



## How to Run a Club AGM January 2021

This document will outline the process of running a club's Annual General Meeting (AGM). Please note that the deadline for your club's AGM is February 26<sup>th</sup> 2021 at 12pm – this so that any relevant changes can be approved at the Sports Union on March 11<sup>th</sup> 2021.

### Pre-AGM

The following tasks should be carried out prior to your club's AGM. These tasks will be carried out by the club's Executive Committee (President, Secretary, Treasurer & Vice President where applicable).

Task	Details
Check the club constitution for AGM details and guidance	The club's constitution will provide details on the AGM including the amount of notice required to be given to membership, the timing of the meeting, the numbers required to be in attendance
Set date and time for the meeting	The meeting must be <b>held up to two weeks prior to the EUSU AGM on March 11th</b>
Setup the meeting using a suitable platform	Ensure your online meeting is setup and members are invited prior to the meeting starting. <b>Teams, Zoom or Blackboard Collaborate</b> are all appropriate platforms to use. If you need any help, please contact Millie at <a href="mailto:millie.doherty@ed.ac.uk">millie.doherty@ed.ac.uk</a> .
Prepare relevant reports	Ensure all reports (i.e. President, Secretary and Treasurer) are prepared in advance. The <b>Treasurer's report is vital</b> as this will include financial details of the year – if you need support with this, email Cecilia at <a href="mailto:eusu.hontreasurer@ed.ac.uk">eusu.hontreasurer@ed.ac.uk</a> .
Clarify the process of electing office bearers	As a full club committee, take time to clarify the election process. All club members ( <b>UoE students only for Exec positions (President, Treasurer and Secretary)</b> ) must be given the opportunity to run for each position, and to vote on the outcome. This can be done in Advance or at the AGM, or a combination of both.  <b>In order to ensure all club members are familiar with all candidates, it is best practice to highlight profiles of each individual prior to the AGM.</b>
Review the club constitution	Take time to look over the full club constitution to determine whether or not any changes are required. If your club is planning to make significant changes (eg committee restructure) please let <b>Katie know before 5pm on Friday 19<sup>th</sup> February 2021.</b>
Send all documentation to the full membership	<b>Documentation must be circulated 1 week prior to the AGM.</b> This documentation will include an agenda (see Template 1); last year's AGM minutes; notification of any proposed constitutional changes (and make these clear); and any other relevant documentation. It might work best to take an online vote (via TopHat or similar platform) prior to the AGM of any proposed constitutional changes.



## During AGM

The following tasks should be carried out during your club's AGM. These tasks will be carried out by the Club's Executive Committee (President, Secretary, Treasurer, and Vice President where applicable).

Task	Details
Ensure all formalities are carried out at the start	Check that quorum is met and ensure minutes are being taken accurately. <b>A Microsoft Form can be used to register attendance.</b> A proposer and seconder should also be asked for when approving the minutes of the previous year's AGM, and any other changes/papers throughout the meeting – i.e. relevant reports or changes to the club's constitution.
Present the relevant reports	A President, Treasurer and Secretary report should be given verbally at the meeting. This may be supported by a short presentation. For example, a President's (or equivalent) report could include the following: statement of the club's vision, summary of the year's activities, record of the year's achievements, and a list of aims achieved for the year.
Follow through the club's election process	An election should be carried out for all club committee positions. This should be done at the meeting. <b>We would encourage you to hold the vote during the meeting via an online system such as TopHat or Menti.</b> It is best practise to not show live vote counts until all votes are cast and voting has closed. Ensure you accurately record election results in the minutes.
In the case a committee position is not filled	If a role is contested, unsuccessful candidates are encouraged to run for roles that remain unfilled. <b>If a role is uncontested, members must be given the opportunity to vote for RON (Reopen Nominations)</b> in addition to the singular candidate. If you have concerns regarding the quoracy of your AGM, please contact Alex ( <a href="mailto:alex.crespo@ed.ac.uk">alex.crespo@ed.ac.uk</a> ) or Katie ( <a href="mailto:sports.president@ed.ac.uk">sports.president@ed.ac.uk</a> ).



## Post-AGM

The following tasks should be carried out following your club's AGM. These tasks will be carried out by the club's Executive Committee (President, Secretary, Treasurer, and Vice President where applicable).

Task	Details
Produce minutes of AGM	Detailed minutes should be produced by the club's Secretary (or equivalent). See Template 2 for an example of a club's AGM minutes. These should be distributed to the wider club membership, with other follow-up papers from the meeting. <b>The minutes should be thoroughly checked over and submitted to the Sports Union by emailing <a href="mailto:sports.union@ed.ac.uk">sports.union@ed.ac.uk</a>.</b>
Club committee details	Capture contact details from the incoming office bearers, and submit to the Sports Union. <b>A form will be provided.</b>
Committee handover	As the outgoing committee, it is your responsibility to oversee and coordinate the handover process between the outgoing and incoming committees – both individually and as a team. <b>A handover document for each role is expected</b> , particularly in the case of an unfilled role in February. You are expected to continue your role until July 1 <sup>st</sup> 2021.  <b>The official deadline for role handovers is July 1<sup>st</sup> 2021</b> , but this is flexible and can take place at a pre-agreed time between the AGM and July 1 <sup>st</sup> , if suitable for both the incoming and outgoing member.



## Template 1 – Club AGM Agenda

Edinburgh University \_\_\_ Club

Annual General Meeting 2021

Date:

Time:

Location:

### AGENDA

1. Apologies for absence
2. Minutes of AGM 2020
3. President's Report
4. Secretary's Report
5. Treasurer's Report
6. Constitutional changes
  - a. i.e. Removal of Position A
  - b. i.e. Introduction of Position B
  - c. i.e. Change to wording of club's constitution proposal (remember to keep documentation of both versions).
7. Election of Office Bearers
  - a. President
  - b. Vice President (if applicable)
  - c. Secretary
  - d. Treasurer
8. Club Development Plans update and Looking Ahead
9. Any Other Competent Business (AOCB)
10. Close



## Template 2 – Club AGM Minutes

Edinburgh University \_\_\_\_\_ Club

Annual General Meeting 2021

Date:

Time:

Location:

### MINUTES

#### Present

Club Official #1 (name)	Position
Club Official #2 (name)	Position
Etc.	Etc.
Ordinary Club Members	Number (i.e. 46)

Start time of meeting: 5.45 pm

#### 1. Apologies for Absence

Club Official #1 (name)	Position
Club Official #2 (name)	Position

#### 2. Minutes of AGM 2020

Approve (or otherwise) the minutes of the previous year's AGM.  
A proposer and seconder can be noted.

#### 3. President's Report

Details of what President (or equivalent) discussed in speech – full report can be included as an appendix if required.

#### 4. Secretary's Report

Details of what Secretary (or equivalent) discussed in speech – full report can be included as an appendix if required.

#### 5. Treasurer's Report



Details of what Treasurer (or equivalent) discussed in speech – full report can be included as an appendix if required.

## **6. Constitutional Changes**

Include details of any proposed constitutional changes proposed by the committee or wider membership. These proposed changes should have been tabled in the agenda and detailed within accompanying papers.

Detail the discussion of the change being considered.

Detail the change itself.

Detail the membership vote result.

## **7. Election of Office Bearers**

(Note: only matriculated UoE students are permitted to hold Executive Committee positions (President, Secretary & Treasurer). Non-UoE students (including non-students) can hold other positions.

Detail election process that will be used, which may have happened prior to AGM.

Detail nominees for each role (including proposer and seconder)

Detail result and the details of the elected office bearer.

## **8. Club Development Plans update and Looking Ahead**

Detail the discussion led by the Club President – this may be included in the President's Report.

## **9. AOCB**

Should there be any other business that is raised on the night, it should be listed – in detail – in this section as a matter of record for those who were unable to attend the meeting.

## **10. Close**

The formal closed of the meeting should be noted.

End time of meeting: 8.00pm