



AGM Guide

C+S

Holding an Annual General Meeting (AGM)

An Annual General Meeting must be held every year in October. The primary reason for holding an AGM is to elect the club's T3 executives (President, Secretary and Treasurer), plus any other committee roles that the club requires. At the AGM, clubs will need to adopt the Code of Conduct that will govern behaviour for the year and may also wish to make constitutional changes.

There are several things that clubs need to be aware of before holding an AGM. Understanding and interpreting a club's constitution can be difficult. Below are some key things you need to be aware of to avoid complaints and holding an invalid meeting.

Informing club members

Clubs must provide 14 days' notice of an Annual General Meeting to all financial members. The AGM notice must include:

- The date, time and location of the AGM.
- The positions up for election and their responsibilities.
- How to nominate for the positions.
- How to nominate a proxy for members who are absent from the AGM. There is a draft proxy form (Schedule 2) on the Union website should you need a template. Any person at the AGM can hold the proxy votes of up to 2 other people, plus their own vote.
- A notice that anyone who wishes to vote at the AGM must be a valid financial member of the club.

Many clubs use social media to advertise their AGM. As notifications must be provided to all financial members, we recommend email instead. This avoids issues regarding people not having seen the Facebook posts or only having access to certain platforms.

If a complaint is received following an AGM and the club cannot demonstrate that an email was sent to all members, the C&S Committee will find in favour of the complainant.

Constitutional changes

Any proposed constitutional changes must be sent to the club membership with the agenda.

Clubs should check their constitution for requirements regarding special resolutions. The model constitution stipulates 14 days are required for constitutional changes, but other constitutions may specify 21 days.

Election Voting and Proxies

The club will generally anticipate whether voting will be conducted via a show of hands or a secret ballot. This decision must be approved/passed by the quorum at the meeting and could therefore change on the day of the meeting.

If proxies are to be used, an individual can only carry a maximum of two votes, other than their own. Clubs must also consider how many votes each member has and ensure that there is a mechanism in place to recognise this. This is to avoid having multiple votes for those non-eligible.

- None - a non-financial member cannot vote.

- 1 vote - a person voting for themselves, not holding a proxy.
- 2 votes – a person voting for themselves and holding 1 proxy vote.
- 3 votes – a person voting for themselves and holding 2 proxy votes.

Note that proxies do not count towards quorum but do count in voting for executive positions.

Wristbands may assist in tracking how many votes each person holds, when voting papers are issued. Printed ballot papers may also be used by the Returning Officer for all contested positions. A full membership list should be provided to the Returning Officer so that they can validate all members at the AGM.

In the case of a contested position, the returning officer must be voted and chosen by the majority (usually 50% plus one). Ballot papers should be prepared in case of contested positions. You may have an RO in mind, but they must be passed by the membership on the day of the AGM by the attendees.

Remember that all persons elected to T3 positions MUST be current UQ students.

Online SGM/AGMs

Before the meeting, confirm that your constitution allows online AGMs. Record the session and upload it with your AGM documents. If there is a subsequent complaint, we'll be able to review the recording. This may possibly avoid the meeting being deemed invalid.

All cameras must be on and people must be visible at all times to confirm quorum. If people have their cameras off or are out of view they cannot be recorded as quorum. If this is the case, an AGM may be considered invalid for the full meeting or a portion of it.

Consider how voting will be conducted if the AGM is being held online.

During the AGM

Use an attendance sheet to record those present and ensure that meeting minutes are being taken. Ensure that the quorum has been met, as outlined in the club's constitution. If the constitution does not specify the quorum requirements, members should revert to the Model Constitution, which can be found on the UQU website under C&S Resources.

Be aware of whether proxies are being held. If there are multiple proxies, you can use coloured wristbands to denote how many votes each person holds i.e. just their own OR their own plus one proxy vote OR their own plus 2 proxy votes.

Other resources

You can find the AGM workshop video in the Clubs google drive:

https://drive.google.com/drive/folders/17WjtHENmYtKO1_IBF0efRr5K54dIWDqW?usp=sharing.

A checklist and basic minutes template follows.

Holding an Annual General Meeting (AGM) – Checklist

AGM steps	Before	During	After
Secretary provides written notice of AGM to members (minimum of 14 days prior to AGM date). Notice should include an agenda with the meeting date, time and location; any open club positions/roles; any proposed changes to the constitution.	✓		
Secretary informs C&S department about the AGM time, date and location (minimum of 7 days prior).	✓		
Top 3 executives prepare a report to present at the meeting.	✓		
Secretary takes attendance list.		✓	
Chair opens the meeting, welcomes attendees, acknowledges apologies, approves minutes of previous AGM and ensures quorum is met (see constitution for requirements).		✓	
Adopt the Code of Conduct for the coming year (this should be reflected in the minutes).		✓	
Reports by club President, Secretary (optional) and Treasurer (including presentation of audited financial statement).		✓	
Elect Returning Officer. Conduct election of club executives.		✓	
Chair closes the meeting.		✓	
Newly elected President, Secretary and Treasurer complete the contact details form, and the Commonwealth Bank 'Authority for Business' form.		✓	
Secretary sends AGM documents to the C&S team via their requested channels. These include the meeting minutes, attendance sheet, club constitution (if changes have been made) and incoming execs (if changed).			✓

AGM Attendance Sheet

	Name	Student Number	Signature
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AGM Minutes – Template

	Item	Person
1.0	Attendance list	Chairperson
2.0	Ensure quorum is met. Open meeting. Apologies. Confirmation of minutes from previous AGM	Chairperson Previous minutes seconded
3.0	Adopt the mandatory Code of Conduct	Chairperson
4.0	Reports 4.1 President’s report 4.2. Secretary’s report (optional) 4.3 Treasurer’s report (including recent audit report)	Attach President and Treasurer’s Reports to meeting minutes.
5.0	Conduct vote for any proposed changes e.g. constitution	Chair
6.0	Appoint a Returning Officer (RO) to conduct the voting (must be an impartial person who is not running for a position).	
7.0	Election of Office Bearers 7.1 President 7.2 Secretary 7.3 Treasurer 7.4 Other roles (media, communications, events, welfare officer etc)	Nominated by: Seconded by: Nominated by: Seconded by: Nominated by: Seconded by: Nominated by: Seconded by:
8.0	General Business. Close meeting.	

Handover Checklist

Use this checklist to ensure all information is handed over to the incoming club executives.

Item	How to obtain information
Constitution	Outgoing executive
Code of Conduct	Outgoing executive
Executive Handbook	UQU website under C&S Resources
Access to previous minutes	Outgoing Secretary
Access to current membership list	Outgoing Secretary
Completed Commonwealth Bank 'Business of Authority' form (if any signatories are changing).	Incoming club execs to sign. See the Executive Handbook or Treasurer's Guide for further details.
Email login details (if relevant)	Outgoing executive
Join UQ Union Clubs & Societies Facebook Page	Email information will be sent each year in February, once the C&S database has been updated.
Login and handover of financial database including Xero if relevant	Outgoing Treasurer Xero Guide on UQU website
Financials (7 years required) if audited by Australian Taxation Office (Treasurer).	Outgoing Treasurer
Transcript of previous audit approvals (Treasurer, copies of up to 7 years)	Outgoing Treasurer
Update ABN details with the Australian Business Registry (ABR). Failure to do so may result in a \$200-\$500 outlay should you need to liaise with the ATO.	Outgoing Treasurer