

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

The Ordinary General Meeting (OGM) 01/26 of the Clubs & Societies Council is to be held on **Wednesday 25 March 2026** from **12.00pm**. The meeting will be held in the [Campus Cinema, Building 10, Campus Centre, Clayton Campus](#) and will be held in-person only with no online attendance available.

The primary business of the meeting is to receive the 2026 President and Treasurer reports, conduct a by-election for the office of C&S General Representative (1 position), and also consider proposed amendments to the C&S Constitution.

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), by 23:59 on Thursday 19 March 2026.

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. All proxy nominations are to be submitted via the [Proxy Appointment Form](#). If no-one from the club is able to attend the meeting, please submit a [Council Apology](#) in a timely manner before the meeting. All apologies should be submitted using the formal C&S Council Apology Form.

Regards

**Pavan Sundar**  
**C&S Secretary / Returning Officer**  
[secretary@monashclubs.org](mailto:secretary@monashclubs.org)

## **ELECTION INFORMATION**

A by-election for the position of General Representative (1 position) will be held at this OGM.

The term of office for this role will be from 26/03/2026 till 31/10/2026. All nominations must be submitted in accordance with subclauses 31(1)-(5) of the C&S Constitution. Parts of this section reads:

### **31 Nominations**

- (1)** A person is eligible to be nominated as a candidate for election as a C&S Office Bearer if they are eligible to be elected at the time of the election.
- (2)** A nomination of a candidate for election as a C&S Office Bearer must—
  - (a) be made in writing on a nomination form supplied by the Returning Officer; and
  - (b) 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; and
  - (c) state all clubs of which the nominee is a committee member, and the position held in each club; and
  - (d) include the signed consent of the nominee; and
  - (e) 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
  - (f) be delivered to the Returning Officer by 23:59 four academic days prior to the date of the general meeting at which the election is to be held-

except as prescribed in subclause (5).

- (3)** A candidate may submit a policy document of up to 500 words length to the Returning Officer, in the method specified in the notice of election, by 23:59 four academic days prior to the scheduled start of the general meeting at which the election is to be held.
- (4)** The Returning Officer must review the policy document prior to its use in the election and ensure untrue, defamatory or discriminatory statements are not published.
- (5)** Where a nomination is received at a general meeting in accordance with subclause 33(1)—
  - (a) it must be orally endorsed by representatives of each of 2 clubs, at least 1 of which the nominee is not a member; and
  - (b) it must be orally accepted by the nominee; and
  - (c) 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; and
  - (d) the nominee must provide their student number to the Returning Officer; and

(e) 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 by 23:59 on Thursday 19 March 2026.**

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 clause 31(5) 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

**Pavan Sundar**  
**C&S Secretary / Returning Officer**  
[secretary@monashclubs.org](mailto:secretary@monashclubs.org)

## **APPENDIX A – Position Description**

In accordance with clause 7 of the C&S Constitution, the duties of this role are:

### **7 Duties of office-bearers**

- (1) The general duties of all C&S office-bearers are to-
  - (a) attend executive meetings and general meetings; and
  - (b) evaluate and process grant applications and reports, as prescribed in the C&S Grants Regulations; and
  - (c) evaluate and process annual club reaffiliation packs, as prescribed in the C&S Affiliation Regulations; and
  - (d) staff the C&S space for at least 2 hours per week, excluding Executive meetings; and
  - (e) assist with MSA and C&S Orientation activities; and
  - (f) support the governance of clubs as appropriate; and
  - (g) actively participate in Handover with their respective C&S Executive-elect counterpart; and
  - (h) fulfill the specific duties of their office under subclauses (2)–(6); and
  - (i) perform any other duties, as the Executive may resolve.

...

- (6) The duties of each General Representative are to assist other members of the Executive as required.