

# MINUTES OF GENERAL MEETING (INCORPORATED)

**Name of Rotary Club:**

**Date of Meeting:**

**Place of Meeting:**

**Chairperson:**

**Meeting Opened:**                      am/pm

**Members Present:**

**OR**

**Percentage of Membership Present:**

**Quorum:**

**MINUTES**

The Chairperson declared that a quorum was present at the meeting. The Chairperson reminded the members that the resolutions were special resolutions and that notice of the meeting had been given to all members not less than 21 days before the date of the meeting.

## **RESOLUTION 1**

“That the Club adopt the Rules & Constitution and the Statement of Purposes contained in the Rules & Constitution tabled at this meeting in substitution for the Club’s existing Rules and Statement of Purposes”

Proposed

Seconded

The Chairperson declared the resolution to have been \*carried/defeated. (**\*Delete whichever is inapplicable**)

## **RESOLUTION 2**

“That the Club adopt the Bylaws tabled at this meeting in substitution for the Club’s existing Bylaws”

Proposed

Seconded

The Chairperson declared the resolution to have been \*carried/defeated. (**\*Delete whichever is inapplicable**)

The Chairperson declared the meeting closed. **Time of Closure:** am/pm.