**Curtin Geoscientists and Engineers Club**

**Annual General and End-of-Year Meeting Minutes**

**28 Nov 2024 / 1 pm (AWST) / Online**

**The purpose of the AGM is to:**

* Democratically elect 2025 office bearers in-line with [Default Club Constitution](https://guild.curtin.edu.au/clubresources/governance/#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 was run in accordance with the agenda provided to all attendees.

1. **Attendance**

The meeting was held in person and online through MS Teams. The secretary collected the attendance through MS Teams chat.

The secretary declares that the quorum has been met and identifies the following persons who are in attendance and are ineligible to vote and continue to observe at the meeting.

Only one attendee is not eligible to vote:

* + - Roman Isaenkov, Invited/returning officer to conduct the voting process
1. **Open Meeting**

The annual general meeting commenced at 1:11 pm, starting with the 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”*

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

No known conflicts of interest were mentioned nor raised.

1. **Minutes of the Previous AGM**
We would usually share the previous AGM minutes and action items, but this is not applicable as the club was brought back from scratch in 2024.
2. **Reminder of the Guild’s Policy**
To remain a club at Curtin, the club is bound by the Curtin Student Guild’s [Club Governance policy](https://guild.curtin.edu.au/clubresources/governance/) documents:
	1. Club Constitution
* The club understands and agrees to follow the Guild’s Default Club Constitution.
	1. Clubs Charter
	2. The Safe Spaces Agreement
1. **Reports from the outgoing committee**The committee reports were delivered as follows:
	1. President’s report
	2. Secretary's report
	3. Treasurer’s report & presentation of a financial statement and current bank balance.
2. **Election of 2024 Committee Roles**The 2024 committee roles are declared vacant, and the club’s mandatory committee roles are as per the Guild's [Default Club Constitution](https://guild.curtin.edu.au/clubresources/governance/#Constitution) (President, Vice President, Treasurer, Secretary).

The returning officer facilitated the election of the committee. The members appointed the returning officer who was not contesting the election and agreed to conduct the election fairly and without bias.

* 1. Returning Officer.

The following person have been nominated to conduct the elections:

* + - Roman Isaenkov

* 1. Nominations from the floors were requested, but none came forward. The following persons have been nominated:

 President:

* Emad Al Hemyari

Vice President:

* Aruni Rajanayake

Treasurer

* Aditya Priyadarshi

Secretary

* Nikita Beloborodov

Each Nominee was invited to speak briefly. The Returning Officer took the chair to conduct the elections, and votes were cast by secret ballot in accordance with the club constitution.

**Outcome:**

* Emad Al-Hemyari was elected as president unopposed and by majority.
* Aruni Rajanayake was elected as the vice president unopposed and by majority.
* Nikita Beloborodov was elected as the secretary unopposed and by majority.
* Aditya Priyadarshi was elected as the treasurer unopposed and by majority.

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

As the previous bank account (BSB: 066-134, Acc# 1125-6336) was closed by CommBank due to inactivity and having no deposited funds, the new committee, as elected within this meeting, will have to open a new club bank account with Comm Bank at the soonest date possible to avoid delays with club renewal for 2025.

**New Signatories:**

* Emad Abdo Mohammed Al-Hemyari **- President**
* Aditya Priyadarshi **- Treasurer**

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

* Emad Abdo Mohammed Al-Hemyari - **President**
* Leander Erbe King **- Treasurer**
1. **Other Business**

No other business was discussed nor raised in this meeting.

1. **Committee Handover**

An official handover between the outgoing and incoming committee will be arranged informally between the outgoing and incoming treasurers.

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](https://guild.curtin.edu.au/clubresources/governance/).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](https://guild.curtin.edu.au/clubresources/governance/).
* 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.
* 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.
1. **Close Meeting**The meeting ended at 1:28 pm.

The newly elected committee provided the secretary with additional contact details before they left.

Everyone was thanked for making the time to contribute to the future success of our club.

Before the newly elected 2025 committee left the meeting, their personal contact details were updated.