

# NPO AGM Minutes

## Annual General Meeting Minutes

17th November | 5:30pm | NPO Club Room, Building 405

### The purpose of the AGM is to:

- Democratically elect 2025 office bearers in-line with The Guild's Default Club Constitution. All ordinary members (current enrolled Curtin student & current member of this club) are invited to vote on all motions/agenda items and nominate themselves for a position. Non-ordinary members can only attend if invited & must only observe unless invited by the chair of the meeting to speak on a matter. Curtin clubs must be run entirely by Curtin Students, for the benefit of Curtin students.
- Provide a report on the year to the club's members. This shall be prepared by the outgoing office bearers and reported within this meeting:
  - For the members in attendance at the meeting,
  - For members not in attendance. The reports will also be documented within the minutes which will be accessible to all members post-meeting via the club's website.
  - To successfully renew the club with the Student Guild for the upcoming year,
- Cover other business as per member agenda item submissions if time allows.

The meeting will run in accordance with the agenda.

### 1. Attendance

All in-person attendees must sign-in so that membership status and voting eligibility can be assessed.

Those online should sign-in via a private chat message to the meeting organiser by entering the following information:

- Full name,

- Curtin Student ID,
- If you are not a Curtin student, please identify who you are: ie. Curtin Staff, Club advisor, Chaplain, Guild representative, Curtin College Student, UWA Student or other.

The secretary (or minute taker) will:

- review the attendance list against the club's membership database to identify who may not be eligible to vote.
- Assess whether or not quorum has been met in order to proceed with the formalities of the AGM.
  - A quorum of 10 ordinary members (Curtin student members of the club) is required at the minimum.
  - Quorum must be maintained throughout the meeting.
  - If quorum has NOT been met within 30 minutes of the meeting start time, the AGM must not continue. A new AGM must be organised at a suitable date as per the club's constitution.
  - If quorum has been met, we will proceed with the meeting.

**Outcome:** The secretary (or minute taker) declares quorum has been met and identifies the following person's who are in attendance and are ineligible to vote and must observe at the meeting unless invited to speak by the chair:

- Caroline Hua

## 2. Open Meeting

The meeting will now commence at 5:51pm.

Acknowledgement of the Traditional Owners:

*"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region"*

**3. Disclosure of any potential or perceived conflicts of interest.**

Would anyone like to raise a potential conflict?

**4. Minutes of the Previous AGM The minutes of the 2023 AGM minutes have been presented to members for acceptance.**

[AGM\\_2023.docx](#)

**5. Reminder of the Guild's Policy In order to remain a club at Curtin, the club is bound by the Curtin Student Guild's Club Governance policy documents:**

5.1 Club Constitution (select one that is relevant and delete the other dot points)

- The club understands and agrees to follow the Guild's Default Club Constitution.

5.2 Clubs Charter

5.3 The Safe Spaces Agreement

**6. Reports from the outgoing committee. The committee reports will now be delivered.**

- a. President's report
- b. Secretary's report
- c. Treasurer's report & presentation of a financial statement and current bank balance.

**7. Election of 2024 Committee Roles. The 2024 committee roles are declared vacant and the club's mandatory committee roles as per the the Guild's Default Club Constitution**

The elections will now be conducted and the process will be as follows:

- Both the nominees and those voting must be Curtin University students and a member of the club.
- Curtin College students are NOT considered as Curtin University students.
- We will conduct the elections in accordance with the club constitution.
- If there is only one nominee, that person will be elected unopposed.
- Where there are multiple nominees for a role, each nominee will be invited to speak before votes are cast by secret ballot.
- You may vote for yourselves if nominated.
- The chair of the meeting may vote, but not have a casting vote.
- If there were no nominations for a role, we may take nominations from the floor (within this meeting).
- The outcome will be announced by clear identification as to whether the person is elected unopposed, by majority vote or unanimously (which means that no other votes went to the other nominees).

7.2 The following person/s have been nominated:

President:

- Jia Zheng Liu

Vice-President:

- Rabab Ahsan

Treasurer

- Elowyn Worrall

Secretary

- Asha West

Nursing Education Chair: Nil.

Midwifery Education Chair: Nil.

Paramedicine Education Chair: Nil.

Oral Health Therapy Education Chair: Nil.

Social Chair: Kay Zin Lin

Fundraising Officer: Nil.

Social Media Officer: Adithya Shanil Thekkedath

Each Nominee is invited to speak.

Uncontested.

**Outcome:**

President:

- Jia Zheng Liu

Vice-President:

- Rabab Ahsan

Treasurer

- Elowyn Worral

Secretary

- Asha West

Social Chair: Kay Zin Lin

Social Media Officer: Adithya Shanil Thekkedath

**8. Change of Club Bank Account Signatories**

The new committee as elected within this meeting shall replace previous signatories on the clubs bank account Commonwealth Bank of Australia (Account #: 1083 6608) and at the soonest date possible to avoid delays with access to the club funds:

## **New Signatories**

- Elowyn Worral

**The last listed bank signatories are to be removed as agreed:**

- Saffron Woodhall

## **10. Committee Handover**

An official handover between the outgoing and incoming committee will be arranged to be connected online and create individual meetings online or in person.

In this meeting however, the new committee are immediately verbally advised of the important details to ensure they are aware of the requirements and expectations required by the Guild to be a Curtin club.

The new committee is made aware that:

- The Guild is the club's regulator. The Guild is tasked by the University with managing, supporting and administering non-sporting clubs and societies at Curtin.
  - Clubs must renew their registration with the Guild annually by completing a 2025 Renewal Project in Tidy HQ.
  - Without an active registration, clubs are prohibited from operating in any way.
  - The Guild's powers in relation to clubs are laid out in policy as listed on the Guild website's [resources for clubs](#). These should be reviewed by the new committee asap.
  - Clubs will adhere to the Guild's Rules and Policy, obey their Guild-approved constitutions, behave transparently and work in the best interest of the club and its members.

- The usage of TidyHQ is required. TidyHQ is the Club software management platform. Required usage is outlined on the Guild website's [resources for clubs](#).
- The Guild Club Support team are the first point of call for all club queries and are there for support/guidance. Contact them on [clubs@guild.curtin.edu.au](mailto:clubs@guild.curtin.edu.au).
- All club events/activities, on and off-campus must be notified to the Guild via a submission of an event application form on the Guild website for liability coverage and risk assessing purposes.
  - All club events must be approved by the Guild. Check the website for more information before considering running any event.

#### **11. Close Meeting** The meeting will now end at 6:18pm.

The newly elected committee must now provide the secretary additional contact details before they leave.

Thanks everyone for making the time to contribute to the future success of our club.

#### **Before your new elected 2025 committee leave the meeting:**

- **Update Personal Contacts:** The secretary should login to TidyHQ.
  - Go to Projects > 2024 AGM > tasks > select the task "2025 Committee Contacts" and follow the task instructions.

#### **AFTER THE MEETING:**

Continue completing the final AGM project tasks in TidyHQ