**Holding an Annual General Meeting (AGM)**

There are a number of things you need to be aware of before holding your AGM and for many, understanding and interpreting the constitution can be difficult. Below are some key things you need to be aware of to avoid complaints and holding an invalid meeting.

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| **Informing members** | * Clubs must provide 14 days’ notice for SGMs and AGMs to all financial members.
* The AGM notice must include:
	+ The date, time and location of the AGM;
	+ Details of the positions up for election and the details of the responsibilities;
	+ Details of how to nominate for the positions;
	+ Details of 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 one person at the AGM will not be able to hold more than 3 votes, including their own. This means that one person can hold the proxy votes of no more than 2 other people.
	+ A notice that anyone who wishes to vote at the AGM must be a valid financial member of the club. A full membership list should be provided to the RO to validate all members at the AGM.
	+ Clubs must 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. For example
		- None - a non financial member who 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 or
		- 3 votes – a person voting for themselves and holding 2 proxy votes.
* 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.
* The club will generally anticipate whether voting will be conducted via a show of hands or a secret ballot. However, this decision must be approved/passed by the quorum at the meeting, and could therefore change on the day of the meeting.
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| **Constitutional changes**  | * Check your constitution for requirements regarding special resolutions. The model constitution stipulates 14 days are required for constitutional changes, but other constitutions may specify 21 days.
* Any proposed constitutional changes must be sent with the agenda upon notifying membership of the SGM/AGM.
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| **Notice via email vs social media** | * Many clubs use social media to advertise their AGM. As notifications must be provided to all financial members, we recommend email instead, as many people do not see posts or only have access to certain platforms. If a complaint is received following an AGM, the C&S Committee will find in favour of the complainant if the club cannot demonstrate that an email was sent to all members.
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| **Proxies** | * If you choose to use proxies, an individual can carry a maximum of two.
* Members must be made aware of proxies prior to the AGM (as noted above).
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| **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.
* Cameras must be on and people must be visible at all times to confirm quorum.
* Cameras that are off or people out of view are not 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.
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| **Returning officers**  | * In the case of a contested position, the returning officer must be voted and chosen by the majority (usually 50% plus one). You may have an RO in mind, but they must be passed by the membership on the day of the AGM by the attendees.
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| **On the day** | * Remember to take an attendance sheet and minutes of the meeting.
* Be aware of whether proxies are being held at the meeting. If there are multiple proxies you can even use coloured wristbands to denote how many votes each person holds i.e. just their own; their own plus one proxy vote; their own plus 2 proxy votes.
* Ballot papers should be prepared in case of contested positions.
* Remember that all persons elected to T3 positions MUST be current UQ students.
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| **Other resources** | * You can find the AGM workshop video in the Clubs google drive <https://drive.google.com/drive/folders/17WjtHENmYtKO1_lBF0efRr5K54dlWDqW?usp=sharing> and a basic template in the AGM handbook on the Union website/attached.
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| **AGM steps**  | **Before** | **During** | **After** |
| Secretary to provide written notice of AGM to members a minimum of 14 days prior to AGM. Notice should include an agenda with date, time and location of the meeting; position within the club open for nomination; any proposed changes to the constitution etc. Proxies do not count towards quorum but do count as votes for executive positions. | **✓** |  |  |
| Inform C&S department (UQ Union) of time/date/location of AGM a minimum of 7 days prior.  | **✓** |  |  |
| Top 3 executives to prepare a report to be presented at the meeting. | **✓** |  |  |
| Secretary to take an attendance list. |  | **✓** |  |
| Chair to open the meeting, welcome attendees, acknowledge apologies, approve minutes of previous AGM and ensure quorum is met (see constitution for requirements). |  | **✓** |  |
| Adopt the Code of Conduct for the coming year (this should be reflected in the minutes).  |  | **✓** |  |
| President’s report.Secretary report (optional).  |  | **✓** |  |
| Treasurer's financial report and presentation of audited financial statement. |  | **✓** |  |
| Elect Returning Officer. Conduct election of club executives. |  | **✓** |  |
| Close meeting. |  | **✓** |  |
| Newly elected President, Secretary and Treasurer complete contact details form. |  | **✓** |  |
| Newly elected President, Secretary and Treasurer to complete Commonwealth Bank ‘Authority for Business’ form. (if signatories are different). This can be found on the Union website under “Connecting U” or at the bank.  |  | **✓** |  |
| Upload AGM documents to the C&S department via their requested channels. * Clubs constitution
* Membership list
* Attendees sheet
* Minutes of the meeting
* Incoming executive details
 |  |  | **✓** |
| Drop bank forms to the Union building (as well as your AGM minutes) to be signed by the finance and C&S managers.Note that the bank accept hard copy, original signatures only. The banking form will be returned to you (to take to bank to update signatures) once it has a UQ Union authorised signature.If students do not have a Commonwealth Bank ID / profile already, they will need to attend the bank in person and take 100 points of ID with them.  |  |  | **✓** |

**Attendance Sheet**

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|  | **Name** | **Students Number** | **Signature** |
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**Minutes template**

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|  | **Item** | **Person** |
| **1.0** | Attendance list | Chairperson |
| **2.0** | Ensure quorum is met. Open meeting.Apologies.Confirmation of minutes from the previous AGM (by someone at previous AGM). | ChairpersonPrevious minutes seconded (record in minutes).  |
| **3.0** | Adopt the mandatory Code of Conduct | Chairperson  |
| **4.0** | Reports3.1 President report3.2. Secretary report (optional)3.3 Treasurer report (including annual tracking and recent audit report) | Please attach the President and Treasurers report as a minimum.  |
| **5.0** | Conduct vote for any proposed changes e.g. constitution  | Chair |
| **6.0** | Appoint a Returning Officer (RO) to conduct the voting for elections. The RO must be an impartial person who is not running for a position.  |  |
| **7.0** | Election of Office Bearers 4.1 President 4.2 Secretary 4.3 Treasurer 4.5 Others (media, events, welfare officer etc) | Nominated by:Seconded by: Nominated by: Seconded by:Nominated by: Seconded by:Nominated by: Seconded by: |
| **8.0** | **General Business** |  |
| **9.0** | **Close** |  |
|  | **Refreshments**  |  |

**Handover Checklist**

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

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| **Item** | **Obtain from** |
| Constitution  | Outgoing executive |
| Code of Conduct | Outgoing executive  |
| Executive Handbook | Under “connecting u” on UQU website |
| Access to previous minutes | Secretary |
| Access to current membership list | Secretary |
| Completed Commonwealth Bank ‘Business of Authority’ form (if any signatories are changing). | Incoming membership to sign only. See the handbook or treasurer’s manual of how to complete the form.  |
| Email login details (if relevant) | Outgoing executive |
| Join UQ Union Clubs & Societies Facebook Page | An email will be sent in Feb once all new executives have been updated in the database.  |
| Login and handover of financial database i.e. Xero if relevant  | Treasurer Xero guide on UQU website |
| Financials (7 years required) if audited by Australian Taxation Office (Treasurer). | Treasurer |
| Transcript of previous audit approvals (Treasurer, copies of up to 7 years) | Treasurer |
| For clubs with an ABN and using square readers.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.  | Treasurer |