

Notice of By-Election for C&S Secretary and C&S General Representative on Thursday 6th August 2015

Dear Club Presidents,

The upcoming OGM at 2pm on Thursday 6th August in the Campus Centre Cinema will feature a by-election for the positions of C&S Secretary and C&S General Representative. The term of office of the elected C&S Secretary and C&S General Representative will be from Thursday 6th August 2015 until Wednesday the 30th of September 2015.

C&S Constitution §2.4.7:

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.

C&S Constitution §2.4.6:

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.

Nominations for the position must be received no later than **2pm Tuesday 4th August 2015** 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, Administration News > C&S Council OGM 06/08/15.

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 president@monashclubs.org by 2pm Tuesday 4th August 2015. 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 General Representative please contact me by email at secretary@monashclubs.org.

Regards,

Louisa Ashton
Returning Officer
president@monashclubs.org