Extraordinary General Meetings (EGMs)

What is an Extraordinary General Meeting?

An Extraordinary General Meeting (EGM) is a General Meeting held between AGMs in order to determine issues that are too important to wait for the next AGM. Most often EGMs are called by the Club Executives in order to make changes to the Constitution or to fill a vacant Executive position. Club members can also petition the Executive to hold an EGM by providing signatures from fifteen (15) Club members, or from half the Club membership, whichever is lesser (unless otherwise specified in your Club’s Constitution).

If your EGM does not meet the requirements below, it may be declared invalid and you may be required to hold the meeting again to maintain your Club’s affiliation with Arc.
How do we hold an Extraordinary General Meeting?

- 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, include details of 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. Amendments to, your Constitution (if applicable)
    3. Election of Executive (if applicable)
    4. General business (if applicable)
    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.

- You must take minutes of the meeting (usually the Secretary). 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 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.
- For any constitutional changes, notice of any proposed change/s must be given (usually with the notice of EGM) and sufficient time allocated at the meeting to discuss changes. Each change must be passed by a simple majority unless your Constitution specifies otherwise.
- 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.
- If applicable, 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.

You must submit the documents from your EGMs via the EGM Form within 2 weeks of the meeting.

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

What is the difference between an AGM, EGM and IGM? When are they held?

AGM – Annual General Meeting, for Arc affiliated Clubs these must be held during the mandatory AGM period each year. Executive reports and Executive elections are generally required business at an AGM, however there might be different requirement specified in your constitution.

EGM – Extraordinary General Meeting are any General Meetings held in addition to the AGM. These are held to make specific decisions (such as constitutional amendments or electing vacant Executive positions) and don’t have any required business.

IGM – Inaugural General Meeting, held only once at the inception of the Club. The required business at this meeting is to approve a constitution to govern the Club and elect the Club Executives.

How many members need to be present? (Quorum for meetings is 15 members or half the Clubs membership whichever is less)

Is there a minimum number of people that must attend the General Meeting?

Quorum for is usually 15 people or half the Clubs 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. Check your constitution, as it may specify a higher requirement.

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

Sample EGM Documents
https://orgsync.com/78400/custom_pages/10510

EGM Form
https://orgsync.com/78400/forms/95285/

Affiliation Agreement
https://orgsync.com/78400/files/509380/show

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