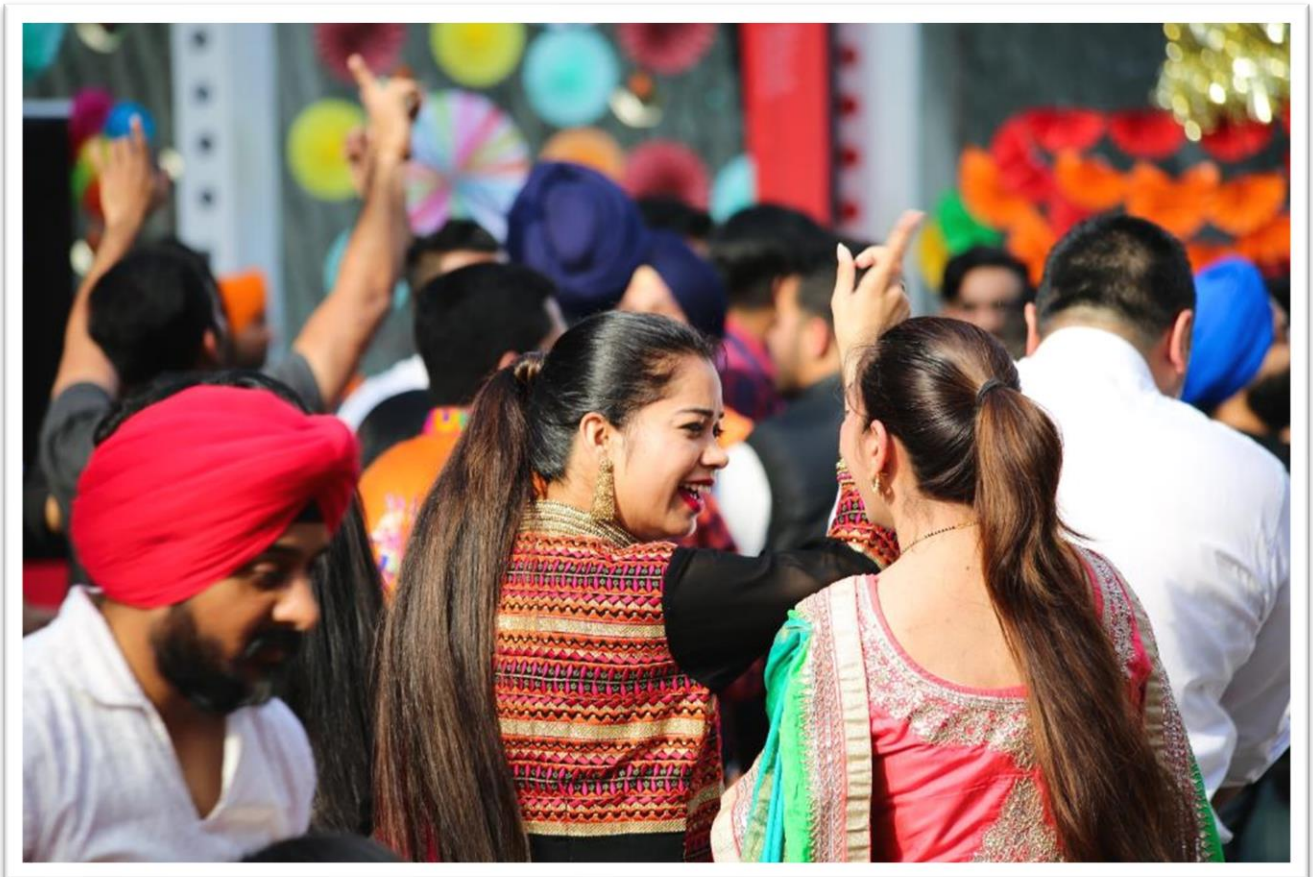


# STUDENT LIFE CLUBS IGM GUIDE

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## PLANNING YOUR IGM

An **IGM (Inaugural General Meeting)** is the first meeting held by a new club in which members elect a committee and make key decisions on how the club will operate. A club must hold an IGM in order to register their club.

- Finalise date and location
  - a. You must give your members at least 7 day notice (see p.7 for email template)
  - b. Book a room with Timetabling via [Resource Booker](#) or choose a suitable online platform to host a virtual meeting and take votes.
- Put together an agenda for the meeting. An agenda is a list of what will be discussed at your meeting (See p. 7 for a list of items that must be included in an agenda).
- Notify your members by email of the date, time, location, and agenda for the meeting (see p.7 for email template).
- Email [clubs@swin.edu.au](mailto:clubs@swin.edu.au) to notify Student Life of the date, time, and location of your IGM.

## QUORUM

Quorum is the number of student members who must be present at an IGM for the meeting to go ahead and for any resolution to be passed. Quorum excludes associate members who are not permitted to vote at an IGM.

Quorum is **50% or 20 student members**, whichever is less. If you don't reach quorum then you must call the meeting to an end and reschedule. Keep in mind you must provide at least 7 days' notice of your new meeting date.

You must provide **proof that quorum** was reached. All members attending the meeting must sign an attendance sheet. The attendance sheet must include their full name, student ID and phone number.

### Tips to reach quorum

- Notifying members of your meeting using a variety of communication channels other than email. For examples, Facebook.
- Try to make the meeting enjoyable – think about keeping it brief, perhaps follow the meeting with a social event or activity.
- Send a meeting reminder the day before and the morning of the meeting.
- Explain the importance of attendance.
- Advise members that they are eligible to nominate themselves or other for a position on the committee.

## ROLES & RESPONSIBILITIES

The following roles should be delegated to members of your club so that the AGM runs smoothly.

- **Chairperson** – The Chairperson leads the meeting and ensure the agenda is followed. At an IGM, the chairperson will be the founding member of the club, if they're not putting themselves forward for election.
- **Returning Officer** – Not essential but, is a person who temporality runs the election of committee positions but must not be anyone running for a position as this would be a conflict of interest. A Clubs and Sport Officer can act as a Returning Officer if needed (please contact us before you set the date of your meeting).
- **Minute Taker** – Detailed minutes must be recorded. This should detail exactly what occurred in the meeting. The Chairperson or Returning Officer should not fulfil the role of minute taker. Minute templates are available (see p. 8 for link to IGM template).
- **Greeter** – Not essential but it's important that someone welcomes members as they arrive and ensures they complete the attendance sheet, as this is required to show proof that quorum was reached.

## VOTING

### Voting Rules

1. Club member votes must be counted using a simple majority system.
2. Every club member in attendance is entitled to a single vote in each resolution and election.
3. Every registered club member in attendance must be provided with the opportunity to vote.
4. Every club member's vote is equal.
5. Votes must be held in a fair and open manner.
6. Associate members and non-members can't vote. Non-members are considered students who have not signed up to the club via the student portal.

### Election of Committee Members

- At the IGM the Returning Officer or chairperson should call for nominations for President, Secretary and Treasurer. Each nomination requires a nominator and seconder (see p.8 for terms).
- If a position is contested (2 or more nominations), each candidate should be given a few minutes at the IGM to say why they are the best candidate.
- Voting should then be conducted by secret ballot, show of hands or voice vote, and tallied by the Returning Officer. Which voting option is used should be decided by the

current committee before the meeting. Once tailed, the Returning Officer should announce the outcome.

- In addition to the key positions of President, Secretary and Treasurer, the club may choose to vote in additional committee positions if they are necessary.

## DAY OF YOUR IGM

- Print out or send copies of the agenda and attendance sheet to all members.
- Have pens and paper for attendance sheet and ballot (if this is your preferred voting method) or an online voting form (such as a Google document).
- Send out meeting reminder to all members.
- Arrive early to the venue and make sure everything is set up before members arrive.
- Conduct the meeting according to your agenda.

## FOLLOWING YOUR IGM

- Officially notify all members of the outcome of the meeting, including emailing a copy of the meeting minutes.
- Upload meeting minutes and attendance sheet to the Student Portal, under the "Files" section and notify [clubs@swin.edu.au](mailto:clubs@swin.edu.au) once meeting minutes and attendance are uploaded.
- All committee members should then complete the required training (see) and uploaded evidence of completion to the Student Portal.
- Set up the membership product (if charging a fee) for all membership groups. (Students and associated). Remember at your IGM you need to decide if you're charging a membership fee or not, and the amount.
- A Clubs & Sport Officer will set up any voted in membership groups for all membership groups.
- Email [clubs@swin.edu.au](mailto:clubs@swin.edu.au) to notify Student Life of the outcome of your IGM and that all required paperwork is complete.

## WHAT HAPPENS NEXT?

The following documents will be checked by a Clubs and Sport Officer:

- IGM minutes uploaded to Student Portal.
- Committee members are current enrolled students of Swinburne University.
- IGM attendance sheet has been uploaded to Student Portal and quorum was reached.

- Committee members have completed the required free training, which includes:
  1. [Volunteer Working with Children Check](#)
  2. [ORG-COM-Talking About Consent \(instructure.com\)](#)
  3. Online club training modules available in canvas

Once all documentation has been checked you will be notified by email if your club has successfully registered.

# APPENDIX

## NOTICE OF IGM – EMAIL TEMPLATE

Dear Members,

The **[club name]** will hold its Inaugural General Meeting (IGM) on **[date, time in location]**.

- All Clubs must hold an Inaugural General Meeting, as part of the Student Life Club registration process.
- All Club Committee Positions will be put up for Election, with the elected Club Members taking office at the conclusion of the General Meeting.
- You are welcome to nominate yourself or others for a position on the committee.
- All Club Members have a mechanism by which they can propose resolutions to be considered at a General Meeting.
- Quorum must be present at the General Meeting for it to go ahead.

If you have any questions please do not hesitate to contact us.

## IGM AGENDA

Example IGM Agenda

1. **Welcome by Chairperson**
2. **Elections for committee** - conducted by the Returning Officer
3. **General Business** – motions/resolutions
4. **Close of meeting**

**General Business** - All items of business requiring a decision must come before the meeting by way of a motion and if passed, becomes a resolution. A motion should be proposed before the chairperson allows any debate or discussion on the topic. This promotes an orderly discussion. Once a motion has been moved the chairperson should make sure discussion does not depart from the point.

# IGM MEETING MINUTES TEMPLATE

IGM meeting minute Template can be found on the [Club Resources](#) page, under the 'Club Governance Forms' section. [IGM MEETING MINUTES 2020.docx \(live.com\)](#)

## KEY TERMS

### **AGM**

Annual General Meeting – Must be held annually as part of the club re-registration process. It is also at this meeting where new committee members are elected and membership fees are set for the year.

### **Associate Members**

A club member who is not currently an enrolled Swinburne Student. They must pay a membership fee which is \$10 or 1.5x more than you charge student members.

### **Club Committee**

A Club Committee, is made up of club members, who want to take on additional responsibilities around the day-to-day operation, governance and financial management. All club committees must have President, Treasurer and Secretary.

### **Member**

Any currently enrolled Swinburne student can be a member of a club.

### **Motion**

A motion is a decision to be made. For example, "I propose that..." It needs a "second" before it can be debated/discussed and then voted on. If passed it becomes a resolution.

### **Quorum**

Minimum number of members required to be present at a meeting in order for resolutions to be passed. Quorum is 50% of the Clubs total membership. Associate members don't count.

### **Resolution**

A decision subject to a member vote during a meeting. It should be in the form of a "yes/no" question. For example, does the Club offer an associate membership?

### **SGM**

Special General Meeting – An ad hoc meeting held out of registration/re-registration to make key decisions regarding a club. For example a new President needs to be elected mid-year.



## Simple Majority

A voting system where the position, option or candidate with the greatest number of votes becomes the adopted position/elected candidate. Clubs are free to implement a vote collection method that best meets their needs.

