, as the Executive may resolve.

The duties of each member of the Executive-Elect shall be to

- (i) actively participate in Handover with their respective C&S Office Bearer counterpart;
- (ii) attend Executive Meetings and General Meetings;
- (i) learn how to evaluate and process grant applications and reports, as prescribed in the C&S Grants Regulations;
- (ii) learn how to evaluate and process annual club registration packs, as prescribed in the C&S Affiliation Regulations;
- (iii) staff the C&S space for at least 1 hour per week;
- (iv) perform other duties, as the Executive may resolve.