Curtin Mixology Society

Annual General Meeting - Curtin Mixology Society

Member Invitation

All members are invited to attend the club's Annual General Meeting (AGM). This is your opportunity to help shape the future of the club by participating in key decisions and voting for the new committee.

Your voice matters and your vote ensures the club continues to operate in the best interests of its members. To vote, you must attend and proxies are not accepted!

Purpose of the AGM

- Elect the **2027** committee in accordance with the Guild's Default Club Constitution
- Review and report on the club's activities and finances from **2026**
- Provide a platform for ordinary members to raise motions and discuss club matters. Ordinary members will have the opportunity to:
    - Speak about items on the agenda,
    - Vote on any resolutions proposed,
    - Vote to elect the **2027** committee.

Note: Only ordinary members (currently enrolled Curtin students and current club members) may vote and nominate. Proxy votes are note accepted. Non-ordinary members may attend if invited, but may only observe unless invited to speak by the Chair.

Attendance

Members may attend in-person or online. To help us manage attendance and meet quorum requirements (minimum 10 ordinary members), please **accept the calendar invitation** for this meeting. This helps the club track expected attendance and ensure we can proceed with the AGM.

Submit a Motion

Ordinary members may submit motions to be added to the agenda.

Submissions Close: Monday 5th of October, 5:00PM

Call for Nominations

Nominations for 2026 committee roles are now open!

- **Who can nominate?** Any ordinary member (currently enrolled Curtin student and current club member). You can still submit a nomination even if you cannot attend the AGM, however, only ordinary members who attend the AGM will be eligible to vote. Proxy votes are note accepted.
- **How to nominate?** Submit your nomination via https://forms.gle/t17Pe2M2f6cDWacd9
- **Nominations Close:** Wednesday 7th of October, 5:00PM

Executive roles (President, Treasurer, Secretary) will be elected at the AGM. Other roles may be filled later by the incoming committee. Expressions of interest for additional roles are also welcome.

The meeting will run in accordance with the agenda items.

When	08-10-2026 at 17:30
Location:	204.233LT, 204.233LT
Present	Christopher Cakir (General Committee Member, President, Bank Signatory) , Alexander Hayes , Hamza Saboor
Apologies	Madeleine Maxwell , caylee williamson

Agenda

Item		Owner	Item	Time
1.	Attendance All in-person attendees must sign in so that your membership status and voting eligibility can be assessed. Those online should sign-in via a private chat message to the meeting organiser by entering the following information: • Full name, • Curtin Student ID, • If you are not a Curtin student, please identify who you are: ie. Curtin Staff, Club advisor, Chaplain, Guild representative, Curtin College Student, UWA Student or other.		For Noting	
1.1.	Quorum The secretary (or minute taker) will: • review the attendance list against the club’s membership database to identify who may not be eligible to vote. • Assess whether or not quorum has been met in order to proceed with the		For Action	

Item		Owner	Item	Time
	formalities of the AGM. ◦ A quorum of 10 ordinary members (Curtin student members of the club) is required at the minimum (unless your Guild approved Society Rules requires a higher quorum). ◦ Quorum must be maintained throughout the meeting. ◦ If quorum has NOT been met within 30 minutes of the meeting start time, the AGM must not continue. A new AGM must be organised at a suitable date as per the club's constitution. We will consider addressing potential issues with lack of quorum. ◦ If quorum has been met, we will proceed with the meeting. The following person/s who are in attendance and are ineligible to vote and must observe at the meeting unless invited to speak by the chair: • **[list name]** • **[list name]** The secretary (or minute taker) declares quorum **[select one: has or has not]** been met.			

Item		Owner	Item	Time
2.	Open Meeting Acknowledgement of the Traditional Owners: *“We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region”* The meeting will now commence at **[time]**.		For Noting	

Item		Owner	Item	Time
3.	Disclosure of any potential or perceived conflicts of interest Would anyone like to raise a potential conflict of interest? A conflict of interest arises when a committee member has an opportunity to use their position, or information they know from being in that position, for personal gain or the benefit of someone else. Our duty is not to prevent conflicts of interest. They can be common and in some cases they are beneficial, such as when a committee member is also part of a business that may be able to supply cheaper or free goods or services to the club. Rather, our duty is to ensure that conflicts of interest are declared and appropriately managed. Declaring a conflict of interest is simply a matter of announcing it at meeting or in writing between meetings. The club have a register of declared interests. If a conflict of interest is declared at a club meeting, as well as being noted in the minutes, it will also be entered into the register of declared interests. As an example, conflict of interest could arise if our club is calling for quotes to complete some printing work in its offices, and your family runs a printing business. As soon as you realise that you are in a position to influence a decision of the committee that could benefit your immediate family, you are in a conflict of interest situation. ● **[list conflicts]** ● **[list conflicts]**		For Noting	

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4.	Minutes of the Previous AGM [attach minutes] Members present **[approve or reject]** the **2025** Annual General Meeting Minutes and that they are a true and accurate recording of proceedings. • 2025_Curtin_Mixology_Society_AGM_Minutes.pdf		For Action	
5.	Reminder of the Guild's Policy In order to remain a club at Curtin, the club is bound by the Curtin Student Guild's Club Governance policy documents which are also located on our club website: • Club Constitution • Clubs Charter • The Safe Spaces Agreement		For Noting	

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6.	Society Rules The club proposes new Society Rules that have been developed in accordance with the Society Rules clause within the Default Guild Club Constitution. The Society Rules include additional operational and administrative processes and procedures deemed necessary and appropriate in order for a Society to meet its objectives. A **special majority** is required to approve the Society Rules. A Special Majority means that **75% +1** of the ordinary members in attendance must vote to accept the Society Rules. **Motion:** The members present approve the Society Rules. **Outcome / Decision:** *(Select one of the following options of wording that may relate to the outcome at your meeting)* • Motion Carried - by special majority • Motion Failed **Action Items / Task** Examples**:** • Notify Guild Club Support Staff on clubs@guild.curtin.edu.au to request review of the meeting minutes to confirm the process was successful and the rules can be followed. The Guild will then put an approved version on the club's website		For Action	
7.	Outgoing Committee Reports The committee reports will now be delivered.		For Noting	
7.1.	President Report		For Noting	
7.2.	Secretary Report		For Noting	
7.3.	Treasurer Report		For Noting	

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8.	Elections The 2026 committee roles are declared vacant and the club’s mandatory committee roles as per the Guild's Default Club Constitution. **Delete one of the below options before the AGM depending on your club’s situation:** 1. The chairperson is **NOT** contesting the AGM and will conduct the election. 2. The chairperson is contesting the AGM and a **Returning Officer** must conduct the committee elections.		For Action	
8.1.	Returning Officer We will now appoint a returning officer that is not contesting the election and agrees to conduct the election fairly and without bias. The following person/s have been nominated for Returning Officer: • **[list name]** **Decision / Outcome: [list name]** was elected **[list one: by majority vote, unanimously or if only one nominee - unopposed]**. The Returning Officer will now take the chair to conduct the elections.		For Action	
8.2.	2027 Committee The chair (or returning officer) explains the election process to the members: The elections will now be conducted and the process will be as follows: • **[if you have Guild-approved Society Rules, please add any additional election process requirements**		For Action	

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	stipulated in your Society Rules to the below dot points]. • Both the nominees and those voting must be Curtin University students and a member of the club. • Curtin College students are NOT considered as Curtin University students. • We will conduct the elections in accordance with the club constitution. • If there is only one nominee, that person will be elected unopposed. • Where there are multiple nominees for a role, each nominee will be invited to speak before votes are cast by secret ballot. • You may vote for yourselves if nominated. • The chair of the meeting may vote, but not have a casting vote. • If there were no nominations for a role, we may take nominations from the floor (within this meeting). • The outcome will be announced by clear identification as to whether the person is elected unopposed, by majority vote or unanimously (which means that no other votes went to the other nominees). The following person/s have been nominated for committee roles: President • **[list name]** • **[list name]** Treasurer			

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	• **[list name]** • **[list name]** Secretary • **[list name]** • **[list name]** • **[list name]** Each Nominee is invited to speak. Votes will now be cast by secret ballot. **Decision / Outcome:** 1. President: **[list name]** was elected **[list one: by majority vote, unanimously or if only one nominee - unopposed]**. 2. Treasurer: **[list name]** was elected **[list one: by majority vote, unanimously or if only one nominee - unopposed]**. 3. Secretary: **[list name]** was elected **[list one: by majority vote, unanimously or if only one nominee - unopposed]**.			

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9.	Club Bank Account Signatory Changes The new committee as elected within this meeting shall replace previous signatories on the clubs bank account **[list bank name and account number]** at the soonest date possible to avoid delays with access to the club funds: New Signatories • **[list name]** - President **[list full legal name of each person - must match their Legal ID]** • **[list name]** - Treasurer The last listed bank signatories are to be removed as agreed: • **[list name]** - President • **[list name]** - Treasurer		For Noting	
10.	Other Business **If your members have submitted motions for consideration, they can go here. If it is just a topic for discussion, please clearly identify this to the room and keep a close eye on time. You can table the discussion to be raised at a future committee meeting where the committee can decide if the topic will be turned into a motion to put forward for an official decision (via vote in accordance with the club's constitution)**		For Discussion	
11.	Committee Handover An official handover between the outgoing and incoming committee will be arranged **[outline agreed decision on how this will occur]**. In this meeting however, the new committee are immediately verbally advised of the important details to ensure they are aware of the requirements and expectations required to be a Curtin club. The new committee is made aware		For Noting	

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	that: • The Guild is the club's regulator. The Guild is tasked by the University with managing, supporting and administering non-sporting clubs and societies at Curtin. ◦ The usage of TidyHQ is required. TidyHQ is the Club software management platform. Required usage is outlined on the Guild website's resources for clubs. ◦ Clubs must renew their registration with the Guild annually by finalising the AGM & Renewal Project tasks in TidyHQ as soon as possible. Any additional requirements will be outlined on the Guild website. ◦ Without an active registration, clubs are prohibited from operating in any way. ◦ The Guild's powers in relation to clubs are laid out in policy as listed on the Guild website's resources for clubs. These should be reviewed by the new committee asap. ◦ Clubs will adhere to the Guild's Rules and Policy, obey their constitution & Guild-approved Society Rules, behave transparently and work in the best interest of the club and its members. • The Guild Club Support team are the first point of call for all club queries and are there for support/guidance. Contact them on			

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	clubs@guild.curtin.edu.au. • All club events/activities, on and off-campus must be notified to the Guild via a submission of an event application form on the Guild website for liability coverage and risk assessing purposes. ◦ All club events must be approved by the Guild. Check the website for more information before considering running any event.			
12.	Close Meeting The meeting will now end at **[time]**. **Tasks:** Continue completing the final AGM & Renewal project tasks in TidyHQ		For Noting	

End of agenda.
Summary of matters arising are tabled on the following page.

Minutes of Annual General Meeting - Curtin Mixology Society on 08-10-2026

Summary of Attachments

Attachments

Item	File Name
4.	2025_Curtin_Mixology_Society_AGM_Minutes.pdf

Attachments can be found under your TidyHQ admin account at:
Storage > Meetings > Annual General Meeting - Curtin Mixology Society