

Annual General Meeting Guide

An annual general meeting (AGM) is a meeting that affiliated clubs & societies are required to hold each year for the following:

- elect the executive committee
- ratify the constitution
- present the President's Report
- present the Treasurer's Report for that year
- inform members of previous and future activities.

AGM preparation

In order for a FedUni club or society to re-affiliate for the following year, the AGM minutes need to be submitted to the Student Engagement Office. Therefore it's important for the AGM to be held towards the end of the year at a time when the majority of your members will be able to attend. The time, date and venue for the AGM should be advertised at least 2 weeks prior to the meeting. Ways of advertising the AGM can include: Facebook posts, posters around campus and emailing members. It is important that the meeting be well promoted to club or society members, as the quorum set out the constitution must be met. It is also important that a number of documents are sent out to all members at least two weeks before the AGM:

- The agenda
- Minutes from the previous AGM
- Any proposed changes to the constitution
- Position Descriptions for the various Executive Committee roles

Who chairs the AGM

To begin with the current **President** will chair the meeting but will hand over to a **Returning Officer** when the time comes to elect a new Executive Committee. 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 AGM include:

- to accept the minutes of the last AGM
- to ratify the constitution
- to approve the President's Report
- to approve the Treasurer's report (the Financial Statement)

Other matters that could be moved include:

- the adoption of changes to a constitution
- the opening of a 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 AGM should look something like this:

1. Welcome by AGM Chairperson/Club President
2. Apologies
3. Confirmation of minutes of the previous AGM
4. Setting the membership fee for the following year
5. Ratification of Constitution
6. President's Report
7. Treasurer's report
8. Election of Executive Committee members
9. Discussion around goals for the following year
10. General business
11. Date of Next AGM

Setting the membership fee for the following year

It is important that the club decides on the membership fee for the following year, whether this being lowering, increasing or remaining with the current fee.

Ratification of constitution

It is a requirement that each year the club/society ratifies the constitution. If there are any changes made then each change needs to be approved as per the procedure above.

President's report

A written report that describes what the club/society has done and achieved throughout the year.

Treasurer's report

This written report will describe the financial performance and achievements of the club/society. It will also include the financial statements for the club (i.e. balance sheet and profit and loss statement).

Election of the new executive committee

A new committee is formed every 12 months. At this stage of the meeting a person is called on to be the Returning Officer. This could be a Student Engagement Office staff member, an unbiased member of the club who will not be standing for a committee position. It is up to the club to determine whether nominations are accepted verbally during the meeting or in writing before the meeting.

Discussion around goals for the following year

Discuss what the club would like to achieve or the sorts of things you may like to do in the following year.

General Business

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

Date of next AGM

While it isn't necessary or even possible to set the exact date for the next 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.