

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 Wednesday 16 March 2022 from 11:00am. This meeting will be held on Zoom video conference.

The primary business of the meeting is to receive the 2022 President and Treasurer reports and to conduct a by-election for –

- the office of C&S Vice-President;
- the office of C&S Treasurer; and
- possible elections for the office of up to 2 General Representatives.

As provided for in §2.5.3 of the C&S constitution, 2 General Representatives are currently undertaking the duties of the Vice President and Treasurer, which shall conclude on the day of the OGM.

Pending the outcome of the Vice-President and Treasurer election, further nominations to fill any casual vacancies as General Representative shall be received at the General Meeting, in accordance with §5.4.5.

The meeting's agenda and Zoom meeting link will be advised in due course. Any clubs wishing to add items to the agenda should the details to the C&S Secretary, secretary@monashclubs.org, no later than 3:00pm on Thursday 10 March 2022.

If the Club President or their 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.

Berenice Mickelborough - C&S Secretary

ELECTION INFORMATION

This OGM will feature a by-election for the position/s of C&S Vice-President and Treasurer.

Pending the outcome of the Vice-President and Treasurer election, nominations for any casual vacancies which shall arise for General Representative shall be received at the General Meeting.

The term of office for all elected roles will be from 17/03/2022 till 30/10/2022, 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. Parts of 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 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.
- 5.4.4.** The Returning Officer must authorise and approve the policy document prior to its use in the election and untrue, defamatory or discriminatory statements must not be published.
- 5.4.5.** Where a nomination is received at a General Meeting in accordance with §5.6.1,
- (i) it must be orally endorsed by representatives of each of 2 Clubs, at least 1 of which the nominee is not a member;
 - (ii) it must be orally accepted by the nominee;
 - (iii) the nominee must state their name, the body (a Club or the Executive) from which they are being nominated, and the position held within that body;
 - (iv) the nominee must provide to the Returning Officer their Student number; and

(v) the nominee must state all Clubs of which they are a committee member, and the position held in each Club.

Nominations for Vice President and Treasurer position must be received before 3:00pm on Thursday 10 March, 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).

Berenice Mickelborough - C&S Secretary

APPENDIX A – Position Description

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 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.