# **AGM, Reaffiliation & Getting Started Checklists**

# Before the AGM

* Read the sections of the Clubs Handbook about General Meetings, Elections and Reaffiliation.
* Read your Club’s constitution, checking for relevant requirements of AGMs and elections
* Detail any proposed constitutional changes
* Agree on a date, time & location
* Make bookings, if relevant, and send booking confirmations to an Executive that will be at the AGM
* Allocate tasks for Executives at the AGM, including:
  + Chairing the meeting (usually the President)
  + Taking minutes (usually the Secretary)
  + Checking in members
  + Counting votes
* Send AGM Notice via email. Include:
  + Date, Time & Location
  + Agenda
  + Any relevant information on who can attend and vote at the AGM
  + Information on any proposed constitutional changes
  + Information on any elections, including position descriptions and how to nominate
  + Information on proxy voting, if relevant
* Forward the AGM Notice and any other notifications about the AGM to [clubs@arc.unsw.edu.au](mailto:clubs@arc.unsw.edu.au)
* Prepare reports that are being presented at the AGM (at least a President & Treasurer’s Report)
* Prepare the attendance form
* Prepare election materials & processes, if required

# At the AGM

* Setup before the event
* Check attendees in
  + Check eligibility to attend/vote
  + Complete & sign attendance list
  + Distribute voting slips, if relevant
* Once you have the minimum number of people and scheduled start time has been reached, start the meeting
  + Pause/stop the meeting if you no longer have the required number of people
  + If you don’t get the minimum number at all, you will need to reschedule the meeting.
* Conduct the meeting:
  + Open the meeting
  + Apologies (if any)
  + Constitutional Amendments (if any)
  + Elections (unless otherwise specified in your constitution)
    - Nominations
    - Short speeches
    - Question time (limit the duration)
    - Voting
    - Announce Results
  + Decide the three Bank Signatories from the income Executive team, including the Treasurer
  + General Business
    - President’s Annual Report
    - Treasurer’s Annual Report
    - Any other General Business
  + Close the meeting
* Pack up the event

# After the AGM

### Outgoing Executive - Apply for Reaffiliation with Arc

Submit your Club’s Reaffiliation Application on SpArc.

You will need:

* AGM Attendance Sheet
* AGM Minutes
* Details of the Club Executives – name, position, student number, email, phone number
* Clubs Constitution (updated with any changes made at the AGM)
* Signed Arc Clubs Affiliation Agreement (signed by all the incoming Club Executives)
* Names of Bank Signatories (FULL name as on Official IDs)
* Recent Bank Statement (within the last 3 months)
* Income & Expenditure Report
* General Ledger
* Updated Letter from School/ Faculty (Constituent Societies Only)

You can also update

* Club Email, Facebook page and Website (these details will be publicly available)
* Bank Account Details
* Club Logo (recommended image size 300x300, 10MB file size limit)

### Outgoing Executive – handover roles to New Executives

* Write handover documents for the whole team and for individual roles (refer to the Clubs Handbook for advice)
* Ideally, do a team handover meeting and individual handover meetings for each role
* Give the new team Executive access to all necessary accounts (emails, shared files, websites etc). New Executives should change passwords if the logins are the same year to year

### All New Executives - Complete Compulsory Club Executive Training

* Complete Online Training at your own pace (deadline TBD)
* Attend in-person training (max 1 hour) (deadline TBD)