**Inaugural General Meeting agenda**

**[Name of Group]**

[Date, Time and Location of Meeting]

**Agenda**

1 Acknowledgement of Traditional Owners

2 Chair’s/Founder’s welcome

3 Aims of group

4 Constitution

5 Committee election

6 Finances

7 Affiliation to GSA

8 [Optional: Additional motion]

9 [Optional: Dates for ordinary meetings]

10 [Optional: Activities, projects and events]

11 [Optional: Additional discussion topic]

12 Any other business

**Inaugural General Meeting minutes**

**[Grad Group Group]**

[Date, Time and Location of Meeting]

Attendees: [List names or attach as appendix]  
Apologies: [List names]

Meeting chair: [Name]  
Minute taker: [Name]

Was quorum reached? Y/N

# Acknowledgement of Traditional Owners

We acknowledge the Traditional Custodians of the ancient lands on which we will gather for this meeting, the peoples of the [Kulin Nation]. We acknowledge that the land, sea and sky were never ceded and pay our deepest respect to Elders, past, present and emerging.

# Chair’s/Founder’s welcome

[Details]

# Aims of group

The name of the Grad Group will be [Grad Group Name] and its aims will be as follows:

[Short description of Grad Group and aims]

Motion passed: Y/N.

# Constitution

The Constitution is accepted as the official constitution of the group

Motion passed: Y/N.

# Committee election

Position: President  
Nominations: [List nominations]  
Elected: [Name]

Position: Treasurer  
Nominations: [List nominations]  
Elected: [Name]

Position: Secretary  
Nominations: [List nominations]  
Elected: [Name]

Position: [Other role as applicable]  
Nominations: [List nominations]  
Elected: [Name]

Position: [Other role as applicable]  
Nominations: [List nominations]  
Elected: [Name]

Position: [Other role as applicable]  
Nominations: [List nominations]  
Elected: [Name]

# Finances

A bank account for the group will be set up with [Bank provider] with [Names] as signatories for the bank account.

Motion passed: Y/N.

# Affiliation to GSA

The group will affiliate to the University of Melbourne Graduate Student Association and will adhere to their regulations regarding Grad Groups.

Motion passed: Y/N.

# [Optional: Additional motion]

[Details]

Motion passed: Y/N.

# [Optional: Dates for ordinary meetings]

[Details]

# [Optional: Activities, projects and events]

[Details]

# [Optional: Additional discussion topic]

[Details]

# Any other business

[Details]

Meeting closed: [Time]

**IGM attendance and membership list**

**[Grad Group]**

**Privacy statement:** The data collected here is for contacting individual members of this Grad Group and verifying our membership. These details may be shared with the University of Melbourne’s Graduate Student Association (GSA). Any personal information gathered is managed following the principles of the Privacy and Data Protection Act 2014 (Vic). A member may opt-out of membership and have their personal details destroyed at any time by contacting the Group.

**GSA updates:** Please indicate if you would like to receive updates the GSA about student issues, events, career skills, workshops and giveaways. Your information will not be shared with any third parties and you may opt-out of this at any time. Please see the University’s privacy policy for further information.

|  |  |  | **University of Melbourne Students** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **I would like to opt-in to be a member of this group** | **Email** | **Graduate / Undergraduate** | **Program of study** | **Student number** | **Expected completion date** | **I would like to receive updates from GSA** (see above) |
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