**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 it’s only one elected club executive member resigning, 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 (which is always the case when the President resigns).**

**IMPORTANT – Resigning President 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 they are resigning from their role in the club and date that is to come into effect – immediately, 1st of the next month etc. 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 – MOTION 1 in the template
3. Vote to appoint a replacement - MOTION 2 in the template
4. If an update to the bank account 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 in the Template
5. If the change involves **replacing the Chief Officer of the bank account** (because the President is being replaced), the meeting must also vote to remove the resigning Chief Officer and replace them with the new one (New president)- MOTION 4 in the Template
* Formal decisions are made by voting on Motions (positive action statements). One meeting attendee must Move the Motion and another must Second it. If you can’t get a Mover and Seconder, the Motion cannot be voted on.
* **Important** – record FULL names of participants, nominees, successful candidates in all club meeting minutes. These are formal legal documents – the bank will not accept nicknames, abbreviations, chosen names – Minutes must have full legal name from the participants official identification (Victorian Driver’s License or Passport)
1. **Preparation of documents**
	1. Using the template provided, the remaining Executive prepares the Minutes (written record of the meeting)
	2. The President signs the Minutes and provides their Clubs Officer with a copy of the signed minutes of that meeting and the resignation (if resignation not already provided)
		* If the President is being replaced, both the outgoing & incoming Presidents must sign the Minutes
2. **Send pdf of documents to your Clubs Officer**
* Your Clubs Officer will confirm receipt of docs, connect with your new team member, and advise about bank account signatory process (if update to bank account is required)

**THE TEMPLATE**

If your club has its’ own meeting template, use that – just be sure to cover everything required own minutes. Once signed by the President, save it as a pdf.

***IMPORTANT*** – if Bank needs to sight the documents, the club will need to provide hard copy “ “WET INK” signed docs (signed with blue or black pen – no electronic signatures)

***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 | < > | < > |
| **IF CHANGE REQUIRES UPDATE OF BANK ACCOUNT #1** Hard copy of Minutes to be printed out and “wet ink” signed in blue or black pen by the current President (or, if the Meeting dealt with the resignation and replacement of the President, signature of both the outgoing and Incoming Presidents)  | < > | < > |
| **IF CHANGE REQUIRES UPDATE OF BANK ACCOUNT #2** All continuing and new club bank account signatories (and the outgoing resigned President if applicable) arrange to meet and go to bank to update the account – take hard copy wet ink signed documents  | < > | < > |
| The club’s RUSU Clubs Officer to be emailed a pdf of the documents and the student number of the new Executive.  | < > | < > |
| *Insert other Actions if Required* |  |  |
| **MEETING CLOSED:** |
| **Declaration:** I/We the undersigned declare that these minutes are a true and accurate record of this meeting |
| *Include Club Executive position title with signature/s* |