**Formation Meeting Minutes**

**[Name of Association] Incorporated**

|  |  |
| --- | --- |
| **Date:** |  |
| **Time:** |  |
| **Place:** |  |
| **Attendees:** |  |
| **Apologies:** |  |
| **Electronic Attendees:** |  |
| **Proxies:** |  |

|  |  |
| --- | --- |
| **Item** | **Description** |
| 1 | **Welcome and introductions** |
| 2 | **Apologies** [insert apologies] |
| 3 | **Resolution to determine name of association**  [ensure the name does not have any unauthorised names and includes Incorporated at the end]  *Proposed resolution: That the proposed name of the association is [insert name].*  **Moved:** **Seconded:**  Passed / Not Passed |
| 4 | **Resolution to become incorporated**  *Proposed resolution: That the association,* [insert name] *becomes incorporated.*  **Moved:** **Seconded:**  Passed / Not Passed |
| 5 | **Resolution to adopt the constitution**  *Proposed resolution: That the constitution presented to the member is accepted.*  **Moved:** **Seconded:**  Passed / Not Passed |
| 6 | **Election of Officers**  **[insert positions available, term, name of those nominating]**  **Moved:** **Seconded:**  Passed / Not Passed |
| 7 | **Appointment of Public Officer**  **Nominated:**  **Supported:**  **Moved:** **Seconded:**  Passed / Not Passed |
| 8 | **Resolution authorising public officer to lodge the application to become incorporated**  *Proposed resolution: That public officer is authorised to lodge the application to become incorporated.*  **Moved:** **Seconded:**  Passed / Not Passed |
| 10 | **General business**  [insert member input in dot point] |
| 11 | **Meeting closed** [insert time]  Proposed AGM/ committee meeting date: [if known insert month/date] |

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| --- | --- |
| **Minute taker:** |  |
| **Signature and date** |  |
| **Chairperson/ President name:** |  |
| **Signature and date:** |  |

**Attachments:**

* Application to become incorporated
* Constitution

*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.*