

Notice of By-Election for C&S Treasurer on Friday 2nd May 2014

Dear Club Presidents,

The upcoming OGM at 1pm on Friday 2nd May (Location TBA) will feature a by-election for the position of C&S Treasurer. The term of office of the elected C&S Treasurer will be from Friday 2nd May 2014 until Monday the 30th of September 2014.

C&S Constitution §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.

Nominations for the position must be received no later than **1pm Wednesday 30th April** via the red nominations box in the C&S Office. Hard copies of the form are available next to the box and a soft copy can be found on the C&S Website, C&S Council OGM 01/14 Event.

All nominations must be submitted in accordance with section §5.4.2 of the C&S Constitution. This section reads:

§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 at least 48 hours prior the scheduled

start of the General Meeting at which the election is to be held, except as prescribed in §5.4.4.

Candidates may also submit a written statement to support their nomination for inclusion in the OGM's Agenda. This statement may be up to 500 words in length and must be submitted to myself via email at secretary@monashclubs.org by 1pm Wednesday 30th April 2014. Statements will only be accepted from the email account of the nominating body (e.g. Monash Astrology Society – astrology@monashclubs.org).

If there are no nominations received by the deadline then the positions shall be filled in accordance with §5.6 of the C&S Constitution.

If you have any questions regarding this process or the duties of the C&S Treasurer please contact me by email at secretary@monashclubs.org.

Regards,

Louisa Ashton
Returning Officer