**AGENDA**

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

**Curtin Geoscientists and Engineers Club**

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

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

* Democratically elect 2025 office bearers in-line with the Guild's [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 will run in accordance with the agenda below:

1. **Attendance**

As part of usual procedures, please note that we are noting attendance numbers.

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.

1. **Open Meeting**

With that, we will convene with the annual general meeting.

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

To our knowledge, there are no potential conflicts of interest.

1. **Minutes of the Previous AGM**
We would usually share the previous AGM minutes and action items but this is not applicable as this is the first AGM held in many years.
2. **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](https://guild.curtin.edu.au/clubresources/governance/) documents. The club understands and agrees to govern ourselves in accordance with these documents:
	1. Club Constitution
* The club understands and agrees to follow the Guild’s Default Club Constitution.
	1. Clubs Charter
* Similarly, we are also following standard Guild charter.
	1. The Safe Spaces Agreement
* And safe spaces agreement that is found on our webpage.
1. **Reports from the outgoing committee**The committee reports will be delivered in the meeting.
* President report
* Secretary report
* Treasurer report
1. **Election of 2025 Committee Roles**The 2025 committee roles are declared vacant and the club’s mandatory committee roles as per the Guild's [Default Club Constitution](https://guild.curtin.edu.au/clubresources/governance/#Constitution) were open for nomination.

Voting will be conducted by the elected returning officer (an impartial member or Guild representative) via secret ballot at the meeting.

Each nominee is invited to speak before votes are cast.

* 1. President: Emad Al-Hemyari
	2. Vice President: Aruni Rajanayake
	3. Treasurer: Aditya Priyadarshi
	4. Secretary: Nikita Beloborodov
1. **Change of Club Bank Account Signatories**

As per our constitution, we are required to have two signatories for our bank account. As our current treasurer is departing the committee, We decide that the signatory authorisation would be assigned to the president and treasurer. Namely, Emad Al-Hemyari and Aditya Priyadarshi.

1. **Other Business**

We do not have any other business to discuss, but we welcome any comments and feedback from our members.

1. **Committee Handover**

All roles and responsibilities will be handed over to the new committee members where applicable.

1. **Close Meeting**

With that, we close our annual general meeting and wish the new elected committee the best of luck in 2025.