**Executive resignations:**

**Managing a single casual vacancy on your club Board of Management**

**Process and template**

**IMPORTANT - If more than one Executive is resigning/has resigned, this process does not apply. *If this is your club’s situation, contact your Clubs Officer for advice.***

**If only one elected club executive member resigns, a replacement can be easily approved by the remaining Executive at a Board of Management/Committee Meeting – no need for all member (general) meetings, elections etc. There are extra steps involved if the changes impact the club bank account - always required when President resigns as they are Chief Officer of the club bank account.**

**IMPORTANT – Resigning Presidents must go to the bank with the new President + other signatories.)**

The Template for the meeting is on the next page.

**PROCESS:**

1. **Submit resignation -** Resigning Executive member emails the official club email to advise of resignation and date that is to come into effect (start). They do not have to explain why they are resigning.
* The resigning member should **cc their Clubs Officer into that emai**l so RUSU Clubs has a copy (or the remaining Exec can forward us a copy of the resignation)
1. **Remaining Executive/Board meet** - do the following:
2. Formally accept the resignation – Template MOTION 1
3. Vote to appoint a replacement - MOTION 2
4. If bank account update required because the resigning Exec is a signatory (but not the President), Meeting must vote to remove the resigning executive from the bank account and add the new one- MOTION 3
* If the change involves **replacing the Chief Officer (i.e., President) of the bank account** the meeting must also vote to remove the resigning Chief Officer and replace them with the new one (new President)- MOTION 4
* Formal decisions are made by voting on Motions (positive action statements). One meeting attendee must Move the Motion and another must Second it. If no Mover and Seconder, the Motion cannot be voted on.
1. **FULL NAMES MUST BE RECORDED IN MINUTES** – Minutes must have full legal name as listed in the Victorian Drivers Licence or passport of all candidates and winners. The Minutes are formal legal documents – RUSU and the bank do not accept nicknames, abbreviations, chosen names.
2. **Preparation of documents**
	1. Using the template provided, the remaining Executive prepares the Minutes (written record of the meeting)
	2. **SIGNATURES #1** - If the President/Chief Officer is being replaced, the Minutes must be printed out and signed by the outgoing President, the new President, and ALL ongoing signatories.
	3. **SIGNATURES #2** – If the changes do not involve replacing the President/Chief Officer, the Minutes must be printed out and signed by ALL ongoing and new signatories must sign the minutes.
3. **Scan a pdf of signed documents to your Clubs Officer**
* Your Clubs Officer will confirm receipt of docs, connect with your new team member, and advise about bank account update process (if required)

**THE TEMPLATE**

If your club has its’ own meeting template, use that – use this template to guide your meeting.

***IMPORTANT*** – if Bank needs to sight the documents, club must provide hard copy “WET INK” signed docs (signed with blue or black pen – no electronic signatures unless OK’d by bank).

***Hint*** – add your club logo etc to make your Minutes look super professional.

***INSTRUCTIONS: Insert Club info in < > & delete Page 1, the < > and anything in italics***

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| **Minutes of the <*insert Full Club name* > 2023 Board of Management** |
| **Date:**  | **Start Time:** | **Chairperson:** |
| **Location:** *if online, write “online” and platform for example “online via MS Teams:* | **Minute Taker:**  |
| **Attendees:** < > |
| **Meeting Documents:** *this will at least be the resignation document*< > |
| **Agenda Item 1: Acceptance of Resignation of <*insert title of resigning member e.g. President*>**Note: The remaining Executive is permitted to appoint a replacement where only one Executive member resigns as per Club Model Constitution Section 6.5.  |
| MOTION: | That the remaining <*insert Club name>* Executive accepts the resignation of <*insert FULL LEGAL name of resigning executive*> from the <*insert title of the position the resigning member held on the Committee*> position on its’ current Executive.  | Moved by: < >Seconded By: < > | Vote: < > |
| **Agenda Item 2: Casual vacancy arising: Appointment of Replacement <*insert title e.g. President>*** |
| MOTION:  | That the remaining <*insert Club name*> Executive appoints <*insert FULL LEGAL name of incoming executive*> to the role of the <*insert title of the position the resigning member held on the Committee*> position on its’ current Executive.  | Moved by: < >Seconded By: < >: | Vote: < > |
| **Agenda Item 3: Update of club bank account change of signatories** |
| MOTION:  | That <*insert FULL LEGAL name of resigning member of the team* >shall be removed as signatory of the dual signatory club official bank account <*insert bank account name and number*> and replaced by <*insert FULL LEGAL name of incoming executive>.*  | Moved by: < >Seconded By: < > | Vote: < > |
| **Agenda Item 4: Update of club bank signatories and Chief Officer** |
| MOTION:  | That <*insert FULL LEGAL name of resigning member of the team* >shall be removed as signatory and Chief Officer of the dual signatory club official bank account <*insert bank account name and number*> and replaced by <*insert FULL LEGAL name of incoming executive>.*  | Moved by: < >Seconded By: < > | Vote: < > |
| *Insert Other Agenda Items if Required.* |
| **ACTIONS ARISING:**  | **Person responsible** | **Due date** |
| <*Insert name of resigning Executive member*> to be advised of acceptance of their resignation and the best wishes of the club | < > | < > |
| <Insert name of replacement Executive member> to be advised of outcome and invited to attend next Executive meeting  | < > | < > |
| <Insert name of replacement Executive member> to be advised that they will be contacted by the Clubs Officer | < > | < > |
| Hard copy of Minutes to be printed out and “wet ink” signed in blue or black pen by the President/Chief Officer and ALL other ongoing and new signatories. **OR, if Meeting dealt with the resignation and replacement of the President**, signature of both the outgoing and Incoming Presidents and ALL Other ongoing signatories.  | < > | < > |
| **IF CHANGE REQUIRES UPDATE OF BANK ACCOUNT STEP #2** All continuing and new club bank account signatories (and the outgoing resigned President if applicable) agree on two (2) day/time options to go to the bank together to update the account.  | < > | < > |
| **IF CHANGE REQUIRES UPDATE OF BANK ACCOUNT STEP #3:** Current bank account Chief Officer must contact the bank to make an appointment to update the bank account & confirm what documents and identification is required | < > | < > |
| **IF CHANGE REQUIRES UPDATE OF BANK ACCOUNT STEP #4:** Current bank account Chief Officer to confirm bank meeting date/details with all Executive required to attend appointment  |  |  |
| The club’s RUSU Clubs Officer to be emailed a pdf of the signed documents and the student number of the new Executive.  | < > | < > |
| *Insert other Actions if Required* |  |  |
| **TIME MEETING CLOSED:** < > |
| **Declaration that the Minutes are a true and accurate record:** I/We the undersigned declare that these minutes are a true and accurate record of this meeting |
| *INSTRUCTIONS: To be signed by all Club Executives including Outgoing President (if meeting was to deal with president Resignation) and at least all other ongoing account signatories. Include (1) printed name (2) position title and (3) date signed with signature.* |