I G M   C H E C K L I S T

	Item	Detail
1.0	Complete the attendance list	Ensure that the minimum number of attendees required (30/10) are physically present before starting the meeting. This minimum number is the quorum. The meeting must remain quorate for the entire duration of the meeting. Note that seventy percent (70%) of attendees at the IGM must be UQ students. The list must have name, student number and signature, as per the template below.
2.0	Appoint a minute taker	The minute taker captures the time, date, location of the meeting, opening, and closing time of meeting, plus significant decisions such as the adoption of the Code of Conduct and the Constitution, and nominees and those successful in being elected.
3.0	Chair opens the meeting	
4.0	Adopt Constitution and Code of Conduct	The Constitution is the governing body which determines how the club will operate. The club should adopt the UQU Model Constitution as a starting point and can amend this subsequently by holding an SGM or AGM once affiliated.
5.0	Nominate a Returning Officer	A Returning Officer is appointed to conduct the voting. This person must be • not running for a position. • able to conduct an impartial vote. • voted in by a majority vote with the attendees. When voting, you may use a show of hands and the Returning Officer will count the votes. However, if positions are contested, the Returning Officer may conduct voting via a secret ballot; in this case they should ask nominees to step out of the room.
6.0	Election of committee	An election must be conducted at the IGM, and all (eligible) members can nominate themselves or be nominated. Clubs may have pre-arranged candidates they want for certain positions; however, nomination opportunities must be given to all eligible members at the IGM, meaning positions may be contested and/or the person(s) the club had pre-arranged may not necessarily win the vote. The Chair should ask nominees to give a short speech if the position is contested so that voters can make an informed decision.
	4.1 President	Nominated by: Seconded by:
	4.2 Secretary	Nominated by: Seconded by:
	4.3 Treasurer	Nominated by: Seconded by:
	4.4 Other (social media, event, welfare officer etc)	Nominated by: Seconded by:
7.0	Other business	
8.0	Close	
9.0	Refreshments (optional)	

Attendance template

	NAME	STUDENTS NO	SIGNATURE
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