***(Insert Name of Club)*** and ***(Insert Name of Club)***

**JOINT SPECIAL GENERAL MEETING**

***(Insert date), (insert time) and (insert place)***

Registration commences from 9.30am and should be complete by 10.00am

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| **AGENDA ITEM** | **ACTION** | **NOTE** |
| **General** | Start Special General Meeting from 10.00am with registration from 9.30am. |  |
| **1. Opening** | **Welcome:** Acknowledgement of Country.  Each Club President opens meeting, welcomes attendees and introduces club officials.  Welcome and introduction of scrutineers. |  |
| **Notice of Meeting:** Each club’s official representative (eg President) proposes that notice of meeting be taken as read (unless any objections). |  |
| **Quorum:** Representative (eg President) of ***(insert name of club)*** notes that the necessary quorum is present. Representative (eg President) of  ***(insert name of club)*** notes that the necessary quorum is present. | **Quorum required** for  ***(insert name of club)*** is:  **Quorum required** for ***(insert name of club)*** is: |
| **2. Amendment of Club Constitution** | **Representative of one club reads the following Motion:**    The following is moved as a Special Resolution:  **A.** That the constitution of the ***(name of club)*** be amended and replaced with the Constitution attached to this notice and marked with the letter “A”.  *If the special motion is approved, the following is moved as an Ordinary Motion;*  **B.** That ***(name of club)*** and ***(name of NEW club)*** be authorised to take all necessary steps to effect the above motion. |  |

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| **2. Amendment of Club Constitution, cont.** | **Representative of second club reads the following Motion:**    The following is moved as a Special Resolution:  A. That the constitution of the **(name of club)** be amended and replaced with the Constitution attached to this notice and marked with the letter “A”.  *If the special motion is approved, the following is moved as an Ordinary Motion;*  B. That **(name of club)** and **(name of NEW club)** be authorised to take all necessary steps to effect the above motion.  **Representative of one club** invites scrutineers to declare the results of Special Motions A and Ordinary Motion B **for both clubs separately.** |  |
| **3. Close** | Representative closes the ***(name of club)*** SGM.  Representative closes the ***(name of club)*** SGM.  This ends the formalities. However opportunity for both Representatives to say a few words on the outcome/process and future is encouraged.  Any other person can be invited to say a few words?  Invitation for attendees to enjoy some refreshments and enjoy the celebration. |  |