

## **NOTICE OF C&S ANNUAL GENERAL MEETING 02/22 AND ELECTION**

The Annual General Meeting (AGM) 02/22 of the Clubs & Societies Council is to be held on **Wednesday 7 September 2022** from **11:00am**. This meeting will be held entirely over Zoom video conference.

The primary business of the meeting is to consider proposed changes to the C&S Constitution, receive the 2022 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 (5) General Representatives.

Nominations are now open and can be submitted using the [Office Bearer Nomination Form](#) on or before 3.00pm, Thursday 1 September, 2022.

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](mailto:secretary@monashclubs.org), no later than 3.00pm on Thursday 1 September 2022.

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

**Berenice Mickelborough**  
**C&S Secretary / Returning Officer**  
[secretary@monashclubs.org](mailto:secretary@monashclubs.org)

## **ELECTION INFORMATION**

This AGM will feature an election for the position/s of C&S President, Vice President, Secretary, Treasurer and (5) General Representatives. The term of office will be 01/11/2022 till 31/10/2023, notwithstanding that they are a member of the Executive-Elect during the month of October 2022 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 §2.4.10 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 1 September 2022. 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](mailto:secretary@monashclubs.org)).

**Berenice Mickelborough**  
**C&S Secretary / 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.