

NOTICE OF C&S COUNCIL ORDINARY GENERAL MEETING AND BY-ELECTION

The Ordinary General Meeting (OGM) of the Clubs & Societies Council is to be held on Tuesday 02nd of June 2020 from 11:00am. This meeting will be held on Zoom video conference. The primary business of the meeting is to receive the 2020 President and Treasurer reports, consider proposed temporary changes to the C&S Constitution, and to conduct a by-election for the position of C&S Treasurer (currently co-opted).

The agenda and Zoom meeting link will be sent out shortly. Any clubs wishing to add items to the agenda should forward them to the C&S Secretary at secretary@monashclubs.org before 3:00pm on Wednesday 27th of May. If the Club President or current proxies cannot attend, the Club President can nominate any Ordinary Member (Clayton Student) of the club to be a proxy. If no one from the club is able to attend the meeting, please submit a Council Apology in a timely manner before the meeting.

Francesco Barrese - C&S Secretary

ELECTION INFORMATION

This OGM will feature a by-election for the position of C&S Treasurer. The term of office will be from 02/06/2020 till 30/9/2020. 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 §2.4.9.
- 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
- 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 this position must be received before 3:00pm on Wednesday 27th of May 2020 via email to the C&S Secretary - secretary@monashclubs.org. 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).

Francesco Barrese - Returning Officer

APPENDIX A – Position Description

2.4.6. 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.