

Club AGM Pack



Holding an AGM is an important annual requirement for all MONSU Caulfield clubs. By completing this AGM Pack, you will fulfil the campus and legal requirements for submission of information.

Once the AGM Pack is completed please hand in the final copy to your MONSU Clubs Coordinator, Building S Level 3, 22nd September (Week 12) **AT THE LATEST**.

If you do not have your pack submitted by this time, your club will be deregistered.

If you are unsure about any information, or you are having difficulties completing the pack on time, please see your MONSU Clubs Coordinator as early as possible.

Checklist	
Club Contact Details (2017–Current)	
Financial Statement Current Financial Year (Please attach current profit & loss statement)	
Contact details of NEW Executive Committee	
Club contact person over Summer Break	
50–100 word description for MONSU Website	
Electronic copy of club logo for MONSU Website	
Minutes of your AGM (Please attach all reports)	

Privacy Statement: The information on this form is collected for the primary purpose of fulfilling your AGM requirements. Other purposes of collection include administrative matters and corresponding with you. If you choose not to complete all parts of this form, it may not be possible for your club to operate at the Caulfield Campus. You have the right to access personal information that MONSU holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of this information, please contact your Clubs Officer.

Club AGM Pack

Key AGM Data

Name of Club	
Years on Caulfield Campus	
Date of your Annual General Meeting	
Number of members at the end of your club's financial year?	
What was your total income during the current financial year?	\$
What were your total expenses during the current financial year?	\$
What was your club net profit/loss for the current financial year? (Income – Expense)	

Financial Report

INCOME	AMOUNT \$
Sale of Merchandise	
Fundraising	
Grants (Government etc.)	
Donations	
Sponsorship	
Other (please specify)	
Total Income	

EXPENSES	AMOUNT \$
Trading costs (e.g. purchase of merchandise)	
Rent/Hire Costs (e.g. venues, equipment)	
Insurance	
Office Expenses (e.g. stationery, copying)	
Fundraising Costs	
Other (please specify)	
Surplus (Income – Expenditure)	
Total Expenditure	

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Name, Details & Signature of NEW Executive Committee

President

Name:

Student ID:

Contact NQ:

Student Email:

Alternative Email:

Signature:

Vice President

Name:

Student ID:

Contact NQ:

Student Email:

Alternative Email:

Signature:

Treasurer

Name:

Student ID:

Contact NQ:

Student Email:

Alternative Email:

Signature:

Secretary

Name:

Student ID:

Contact NQ:

Student Email:

Alternative Email:

Signature:

Position 1: (Please State)

Name:

Student ID:

Contact NQ:

Student Email:

Alternative Email:

Signature:

Position 2: (Please State)

Name:

Student ID:

Contact NQ:

Student Email:

Alternative Email:

Signature:

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Current Summary of Membership

Type of Member	Number of Members	Fee Charged per Member	Total Fees Collected
Monash Caulfield Student: <i>Undergraduate</i>		\$	\$
Monash Caulfield Student: <i>Postgraduate</i>		\$	\$
Monash Staff		\$	\$
Monash Students from other campuses		\$	\$
Non-Monash Members		\$	\$
<u>Total Membership:</u>		\$	\$

Current Summary of Assets (over \$500)

Description of Item	Year Purchased	Condition	Value
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
		Total Value:	\$

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Current Sponsorship Arrangements			
Name of Sponsor	Type of Sponsorship (Cash / Product)	Length of Sponsorship Agreement	Value of Sponsorship
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
		Total Sponsorship Value:	\$

Declaration of Acceptance of MONSU Caulfield Rules of Affiliation

President

As the President of the _____ I hereby declare that I have read and understood the MONSU Caulfield Rules of Affiliation. I agree to abide by them at all times in my capacity as a club committee official, and I understand that disciplinary action may be taken against myself or the club if the Rules of Affiliation are not adhered to.

Name:

Signature:

Date:

Vice President

As the Vice President of the _____ I hereby declare that I have read and understood the MONSU Caulfield Rules of Affiliation. I agree to abide by them at all times in my capacity as a club committee official, and I understand that disciplinary action may be taken against myself or the club if the Rules of Affiliation are not adhered to.

Name:

Signature:

Date:

Secretary

As the Secretary of the _____ I hereby declare that I have read and understood the MONSU Caulfield Rules of Affiliation. I agree to abide by them at all times in my capacity as a club committee official, and I understand that disciplinary action may be taken against myself or the club if the Rules of Affiliation are not adhered to.

Name:

Signature:

Date:

Treasurer

As the Treasurer of the _____ I hereby declare that I have read and understood the MONSU Caulfield Rules of Affiliation. I agree to abide by them at all times in my capacity as a club committee official, and I understand that disciplinary action may be taken against myself or the club if the Rules of Affiliation are not adhered to.

Name:

Signature:

Date:

Submit AGM Application Form to MONSU Clubs Coordinator.

Email

clubs.coordinator@monsu.org

Address

Level 2, 2 Princes Avenue, Caulfield East VIC 3145