

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

An Annual General Meeting (AGM) is a meeting held by your club each year (in September, October or November), to elect committee positions for the following year, and report to members on the club's activities throughout the year. AGM's are a formal registration requirement and a record of the meeting minutes are required to renew the club's affiliation with the Guild 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's custom constitution *or* accepting any updates to the default Guild Club Constitution;
- To nominate new signatories for the club's bank account.

### **Contents**

1. Checklist
2. What to do BEFORE the AGM
3. What to cover DURING the AGM
4. Steps to take AFTER the AGM

### **Templates**

5. AGM agenda template
6. AGM attendance list template
7. AGM minutes template
8. Financial Statement template

### 1. Checklist

Please print or use the web-friendly pdf to track your progress as it is mandatory that all steps are followed. You can print this page or find this template here: [www.guild.curtin.edu.au/templates-for-clubs](http://www.guild.curtin.edu.au/templates-for-clubs).

<b>Checklist</b>	
<b>Before the AGM</b>	
Organise the AGM – finalise date & location	
Notify the Guild	
Notify members – provide 14 days’ notice	
Prepare reports – from outgoing committee & financial statement	
Circulate agenda to all members	
<b>At the AGM</b>	
Achieve quorum - 10 ordinary members (if not, set a new date for the AGM)	
Attendees sign in	
Take minutes	
Deliver reports	
Elect new committee	
Nominate new signatories for the club bank account	
Address changes to custom constitution (optional)	
Arrange handover meeting – schedule date or run immediately after this meeting	
<b>After the AGM</b>	
Submit AGM minutes to the Guild	
Hold handover meeting	
Change bank signatories	
Re-register club with the Guild	

## 2. What to do BEFORE the AGM

### 2.1 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 provide free food or hold a social function following the meeting to boost attendance to reach quorum (see 3.1).

### 2.2 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. If you have submitted an event application form/venue booking for your AGM, this will suffice as notice.

### 2.3 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.

Please remember to advise members that they are eligible to nominate themselves or others for a position on the committee. Ordinary members should also be aware that they have the opportunity to submit items for the agenda. We'd recommend that you provide a deadline for agenda submissions in order to help you prepare. The recommended deadline for agenda submissions is one week prior to the AGM. An online google form could be a good way to do take RSVP's, position nominations and agenda submissions.

### 2.4 Finalise and circulate the agenda

Prepare your agenda document once the deadline for agenda submissions has passed and include all items submitted by your members. Please refer to section 4 within this document for a template and ensure that all mandatory items are kept on the agenda. You can also find templates online [HERE](#). All points within the agenda template and this guideline document are considered mandatory unless stated otherwise.

We'd recommend sending the agenda out to all members one week prior to the AGM at the minimum.

### 2.5 Outgoing office bearers to prepare 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 (withing the minutes).

- **President's Report:** The President should summarise the club's major achievements across the year, as well as obstacles faced, events held, etc.
- **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.
- **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. You can download our recommended template [HERE](#).

You can also see example reports within the AGM minutes template below in section 7.

### 3. What to cover DURING the AGM

#### 3.1 Achieve quorum

Quorum is the minimum number of ordinary members who must be present at the meeting before business can officially be conducted. 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 and should only observe at the meeting as it is important that the club is governed by Curtin student for Curtin students.

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 attendees (see template in section 6 of this document). This list must include each attendee's full name, student number, membership status (ordinary member or associate) and must be signed by the member.

**If quorum is not met**, you must call the meeting to an end and reschedule, providing a minimum of 14 days' notice, yet again.

#### 3.2 Commence meeting

The AGM 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. Note the time that the meeting commences.

#### 3.3 Record minutes

Detailed minutes must be recorded and must include details of each process. Sample minutes are provided in section 7 of this document. Minute taking is typically the responsibility of the Club Secretary.

#### 3.4 Deliver reports

The club's outgoing President, Secretary and Treasurer should each report on their time in office, to present at the meeting verbally and in written form as per item 2.4 and 7 of this document. The Treasurer must remember to show the financial statement to the members at the meeting - this is very important for transparency (refer to section 8).

### 3.5 Voting – Elect office bearers & general committee positions

At the meeting, a person should be appointed to act as the “returning officer”. The returning officer is a person who temporarily runs the and coordinates the election of committee positions (this person cannot be running for a position).

Nominations 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 should then be conducted by secret ballot, with votes tallied by the returning officer. This should be done for each position. Once tallied, the returning officer should announce the outcome.

If you require assistance with 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 may be able attend and provide assistance as a returning officer. The Guild also has ballot boxes that can be loaned.

### 3.6 Changes to the club constitution (optional)

Any alterations to the club’s constitution may be made via majority vote by the ordinary members at the AGM, with details of the proposed changes put in writing. Don’t forget that the proposed changes must also be included in the AGM agenda when the original meeting invitation is sent to all members. It is important to notify the Guild Clubs Officer of your intention to make changes to or adopt your own custom constitution BEFORE this is brought to your member at the AGM.

### 3.7 Address general business / member’s agenda items (if applicable)

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.

### 3.8 Arrange a handover meeting

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. You must decide on suitable date for the handover at your AGM. Be sure to pick a date before semester break and graduation as you may find that old committee members go off the radar, making it difficult to gain full control of the club. Further details on what should be included in this handover meeting are listed in item 4.2 of this document. You may also wish to hold the handover meeting immediately after the conclusion of the AGM while old and new committee members are still in the same venue.

## 4. Steps to take After the AGM

### 4.1 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 also be provided with the club’s re-registration application for the following year, and must clearly show the election process of the office bearers elected to run the club for the year ahead.

### 4.2 Hold a handover meeting

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/run-your-club](http://www.guild.curtin.edu.au/run-your-club) – 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/curtinclubreps> - The quickest and most simple 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.

**IMPORTANT:** Please also remember to remind your new committee that they **MUST** renew the club with the Guild in order to continue accessing club perks & benefits.

### 4.3 Change bank signatories

Arrange a date to visit the bank to change over the bank signatories. It is recommended that the President, Secretary and Treasurer become signatories of the club's bank account. Please note that the bank will not accept drop-ins for these sorts of things, so don't forget to schedule a meeting with them and ensure you bring the following:

- Identification (birth certificate, passport or WA drivers' licence)
- A copy of your AGM Minutes – these minutes **MUST** state the following or you will be asked to come back:
  - Date, location & time of the meeting
  - A list of attendees (legal names)
  - A list showing full names of those who were the previous signatories, and who will be replacing them. **FULL** legal names as listed on ID must be included here.
  - If opening a new bank account, the minutes should state what bank you will chose.

### 4.4 Re-register with the Guild

Clubs must renew their affiliation with the Guild each year following their AGM in order to retain Guild-affiliation and access to club perks.

If your club has been registered with the Guild for more than twelve months, you must have a minimum of 30 ordinary members to re-register. Ordinary members must be current Curtin students. The reason for this is to show the Guild that your club has been active within the Curtin community throughout the year in order to meet the club and the Guild's objectives to aim for longevity and sustainability. Showing growth in membership also improves your chances for receiving club benefits.

Club registrations are only accepted within designated registration periods each semester, as follows:

- **Semester One 2021 Club Intake Period:** 30 Nov 2020 – 26 March 2021
- **Semester Two 2021 Club Intake Period:** 21st June 2021 – 20 August 2021

We'd recommend that you advise your new committee to renew shortly after your AGM has been held and when renewals are open. The renewal form can be found on the Run-Your-Club section of the Guild Website as always: [www.guild.curtin.edu.au/run-your-club](http://www.guild.curtin.edu.au/run-your-club)

## 5. AGM Agenda Template

As mentioned in item 2.4, once the deadline for agenda submissions is passed, you'll need to update your agenda to include submissions from your members. Please ensure that all mandatory items are kept on the agenda - all points within the agenda template and this guideline document are considered mandatory unless stated otherwise. We'd recommend sending the agenda out to all members one week prior to the AGM at the minimum.

For a copy of this in word format, download here: [www.guild.curtin.edu.au/templates-for-clubs](http://www.guild.curtin.edu.au/templates-for-clubs)

### CLUB NAME

#### Annual General Meeting Agenda

To be held at 2pm on Thursday 23<sup>rd</sup> August 2018 in 410:428.

1. Acknowledgement of the Traditional Owners:

*"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region"*

2. Attendance:

- 2.1. Ordinary members present;
- 2.2. Other staff or associate members present;
- 2.3. Others present

3. Disclosure of any potential or perceived conflicts of interest

4. Minutes of the previous AGM

5. Matters Arising from the Minutes

6. Reports from the outgoing committee:

- 6.1 President report
- 6.2 Secretary's report
- 6.3 Treasurers report & financial statement
- 7. Elections for 2019 committee:
  - 7.1 Returning officer (for AGM only)
  - 7.2 President
  - 7.3 Vice President (optional)
  - 7.4 Secretary
  - 7.5 Treasurer
  - 7.6 Other committee members (optional)
- 8. Other Business
- 9. Handover meeting

### 6. AGM Attendance List Template

Don't forget to get all of your attendees to sign in before the meeting commences. Use a template like the one below. It is recommended that you make edits to the red text only. For an editable copy of this in word format, download here: [www.guild.curtin.edu.au/templates-for-clubs](http://www.guild.curtin.edu.au/templates-for-clubs)

#### CLUB NAME

Annual General Meeting

2pm on Thursday 23<sup>rd</sup> August 2018 in 410:428

#### ATTENDANCE

Student Name	Student Number	Signature	Ordinary Member Y or N

## 7. AGM Minutes Template

For an editable copy of this in word format, download here: [www.guild.curtin.edu.au/templates-for-clubs](http://www.guild.curtin.edu.au/templates-for-clubs)

### CLUB NAME

#### Annual General Meeting Minutes

To be held at **2pm on Thursday 23<sup>rd</sup> August 2020 in 410:428.**

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. Please also note that these minutes are based off the agenda so don't forget to add any additional agenda items.

#### 2. Acknowledgement of the Traditional Owners:

*"We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region"*

#### 5. Attendance:

##### 5.1. Ordinary members present (these are Curtin-enrolled student & members of your club):

Ann Elith 1988888  
Daisy Hughes 1988887  
Warren Atkinson 1988886  
Lai Leung 1988885  
Karen Carr 1988884  
Dave Willis 1988883  
Mandy Wong 1988882  
Tom Esposito 1988881  
Sam Ellis 1988880  
Samantha Uperman – 1988880

5.2. Other staff or associate members present: J.Brown – Guild Representative.

5.3. Others present: K. Lenny – Associate Member

#### 6. Disclosure of any potential or perceived conflicts of interest

(President or chair of the meeting to disclose any conflicts of interest and also ask the room if anyone else would like to raise a potential conflict – i.e. members attempting to run for a position when they are not in fact a current enrolled Curtin student etc.

#### 7. Minutes of the previous AGM

The minutes of the previous AGM were presented for acceptance.

##### Motion 1

'That the minutes of the 2019 Annual General Meeting be accepted'

Moved: K Carr

Seconded: L Leung

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

### 8. Reports from the outgoing committee:

5.1 President report – Appendix one

5.2 Secretary's report – Appendix two

5.3 Treasurers report & financial statement – Appendix three

### 6. Constitution:

6.1. Please list items to be added to the constitution individually here. [Each item](#) must be voted on by those in attendance. Minute this as follows: "6 votes to approved, 2 votes not to approve, 1 abstained" etc.

### 7. Elections for 2021 committee:

#### 7.1 Returning officer (please nominate and elect)

**Nominations:** J.Brown

**Nominated by:** K Carr

**Seconded:** D Willis

J.Brown was elected unopposed as Returning Officer.

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

#### 7.2 President

**Nominations:**

D. Hughes

**Nominated by:** W.Atkinson

**Seconded:** K. Carr

D. Hughes was elected [unopposed](#) as President.

**IMPORTANT NOTE:** Please clearly state how these committee members are voted in. For example: Elected unopposed, by majority vote or other.

#### 7.3 Vice President (optional)

**There were no nominations for this position**

**Motion 2**

'the members agreed that a VP was not necessary'

**Moved:** K Carr

**Seconded:** L Leung

CARRIED

#### 7.4 Secretary

**Nominations:**

K.Carr

**Nominated by:** W.Atkinson

**Seconded:** D. Hughes

L. Keung

**Nominated by:** S. Upperman

**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 by [majority](#) vote

### 7.5 Treasurer

**Nominations:**

[D. Willis](#)

**Nominated by:** [K.Carr](#)

**Seconded:** [S. Upperman](#)

[D. Willis](#) was elected [unopposed](#) as Treasurer.

### 7.6 Other committee members (optional)

[Club Social Media Officer](#)

[L. Keung](#)

**Nominated by:** [S. Upperman](#)

**Seconded:** [D. Willis](#) [L. Leung](#)

**Nominated by:** [K Carr](#)

Seconded: [W Atkinson](#)

[Club Events Officer](#)

[M. Wong](#)

**Nominated by:** [K Carr](#)

**Seconded:** [D Willis](#)

## 9. Bank Signatories 2021

Role:	2020 Signatory Name:	2021 Signatory Name
<b>President</b> <i>Mandatory</i>	Please list full name as outlined on legal ID – entering this information means that the outgoing signatories DO NOT need to visit the bank to changeover	Please list full names as outlined on legal ID
<b>Vice President</b>		
<b>Secretary</b> <i>Recommended</i>		
<b>Treasurer</b> <i>Mandatory</i>		

### 9. Other Business

Events Report-Back; Events / Initiatives for Next Year; Membership Campaign for Next Year; etc.

### 10. Handover meeting

The old and new committee discussed dates and times that would be suitable to meet to conduct the handover. It was decided that the handover meeting will be held on the 30<sup>th</sup> of August at 2pm in Club HQ. A.Elith has agreed to make the venue booking.

The AGM concluded at 3:30pm (always note the start and end time of all meeting).

### The Incoming Committee sticks around to sign club Guild club renewal documents:

- Committee contact list - [HERE](#)
- Club credit application - [HERE](#)
- Office Bearers' Statement - [HERE](#)

## 8. Financial Statement Template

As mentioned throughout this document, all clubs will need to prepare a financial statement to show your members at your AGM. In addition to this, the Guild will also require a copy upon re-registration each year. Please refer to the template on the next page for more details and download the editable copy in excel format here: [www.guild.curtin.edu.au/templates-for-clubs](http://www.guild.curtin.edu.au/templates-for-clubs)

CLUB FINANCIAL STATEMENT			
INSERT CLUB NAME HERE			
STATEMENT OF INCOME AND EXPENDITURE FOR YEAR ENDING XXXX			
Petty Cash - Current tin balance	\$	400.00	
Item/Event	Income	Expenditure	SURPLUS (DEFICIT)
Guild Sponsorship Grant - Oday stall decorations	\$ 100.00	\$ 320.00	-\$ 220.00
Membership/affiliations	\$ 3,055.00	\$ -	\$ 3,055.00
Guild Diary Vouchers - reimbursment	\$ 375.00	\$ -	\$ 375.00
Guild Sponsorship Grant - Ball Venue Hire	\$ 1,500.00	\$ 3,000.00	-\$ 1,500.00
Sponsorship from <i>[list sponsor here]</i> - Ball contrubtion	\$ 3,000.00	\$ -	\$ 3,000.00
Ball ticket sales	\$10,000.00	\$ 8,500.00	\$ 1,500.00
Ticket Sales - Freshers Welcome	\$ 700.00	\$ -	\$ 700.00
Drinks (Bar takings) - Freshers Welcome	\$ 350.00	\$ 200.00	\$ 150.00
Cash out for Petty Cash Tin	\$ -	\$ 35.00	\$ -
Bank interest	\$ 117.00	\$ -	\$ 117.00
Donations	\$ 10.00	\$ -	\$ 10.00
Water for O Day		\$ 55.00	-\$ 55.00
<b>TOTAL</b>	<b>\$19,207.00</b>	<b>\$ 12,110.00</b>	<b>\$ 7,097.00</b>

**What needs to be on this statement:** Financial Statements must show all income and expenditure for each year, with clear explanations of each line item (this should be much more clear than your bank statement).

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.

Please refer to the above financial statement template for more of an idea of what we need to see. Anything shown on your bank statement, and all cash handled needs to be put into this financial statement so that the Guild and your members have a clear view of what incomings and outgoing you have had during the year.

**Please remember** that your club can be audited at any time, so it is important that this information is kept up-to-date.