**SPECIAL GENERAL MEETING [SGM]**

**AMENDING THE CONSTITUTION AGENDA**

YOUR SCHOOL COUNCIL | BOARD NAME

DATE | TIME | LOCATION

**QUORUM** is X. Chair ensures quorum for the meeting to open.

**ACKNOWLEDGEMENT OF COUNTRY**

1. **OPEN | WELCOME** Chair opens the meeting, time recorded by Secretary.
2. **ATTENDANCE | APOLOGIES | ABSENT** recorded by Secretary.
3. **CONFLICT OF INTEREST DISCLOSURE** recorded by Secretary.
4. **AGENDA ITEM**
5. Draft Constitution to be approved.
6. **CLOSE** Chair closes the meeting, time recorded by Secretary.

Note: The approved Constitution must be signed by the Chair and Principal on the date of the SGM.