

Before your IGM		
No.	Task	Check
1.	Create a club email address: <i>qutclubname@gmail.com</i>	
2.	Prepare your constitution based on the model provided by the Guild	
	<ul style="list-style-type: none"> - Download the Model Constitution - Highlight amendments in red writing 	
3.	Submit proposed Constitution to campusculture@qutguild.com at least 14 days prior to your IGM (7 days before sending your agenda out)	
4.	Set a date, time, and location for IGM	
	<ul style="list-style-type: none"> - Submit Room Booking Request to use a space on campus 	
5.	Prepare Agenda for your IGM	
	<ul style="list-style-type: none"> - Download IGM Agenda template 	
6.	Create Position Descriptions for Executive Committee Roles	
7.	Notify members and the Clubs Coordinator at least 7 days prior to your IGM	
	<ul style="list-style-type: none"> - Date, time, and location 	
	<ul style="list-style-type: none"> - IGM Agenda 	
	<ul style="list-style-type: none"> - Link to position descriptions and how members can nominate - Proposed Club Constitution (after approved by Campus Culture) 	
8.	Allocate tasks for the IGM	
	<ul style="list-style-type: none"> - Chairperson (person who runs the meeting) 	
	<ul style="list-style-type: none"> - Minute Taker (person who records minutes of the meeting) 	
	<ul style="list-style-type: none"> - Attendance Keeper (person who signs people in as they arrive) - Returning Officer (person who counts the election votes) 	
9.	Prepare paperwork for the IGM - Download our Templates	
	<ul style="list-style-type: none"> - IGM Minutes 	
	<ul style="list-style-type: none"> - IGM Attendance List 	
	<ul style="list-style-type: none"> - Executive Contact Details 	
	<ul style="list-style-type: none"> - Membership List - Ballot paper (if needed) 	

During your IGM		
No.	Task	Check
1.	Set up the room before your meeting	
2.	Sign in attendees upon arrival	
	– Members to enter their details - Use google forms if held over zoom	
	– Check member eligibility to vote (must be current QUT student to vote)	
	– Distribute ballot paper (if required)	
3.	Make sure you meet quorum before you start the meeting (refer to constitution)	
	– Pause/stop meeting if you lose quorum	
	– Reschedule meeting if you do not meet quorum	
	<i>Quorum is the minimum number of voting members required to be 'present' for the meeting to officially begin</i>	
4.	Run the meeting in accordance with your IGM Agenda	

After Your IGM		
No.	Task	Check
1.	Submit IGM documentation to clubs@qutguild.com within 7 days of your IGM	
	– IGM Minutes	
	– IGM Attendance List	
	– Executive Contact Details	
	– Membership List	
	– Club Constitution	
2.	Send information to be added to the Guild website	
	– Short bio (200 words)	
	– Links to social media (Facebook, Instagram, website)	
	– Club Logo	
3.	Fill out the NAB Bank Signatory form to gain access to bank account	

