3.1 Inaugural General Meeting (IGM)

What is an Inaugural General Meeting?

An Inaugural General Meeting (IGM) is a General Meeting held to establish a new Club, and is one of the key steps to start a New Club.

How do I run an IGM?

The steps are outlined below, please note that if your IGM does not meet the requirements below, it may be declared invalid and you may be required to hold the meeting again in order for the Club to become affiliated with Arc.

Step 1: Create the IGM Agenda

- The agenda should detail what is going to happen at the meeting and should follow this order:
  - Acceptance of your Constitution
  - Election of Executive
  - General business
  - Business without notice

Step 2: IGM Notice

- Write an IGM notice
  - The notice must at minimum include the time, date, location and basic agenda for the meeting.
  - Distribute the IGM Notice you must give at least seven days' notice of the meeting, via email to your members.
    - Social media & other forms of communication can be used as well as the emailed notice, but cannot be used as a substitute.
- Make sure you also send a copy of the notice to the Arc Clubs email (clubs@arc.unsw.edu.au).
Step 3. The Meeting

- For a General Meeting to be valid, **quorum** must be achieved. Quorum is the minimum number of (full) members that must be present for your meeting to be valid. Quorum for your Club will be specified in its Constitution.
  - Proof of attendance is required in the form of a **signed attendance list** which includes names, student numbers and signatures (Arc has a template that you can use)
  - If the Club does not have an existing membership list new attendees should sign-up as members at the meeting.

- **Detailed minutes of the meeting must be taken**
  - Decide who will take these minutes before the meeting starts
  - These should detail exactly what occurred during the meeting as a record for your Club as well as for Arc to check over. Most importantly, the minutes should contain any resolutions passed (decisions made) at the meeting including agreeing on a name and aims & objectives of the Club, accepting the constitution of the Club, and elections (nominations and results).

- Each (full) member is entitled to one vote in each motion (decision).
  - Voting may only be restricted if these restrictions are specified in the Club’s constitution. Arc has limitations on what restrictions would be accepted in the constitution.

- Voting members of the Club must not be charged a fee to attend the meeting. For example, if the meeting is taking place as part of a charged event, the meeting could be held in the same venue at the start or end of the larger event, where non-paying attendees are allowed entry only for the meeting.
**Key Business at the IGM**

- The Club members must vote to approve
  - the official name of the Club
  - its aims & objectives,
  - the constitution to govern the Club.

- **Elections for Executives** are conducted using a ‘first-past-the-post’ system (i.e. the candidate with the most votes wins), unless your Constitution specifies otherwise.
  - Any full member of the Club is entitled to run for a vacant Executive position unless otherwise specified in the Constitution (only some restrictions are permitted for Arc-affiliated Clubs).
  - See Clubs Handbook Section 10 for more information about Executive elections
  - All elected Executive members must sign the Affiliation Agreement.

- Agree on three Executives that will be the **signatories** of the Club bank account (these three people will have access, with two required to approve any transaction).

**Proxy Votes**

A proxy vote can be used when a member of the Club that is eligible to vote at the General Meeting is unable to attend the meeting, but has signed a proxy form allowing their vote to be cast by someone else. Arc requires that any Clubs holding a General Meeting on a non-academic day must allow proxy votes at that meeting. This means that if your Club’s constitution specifies that your Club can only hold General Meetings on an academic day, then you don’t need to allow proxy votes at all.

Arc has an example proxy form that you can use. At minimum, Club members who want to vote by proxy must write their full, student number, sign and date the form and write the full name and student number of their proxy. Club members may choose to specifically state how they intend to vote on a particular motion on the form or they may leave it up to the discretion of their proxy holder. The proxy holder must bring all proxy forms to the meeting and show them to the returning officer before they can cast those votes.

Quorum for the meeting (the minimum number of voting members that must be at the meeting in order for it to be valid) is calculated on the number of voting members in attendance at the meeting (so proxy votes don’t count). On the other hand, proxy votes are included when calculating the number of votes needed for a motion to pass.
FAQs

How often do I need to hold an Inaugural General Meeting?
IGMs only need to be held once at the inception of the Club.

Do we have to hold our meetings on campus, or can I have an off-campus meeting?
Meetings can be held either on campus or off campus, however on campus meetings would be more preferable as more members would be able to attend these.

Where can we book areas to hold our meetings on campus?
If you are not expected a lot of people, the easiest option is to book a room in the Library. If you need a larger venue, get in touch with the Arc Clubs team and we will assist you in finding a location (in general, rooms can only be booked by Clubs once they have been successfully affiliated.

Can my Club access any resources before it has been approved for affiliation?
Generally speaking, no. This includes that your Club will not be eligible for funding for events held and purchases made before your Club has been formally approved for affiliation. The main exception is that we can assist you in booking a location for your IGM.

Is there a minimum number of people that must attend the IGM?
Quorum for an IGM is 15 people or half the Club’s membership, whichever is less. Quorum is the minimum number of members in attendance at a General Meeting that are required for the meeting to be considered valid.

Where can I find out more information?
Chairing a meeting
http://www.resoucecentre.org.uk/information/chairing-a-meeting/

Taking Minutes
http://www.resoucecentre.org.uk/information/taking-minutes/
Related Documents

Clubs Handbook Section 7 – Club Constitutions
Clubs Handbook Section 10 – Guidelines for Elections
Sample IGM Documents
https://orgsync.com/78400/custom_pages/10793
Arc Clubs Example Proxy Form
https://orgsync.com/78400/files/1281681/show

Help!

Visit Us
Drop in and talk to us the Clubs Space is located on Level 2, Basser College, just off the Basser steps past the Quadrangle.

Call Us
Call us at 9385 9840 during office hours

Email Us
clubs@arc.unsw.edu.au