9.1 Annual General Meetings (AGMs)

What is an Annual General Meeting?

An Annual General Meeting is a way for members to be formally updated on how the Club has proceeded in the last year, and in some cases make some decisions about the Club that are need on an annual basis (for example this is usually when the Executives for the next year are elected).

How do we hold an Annual General Meeting?

An Annual General Meeting (AGM), as the name suggests, is a meeting held at about the same time once each year.

The mandatory AGM Period for 2017 is Week 8 - Week 11 of Semester 2

Make sure to follow the following requirements for AGMs. If your general meeting does not follow this procedure, it may be declared invalid and you may be required to hold the meeting again in order to maintain your Club's affiliation with Arc.

- Clubs must give at least seven days' notice of the meeting, via email. The notice should be sent to the Club's members and to the Arc Clubs email (clubs@arc.unsw.edu.au).
  - The notice must (at minimum) include the time, date, location and basic agenda for the meeting. If elections are being held, you must include details about the nomination procedure, and who gets to stand for election and vote.
  - The agenda should detail what is going to happen at the meeting and should follow this order:
    1. Apologies (prior notice that a member is unable to attend the meeting, especially Club Executives)
    2. Acceptance of, or amendments to, your Constitution
    3. Election of Executive
    4. General business
       a. President’s Report
       b. Treasurer’s Report
    5. Business without notice
Social media & other forms of communication can be used as well as the emailed notice, but cannot be used as a substitute.

On Orgsync, this can be done by creating a News post (through the News module of your Club's portal) and selecting the 'Send as E-mail' option. Make sure to forward the message you receive in your inbox to the Arc Clubs email.

- 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 (e.g. during an end of year social), 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.
  - Arc representatives attending the meeting as an observer must also not be charged a fee.

- 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.
  - Proof of attendance is required in the form of a signed attendance list which includes names, student numbers and signatures.

- Minutes of the meeting must be taken (usually by the Secretary). This is a summary of the meeting which should detail exactly what occurred during the meeting (in the order that it happened) as a record for your Club as well as for Arc to check over. Most importantly, the minutes should contain any resolutions passed at the meeting including accepting reports from Executives, elections (nominations and results) and resolutions passing any constitutional changes.

- 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.

- The current President generally chairs the meetings. If the President is absent, it should be chaired by another nominated Executive such as the Vice President or Secretary.

- At minimum, the President and the Treasurer must each present a report for the Club’s acceptance. The President’s report should include details of the Club, highlights of the year, and ongoing issues. The Treasurer’s report must include full financial records of the preceding twelve (12) month period.
• At every AGM, **all** Executive positions are vacant and free to be contested unless otherwise specified in the Constitution. This means that current Executive must be re-elected into their positions.

• Elections for Executive are conducted using a ‘first-past-the-post’ system (i.e. the candidate with the most votes wins), unless your Constitution states 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.

• For any constitutional changes, notice of any proposed constitutional change/s must be given (usually with the notice of AGM) and sufficient time allocated at the meeting to discuss changes. Each change must be passed by a simple majority unless your Constitution states otherwise.

The AGM is one of the key parts of reaffiliating at the end of the year. See Clubs Handbook Section 4 for information on submitting your Reaffiliation Application.

**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.

**Where can I find out more information?**

Chairing a meeting  
http://www.resourcecentre.org.uk/information/chairing-a-meeting/

Taking Minutes  
http://www.resourcecentre.org.uk/information/taking-minutes/

**Related Documents**

Clubs Handbook Section 4 –