**Template: minutes of general assembly**

It is mandatory to write the minutes of any constituent, ordinary and extraordinary General Assembly. There is no prescribed format under Swiss law. The following is a template.

*Minutes of the GA of «name of the association», «date», «place»*

* *Present: «List of those present»*
* *Excused: «List of those excused»*
* *Absent: «List of those absent»*
* *Chairperson: «Name»*
* *Rapporteur: «Name»*

*Start of the meeting :  "time" End of the meeting : "time"*

*Secretary: President:*

*The minutes shall mention :*

* *the agenda*
* *all decisions taken during the General Assembly.*

The minutes should also mention the address of the association