

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

The Ordinary General Meeting (OGM) 01/24 of the Clubs & Societies Council is to be held on **Wednesday 13 March 2024** from **1:00pm**. 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 President and Treasurer reports and to conduct by-elections for -

- the office of C&S Vice-President;
- the office of C&S General Representative (1 position); and
- possible election for the office of 1 additional General Representative.

Further nominations to fill any casual vacancies as a C&S Office Bearer shall be received at the General Meeting, in accordance with §5.4.5.

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, no later than 3:00pm on Thursday 7 March 2024.

It is the club President's role to attend C&S Council meetings with registrations to be submitted via the [Attendee Registration Form](#). If the club President cannot attend they can appoint any Ordinary member (Clayton student) of the club to be 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.

Regards

Alannah Hunt
C&S Secretary / Returning Officer
secretary@monashclubs.org

ELECTION INFORMATION

A by-election for the position/s of C&S Vice-President and General Representative (1 position) will be held at this OGM.

Further nominations for any casual vacancies as a C&S Office Bearer which might arise shall be received at the General Meeting.

The term of office for all elected roles will be from 14/03/2024 till 31/10/2024. 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 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 §5.4.4

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 the positions must be received before 3:00pm on Thursday 7 March 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).

Regards

Alannah Hunt

C&S Secretary / Returning Officer

secretary@monashclubs.org

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 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 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.