

Curtin Geoscientists and Engineers Club

Annual General Meeting Minutes

6 October 2024 / 11:30 AM - 1:30 PM (AWST) In-Person & Online

The purpose of the AGM is to:

- Democratically elect 2026 office bearers in-line with [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 declares quorum has been met and identified 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:

- Emad Al-Hemyari

Eligible to vote attendees: All attendees were eligible to vote.

2. Open Meeting

The meeting commenced at 12:00 pm.

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?

Minutes of the Previous AGM

We shared the previous AGM minutes as part of the AGM Meeting agenda, which did not have any action items.

4. 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:

4.1. Club Constitution

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

4.2. Clubs Charter

4.3. The Safe Spaces Agreement

5. Reports from the outgoing committee

The committee reports will now be delivered.

5.1. President's report presented by the departing president, Emad Al-Hemyari

5.2. Secretary's report presented by the departing secretary, Nikita

5.3. Treasurer's report & presentation of a financial statement and current bank balance by the departing Treasurer, Aditya

6. Election of 2024 Committee Roles

The 2026 committee roles are declared vacant, and the club's mandatory committee roles as per the Guild's [Default Club Constitution](#).

- President
- Vice President
- Treasurer
- Secretary

The chairperson, departing president, is not contesting the AGM, so he facilitated the election of the committee. A returning officer was not required.

The elections were conducted and the process was 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).

6.1. The following person/s have been nominated:

President:

- Anas Bukhari

Vice President

- Bnan Baragaba
- Zhantore Myrzabayev

Treasurer

- Adel Alhusaini
- Keysha Wibisana

Secretary

- Princy Agrahari

Each Nominee is invited to speak. Then, votes are cast by secret ballot.

Outcome:

- President: Anas Bukhari was elected by majority vote
- Treasurer: Adel Alhusaini was elected by majority vote
- Vice President: Bnan Baragaba was elected by majority vote
- Secretary: Princy Agrahari was elected by majority vote

7. Change of Club Bank Account Signatories

The new committee as elected within this meeting shall replace previous signatories on the club's bank account with CommBank: Curtin Geoscientists and Engineers Club (BSB: 066128, Account: 10903081) at the soonest date possible to avoid delays with access to the club funds:

New Signatories

- **Anas Bukhari - President 2026**
- **Adel Alhusaini – Treasurer 2026**

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

- **Emad Al Hemyari – Departing President**
- **Aditya Priyadarshi – Departing Treasurer**

8. Other Business

No other business has been identified or brought up by members.

9. Committee Handover

An official handover between the outgoing and incoming committees will be arranged for the following roles:

- President
- Treasurer
- Secretary

In this meeting, however, the new committee members 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 2026 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.
- 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.

10. Close Meeting

The meeting ended at 12:43 pm.

The newly elected committee must now provide the secretary with additional contact details before they leave. The 2026 Committee contacts have been updated on TidyHQ.

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