

# CLUBS AND SOCIETIES AGM GUIDELINES

## *What is an AGM and why do we need one?*

- An Annual General Meeting (AGM) is a club meeting that must be held each year with all current ordinary club members invited to attend – this meeting must take place within the period September to November (inclusive) each year. The success of the AGM is extremely important for your club's future.
- The primary purpose of a club AGM is to democratically elect an executive committee for the club for the following 12 months.
- Secondary purposes of the meeting are:
  - To report to members on the year, including financial performance, membership, and events;
  - To discuss any significant issues relevant to club members;
  - To propose and decide on any changes to the club constitution (this includes accepting any updates to the default Guild Club Constitution, if your club uses this).
- A record of the club's AGM minutes is required to renew the club's affiliation with the Guild for the following year.

## *All Guild-affiliated club AGMs must observe the following steps:*

- 1. Organise Your Meeting.** You will need to organise a time and location convenient to the majority of members (e.g. on campus, during semester). You may wish to hold a social function following the meeting to boost attendance.
- 2. Notify the Guild.** Inform [clubs@guild.curtin.edu.au](mailto:clubs@guild.curtin.edu.au) of the details of when and where the club AGM will be held.
- 3. Notify Your Members.** **Sufficient notice must be given in writing (i.e. via email) to each member of the club, according to the club's constitution.** The default club constitution stipulates 14 days' notice. In addition to this you can inform members via social media, posters, etc. Make sure the purposes of the AGM are clearly stated, including the election of office bearers, and any proposals to change the club constitution.
- 3. Commence Meeting and Achieve Quorum.** AGMs shall be chaired by the Club President, unless they are unable or unwilling to do so, in which case an ordinary member elected by those present at the meeting shall do so. Quorum for the AGM is 10 current ordinary members, or as specified in your club's approved custom constitution. Ordinary membership of the society is open to current Curtin students only. All other members are classified as associate members.

Your AGM must achieve quorum in order for any motions to be passed, including amendments to the society's constitution. Your minutes must include a signed attendance list from all in attendance. This list must include each attendee's full name and student number, and must be signed by the member.

**4. Deliver Reports.** The club's outgoing President, Secretary and Treasurer should each prepare a report on their time in office, to present at the meeting verbally and in written form.

*a) President's Report:* The President should summarise the club's major achievements across the year, as well as obstacles faced, events held, etc.

*b) Secretary's Report:* The Secretary needs to report on membership figures and any other major administrative matters. They must provide the exact number of members the club has on the day that the AGM is held.

*c) Treasurer's Report:* The Treasurer should present information on the club's finances, assets, and liabilities, and complete a Financial Statement. The Financial Statement must show all income and expenditure for the year, with clear explanations of each line item. Examples of income may include membership fees, Guild Sponsorship Grant, Guild O Day Grant, event ticket sales, club merchandise sales, external sponsorship (list each sponsor individually), etc. Examples of expenditure may include event costs (break down into individual events), equipment purchases, merchandise purchases, Facebook advertising, graphic design costs, etc.

**5. Record Minutes.** Detailed minutes must be recorded and must include details of each process. Sample minutes are provided at the end of these guidelines. Minute taking is typically the responsibility of the Club Secretary.

**6. Elect Office Bearers & Committee Positions.** A person should be appointed (at the meeting) to act as the "returning officer", a person who temporarily runs the meeting and coordinates the election of positions (this person cannot be running for a position). Nomination for committee positions must be called according to the club's constitution, with each nomination requiring a nominator and seconder. If a position is contested (two or more nominations), each candidate should be given a few minutes to say why they are the best candidate. Voting is then by secret ballot, with votes tallied by the returning officer. This should be done for each position.

If you require assistance in your election process please contact the Guild (via [clubs@guild.curtin.edu.au](mailto:clubs@guild.curtin.edu.au)). The Guild's General Secretary or another member of the Guild Council will be able attend and provide assistance as a Returning Officer. The Guild also has ballot boxes that can be loaned via Reception.

**7. Changes to Club Constitution (optional).** Any **alterations to the club's constitution** may be made at a quorate AGM, with details of the proposed changes put in writing and included with the notification of the AGM to all members and the Curtin Student Guild (via [clubs@guild.curtin.edu.au](mailto:clubs@guild.curtin.edu.au)).

**8. Address General Business.** Once the elections have been completed, the meeting then moves onto 'General Business'. This is an opportunity to address/discuss any business not covered in the above areas.

**9. Submit Your AGM Minutes.** AGM minutes must be submitted to [clubs@guild.curtin.edu.au](mailto:clubs@guild.curtin.edu.au) office no later than 14 days after the meeting. **AGM minutes must be provided with the club's re-registration application for the following year, and must clearly show the election of the office bearers elected to run the club for the year ahead.**

### ***What needs to occur after the AGM?***

All new committee members must make a time to meet with the person who was previously in their position so that a formal hand-over can take place. All appropriate documents, club assets, signatories to the club bank account, access to the club email account and social media pages, and all other records need to be handed on each year to the new committee. It is also important to review the records and explain them to the new members of the committee. The outgoing club President - upon completing their term and handing over to the incoming committee - should also email the Guild Clubs Officer to provide the contact details for the new committee, so that the Guild's records can be updated accordingly. This should include full name, email address, student number, and mobile number for each of the incoming office bearers.

The new committee should also be made aware of where/how to access Guild-provided club support, including documentation, grants, guidelines, and who to contact at the Guild with all club queries, as follows:

- **Club Resources Portal** [www.guild.curtin.edu.au/clubresources](http://www.guild.curtin.edu.au/clubresources) – Contains all documentation related to club operations and entitlements.
- **Clubs Officer** [clubs@guild.curtin.edu.au](mailto:clubs@guild.curtin.edu.au) – This should be your new committee's first port of call for all club related queries.
- **Curtin Club Reps Facebook Page** <https://www.facebook.com/groups/guildclubs/> - The fastest and simplest way to ensure all club reps remain informed and engaged with the Guild at all times, and stay up to date with all club developments and announcements as they happen.

## EXAMPLE ATTENDANCE SHEET FOR AGM

Name of Club: \_\_\_\_\_ Date: \_\_\_\_\_ Venue: \_\_\_\_\_

NAME	STUDENT NO.	SIGNATURE
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## **EXAMPLE AGM MINUTES**

This is a template only. Please use it to prepare a record of your own AGM. Do not submit this example in lieu of your own minutes.

### **Annual General Meeting Minutes**

#### **CURTIN EXAMPLE CLUB**

#### **ANNUAL GENERAL MEETING**

Held on 19 October 2016 at 3.00pm

in 401:155, Curtin University Bentley Campus

### **MINUTES**

#### **1. Members Present**

##### **Present:**

An Elith (President)	Dave Willis (General Committee Member)
Daisy Hughes (Vice President)	Mandy Wong
Warren Atkinson (Treasurer)	Tom Esposito
Lai Leung (Secretary)	Sam Ellis
Karen Carr (General Committee Member)	Samantha Uperman

*(A list of all those present should be compiled and included in this section, remember at least ten people must be present including the committee)*

**Observers:** Nil

**Apologies:** Nil

#### **2. MINUTES OF PREVIOUS MEETING**

The minutes of the previous AGM were presented for acceptance.

#### **MOTION 1-AGM/2016**

‘That the minutes of the 2015 Annual General Meeting be accepted’

Moved: K Carr

Seconded: L Leung

CARRIED

*(For a motion to be carried, the majority of those present at the meeting must vote in favour of the motion.)*

### **3. REPORTS**

*(The reports must be approximately 150 words long, and attached to the Agenda when it is distributed).*

#### **3.1 President's Report**

Appendix One

#### **3.2 Secretary's Report**

Appendix Two

#### **3.3 Treasurer's Report**

Appendix Three

### **4. ELECTIONS**

#### **4.1 Returning Officer**

Nominations:

A. Elith

Nominated by: K Carr

Seconded: D Willis

K. Carr

Nominated by: T Esposito

Seconded: L Leung

A. Elith was elected by a majority vote as Returning Officer.

The Returning Officer took the chair and declared all committee positions vacant.

#### **4.2 President**

Nominations:

D. Hughes

Nominated by: W. Atkinson

Seconded: K. Carr

D. Hughes was elected unopposed as President.

#### **4.3 Vice President**

Nominations:

W. Atkinson

Nominated by: D Hughes

Seconded: K Carr

W. Atkinson was elected unopposed as Vice President.

#### **4.4 Secretary**

Nominations:

K. Carr

Nominated by: W. Atkinson

Seconded: D. Hughes

L Leung

Nominated by: S. Uperman

Seconded: D. Willis

Each nominee had the opportunity to speak to the club members.

A secret ballot was conducted.

K. Carr was elected as Secretary.

#### **4.5 Treasurer**

Nominations:

D. Willis

Nominated by: K. Carr

Seconded: S. Uperman

D. Willis elected unopposed as Treasurer

#### **4.6 General Committee Members**

Nominations:

L. Leung

Nominated by: K Carr

Seconded: W Atkinson

M. Wong

Nominated by: K Carr

Seconded: D Willis

T. Esposito

Nominated by: D Hughes

Seconded: S Uperman

L. Leung, M. Wong and T. Esposito were elected unopposed to the three executive committee positions.

D. Hughes was invited to take the chair for the remainder of the meeting.

#### **5. OTHER BUSINESS**

e.g. New Constitution Vote; Events Report-Back; Events / Initiatives for Next Year; Membership Campaign for Next Year; etc.



## EXAMPLE COMMITTEE REPORTS

**This is an example only. Please use it to prepare a record of your own reports.**

### **Appendix 1**

#### President's Report

2016 has been a very successful year for the Curtin Example Club. The year has seen a growth in membership from 30 in 2010 to 65 in 2011. Activities conducted by the club this year include attending the National Club Championships, pub nights, river cruises, etc...

The future of the club is looking very good with the expansion of members' services...

Finally I would like to thank the committee for all their support. I would also like to acknowledge the support of Curtin Student Guild and the club sponsor, the Sponsorship Company. Good luck to the 2017 committee. Thank you for giving me the opportunity to serve as President in 2016.

**A. Elith**

**September 2017**

### **Appendix 2**

#### Secretary's Report

2011 has been a very busy year for the Monash Example Club committee. The committee have held 10 meetings throughout the year. Many important decisions were made by the committee during the course of the year etc. etc. etc....

At the end of the financial year we had XX (number of) members, etc. (details)...

I would like to thank Curtin Student Guild, the members and committee for their support during the year. I wish the new committee well. Thank you for giving me the opportunity to serve as Secretary in 2016.

**L. Leung**

**September 2016**

### **Appendix 3**

#### Treasurer's Report

Financially the club has performed reasonably well in 2016. The club received a grant of \$1500 from the Curtin Student Guild, which was greatly appreciated. Sponsorship money was also secured from the Sponsorship Company, which enabled the club to provide a lot more functions at reduced cost to members. We made xxx in membership fees for the year.

Below is a copy of the club's financial statement to the end of August 2016. Thank you to the committee, members and sponsors for allowing me the opportunity to serve as Treasurer in 2016.

**W. Atkinson**

**September 2016**

*The treasurer must also attach a Financial Statement.*

## EXAMPLE FINANCIAL STATEMENT

Please also remember to maintain and submit a record of all of the clubs current assets and liabilities – this includes any and all equipment and cash reserves the club has, debts the club currently owes, etc.

If you would like this template in excel format, please visit: [www.guild.curtin.edu.au/clubresources](http://www.guild.curtin.edu.au/clubresources)

CLUB FINANCIAL STATEMENT			
INSERT CLUB NAME HERE			
STATEMENT OF INCOME AND EXPENDITURE FOR YEAR ENDING XXXX			
LAST YEAR		THIS YEAR	DIFFERENCE
<b>INCOME</b>			
\$ -	Guild Sponsorship Grant - Oday stall decorations	\$100.00	\$ 100.00
\$1,975.00	Membership/affiliations	\$3,055.00	\$ 1,080.00
\$1,500.00	Guild Sponsorship Grant - Ball Venue Hire	\$1,500.00	\$ -
\$2,000.00	Sponsorship from "list sponsor here"	\$3,000.00	\$ 1,000.00
\$ -	Sponsorship from "list sponsor here"	\$1,200.00	\$ 1,200.00
\$4,025.00	Ticket Sales - Ball	\$5,075.00	\$ 1,050.00
\$ -	Ticket Sales - Freshers Welcome	\$700.00	\$ 700.00
\$ -	Bar takings - Freshers Welcome	\$350.00	\$ 350.00
\$ 314.00	Bank interest	\$117.00	-\$ 197.00
\$ -	Donations	\$10.00	\$ 10.00
\$ -	Fundraising - BBQ sales	\$210.00	\$ 210.00
<b>\$9,814.00</b>	<b>TOTAL</b>	<b>\$15,317.00</b>	<b>\$ 5,503.00</b>
			\$ -
<b>EXPENDITURE</b>			
			\$ -
\$ -	O Day Stall Decorations	\$ 157.00	\$ 157.00
\$1,700.00	Venue Hire - Ball	\$ 1,570.00	-\$ 130.00
\$ 250.00	AV hire - Ball	\$ 250.00	\$ -
\$ 250.00	DJ Hire - Ball	\$ 200.00	-\$ 50.00
\$ 100.00	Photographer - Ball	\$ 150.00	\$ 50.00
\$ 380.00	Decorations - Ball	\$ 312.00	-\$ 68.00
\$ -	Facebook post boost - Ball promotion	\$ 150.00	\$ 150.00
\$ -	Speaker Fees - Freshers Welcome	\$ 200.00	\$ 200.00
\$ -	Security Hire - Freshers welcome	\$ 180.00	\$ 180.00
\$ -	Casual bar staff - Freshers Welcome	\$ 60.00	\$ 60.00
\$ -	Alcohol & water - Freshers Welcome	\$ 120.00	\$ 120.00
\$ -	Reimbursement -James (water for Freshers Welcome)	\$ 20.00	\$ 20.00
\$ 12.00	stationary & postage	\$ 17.00	\$ 5.00
\$ -	PA Equipment repair	\$ 30.00	\$ 30.00
<b>\$2,692.00</b>	<b>TOTAL</b>	<b>\$ 3,416.00</b>	<b>\$ 724.00</b>
	<b>SURPLUS (DEFICIT)</b>	<b>\$11,901.00</b>	