STUDENT LIFE CLUBS AGM GUIDE

Updated September, 2021

CONTENTS

Congratulations!

Your club is on the way to re-registering once again to be an official affiliated club with Swinburne Student Life! We believe a vibrant club community is key to a rewarding and enjoyable experience at Swinburne and we sincerely thank all of you for your hard work and effort!

Before we begin with this guide, just a few key points:

- Please feel free to reach out to the Clubs Team at any stage for further help and support. Why not e-mail us or drop in to our virtual Club Hub via Zoom? We are happy to assist!
- Have a look at the Quick Re-Reg Guide for a one page overview on the process, key dates and resources
- Also make sure to check the Re-Registration canvas page which houses all your documents and resources you will need to successfully re-register!

Now, let's get started!

PLANNING YOUR AGM

All clubs that wish to re-register for the following year must hold an **AGM (Annual General Meeting)** by the last Friday of November each year. The main purpose of an AGM is to elect a committee and report on club operations, including current financial situation and activities/events.

☐ Finalise date and location

    a. You must give your members at least 7 day notice (see p.6 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).

☐ The Club President and Treasurer to prepare reports (see p. 7 for a description of what should be included).

☐ Notify your members by email of the date, time, location and agenda for the meeting (see p.6 for email template).

☐ Submit an event notification on the Student Life Portal, including the date, time and location of your AGM.

QUORUM

Quorum is the number of student members who must be present at an AGM 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 AGM.

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

- Choose a time and day of the week that suits the majority of your members and inform them well in advance

- Notifying members of your meeting using a variety of communication channels other than email. For example, Facebook, Instagram and Discord.

- Try to make the meeting enjoyable – think about keeping it brief, perhaps follow the meeting with a social event or activity.

- Place emphasis on this as an opportunity! This meeting is the first step to shaping an incredible year!

- Send a meeting reminder the day before and the morning of the meeting.

- Explain the importance of attendance and how it will ensure the continuation of your club.

- 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 AGM, the chairperson will be the current Club President, if they're not putting themselves forward for re-election.

- **Returning Officer** – 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 only if needed as a last resort (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. 7 for link to AGM 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. If club members express their interest in voting at an AGM, but are unable to attend due to other commitments, that club member is allowed to vote remotely or through the student portal (see p. 8 for remote voting guidelines).

5. Every club member's vote is equal.

6. The club president has the casting vote in the event of a tie, except where a conflict of interest arises. Contact a Clubs and Sport Officer if this occurs.

7. Votes must be held in a fair and open manner.

8. 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 AGM the Returning Officer should call for nominations for President, Secretary and Treasurer. Each nomination requires a nominator and seconder (see p.8 for terms).

- If the club wishes to allow members to vote remotely, the club must call for nominations before the meeting so that remote voting can occur before the AGM. The Returning Officer should oversee remote voting, and these votes should be counted with the votes collected in-person at the AGM.

- If a position is contested (2 or more nominations), each candidate should be given a few minutes at the AGM 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 AGM

☐ Print out or send copies of the agenda and attendance sheet to all members

☐ Print or send copies of previous AGM minutes, President and Treasurer Reports to all members

☐ If required, 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.

☐ Arrive early to the venue or digital platform and make sure everything is set up before members arrive.

☐ Conduct the meeting according to your agenda.

FOLLOWING YOUR AGM

☐ 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. Notify clubs@swin.edu.au once meeting minutes and attendance are uploaded.

☐ All committee members will need to complete the required training (see below) and uploaded copies of certificates on the STA-ORG-Student Life Canvas Page.

☐ A Clubs & Sport Officer will set up any voted in membership groups and their product (if charging a fee) for all membership groups. Remember at your AGM you need to decide if you're charging a membership fee or not, and the amount.

☐ If you club owns any equipment, please complete an Asset Register Form and upload to the Student Portal.

☐ Following your AGM you should arrange a separate handover meeting where the outgoing committee members handover all valuable information/login Details/accounts...etc. to the newly elected committee members.

WHAT HAPPENS NEXT?

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

☐ AGM minutes uploaded to Student Portal.

☐ Committee members are current enrolled students of Swinburne University.

☐ AGM attendance sheet has been uploaded to Student Portal and quorum was reached.

☐ Committee members have completed the required compliance items, which includes:

1. Upload a valid Volunteer Working with Children Check to the Canvas page,

2. Completed the valid Consent Matters Training via the Canvas module

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

APPENDIX NOTICE OF AGM – EMAIL TEMPLATE

Dear Members,

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

- All Clubs must hold an Annual General Meeting, as part of the Student Life Club reregistration 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.

AGM AGENDA

Example AGM Agenda

1. **Welcome by Chairperson**
2. **Attendance/Apologises** – from anyone that is expected to attend but can't e.g. a committee member
3. **Minutes from the previous AGM** - should be fully accepted as correct or if not amendments made and notes in the minutes. For example the motion would be, 'That the minutes from the previous AGM be accepted.'
4. **Matters arising from the previous minutes**
5. **Committee reports** (see outline below)
6. **Elections for committee** - conducted by the Returning Officer
7. **General Business** – motions/resolutions

Committee reports - The clubs President and Treasurer should each write a short report which is verbally read at the AGM. The Presidents report should include a summary of year's activities and achievements. The Treasurer should remember to show the financial statement to the members (please email clubs@swin.edu.au if you need an update on the clubs balance).

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.

AGM MEETING MINUTES TEMPLATE

AGM meeting minute templates can be found on the Club Resources page, under the 'Forms' section.

REMOTE VOTING

Members can vote remotely, but **only 25%** of the total number of voting members may do so remotely, for in-person meetings. The club must provide proof of online attendance and votes alongside the meeting minutes. The option of a 'chat group' or private voting should be conducted in the following format:

Position of President:
1. Nominee 1
2. Nominee 2
3. Nominee 3

Position of Secretary:
1. Nominee 1
2. Nominee 2
3. Nominee 3

Position of Treasurer:
1. Nominee 1
2. Nominee 2
3. Nominee 3

The response should be formatted like this:

My votes are:
President: Nominee X
Secretary: Nominee Y

Treasurer: Nominee Z

A screen shot of this voting must be taken and added to the end of the General Meeting Minutes form.

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 "seconder" 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.