

# General Meeting Agenda

Club name: University of Melbourne Information Security Club

Annual General Meeting

Date of meeting: 15/10/2020

Advertised time: 2:00pm

**Item 1                    Attendance**

**1.1                    Opening**

**1.2                    Attendance**

**1.3                    Apologies**

**Item 2                    Adoption of the Agenda (*motion*)**

**Item 3                    Chairperson's Welcome**

**Item 4                    Consitution**

**4.1                    Distribution of club constitution**

**4.2                    Ratification (adoption) of the club constitution (*motion*)**

**Item 5                    Reports**

**5.1                    President's report**

**5.2                    Treasurer's report**

**(*motion to accept reports 'en bloc'*)**

**Item 6                    Elections**

**6.1                    Appointment/confirmation of Returning Officer (*motion*)**

**6.2                    Outline of election procedure**

**6.3                    Nomination and election of each Constitutional committee position:**

- President
- Secretary
- Treasurer
- Four General Committee Members

All of whom must be University of Melbourne students as per section 5 of the club's constitution.

**Item 7                    Other Business**

**7.1                    Appointment of bank account signatories (*motion including names and bank account number*)**

**Item 8                    Close**