HOW TO RUN A SUCCESSFUL AGM

CLUB GOVERNANCE

A recap on Guild Affiliation, Renewal Requirements, TidyHQ

Club Governance

Governance

Guild clubs are required to follow Guild Governance policy and procedural guidelines, such as:

- AGM Guidelines
- Consent & Sexual Safety
- Clubs Charter & Constitution. Note: Clubs typically follow our default club constitution however, if your club is considering a custom constitution, contact the club support team BEFORE any action is taken so we can provide the best advice.

Familiarise yourself with all governance and finance requirements online: https://guild.curtin.edu.au/clubs/governance/

Annual General Meetings

Club must hold an Annual General Meeting (AGM) each year to

- elect committee positions for the following year
- report on the club's activities

Note: New clubs (less than 12 months old) do not require an AGM.

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Guild Affiliation

Annual Renewal

The Guild is the club's regulator. The Guild fills the role of what ASIC or the ACNC would as a regulator for clubs as assigned by the University to run at Curtin. The Guild is however required to mitigate risk to it and the University's reputation. We do this by requiring clubs to renew annually with the Guild via submission of a renewal form.

In the renewal, an example of re-affiliation requirements we review are:
- Financial Statement is recorded accurately and matched the clubs bank statement
- Check your AGM was run correctly
- Your records in TidyHQ Clubs software management system are up-to-date

Once an AGM is held successfully, all clubs are required to renew annually with the Guild via a submission of a renewal form.

This tells us that:
- your club intends to remain active in the coming year,
- informs us of any changes or updates
- allows us to verify that all club affiliation requirements are still being met.

Without a renewal, clubs lose access to Guild perks, such as:
- Grants, Room bookings, equipment loan etc.
- Event Approval for liability coverage. Note that only active/renewed clubs can receive coverage under the Guild Public Liability Insurance for all events and activities.
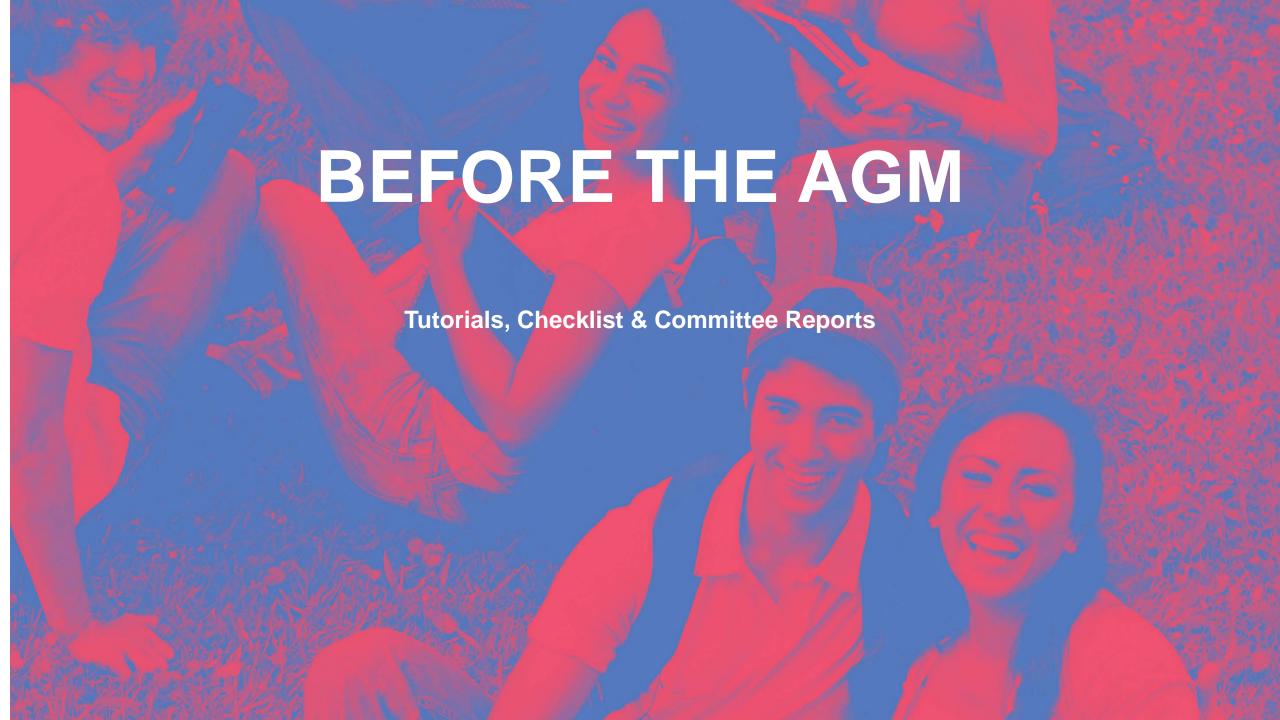
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TidyHQ

Club Management Software

Just to refresh, usage of TidyHQ became compulsory for all Guild clubs are a renewal requirement at the beginning of 2022 and will continue each year.

Mandatory Modules for Guild affiliation are:

- **Contacts/Groups:** where you list you committee
- **Meetings:** The only meeting that is mandatory to run in the platform's "meeting module" is your Annual General Meeting.
- **Finances:** to track all incoming/outgoings via the clubs bank account and cash. To reconcile against your bank statements and generate financial statement reports for your AGM.
- **Memberships:** All memberships must be uploaded and recorded in the platform if not tracked live through online membership recruitment using the inbuilt system.
- **Webpage:** The Guild's website directs students looking at clubs to your TidyHQ webpage where they should find up-to-date bio of your club and memberships etc.

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BEFORE THE AGM

Tutorials, Checklist & Committee Reports

BEFORE THE AGM

Video Tutorials

- Meeting Basics – 4 minutes: https://youtu.be/0PuTiyNF8KQ
- Motions in Meetings – 1 minute: https://youtu.be/J88Yq0c1LNo
- Agenda and Minutes – 3 minutes: https://youtu.be/pBO87BJFAbU

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BEFORE THE AGM

What to prepare: a checklist

- ❏ **Do you need a Guild rep to chair the Election?** Does your club have multiple University branches or with major parent organisations worldwide? Then you are required to notify the Guild to request a representative to chair your election.
- ❏ **Constitution changes:** If you think this is required? Consult with the Guild before setting your AGM date.
- ❏ **Organise the AGM:** Finalise a date & intended location.
- ❏ **Notify the Guild** Clubs Officer. If you have submitted an event application form to book a venue on campus , this serves as notice.
- ❏ **Notify your members** in writing via email. This notice should include date, time, location and the "Purpose of the AGM". Check our AGM template for wording.
- ❏ **Prepare reports:** Instruct the outgoing committee to prepare their reports (President, secretary and treasurer reports are mandatory). <u>Provide a deadline</u> (prior to the AGM) and advise who the must to submit them to.
- ❏ **Venue:** Update members and Guild on location if the venue or date has changed.
- ❏ **Prepare a sign-in sheet** to bring to the AGM. Template here.
- ❏ **Last bank signatories:** Ensure you have the details of last listed bank signatories. You must have their full legal names as listed on the legal ID for the AGM minutes. If you're unsure, contact the Clubs Officer.
- ❏ **Prepare ballot slips.** Template here.

BEFORE THE AGM

President's Report

The President should summarise the club's:
- major achievements across the year,
- obstacles faced
- events held, etc.

Secretary's Report

The Secretary needs to report on:
- **Membership figures:** They must provide the exact number of active members the club has on the day that the AGM is held. You can get this information immediately from TidyHQ. A summary should already populated for you if you have been keeping your membership's in the system and up-to-date.

BEFORE THE AGM

Treasurer's Report

Before you generate a report: ensure your TidyHQ Transactions are correct.

The Treasurer should present information on the club's finances, assets, and liabilities, and complete a Financial report/statement for the year 1st January to the time the report is prepared (as close to your AGM date as possible). The Financial Report must show all income and expenses for the year, with clear explanations of each transaction listed in TidyHQ. The treasurer should be staying up-to-date with data entry within your club's TidyHQ account throughout the year to ensure transactions references are labelled clearly so that the Guild, your members and committee can identify what each transaction was for.

Examples of <u>income</u> may include:
- membership fees (cash or online)
- Guild Sponsorship Grant,
- Event Grant/s,
- event ticket sales,
- club merchandise sales,
- external sponsorship (list each sponsor individually),
- Cash deposits, refunds etc.

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BEFORE THE AGM

Treasurer's Report

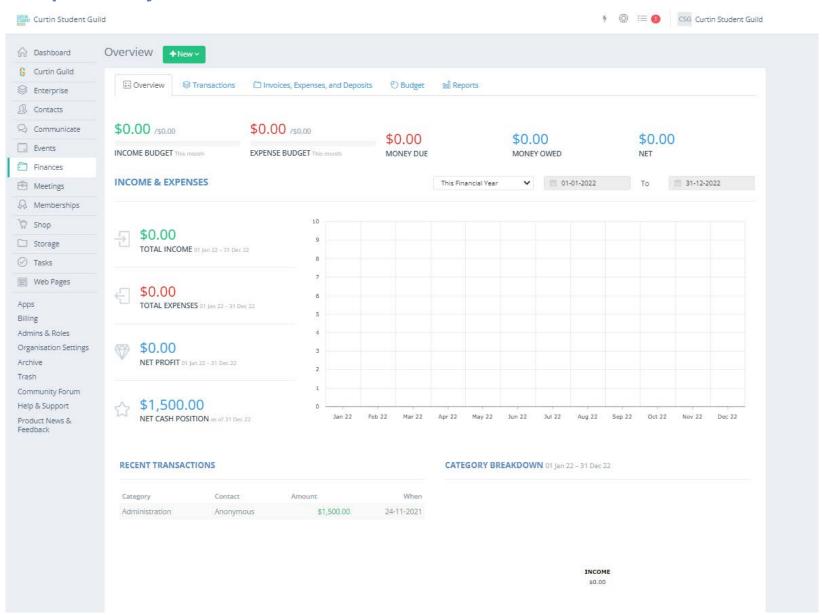**Examples of <u>expenses</u> may include:**
- event costs (break down into individual events),
- equipment purchases,
- merchandise purchases,
- Facebook advertising,
- graphic design costs, etc.
- petty cash

CHECKLIST: to generate your report/statement for the AGM you must:
- ❑ Reconcile your transactions in TidyHQ against your bank statements to ensure your financial statement report is correct.
- ❑ Identify any errors, missing transactions and correct them or seek assistance to identify any losses.
- ❑ Create/export or print your financial report from TidyHQ. TidyHQ has plenty of help articles to assist with this. Here's an example.
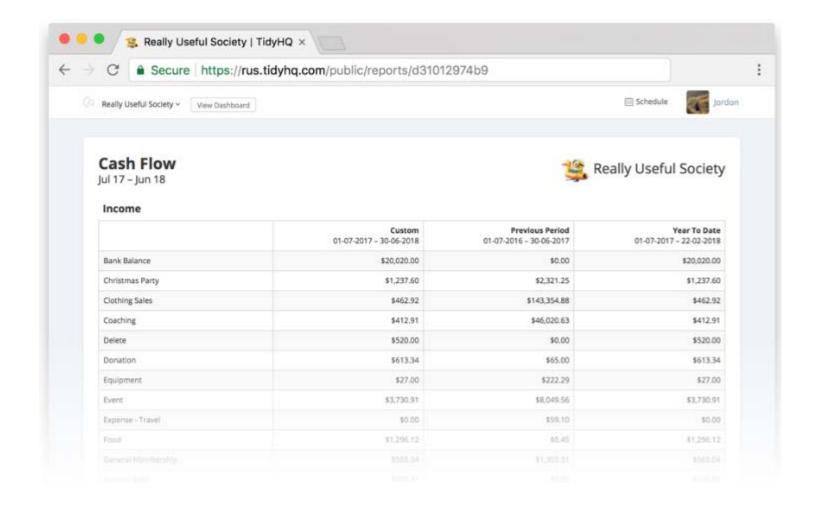
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Example of TidyHQ Finances Overview

Example of TidyHQ Financial Report

AT THE AGM

Agenda Items Explained

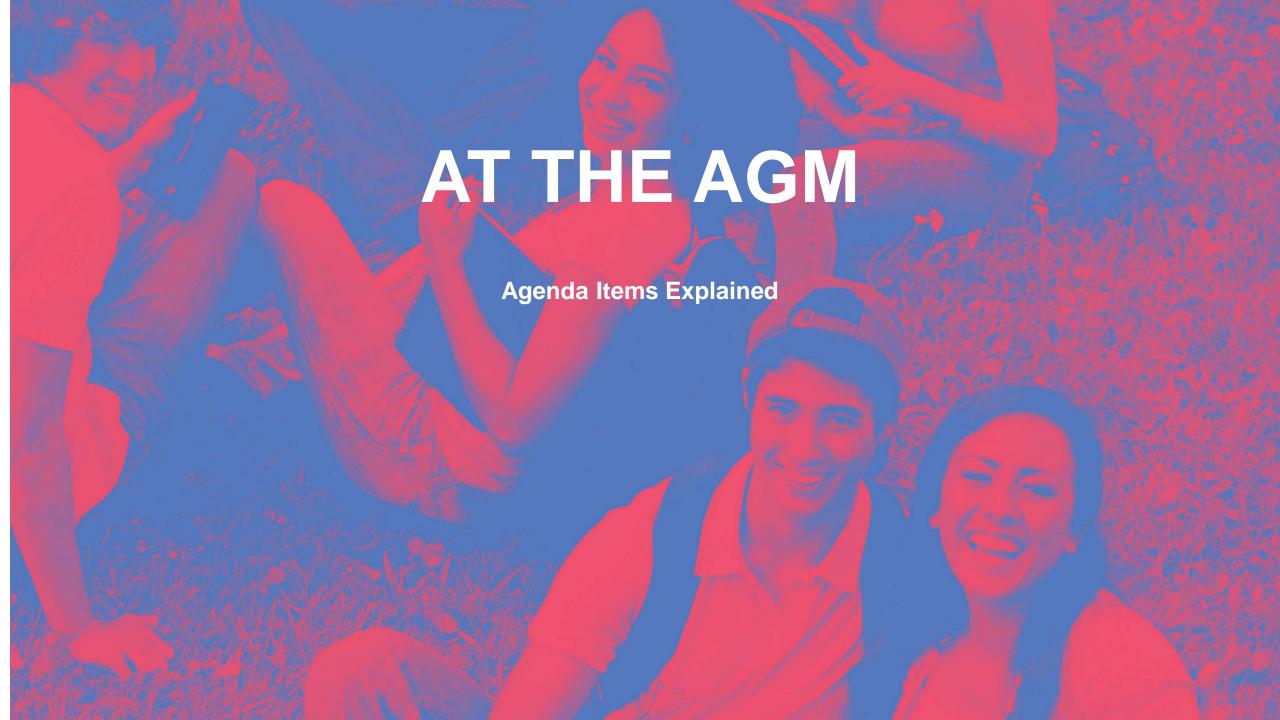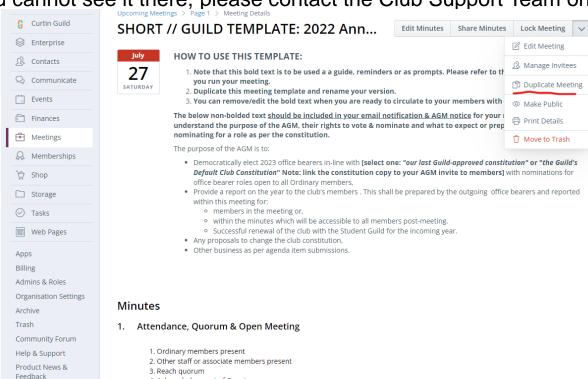# AT THE AGM

TidyHQ Minutes Module

The Guild have uploaded a AGM minute template into your TidyHQ Minutes module for your to duplicate, follow and edit. The rest of the slides in this presentation will walk your through each agenda item you will address at your AGM.

If you login and cannot see it there, please contact the Club Support Team on clubs@guild.curtin.edu.au.

AT THE AGM

1. Attendees Arrive

- **In-Person:** Ask them to sign-in
- **Online:** Ask them to sign in via the chat channel or another functionality your program has.

You must gather the following details:
- Ordinary members present:
  - Full name,
  - Student ID,
  - Ordinary Member Y/N . *
- Other staff or associate members present:
  - Full name,
  - Role: if staff, advisor such as chaplains, persons from parent organisation or Guild etc.

* What is an ordinary member? An Ordinary member is a person who is: A member of your club at the time of the meeting and a <u>current</u> enrolled <u>Curtin</u> student.

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AT THE AGM

1. Achieve Quorum

What is quorum? Quorum is the minimum number of members of a club/society that must be present at any of its general meetings to make the proceedings of that meeting valid. In this case, quorum is 10 ordinary members.

1. If the meeting is due to start and you have <u>not met quorum</u>, you can choose to wait for an agreed amount of time with those in the meeting OR call off the meeting as the AGM cannot successfully continue without quorum.

2. If the meeting is due to start and you <u>have met quorum</u>, **open the meeting:**

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AT THE AGM

2. 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.

Example: *"I note that Janet Ralph has signed in as an ordinary member however, it has been identified that they are not currently enrolled as a Curtin student and as such cannot vote at this AGM and may only observe."*

3. Minutes of the Previous AGM

You should have the minutes of the previous AGM prepared and accessible online (for online attendees) and in-person at the meeting. It is also important to circulate them along with the invite to this AGM so that members have time to review and provide them the opportunity to accept the minutes.

Example: "The minutes of the 2021 Annual General Meeting are presented for acceptance".

AT THE AGM

4. Reports from the Outgoing Committee

You will now present the outgoing committee reports:

- Presidents report
- Secretary's report
- Treasurers report & presentation of a financial statement

5. Constitution

Your members will need to vote on each change/addition individually in separate motions - the minute taker may wish to pre-type this text into the minutes for ease.

Example: "We have engaged with the Guild to **[select one: *"make changes our last Guild-approved custom constitution"* or *"to create a custom constitution"*]** and we present the constitution to our members to a vote."

Please then vote on each change/addition/removed item and list vote outcome as follows:

- Majority accepted this change
- The change accepted unopposed

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AT THE AGM

6. Elections for the 2023 Committee

Wording examples:

"Moving on to the elections for the 2023 Officer Bearers.

1. Returning Officer: **John Smith**, Guild representative was nominated and elected by **majority vote** and took the chair to declare all committee positions are vacant and oversee the elections. **NOTE:** The returning officer cannot be someone who is running for a committee position.

   - *"Voting will be conducted by secret ballot, with votes tallied by myself [returning officer]. This will be done for each position. Once tallied, I [returning officer] will announce the outcomes."*

2. President: The following person/s were nominated prior to and/or within the meeting:
   - Selena Stopmez
   - Keira Dailey

   1. Each nominee was invited to speak before votes were cast
   2. OUTCOME: Keira Dailey was elected by **majority vote.**

3. Vice President: (this role is not mandatory unless outlined in your last Guild-approved custom constitution. You can fill it if you wish. The following person/s were nominated prior to and/or within the meeting:
   - Bradley Pits
   - Tom Handkerchief

   1. OUTCOME: Tom Hankerchief was elected by majority vote.

…….And so on for the remaining roles

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AT THE AGM

8. Bank Signatories

In the meeting and <u>in the minutes</u> it is important to specify who will become the signatories to the club bank account as the bank will require this as evidence to formally change the signatories.

<u>Example for the minutes</u>*:* "The new committee as elected within this meeting shall replace previous signatories on the clubs bank account **[list bank name and account number]** at the soonest date possible to avoid delays with access to the club funds:

New Signatories
*   Name - President **[list full legal name of each person - must match their Legal ID]**
*   Name – Treasurer

Replacing last listed signatories:
*   Name - President **[list full legal name of each person - must match their Legal ID]**
*   Name – Treasurer

Tasks
1.   New President **[list name]** and new Treasurer **[list name]** to arrange a suitable time for a meeting with the bank ASAP.
2.   New secretary to liaise with the minute taker of this meeting to ensure minutes are finalised for bank meeting and club's renewal with the Guild."

9. Other Business

Other agenda submissions from members can go here.

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AT THE AGM

10. Committee Handover

The old and new committee shall now discuss dates and times that would be suitable to meet to conduct the handover.

Example Wording: "It was decided that the handover meeting will be held on the [enter date, time, location] . The New Secretary [List name] has agreed to make the venue booking by completing and event application form with the Guild via their website.

Access is to be granted to the new committee to the following platforms to assist with handover ASAP:

- TidyHQ admin access invite
- Social media passwords
- Central club email account passwords
- Online banking details (President and Treasurer)
- And any other platform you use such as payment gateways, ticketing platforms etc.

The new committee were advised in the meeting of the <u>following important details</u> to continue the club's active status in case the handover is delayed:

- ❑ The new committee must provide their contact details in this spreadsheet: https://drive.google.com/drive/folders/1opcHQnDIQiRSYNwm3OKShXjLQtSnlZY1?usp=sharing. The list is to be sent to the Guild via clubs@guild.curtin.edu.au immediately after this meeting by **[list persons name]**. This list will also be attached within in these meeting minutes for the club's records.

AT THE AGM

10. Committee Handover continued

❏ The new committee is advised that The Guild is the club's regulator. The Guild fills the role of ASIC or the ACNC would as a regulator for clubs. The Guild is however required to mitigate risk to it and the University's reputation. Clubs will adhere to the Guild's Rules and Policy, obey their own Guild-approved constitutions, behave transparently and work in the best interest of the club and its members. Governance documents such as the Clubs Charter and Guild Club Constitution should be reviewed by the new committee asap and can be found online here: https://guild.curtin.edu.au/clubs/governance/

❏ The new committee are made aware of ALL mandatory requirements for the usage of TidyHQ - the Club software management platform. They are instructed to do the training online here: https://guild.curtin.edu.au/clubs/training/ as soon as possible to assist with quick handover.

❏ The new committee are made aware that they must renew the club's affiliation with the Guild for 2023 once renewals open on the 14 November 2022. Without submitting a renewal, access to Guild/club perks may be lost (grants, O-day stalls, venue bookings, etc.

❏ The Guild Club Support team are the first point of call for all club queries and are there for support/guidance. Contact them on clubs@guild.curtin.edu.au

❏ All club events/activities, on and off-campus must be notified to the Guild via a submission of an event application form on their website for liability and risk assessing purposes. The Guild will also book the venue for on-campus activities. It is strongly

❏ advised that new committee members check the application form for information on how much lead-in time is require for notice of events and bookings to avoid disappointment and event cancellations.

❏ The old committee will invite the new committee to the Guild's "Curtin Club Committee Members Facebook Group" to stay up-to-date with the Guild Club Support Team communications.

❏ The Guild will be in touch via the Facebook group and email (if they have the new committees contacts) to invite new committee members to a short induction session prior to Orientation week 2023.

11. Close Meeting

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AFTER THE AGM

A checklist

AFTER THE AGM

Checklist

❑ Upload sign-in sheets & online sign-ins to your TidyHQ AGM minutes.

TEMPLATE: AGENDA - 2022 Annual General Meeting Minutes

1. **Attendance & Open Meeting**   Owner   Action   Duration   ⌄

Details
1. Ordinary members present
2. Other staff or associate members present
3. Acknowledgement of Country

Upload

Attachments
Add Attachments

Decision
Add Decision

Tasks
Add new task

❑ Finalise minutes, upload all committee reports and financial statement document to your minute.
❑ If you have a new constitution to submit to Guild for approval, edit the finalised copy as voted in at the AGM and upload to the minutes.
❑ Organise a meeting with the bank to change signatories
❑ Submit your renewal with the Guild once they have opened (14 November).

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