

# Inaugural General Meeting Guide

An inaugural general meeting (IGM) is a meeting that a newly forming club or society is required to hold. At this meeting they will do a lot of the work of putting the club or society together.

## IGM preparation

It's a good idea for the time, date and venue for the IGM to be advertised at least 2 weeks prior to the meeting. Ways of advertising the IGM can include: Facebook posts, posters around campus and emailing members. It is important that the meeting be well promoted to the campus community to get as much interest as possible. It is also important that a number of documents be made available to interested students including:

- the agenda
- the proposed constitution
- position descriptions for the various Executive Committee roles

## Who chairs the IGM

Generally the person who has been organising the creation of the new club/society will chair the meeting to begin with. A Student Engagement Officer can also attend to assist with the election of the committee and to assist chair the meeting. Once the new Committee has been voted in the **new President** can take the Chair.

## Motions

A motion is the act of accepting or approving an important document  
Motions that must be moved at an IGM include:

- to ratify the constitution
- the opening of the new bank account
- the creation of new executive committee member positions

Motions must be moved and then seconded by two different members. This is then followed by a vote of all members present. This vote is by show of hands.

## The agenda

The agenda for an IGM should look something like this:

1. Welcome by IGM Chairperson/Returning Officer
2. Apologies
3. Discussion around the purpose and broad goals of the club or society
4. Adoption of constitution
5. Election of committee members
6. Membership and membership fees
7. Club bank account
8. Proposed events for the year
9. General business
10. Date of next meeting

## **Discussion around the goals for the club/society**

The club/society needs to have a purpose and a part of this is having goals.

## **Adoption of constitution**

The constitution is the most important document the club/society has. It outlines rules and requirements for the running of the club/society. The Student Engagement Office has a Model Constitution that all FedUni clubs & societies are required to use with some sections that can be edited by the club/society. The Student

## **Election of the executive committee**

The executive committee are those club/society members who do the lion's share of work keeping the club/society running. At a minimum the committee is made up of:

- President
- Vice President
- Secretary
- Treasurer

In addition to these roles other roles could include:

- Activities Coordinator
- Social Media Coordinator
- Additional committee members who are not designated a specific role.

There are sample position descriptions on the Clubs & Societies website that detail the responsibilities for the different roles. To elect a committee, a person is called on to be the Returning Officer. This could be a Student Engagement Office staff member or an unbiased member of the club who will not be standing for a committee position. It is up to the club/society to determine whether nominations are accepted verbally during the meeting or in writing before the meeting.

## **Setting the membership fees**

It is important that the club decides on the membership fee for the year. It is a requirement that all FedUni affiliated clubs/societies have a membership fee.

## **Club bank account**

The club/society needs to decide which bank they will be opening their account with and who will be the signatories (minimum of two of which one must be the treasurer). This is a very important step as the bank will ask to see your constitution and minutes from the IGM, both signed by the President.

## **Proposed events for the year**

This could be a good opportunity to get an idea from the students what events or activities they would like to be involved with throughout the year. The actual planning of these events will be done later.

## **General Business**

A time for members to bring up any other general business.

## **Date of the AGM (Annual General Meeting)**

While it isn't necessary to set the exact date for the AGM it's a good idea for the club to have a rough idea of when it will be such as the month before exams etc.