

NOTICE OF C&S ANNUAL GENERAL MEETING 03/23 AND ELECTION

The Annual General Meeting (AGM) 03/23 of the Clubs & Societies Council is to be held on **Wednesday 6 September 2023 at 1.30pm**. The meeting will take place in Room S10, Building 25, Monash University, Clayton Campus and will be held in-person only with no Zoom attendance available.

The primary business of the meeting is to receive the 2023 Office Bearers reports, conduct an election of the C&S Executive - the position/s of C&S President, Vice President, Secretary, Treasurer and (5) General Representatives, and also consider proposed changes 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, no later than **3.00pm, Thursday 31 August 2023**.

It is the club President's role to attend the C&S Council meetings with registrations to be submitted via the [Attendee Registration Form](#). If the club President cannot attend they can nominate any Ordinary member (Clayton student) of the club to be a proxy with nominations to be received via the [Proxy Appointment Form](#). All proxy nominations must be received no later than **1.30pm, Sunday 3 September 2023** in order to be considered.

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 / Returning Officer
secretary@monashclubs.org

ELECTION INFORMATION

This AGM will feature an election for the position/s of C&S President, Vice President, Secretary, Treasurer and (5) General Representatives. The term of office will be 01/11/2023 till 31/10/2024, notwithstanding that they are a member of the Executive-Elect during the month of October 2023 as a handover period with the incumbent C&S Executive. All nominations must be submitted in accordance with §5.4 of the C&S Constitution. 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 of the C&S Constitution.
- 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 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 of the C&S constitution.
- 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.

Nominations for positions must be received no later than **3:00pm, Thursday 31 August 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).

Regards

Chayli McCann
C&S Secretary

APPENDIX A – Position Description

The duties of the President shall be to

- (i) preside as chair over Executive Meetings and General Meetings;
- (ii) attend MSC meetings, vote in the interests of C&S, and report outcomes to the Executive and/or C&S, as appropriate, or to ensure their nominee, who must be an Executive Member, does the same;
- (iii) submit reports to MSC on the activities of the Executive and C&S, as required;
- (iv) represent C&S, and act as its spokesperson, to MSA, the University and other bodies, as appropriate;
- (v) submit reports to Executive Meetings, as appropriate;
- (vi) submit annual reports to the AGM and to MSC;
- (vii) monitor and review grants regulations, in conjunction with the Treasurer;
- (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 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 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 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.

The duties of the Secretary shall be to

- (i) attend Executive Meetings and General Meetings;
- (ii) prepare agendas and minutes, and serve notice as prescribed, for General Meetings and Executive Meetings;
- (iii) act as Returning Officer for C&S Office Bearer elections, as appropriate;
- (iv) ensure that an up-to-date register of Clubs and Club Office Bearers is maintained;
- (v) ensure that inwards and outwards correspondence for C&S and the Executive is handled correctly and in a timely manner;
- (vi) ensure that Clubs are informed of relevant issues discussed, and resolutions made, by the Executive, in a timely manner;
- (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.

The duties of each member of the Executive-Elect shall be to

- (i) actively participate in Handover with the respective C&S Office Bearer counterpart;
- (ii) attend Executive Meetings and General Meetings;
- (iii) learn how to evaluate and process grant applications and reports, as prescribed in the C&S Grants Regulations;
- (iv) learn how to evaluate and process annual club registration packs, as prescribed in the C&S Affiliation Regulations;
- (v) staff the C&S space for at least 1 hour per week;
- (vi) perform other duties, as the Executive may resolve.