



HOW TO RUN A SUCCESSFUL AGM

Meetings Explained

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>



CLUB GOVERNANCE

A recap on Guild Affiliation, Renewal Requirements, TidyHQ

Club Governance

The Guild & Curtin Student Clubs

The Guild is tasked by the University with administering non sporting clubs and societies. The Guild's powers in relation to clubs are laid out in:

- Part 2, Section 5, clause (2c) of Statute No.4 - Student Guild;
- Part 4 of the Student Guild (Administration) Regulations; and
- Part 5 of the Student By-Laws (2018).

The Guild recognise the important role of Clubs at the University and exists to facilitate your success.

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 must 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.

Club Governance

Policy for Guild Clubs

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

- Consent & Sexual Safety
- The Safe Spaces Agreement
- Clubs Charter
- Club Constitution* & The Guild Statute Book which includes:
 - Curtin University Act
 - Student Guild Bylaws
 - Student Guild rules and more

Club Management Software

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

Mandatory Modules for Guild affiliation are:

- **Contacts/Groups:** where you list your committee's contact details, sponsors and affiliations.
- **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 club's 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.

Annual General Meetings

Clubs must hold an AGM at the end of each year. This is also mandatory to maintain its affiliation with the Guild to run at Curtin.

The procedure shall be followed as outlined in your constitution, however, an overview is as follows:

- **Mandatory Invites:** All club officers and all members of the club (both ordinary members and associates). Reminder: associates may only observe.
- **What happens:**
 - Election of the committee positions for the 2024
 - Reports from the outgoing committee on the club's activities & stats from 2023
 - Provide a financial statement to its members
 - Vote on constitution changes (if relevant)
 - Discuss any other general business
 - Document changes to bank signatories
- **Notice:** Minimum of 14 days notice with a clear agenda provided (outlining the purpose of the meeting). Members should be provided the option to join online. It must be clear in communications that Ordinary Members (Curtin Student club members) will be given the opportunity to nominate themselves or others.
- **Apologies:** only club officers should advise if they cannot attend.
- **Quorum:** A minimum of 10 ordinary members (Curtin Student Club Members) or the meeting cannot continue.

Note: New clubs (less than 12 months old) do not require an AGM, only a committee meeting noting changes to the club committee and signatories in minutes.

Maintain Guild Affiliation

Club Renewal

To ensure the Guild meets its requirement to regulate clubs at Curtin we require clubs to complete a set of mandatory tasks for review and approval to continue running year-to-year.

- Tasks will be assigned to your club's TidyHQ account as a project called '**2024 Guild Club Renewal**'
- In order to be ready for the renewal for the incoming year, you must run successful AGM in 2023.
- This identifies that your club intends to remain active in the coming year.

So, if you haven't already, schedule your AGM.

Maintain Guild Affiliation

Club Affiliation Lapse

Clubs can finalise their renewal project tasks at any time of the year however, there are deadlines.

Deadlines passed

If tasks aren't complete by the specified deadlines, clubs lose access to Guild club benefits, such as:

- Grants, free venue bookings, equipment loans etc
- Event approval for liability coverage
- Membership stalls at major Guild events such as O-day

Deadlines passed & ignored

We'll consider your club inactive and as the club was created for Curtin students, the clubs assets should be put on hold. The Guild will also:

- Remove the clubs listing from the Guild website
- Suspend the club's activities
- Require the club to cease membership intake
- Require you to withhold expenditure from the club's bank account

Re-activating after affiliation lapse

We wish for clubs to thrive and will endeavor to help clubs bounce back at any time. As a regulator, we simply are required to ensure we mitigate risk to the the Guild, Curtin, your club and it's committee members individual reputation.

Need help or have concerns? Contact Guild Club Support if you have any concerns on clubs@guild.curtin.edu.au.

If you are struggling with reaching quorum, getting tasks complete or lack of student interest in committee positions, reach out.



BEFORE THE AGM

Tutorials, Checklist & Committee Reports

BEFORE THE AGM

AGM Preparation checklist

Before setting the date:

- Read the AGM guidelines workshop slides, video tutorials and get a full understanding of what's required from the Guild to run your AGM successfully and continue your club at Curtin.
- Do you want a Guild rep to chair the Election?** Does your club have multiple University branches or with major parent organisations worldwide? Then we recommend that you request a representative to chair your election.
- Constitution changes:** Are you considering making changes? Consult with Guild club support before setting your AGM date.
- Confirm the Agenda:** in addition to electing your 2024 committee, decide in a committee meeting, which non-mandatory agenda items from the [Guild's AGM agenda template](#) that you WILL be putting forward for a decision at the AGM.

When date is set:

- Organise the AGM:** Finalise a date & intended location.
- Notify the Guild Club Support Team** of your AGM date. If you have submitted an event application form or booked a Guild venue, this serves as notice.
- Prepare the Agenda.** If you can, use the [Guild's Agenda template](#).
- Notify your members** in writing via email. This notice should include date, time, location and the "Purpose of the AGM". Check our [AGM agenda template](#) for wording. 14 day's notice IS MANDATORY. Ensure a copy of the agenda is attached.
- Prepare reports:** Instruct the outgoing committee to prepare their reports (President, secretary and treasurer reports are mandatory). Provide a deadline (prior to the AGM) and advise who they must submit them to. We recommend they're uploaded into TidyHQ.

BEFORE THE AGM

AGM Preparation checklist

When date is set:

- Prepare Treasurer Report:** In tidyHQ, ensure your finance module is up to date and accurately reflect your bank balance and bank statements for the entire year. This must be correct. For best practice, please follow Guild instructions on how to accurately enter deposits and expenses into the TidyHQ Finances module: [Part 1](#) & [Part 2](#)
 - Identify any errors, missing transactions and correct them or seek assistance to identify any losses.
 - Reconcile your transactions in TidyHQ against your bank statements to ensure your financial statement report is correct. If you are unsure on any transaction, do not reconcile it in the system, simply note it to report for now.
 - Create/export or print your financial report from TidyHQ. TidyHQ has plenty of help articles to assist with this. [Here's an example.](#)
- Last known 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.
- Venue / Date Changes:** Update members and Guild on location if the venue or date has changed.

Day of Meeting

- Prepare a sign-in sheet** to bring to the AGM. Template [here](#).
- Bring a copy of the Agenda:** provide physical copies & and a digital copy for online and in-person attendees.
- Prepare ballot slips.** Template [here](#).
- Prepare Meeting Minutes,** compile reports and any PowerPoints.

BEFORE THE AGM

President's Report

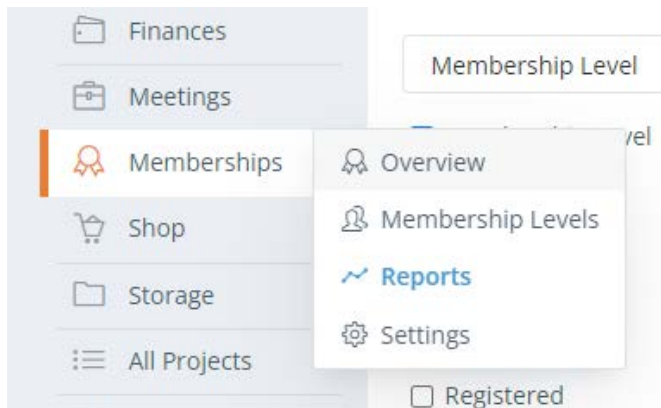
The President should summarise the club's:

- 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 be 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 income 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.

BEFORE THE AGM

Treasurer's Report

Examples of expense categories may include:

- event costs (break down into individual events),
- equipment, merchandise purchases,
- Facebook advertising, graphic design costs, etc.
- petty cash

Guild's TidyHQ Tutorials

For best practice, please follow our instructions on how to accurately enter deposits and expenses into the TidyHQ Finances module:

- [Part 1](#)
- [Part 2](#)

PREPARATION CHECKLIST: to generate your report/statement for the AGM you must:

- Identify any errors, missing transactions and correct them or seek assistance to identify any losses.
- Reconcile your transactions in TidyHQ against your bank statements to ensure your financial statement report is correct. If you are unsure on any transaction, do not reconcile it in the system, simply note it to report for now.
- Create/export or print your financial report from TidyHQ. TidyHQ has plenty of help articles to assist with this. [Here's an example.](#)

Example of TidyHQ Financial Report

Cash Flow
Jul 17 - Jun 18

Really Useful Society

Income

	Custom 01-07-2017 - 30-06-2018	Previous Period 01-07-2016 - 30-06-2017	Year To Date 01-07-2017 - 22-02-2018
Bank Balance	\$20,020.00	\$0.00	\$20,020.00
Christmas Party	\$1,237.60	\$2,321.25	\$1,237.60
Clothing Sales	\$462.92	\$143,354.88	\$462.92
Coaching	\$412.91	\$46,020.63	\$412.91
Delete	\$520.00	\$0.00	\$520.00
Donation	\$613.34	\$65.00	\$613.34
Equipment	\$27.00	\$222.29	\$27.00
Event	\$3,730.91	\$8,049.56	\$3,730.91
Expense - Travel	\$0.00	\$59.10	\$0.00
Food	\$1,296.12	\$0.45	\$1,296.12
General Membership	\$565.04	\$1,303.31	\$565.04
Income Total	\$39,851.91	\$148,020.63	\$39,851.91

AT THE AGM

TidyHQ Minutes Module

Another option.

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

The screenshot displays the TidyHQ interface. On the left is a navigation sidebar with various modules, including 'Meetings' which is highlighted. The main content area shows the 'Meeting Details' for a meeting titled 'SHORT // GUILD TEMPLATE: 2022 Ann...'. A date widget indicates 'July 27 SATURDAY'. A toolbar at the top of the meeting details includes 'Edit Minutes', 'Share Minutes', 'Lock Meeting', and a dropdown menu. The dropdown menu is open, showing options: 'Edit Meeting', 'Manage Invitees', 'Duplicate Meeting' (highlighted with a red underline), 'Make Public', 'Print Details', and 'Move to Trash'. Below the toolbar, the meeting content includes a 'HOW TO USE THIS TEMPLATE:' section with three numbered instructions. The first instruction notes that bold text is a guide. The second instruction instructs to duplicate the template and rename it. The third instruction states that bold text can be removed or edited. Below this is a paragraph of non-bolded text that should be included in the email notification and AGM notice. This is followed by a bulleted list of agenda items for the AGM, such as electing office bearers, providing a report, and any proposals to change the constitution. At the bottom, the 'Minutes' section is partially visible, starting with '1. Attendance, Quorum & Open Meeting' and a list of attendees.

Upcoming Meetings > Page 1 > Meeting Details

SHORT // GUILD TEMPLATE: 2022 Ann...

July 27 SATURDAY

HOW TO USE THIS TEMPLATE:

1. Note that this bold text is to be used as a guide, reminders or as prompts. Please refer to the bold text when you run your meeting.
2. Duplicate this meeting template and rename your version.
3. You can remove/edit the bold text when you are ready to circulate to your members with the meeting invite.

The below non-bolded text **should be included in your email notification & AGM notice** for your members to understand the purpose of the AGM, their rights to vote & nominate and what to expect or prepare for nominating for a role as per the constitution.

The purpose of the AGM is to:

- Democratically elect 2023 office bearers in-line with [select one: "our last Guild-approved constitution" or "the Guild's Default Club Constitution" Note: link the constitution copy to your AGM invite to members] with nominations for office bearer roles open to all Ordinary members.
- Provide a report on the year to the club's members. This shall be prepared by the outgoing office bearers and reported within this meeting for:
 - members in the meeting or,
 - within the minutes which will be accessible to all members post-meeting.
 - Successful renewal of the club with the Student Guild for the incoming year.
- Any proposals to change the club constitution.
- Other business as per agenda item submissions.

Minutes

1. Attendance, Quorum & Open Meeting
 - 1. Ordinary members present
 - 2. Other staff or associate members present
 - 3. Reach quorum
 - 4. Acknowledgement of Country



AT THE AGM

Agenda Items Explained

AT THE AGM

Guild's Minutes Template

It is recommended that you use the latest template for the AGM minute as a guide as it includes notes and specific wording examples to use when speaking in your meeting. You can find this [online here](#). or now, you can get a basic understanding of what to expected as follows.....

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 current enrolled Curtin student.

AT THE AGM

2. 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 not met quorum, 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 have met quorum, **open the meeting**.

AT THE AGM

3. 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."*

4. 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 2023 Annual General Meeting are presented for acceptance".*

AT THE AGM

5. 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

6. 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

AT THE AGM

7. Elections for the 2023 Committee

The 2024 committee roles are declared vacant and the club's mandatory committee roles as per the **[select one: last Guild approved club constitution” or “Guild Default Club Constitution”]** are open for nomination.

Voting will be conducted by the elected returning officer (an impartial member or Guild representative) via **[select one: secret ballot or show of hands]** at the meeting and the outcome will be announced by clear identification as to whether the person is elected unopposed, by majority vote or unanimously (which means that no other votes went to the other nominees).

Each nominee is invited to speak before votes are cast.

7.1 Returning Officer. The following person/s have been nominated:
[list name]

Outcome: [list name] was elected unopposed. The Returning Officer will now take the chair to conduct the elections.

7.2 President. The following person/s have been nominated:
[list name]
[list name]

Outcome: **[list name]** was elected **[list one: by majority vote, unanimously or if only one nominee - unopposed]**.

.....And so on for the remaining roles

AT THE AGM

8. Bank Signatories

In the meeting and in the minutes 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.

Example: “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

- New President **[list name]** and new Treasurer **[list name]** to arrange a suitable time for a meeting with the bank ASAP.
- 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 or the committee can go here.

AT THE AGM

10. Committee Handover

An official handover between the outgoing and incoming committee will be arranged [you will outline the agreed decision on how this will occur].

In this meeting however, the new committee are immediately verbally advised or will be provided a copy of these minutes of the following important details to ensure they are aware of the requirements and expectations required by the Guild to be a Curtin club:

- The new committee is advised that The Guild is the club's regulator. The Guild fills the role of ASIC or the ACNC as a regulator for clubs and societies.
- 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 2024 by completing tasks assigned to the club via a TidyHQ Project.
- A notification will be sent via TidyHQ to accept the project.
- Without completing the renewal tasks by the deadline set in the project, access to Guild/club perks may be lost (grants, O-day stalls, venue bookings, public liability coverage etc).

AT THE AGM

10. Committee Handover continued

- 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 the Guild website for liability coverage and risk assessing purposes.
- Before considering running any event, the committee must check the notice required by checking which event category their event may fall under for information on how much lead-in time is required to notify the Guild. This is to avoid disappointment and event cancellations or postponing.
- The Guild will be in touch via email (if the new committee's contacts have been added to TidyHQ admin & roles) to invite new committee members to the upcoming training / club induction session prior to Orientation week 2024.

11. Close Meeting

Before your 2024 committee leave the meeting, ensure you update their contact details. The secretary should open and login to TidyHQ and:

- Create a new contact group for your 2024 Committee.
- Update & double check their contact details.
- Provide them with TidyHQ admin Access

[TIDYHQ HELP VIDEO](#): 2:37sec.



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

Decision

Tasks

- Finalise minutes, upload all committee reports and financial statement document to your meeting minutes.
- 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 in TidyHQ.
- Organise a meeting with the bank to change signatories
- Complete the 2024 Club Renewal Project Tasks on TidyHQ when it is assigned by the Guild.