

# A6 General Meetings: How To (Annotated)

This is an annotated example of typical Annual General Meeting Minutes. Please remove or replace the highlighted sections when using this example.

## Club/Society Name

## Meeting Title:

**DAY, DATE, PURPOSE (ie. AGM)**

*Highlighted areas should be deleted/edited before sent to ActivateUTS for approval*

## Agenda

*This section should lay out what you are doing during the meeting. It should be written a minimum of 7 days in advance and agreed upon by current executives. It must be available 7 days in advance to all members of the club / society to review prior to the meeting.*

- **Attendance.** *This must be taken before the meeting starts, and everyone in attendance MUST be checked off against your membership database. Only financial members of a club are eligible to vote in an AGM, so they must have paid.*
- **Previous meeting minutes.** *The previous General Meeting minutes must be accepted as a true and accurate record of its proceedings. Any amendments must be noted.*

- **Reports from the Executive Committee.**

*The president of the club MUST give a report to the attendees regarding what has happened with the club over the last year. These points must be recorded in the minutes. It is advisable that other executives also give a report to the club to keep them up to date on what is happening.*

- President's Report
  - Vice-President's Report
  - Treasurer's Report
  - Secretary's Report
  - Event's Report
- **Voting of new Executive Committee.**  
*Here is the list of all the executives that will be voted for in the election.*
- President
  - Vice-President
  - Secretary
  - Treasurer
  - Events

## A6 GENERAL MEETINGS: HOW TO

### Meeting start: 7:08pm

*It is essential to state what time the meeting started.*

### Attendance

*Every single member who attends a meeting must write out their full legal name on the attendance list, and sign off on their attendance with a signature. This list must be checked off against the membership database before voting commences as only paid members are eligible to vote. If a member leaves the meeting early, or joins after the official start time, the time of their departure or arrival must be noted next to their names. A print out of an appropriate sign in/out sheet is available at the end of this document.*

- Harry Potter
- Hermione Granger
- Ron Weasley
- Neville Longbottom
- Draco Malfoy
- Pansy Parkinson
- Han Solo
- Chewbacca
- Leia Organa
- Darth Vader
- The Emperor
- Stormtrooper
- Rob Stark
- Jon Snow
- Brienne of Tarth
- Joffrey Baratheon
- Cersei Lannister
- Petyr Baelish
- Daenerys Targaryen
- Jorah Mormont
- Grey Worm
- Sterling Archer
- Cheryl Tunt
- Pam Poovey
- Lana Kane
- Malory Archer
- Cyril Figgis
- Woodhouse
- Doctor Kreiger
- Ray Gillette
- Walter White
- Jesse Pinkman
- Saul Goodman
- Vaelin Al Sorna (arrived 7:30pm)
- Nortah Al Sendahl (arrived 7:34pm)

**Total Club Members:** 200

**Total Attending AGM:** 35

**Quorum met:** Yes (17.5%)

**Quorum** is the minimum number of members of a society that must be present at any of its to make the proceedings of that meeting valid.

**Meeting Quorum!** By NSW law the minimum number of people who must attend a General Meeting in order to meet quorum is 6. If you are unable to have 6 attendees for your meeting it will not be legally binding and we will not be able to accept your minutes. Your club constitution may have a higher minimum requirement for the meeting, which you should check.

### Previous Meeting Minutes

The minutes of the previous meeting must be available to the members to review. They should be read out in short form to all members at the meeting, and then must be voted on to accept (or not). If amendments need to be made, note them below and revote to accept the minutes.

#### **Previous Meeting Minutes – Club AGM 23.10.2014**

- Motion to accept last AGM Minutes from 23.10.2015 as a true and accurate record
- **For:** 33
- **Against:** 0
- **Abstain:** 2
  
- **Motion Passed**
- **Meeting minutes accepted**

### Reports from the Executive Committee

#### **President's Report**

A president **MUST** give a report during an AGM. All other executives have the option to give a report. Here the president should report all the major things that happened to the club during the year. If no other executives give a report, the president should also give a brief financial report on how the club stands.

- Dot points
- Dot points
- Things that happened

#### **Vice-President's Report**

Info about what the vice-president did during the year.

- Dot points
- Dot points
- Things that happened

#### **Treasurer's Report**

Review of accounts. Incoming money, outgoing money. Etc.

- Bank account at start: \$
- Bank account at end: \$
- Petty Cash: \$
- All money In: \$
- All money Outgoing: \$
- Pending costs:
- What is pending and who for: \$

#### **Secretary's Report**

Member Stats, other things they have been doing all year.

- Total Members -
- Student -
- Externals -
- Renewing -

#### **Events Report**

Overview of the types of events the club has run through the year. How many attended, who they were with etc. Gives members an idea of why they are part of the club and where their money is going.

- Weekly Events
- Special Events
- Bar Events
- Joint Events

## **Voting of New Executive Committee**

- Executives all step down from their positions.

*Once all the reports have been finished, it is time to call for voting to begin. At this stage all the executives must formally stand down from their position. Each position is then voted on in turn. Every club MUST have a President, Treasurer and Secretary.*

A standard process for elections are:

- The chairperson of the meeting announces one at a time which position is up for election and open the floor for nominations.
- **Nominations:**
  - A member of the meeting nominates a candidate for the position
  - Another member must second this nomination
  - The person nominated must accept the nomination
  - That person is now up for election for the stated position.
    - » **IF** the nomination is not seconded, or if the position is not accepted then that person is not up for nominations.
    - » If you cannot get someone up for a nomination, then that position must remain vacant until a suitable candidate can be found. This will involve a separate election at an SGM at a later date.
    - » The only positions that cannot remain vacant is President, Treasurer and Secretary. If you cannot get someone for one of these positions then the club will lapse.
- After one or more candidate is up for election the floor opens to allow nominees to give a small speech if they wish about why they should be elected. This time also allows other members to ask questions.
- Once discussions finish you move onto voting.

### **Voting**

- The nominees must all leave the room or if just voting by a show of hands, not be able to see who is voting by closing their eyes etc.
- The Chairperson is entitled to a casting vote in case of a tie.
- If there is only **ONE candidate** for a position:
  - » In the event of only one candidate being up for election the club members vote as FOR, AGAINST, or ABSTAIN.
  - » If there are more votes FOR a candidate than AGAINST then that person is officially elected into that role.
  - » If there are more votes AGAINST for a nominee and only one was up for election, the position can be reopened to the floor and more nominees can be called for. If you cannot find a suitable nominee then the position remains vacant (unless one of the 3 positions that must be filled as previously stated)
- If there is **MULTIPLE candidates** for a position:
  - » Members of the club either vote FOR Member 1, FOR Member 2, or ABSTAIN. If one member has more votes than the other(s) then that person is elected into the position
  - » If there is a tie between multiple candidates then everyone must revote, only between those candidates that were tied, or abstain.
  - » Re-voting may occur multiple times, however if a decision cannot be reached the position remains vacant (unless one of the 3 positions that must be filled as previously stated)
- Nominations for each position are done one at a time, and you only move onto the next position once they have been filled or it is decided that it will remain vacant.
- Once all positions have been filled the voting process closes and the meeting can be called to a close.

### Example with two nominees. One accepts:

#### **President**

*Read out what the position means to the club, what duties they are to perform and how the position works with other positions, the university as a whole and ActivateUTS.*

**NOMINEE:** Harry Potter

**Nominated by:** Hermione Granger

**Seconded by:** Ron Weasley

**Accepted:** Yes

**NOMINEE:** Neville Longbottom

**Nominated by:** Draco Malfoy

**Seconded by:** Pansy Parkinson

**Accepted:** No

#### *Discussion notes:*

» *Notes about what is discussed with the nominated member for the position*

» *Notes about concerns club members may raise with position and member*

*After the discussion you have the vote for the position. The nominee must either leave the room or close their eyes if you are just voting by show of hands. Everyone can only vote ONCE. Everyone MUST vote either for, against or abstain. The accumulated number must equal the number attending the meeting. The chairperson of the meeting must abstain from voting.*

- **Motion to elect Harry Potter as President**
- **For:** 28
- **Against:** 5
- **Abstain:** 2
  
- **Motion Passed.**
- **Elected for President:** Harry Potter

*Because there was only one person nominated who accepted, and they gained more votes than either Against or Abstained, then the motion is passed and they are elected into the role.*

## A6 GENERAL MEETINGS: HOW TO

### **Example with two nominees. Both Accept:**

#### **Vice-President**

*Read out what the position means to the club, what duties they are to perform and how the position works with other positions, the university as a whole and ActivateUTS.*

**NOMINEE:** Han Solo

**Nominated by:** Chewbacca

**Seconded by:** Leia Organa

**Accepted:** Yes

**NOMINEE:** Darth Vader

**Nominated by:** The Emperor

**Seconded by:** Stormtrooper

**Accepted:** Yes

*Discussion notes:*

- » *Notes about what is discussed with the nominated member for the position*
- » *Notes about concerns club members may raise with position and member*

*After the discussion you have the vote for the position. The nominee must either leave the room or close their eyes if you are just voting by show of hands. Everyone can only vote ONCE. Everyone MUST vote either for, against or abstain. The accumulated number must equal the number attending the meeting. The chairperson of the meeting must abstain from voting.*

- **Motion to elect Vice-President**

- **Han Solo:** 15
- **Darth Vader:** 11
- **Abstain:** 9

- **Motion Passed.**

- **Elected for Vice-President:** Han Solo

*Because Han Solo gained more votes than either Darth Vader or Abstained, the motion is passed in favour of him becoming Vice-President.*

**Example with three nominees. All accept.  
A tie occurs.**

### **Secretary**

*Read out what the position means to the club, what duties they are to perform and how the position works with other positions, the university as a whole and ActivateUTS.*

**NOMINEE:** Rob Stark

**Nominated by:** Jon Snow

**Seconded by:** Brienne of Tarth

**Accepted:** Yes

**NOMINEE:** Joffrey Baratheon

**Nominated by:** Cersei Lannister

**Seconded by:** Petyr Baelish

**Accepted:** Yes

**NOMINEE:** Daenerys Targaryen

**Nominated by:** Jorah Mormont

**Seconded by:** Grey Worm

**Accepted:** Yes

*Discussion notes:*

» *Notes about what is discussed with the nominated member for the position*

» *Notes about concerns club members may raise with position and member*

*After the discussion you have the vote for the position. The nominee must either leave the room or close their eyes if you are just voting by show of hands. Everyone can only vote ONCE. Everyone MUST vote either for, against or abstain. The accumulated number must equal the number attending the meeting. The chairperson of the meeting must abstain from voting.*

- **Motion to elect Secretary**
- **Rob Stark:** 11
- **Joffrey Baratheon:** 11
- **Daenerys Targaryen:** 10
- **Abstain:** 3

- **Motion Failed.**
- **Revote to occur.**

*Because Rob Stark and Joffrey Baratheon gained the exact same amount of votes, a revote must now occur. Members for the club must now vote for only Rob Stark, Joffrey Baratheon or Abstain.*

*Discussion notes:*

» *Motion failed due to tie. Revote to occur between Rob Stark and Joffrey Baratheon*

- **Motion to elect Secretary 2**
- **Rob Stark:** 13
- **Joffrey Baratheon:** 16
- **Abstain:** 6

- **Motion Passed.**
- **Elected for Secretary:** Joffrey Baratheon

*Because in the revote Joffrey gained more votes than Rob Stark or Abstained, he is now elected into role of Secretary.*

## A6 GENERAL MEETINGS: HOW TO

**Example with one nominee and they are not elected. Floor reopens and another person is nominated:**

### **Treasurer**

Read out what the position means to the club, what duties they are to perform and how the position works with other positions, the university as a whole and ActivateUTS.

**NOMINEE:** Sterling Archer  
**Nominated by:** Cheryl Tunt  
**Seconded by:** Pam Poovey  
**Accepted:** Yes

*Discussion notes:*

- » Notes about what is discussed with the nominated member for the position
- » Notes about concerns club members may raise with position and member

After the discussion you have the vote for the position. The nominee must either leave the room or close their eyes if you are just voting by show of hands. Everyone can only vote ONCE. Everyone **MUST** vote either for, against or abstain. The accumulated number must equal the number attending the meeting. The chairperson of the meeting must abstain from voting.

- **Motion to elect Sterling Archer as Treasurer**
- **For:** 7
- **Against:** 20
- **Abstain:** 8
- **Motion Failed**
- **Floor to reopen for nominees**

**NOMINEE:** Lana Kane  
**Nominated by:** Malory Archer  
**Seconded by:** Cyril Figgis  
**Accepted:** Yes

**NOMINEE:** Woodhouse  
**Nominated by:** Doctor Kreiger  
**Seconded by:** Ray Gillette  
**Accepted:** Yes

*Discussion notes:*

- » Notes about what is discussed with the nominated member for the position
- » Notes about concerns club members may raise with position and member

After the discussion you have the vote for the position. The nominee must either leave the room or close their eyes if you are just voting by show of hands. Everyone can only vote ONCE. Everyone **MUST** vote either for, against or abstain. The accumulated number must equal the number attending the meeting. Motion to elect Treasurer

- **Motion to elect Treasurer 2**
- **Lana Kane:** 23
- **Woodhouse:** 6
- **Abstain:** 6
- **Motion Passed.**
- **Elected for Treasurer:** Lana Kane



**Example with two nominees, one isn't seconded and the nomination fails, the other nominee fails to gain enough votes for the motion to pass:**

### **Events**

*Read out what the position means to the club, what duties they are to perform and how the position works with other positions, the university as a whole and ActivateUTS.*

**NOMINEE:** Vaelin Al Sorna

**Nominated by:** Nortah Al Sendahl

**Seconded by:** Noone

- **Nomination lapses**

**NOMINEE:** Walter White

**Nominated by:** Jesse Pinkman

**Seconded by:** Saul Goodman

**Accepted:** Yes

*Discussion notes:*

- » *Notes about what is discussed with the nominated member for the position*
- » *Notes about concerns club members may raise with position and member*

*After the discussion you have the vote for the position. The nominee must either leave the room or close their eyes if you are just voting by show of hands. Everyone can only vote ONCE. Everyone MUST vote either for, against or abstain. The accumulated number must equal the number attending the meeting. The chairperson of the meeting must abstain from voting.*

- **Motion to elect Walter White as Events**
- **For:** 6
- **Against:** 5
- **Abstain:** 24
  
- **Motion Failed.**
  
- **Floor to reopen for nominees**

*Discussion notes:*

- » *No other nominees are put forward.*
- » *Agreed that position to remain vacant until an SGM can be held next year*

## A6 GENERAL MEETINGS: HOW TO

### New Executive Committee

Must be *FULL LEGAL NAME*, as it appears on your ID that you would present to a bank

- President: Harry Potter
- Vice President: Han Solo
- Secretary: Joffrey Baratheon
- Treasurer: Lana Kane
- Events: Vacant – to be elected at SGM next year on 29.03.2016

### New Business

Once the elections have been completed the meeting then moves on to 'General Business'. This covers any business not covered in the above areas.

### Meeting end: 10:00pm

Ensure you write out when the meeting ends.

### Executive Committee Contact List

ActivateUTS needs the contacts for *EVERY* executive. Please provide them in the format below.

*This must include their FULL, LEGAL NAME as it appears on their legal identification, possibly including middle names.*

Position	Name	Email	Phone Number	Student Number

## **Bank Signatories**

The bank needs to know the *FULL, LEGAL NAME* as it appears on your legal identification, to include you in a bank signatory form.

You must provide this below, as well as the statement about the additional signatories being ActivateUTS CEO, and the Manager for Activate Social. Bank signatories must be current student or staff members of UTS. You must bring along these minutes with the below information filled out for all signatories. If additional signatories were elected in a different meeting, you must also bring along the minutes of that meeting to the bank when changing signatories.

CLUB NAME AS IT APPEARS ON YOUR BANK STATEMENT, trading as WHATEVER YOUR CURRENT CLUB NAME IS (IF DIFFERENT), recognises that Elizabeth Morgan-Brett as CEO of ActivateUTS is the overarching sole signatory, and that the Clubs Manager, Cameron Kenney, is a joint signatory in addition to those current UTS Student/Staff elected representatives listed below for the bank account

**BANK NAME:**

**ACCOUNT NAME:**

**BSB:**

**ACCOUNT NUMBER:**

<b>Position</b>	<b>Name</b>	<b>Student Number</b>

**AGM  
Sign in Sheet**

**Club:**

**Date:**

	First Name	Last Name	Signature	Arrival /Departure (if not for the whole meeting)	Checked Member Yes / No
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					