

Club Annual General Meeting (AGM) Guidelines

What is an AGM?

An AGM is the process by which each club reviews their year and elects a committee for the following academic year. It gives members a fair and democratic opportunity to stand for a committee position and affect the way that your club is run.

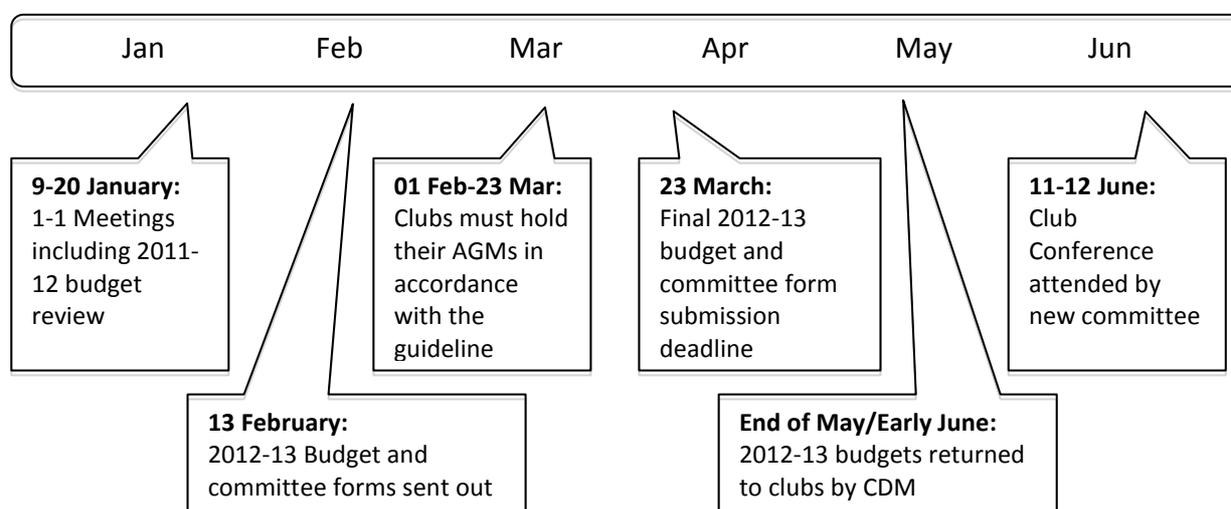
If run correctly, AGMs should provide your club and your members with:

- A fair and democratic committee election process
- More informed candidates running for positions
- A clearer handover process between committees
- Improved understanding of budget submission

AGMs set the future of your club and so they are important to get right. From ensuring you get the right candidates for the appropriate committee position to ensuring everyone can provide feedback and vote, a well run AGM will ensure that preparations for the new year are on track.

How AGMs should fit into your year

The below timeline gives you an overview of how your second and third terms should look. If you believe that you will not be able to hold your AGMs within this timeframe then please let the Club Development Officer or Manager know as soon as possible so an alternative can be arranged.



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Preparing for your AGM

When: You need to hold your AGM between **01 February – 23 March 2012**. Members must be given a minimum of seven days notice of the meeting; this should be through email detailing the date, time and location of the meeting, with a copy of the agenda attached. This must also be sent to the Club Development Officer for UBSport's records. The agenda should detail the running order of the meeting and the positions they can run for; the email should also include the process of nominating themselves. A draft agenda is attached for your information.

An example AGM timeline:

When?	What?
In February	Decide upon date of the AGM and a suitable location
AGM -7 days	Send out the AGM agenda to all members and Club Development Officer
AGM -2 days	Make voting cards and print out copies of the agenda
AGM	<i>Hold your AGM! Make sure you have an attendance list</i>
AGM +1 day	Write up the minutes of the AGM and send to the club
AGM +7 days	Send in minutes of the AGM to the Club Development Officer

Where: Your AGM should be held in an accessible location – this means it should be somewhere any member feels comfortable to attend, i.e. not in the house of a possible candidate. You can book rooms in the Learning Centre, the Guild or the Munrow Sports Centre. Equally, you could make the meeting an addition to a regular training session when you know members are available.

Who: All club members can attend and should be encouraged to do so. For decisions in an AGM to be upheld you must have at least **50% of your members in attendance**, or as described in your club constitution.

Nominations: Only paid members of the club can nominate themselves for positions. Members can nominate themselves for any position but can only stand for one position in a particular year. Candidates should be encouraged to submit an informal application or statement of intent for the role they wish to run for to the current club captain/president, but this should not preclude anyone from standing for a position at the AGM. There shall be no fixed term in office; an incumbent officer may re-stand as many times as they wish. If a member is unable to attend they can nominate someone to represent them or send in a written statement to be read out on their behalf.

Promotion: Your AGM should be promoted so that you reach 50% quoracy and have a large number of members standing for the role. When writing your agenda you should include details of the positions to be elected; these should be accompanied by job roles for each position. This will ensure that someone with a head for numbers stands for Treasurer while someone with a love of Facebook becomes Communications Officer. Additionally it would be appropriate that any member thinking of standing talks to the outgoing committee, club coach or a member of UBSport staff for further information on what the role entails. You should also consider promoting the AGM on Facebook and on your club notice board.

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Holding an AGM

While an AGM must accomplish certain things (electing a new committee) it doesn't have to be boring. This should be as much about celebrating the year as planning for the next so add in some awards or thank yous. There must be a level of professionalism; a suggested agenda is attached as a starting point but the key points to running an effective AGM are as follows:

Voting: Each position must be voted on at AGM. Voting should be anonymous, via voting cards. For each position, the person who polls the most votes shall be elected. In the case of a tie, the current Club Captain will have the deciding vote. Members are only entitled to vote if they are present; proxy votes by email or text shall not be accepted.

Minutes: To ensure that there is an accurate record of the meeting minutes must be taken. These must include an attendance list, detail any issues raised and record the vote counts. In the event of any complaint or appeal by a club member, the minutes will be used as information and so must be accurate and taken by a member who is not standing for a committee position.

Staff Support: If you feel that you would like a representative from UBSport to attend the AGM or would like any other help in planning for the meeting then just ask.

After an AGM

Once your new committee has been elected there are a few things that must happen:

1. Minutes of the meeting must be sent to all club members to confirm the election.
2. Minutes must also be sent into the Club Development Officer within 7 days of the meeting.
3. Committee forms must be submitted by **23 March 2012**. To ensure accurate submission of information these must be completed by outgoing and incoming committees. The forms include:
 - a. 2012-13 Budget Form
 - b. Club Constitution & Code of Conduct
 - c. Risk Assessment
 - d. Equipment Inventory
 - e. Marketing Form (including Sports Fair booking information)
 - f. Contact Details and Signatory form – this will also act as confirmation that forms have been submitted with the incoming committee
4. A period of handover should be agreed to ensure that the outgoing committee can support the incoming committee in learning the role. This does not mean that the 2011-12 committee are no longer running the club – a date should be agreed separately for this.
5. The incoming committee must attend Club Conference on **11-12 June 2012**. You are not exempt if you are a re-elected committee member. Failure to attend will result in the withdrawal of Kukri sponsorship for 2012-13.

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Draft Club AGM Agenda

1. Summary of 2011-12

To include:

- Membership numbers
- Reports from each committee member
- Achievements
- Club development
- Feedback from members

2. Election of Committee for 2012-13

Current committee to outline committee roles and responsibilities, followed by:

- Nominations
- Speeches
- Voting

N.B. New committee members **must** be available for Club Conference on 11-12 June 2011. Failure to attend will result in the withdrawal of Kukri sponsorship for 2012-13.

3. Hand-over

Arrange dates for joint committee meetings to begin 'hand-over' of responsibilities and discuss your 3-year Club Development Plan (aims and objectives for 2011-12 and beyond):

4. Any Other Business

Anything else that you think should be covered, e.g.:

- Nominations for Sports Awards
- Thank yous
- Congratulations & awards