# **EGM Notice Template**

**(Club members must be given at least fourteen days' notice of the meeting, via email. The notice should be sent to the Club's members and to the Arc Clubs email [****reaffiliation@arc.unsw.edu.au****]**

The notice must (at minimum) include the *time, date, location* and basic *agenda* for the meeting. You must also include details about the nomination procedure, and who gets to stand for election and vote.

The Agenda details what is going to happen at the meeting and should follow this order:

1. *Apologies*
2. *Constitutional Amendments (If any)*
3. *Election of Executive*
	1. Nominees
	2. Executives Elected
	3. Signatories Chosen
4. *General Business*
5. *Business without Notice*
6. *Meeting Closed*

Sample EGM Notice:

Hi all!

This email is to give you notice that the Extraordinary General Meeting for Nanomicrology Society (Nanomosoc) will be held on Monday 10th September, 20XX. The meeting will go from 1:00pm to approximately 1:30pm in Function Room 1, Roundhouse.

At this meeting we will be updating our Club's constitution to update the responsibilities of the President to include the coordination of subcommittee recruitment and hold elections for a new Treasurer, therefore it is very important that you attend. We will also be voting on an several amendments required to remain affiliated with Arc @ UNSW.

If you would like to nominate yourself for a position you can do so by replying to this mail by 3rd of September 20XX.

All Club members who are current UNSW students will be able to vote.

Regards,

Tom Tall

**EGM Agenda**

Agenda: Extraordinary General Meeting of Nanomosoc

1:00pm Monday 10th September 20XX

Collab Space 1, Roundhouse

* Apologies
* Club's Constitution (Accepting or making amendments)
* Election of Executive
* General Business
* Ideas for events
* Business without notice