

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 Monday 27th May 2019 from 3pm, venue TBA. The main items of business are to receive the President and Treasurer reports, and to hold a by-election for the position of General Representative.

The agenda will be sent out shortly. Any clubs wishing to add items to the agenda should forward them to the C&S Secretary at secretary@monashclubs.org before **3:00pm on Friday 24th May 2019**. If the Club President or 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.

Priyanka Arora - C&S Secretary

ELECTION INFORMATION

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

The term of office will be from 27/05/2018 till 30/9/2019. All nominations must be submitted in accordance with §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 72 hours prior to the scheduled start of the General Meeting at which the election is to be held.

Nominations for these positions must be received before **3:00pm on Friday 24th May 2019** via the Red Nominations Box in the C&S Office. Hard copies of the forms are available in the C&S Office and a soft copy can be found at the bottom of this notice. If there are no nominations for a position it shall be filled in accordance with §5.6 of the C&S Constitution.

Candidates may also submit a written statement to support their nomination for inclusion in the agenda. This statement may be up to 500 words in length and must be submitted via email to the Returning Officer (secretary@monashclubs.org) by the close of nominations. Statements will ONLY be accepted via email from the email account of the body that the nominee is from (e.g. Monash Astrology Club - astrology@monashclubs.org). Position descriptions can be found in Appendix A (attached).

If you have any questions regarding this process or your eligibility feel free to contact me via email (secretary@monashclubs.org).

Priyanka Arora - Returning Officer

APPENDIX A – Position descriptions as per §2.4.8 of the C&S Constitution

- 2.4.8. 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.