

Insert Incorporated Associations Logo Here

## Special General Meeting Agenda

### [Name of Association] Incorporated

Dear member,

This is to advise you of the upcoming Special General Meeting (SGM) of the members of [Insert Incorporated Association Name]. The details of this meeting are as follows:

<b>Date:</b>	
<b>Time:</b>	
<b>Place:</b>	

**Attached is:**

- [insert supporting documents for motion].

Item	Description	Responsible
1	Welcome and introductions	President/Chairperson
2	Apologies and Proxies	Secretary
3	Conflicts of Interest	All Members
4	Proposed Resolutions  Examples:  <i>Proposed resolution: That the amended constitution be accepted.</i>  <i>Proposed resolution: That the current committee is removed from their positions.</i>  [If successful then]  <i>Proposed resolution: That an election is held for the vacant positions.</i>	President/Chairperson

5	Meeting close	President/ Chairperson
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*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.*