



**CLUBS AND SOCIETIES**

**AGM GUIDELINES**

**QUT Guild Clubs and Societies  
AGM Guidelines**



Before your AGM..... 3  
During your AGM..... 4  
After your AGM ..... 5  
Template for Agenda ..... 6  
Template for Attendance Sheet at AGM..... 7  
Template for AGM Minutes ..... 9

In accordance with the QUT Guild Clubs Constitution, an Annual General Meeting must be held each year. Below is a guide on how to hold a valid AGM for your club.

## **Before your AGM**

Club AGMs must be held before the end of November. If you'd like to make a room booking on campus for your meeting, contact the Clubs Team.

You must complete the following steps for your AGM to be valid:

1. Written notification of the meeting must be provided to the Clubs Team at least seven days prior to the AGM.
2. At least seven days notice must be given to your club members in writing, via email, direct mail or Facebook event. You must ensure that every current member receives an invitation.
3. When you provide notice, you must include the agenda for the meeting. A template agenda is attached. You also must provide information about the positions that are available, and how members might nominate for those positions.
4. It must be held at a neutral venue that is easily accessible, ideally on campus.
5. Your club's Treasurer must table the club's receipt book, profit and loss statement and asset register, and they must be approved by the meeting.
6. If you wish to alter your constitution, you must have those changes approved by the Clubs Team prior to the AGM. These changes must then be approved by the meeting.

## **During your AGM**

**Quorum:** To hold an AGM the Club must reach *quorum*, which is the minimum number of club members required to be present for the meeting for it to be valid. This is usually 10% of the number of club members who are students. You must have a signed attendance list to prove that you have reached quorum. There is a template attached.

**Motions:** A motion is a statement which the meeting must decide to accept or reject. For instance, “That this AGM resolves to accept the financial statements tabled by the Treasurer.” Every motion must have a mover and a seconder and then must be passed by a majority of the meeting. Motions may be submitted before an AGM, or raised during the meeting.

**Voting:** This can be done by secret ballot or by show of hands. The words of the motion and the outcome must be noted in the minutes of the meeting.

**Nominations:** Nominations for election of the Executive may be received before the meeting, but must also be called from the floor.

**Minutes:** The purpose of meeting minutes is to provide:

- A list of members who attended (to show that quorum was met);
- A summary of the meeting’s activities and discussions;
- A method of conveying information to people who were unable to attend the meeting; and
- A record of decisions and expected future actions.

Minutes do not need to record conversation word for word, except for motions and the outcomes. The rest of the minutes are a summary of what actually occurred. The Minutes should concentrate on topics, decisions and plans, not the specific dialogue.

An example of completed minutes is attached.

**Business:** At the very minimum, the business of your meeting should be as follows:

1. Welcome and credentials (announcing to the meeting quorum is present);
2. Reports by current executive

3. Financial reports tabled by the Treasurer
4. Election of the new Executive
5. Close of the meeting

## **After your AGM**

Make sure that the Minutes are written up shortly after the meeting by the Secretary.

Within fourteen days after your AGM you need to submit the following documentation to the Clubs Team:

1. AGM minutes;
2. signed AGM attendance list;
3. new executive contact details; and
4. financial documents: receipt book, profit and loss statement, asset register.

## **Template for Agenda**

### **A Fake Club**

### **AGM AGENDA**

A Fake Club will meet at 12pm on 1 January 2015 at the Botanic Bar, Gardens Point Campus

- 1. Opening and Credentials**
- 2. Reports by Current Executives**
- 3. Presentation of Financial Reports**
- 4. Amendments to the Constitution**  
The proposed amended Constitution is attached.
- 5. Election of New Executive**
  - 5.1. President**
  - 5.2. Vice-President**
  - 5.3. Secretary**
  - 5.4. Treasurer**
  - 5.5. Events Coordinator**
- 6. General Business**
- 7. Closure**

**Person 4**  
Secretary

21 November 2015







## Template for AGM Minutes

### Annual General Meeting of A Fake Club

A Fake Club met on 31 November 2015 at the Botanic Bar, Gardens Point Campus.
---

**Present:** Person 1, Person 2, Person 3, Person 4, Person 5, Person 6, Person 7, Person 8, Person 9, Person 10, Person 11, Person 12, Person 13, Person 14, Person 15.

Meeting opened by the President, Mr President, at 12:03pm.

#### 1. Opening and Credentials

Mr President noted that, as ten people were required for quorum, quorum requirements had been met.

#### 2. Reports by Current Executives

The President reported that membership of the club had doubled on last year, and congratulated the Executive on their hard work.

The Vice-President reported that all events have been a raging success, and that stronger ties with venues have been made.

The Secretary reported that all regulatory requirements have been met for re-affiliation next year.

The Treasurer reported that the club's finances were strong, and that each event that has been held this year has been run on a cost neutral basis. The bank account balance is \$207.52.

It was moved that:

"The reports by current executives be approved."

Moved by: Person 3

Seconded by: Person 4

The motion was carried.

#### 3. Presentation of Financial Reports

The Treasurer tabled the receipt book, the profit and loss statement, and the asset register.

It was moved that:

"The financial reports tabled by the Treasurer be approved."

Moved by: Person 7

Seconded by: Person 9

The motion was carried.

#### **4. Amendments to the Constitution**

The Secretary explained that the current executive wishes to introduce a new position, Events Coordinator, because as the club has grown the workload has become too great with only four executives.

It was moved that:

“The amended Constitution be approved.”

Moved by: Person 4

Seconded by: Person 3

The motion was carried.

#### **5. Election of the New Executive**

Secret ballot occurred for each position.

<b>Position</b>	<b>Elected member</b>
President	Person 10
Vice-President	Person 3
Secretary	Person 5
Treasurer	Person 12
Events Coordinator	Person 1

#### **6. General Business**

Person 7 said that the club would be better if more networking functions were held. The meeting generally agreed.

Person 6 gave their thanks to the outgoing executive, and said that this was the strongest year the club has had.

#### **7. Closure**

Meeting closed at 6:27pm.

**Minutes created by:**

**Person 4**

**Secretary**

**3 December 2015**