Special General Meeting (SGM) Minutes [Name of Association] Incorporated

Date:	
Time:	
Place:	
Attendees:	
Electronic attendees:	
Proxies:	

Item	Description	
1	Welcome and introductions [confirm quorum]	
2	Apologies [insert apologies]	
3	Conflicts of interest [if any co	onflict is declared]
	Proposed resolution: That the	conflict recorded in the register be accepted.
	Moved:	Seconded:
	Proposed resolutions [eg. Change of constitution – noting each change, membership fees for the year, major expenditure]	
	Examples:	
	Proposed resolution: That the	[changes to the constitution] be accepted.
4	Moved:	Seconded:
4	Passed / Not Passed	
	Proposed resolution: That membership fee for the year [remain the same/increase to fees] be accepted.	
	Moved:	Seconded:
	Passed / Not Passed	

5	Meeting closed [insert time]

Minute taker:	
Signature and date	
Chairperson/ President name:	
Signature and date:	

Attachments:

- SGM Notice/Agenda
- Supporting documents for resolutions

This template is an example only. Check your constitution and any legislation that applies to find out whether you need to make any changes to this template before using it.