

## **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 15 March 2023 from 11:00am. This meeting will be held over Zoom video conference.

The primary business of the meeting is to receive the 2023 President and Treasurer reports and to conduct a by-election for –

- the office of C&S General Representative (1 position)

The meeting's agenda and Zoom meeting link will be advised in due course. Any clubs 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 9 March 2023.

It is the club President's role to attend C&S Council meetings. 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.

Regards

**Chayli McCann**

**C&S Secretary**

## **ELECTION INFORMATION**

This OGM will feature a by-election for the position of C&S General Representative.

The term of office for this General Representative role will be from the 15/03/2023 till 31/10/2023. 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 this position must be received before 3:00pm on Thursday 9 March, 2023. 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

**Chayli McCann**

**C&S Secretary**

## **APPENDIX A – Position Description**

### **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.