# **EGM Checklist**

# Before the EGM

* Read the sections of the Clubs Handbook about General Meetings (Section 9), EGMs (Section 9.1) and, if relevant, Elections (Section 10) and Club Constitutions (Section 7).
* Read your Club’s constitution, checking for relevant requirements of EGMs, and, if relevant, elections and constitutional changes
* 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 EGM
* Allocate tasks for Executives at the EGM, including:
	+ Chairing the meeting (usually the President)
	+ Taking minutes (usually the Secretary)
	+ Checking in members
	+ Counting votes
* Send EGM Notice via email and/or Orgsync at least 7 days prior. Include:
	+ Date, Time & Location
	+ Agenda
	+ Any relevant information on who can attend and vote at the EGM
	+ 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 EGM Notice and any other notifications about the EGM to clubs@arc.unsw.edu.au
* Prepare any reports that may be presented at the EGM
* Prepare the attendance form
* Prepare election materials & processes, if required

# At the EGM

* 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 applicable)
	+ Elections (if applicable) – unless otherwise specified by your Club Constitution:
		- Nominations
		- Short speeches
		- Question time (limit the duration)
		- Voting
		- Announce Results
	+ If signatories have changed, decide on three Bank Signatories from the incoming Executive team, including the Treasurer
	+ General Business (if applicable)
		- Any reports
		- Any other General Business
	+ Business without notice
	+ Close the meeting
* Pack up the event

# After the EGM

### Executive Team – Submit your EGM on SpArc within 2 weeks of the meeting

Have a SpArc Admin submit your Club’s EGM documents on SpArc by going to EGM Form in the Club Exec Tools & Guides section on the home page.

You will need:

* EGM Attendance Sheet
* EGM Minutes
* For Executive Elections (if applicable):
	+ Executive Details – name, position, student number, email, phone number
	+ Signed Arc Clubs Affiliation Agreement (signed by all incoming Club Executives)
	+ Names of Bank Signatories (FULL name as on Official IDs)
* For Constitutional Amendments (if applicable):
	+ Clubs Constitution (updated with any changes made at the EGM)

### If relevant, Outgoing Executive – handover roles to New Executives

* Write handover documents for the individual role (refer to the Clubs Handbook for advice)
* Do an individual handover meeting for each role (as necessary)
* Give the new Executives access to Orgsync and all other necessary accounts (emails, shared files, websites etc).

### All New Executives - Complete Club Executive Training

* Complete Arc Club Executive Training
	+ Complete Online Training at your own pace, within 2 weeks of training being made available
	+ Attend in-person training (max 1 hour), within 1 month of your EGM being approved (contact the Arc Clubs team to arrange a time).