

UNE Postgraduate Student Society



UNE Postgraduate Student Society IGM

Meeting goals

1. Confirm Clubs Aims & Purpose
2. Adopt the Clubs Constitution
3. Elect the Clubs First Executive
4. Discuss Opening a Clubs Bank Account

For Discussion in next meeting

- Financial Planning
- Setting Up the Clubs Bank Account
- Preparing for Event Planning 101

When 16-04-2026 at 08:30 PM

Location: Armidale, Armidale NSW 2350, Australia

Conferencing Join via Zoom

<https://us05web.zoom.us/j/84564767889?pwd=S1lWhA3pG1kUYdr6JUBbtHpgfnGCbY.1> (ID: 84564767889) – **Zoom link has expired**

Chairperson Ngoc Tran Le

Minute taker Elias Cherenet Weldemariam

Present Karen Smith (Online Student Representative)

Apologies Elias Cherenet Weldemariam

Minutes

1. Meeting Open & Welcome

The Chairperson (Acting President) declares the meeting open.

2. Discussion of Clubs Aims & Purpose (as listed in the constitution)

- Providing academic support frameworks for postgraduate students, including the ethical implementation of AI tools.
- Facilitating networking between Armidale, Sydney, and online cohorts.
- Encouraging knowledge sharing via Research Presentation Sessions and Peer Review groups.

2.1. Motion: That Clubs Aims & Purpose be accepted

3. Adoption of the Clubs Constitution

- Presenting the UNE Life Model Constitution with tailored clauses for postgraduate needs.
- Amendments: Discussing any specific additions, such as extra committee positions like an "Activities Officer" or "Publicity Officer"
- Formal Motion: "That the newly written constitution be adopted as the governing document for the society."

3.1. Motion: That the newly written constitution be adopted by the club.

4. Election of the Executive (see attachment)

 [IGM_Election_Procedure_Template.docx](#)

5. Discussion around the clubs bank account

- *the UNE Postgraduate Student Society approves the opening of a club bank account with Regional Australia Bank. Furthermore, we move to appoint the newly elected President, Vice President, Secretary, Treasurer, AND Nick Troon (UNE Life Representative) as official dual-authorization signatories on this account.*
- Non-Profit Declaration: Confirming that all assets and income shall be applied solely toward the society's aims.
- Bank Account Resolution: Passing a motion to open a society account at a bank in Armidale, preferably Regional Australia Bank. The need to open an unincorporated association bank account with Regional Australia Bank.

5.1. Motion: That the club will open a new bank account as discussed.

6. General Business

- Remind the newly elected executive team about completing the mandatory TidyHQ "Affiliation" project tasks
- Discuss the upcoming "Event Planning 101" meeting required with Nick
- Mention ideas for upcoming events (e.g., Postgrads Connect, AI Information Session) to get members excited

7. Meeting Close

Record the exact time the meeting is officially closed

*End of minutes.
Summary of matters arising are tabled on the following page.*

Minutes of UNE Postgraduate Student Society IGM on 16-04-2026

Summary of Attachments

Attachments

Item	File Name
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4.	IGM_Election_Procedure_Template.docx
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Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > [UNE Postgraduate Student Society IGM](#)