

## **NOTICE OF C&S ANNUAL GENERAL MEETING 02/24 AND ELECTION**

The Annual General Meeting (AGM) 02/24 of the Clubs & Societies Council is to be held on **Wednesday 4 September 2024 at 2.00pm**. The meeting will be held in the Campus Cinema, Building 10, Campus Centre, Clayton Campus and will be held in-person only with no Zoom attendance available.

The primary business of the meeting is to receive the 2024 Office Bearer reports and conduct an election of the C&S Executive - the position/s of C&S President, Vice President, Treasurer, Secretary and (5) General Representatives.

The meeting's agenda 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, Thursday 29 August 2024**.

It is the club President's role to attend the C&S Council meetings with registrations to be submitted via the [Attendee Registration Form](#). If the club President cannot attend they can nominate any Ordinary member (Clayton student) of the club to be a proxy with nominations to be received via the [Proxy Appointment Form](#). All proxy nominations must be received no later than **2.00pm, Sunday 1 September 2024** in order to be considered.

If no-one from the club is able to attend the meeting, please submit a [Council Apology](#) in a timely manner before the meeting.

Regards

**Alannah Hunt**  
**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, Treasurer, Secretary and (5) General Representatives. The term of office will be 01/11/2024 till 31/10/2025, notwithstanding that they are a member of the Executive-Elect during the month of October 2024 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.
- 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 they are 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 §5.4.5.
- 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, Thursday 29 August 2024**. 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)).

Regards

Alannah Hunt  
**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 the President is on an approved leave of absence or that office is vacant;
- (v) preside as chair and Returning Officer at Inaugural General Meetings of Clubs or their nominee (who must be a member of the Executive);
- (vi) assist and liaise with newly affiliated clubs to provide support and guidance;
- (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;
- (iii) learn how to evaluate and process grant applications and reports, as prescribed in the C&S Grants Regulations;
- (iv) learn how to evaluate and process annual club registration packs, as prescribed in the C&S Affiliation Regulations;
- (v) staff the C&S space for at least 1 hour per week;
- (vi) perform other duties, as the Executive may resolve.