



SGM Guide

C+S

Holding a Special General Meeting (SGM)

A Special General Meeting must be held when a decision affects all memberships. The most common reason for holding a SGM is when there is a vacancy for one or more of the club's T3 executives (President, Secretary and Treasurer). A club may also hold an SGM because they need to amend the club constitution and are unable to wait until the AGM, or if they want to change the name or objectives of the club (which must first gain approval from the C&S Committee). There may be other important items or issues that cannot wait until the AGM in October.

SGM's have specific compliance requirements which are detailed below. Many of these are similar to the requirements for an AGM, so you can refer to the AGM Guide for more specific information.

Should a club or society not follow the SGM requirements, members may make a complaint to the C&S Committee. If the Committee finds in favour of the members, all decisions made at the meeting will be void.

Informing club members

Clubs must provide 14 days' written notice of a Special General Meeting to all financial members. The SGM notice must include the date, time and location of the meeting, the agenda which outlines the business of the meeting and any supporting documentation.

If there are positions up for election, this must be outlined in the SGM notice, plus details of the roles and responsibilities. If constitutional changes are to be made at the meeting, the SGM notice should outline the proposed changes and the reasons for them.

During the SGM

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.

Election voting for executive roles must follow correct procedures, as outlined in the AGM Guide. If voting, consider whether you will use a show of hands or secret ballot. In the event of a tie, refer to your constitution.

After the SGM

The Secretary must send a copy of the minutes to clubs@uqu.com.au, plus any other supporting documentation, such as the updated constitution (if any changes). If there is a change of T3 club executives, update the C&S department with the name, email address, mobile phone and student number for the new executive(s).

In the case of a change of club name or objectives, the C&S department must be advised. Remember that this must be approved by the C&S Committee prior to the SGM.

If updating bank details with the new executive, complete the Commonwealth Bank Authority for Business form on the Union website and follow the bank process as outlined in the Executive Handbook.

Holding a Special General Meeting (SGM) – Checklist

SGM steps	Before	During	After
Secretary provides written notice of SGM to members (minimum of 14 days prior to SGM 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 SGM time, date and location (minimum of 7 days prior).	✓		
Secretary takes attendance list.		✓	
Chair opens the meeting, welcomes attendees, acknowledges apologies, and ensures quorum is met (see constitution for requirements).		✓	
Club T3 execs may present a report (optional, but executives may wish to make a report before stepping down from a role).		✓	
Discuss and vote on any constitutional changes (if relevant), or any other changes/business to be conducted at the meeting.		✓	
Conduct election of club executives (if relevant).		✓	
Chair closes the meeting.		✓	
If any new executives have been elected, they should complete the contact details form, and the Commonwealth Bank 'Authority for Business' form.		✓	
Secretary sends SGM documents to the C&S team via their requested channels. These include the meeting minutes, attendance sheet, updated constitution (if changes have been made) and incoming execs (if changed).			✓

SGM Attendance Sheet

	Name	Student Number	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			

18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			

SGM Minutes – Template

	Item	Person
1.0	Attendance list	Chairperson
2.0	Ensure quorum is met. Open meeting. Apologies.	Chairperson
3.0	Reports (all optional) 3.1 President’s report 3.2. Secretary’s report 3.3 Treasurer’s report	Attach reports to meeting minutes.
4.0	Conduct vote for any proposed changes to constitution, or any other business being conducted at the SGM (if relevant)	Chair
5.0	If new club executives are to be elected, members may need to appoint a Returning Officer (RO) to conduct the voting (must be an impartial person who is not running for a position).	
6.0	Election of Office Bearers (if relevant) 6.1 President 6.2 Secretary 6.3 Treasurer 6.4 Other roles (media, communications, events, welfare officer etc)	Nominated by: Seconded by: Nominated by: Seconded by: Nominated by: Seconded by: Nominated by: Seconded by:
7.0	General Business. Close meeting.	