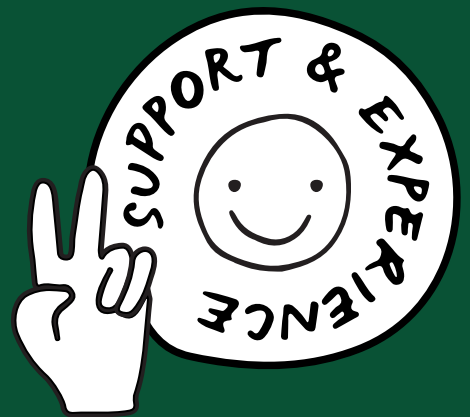


# MONSU.CLUBS AGM GUIDE 2024



MONSU.CAULFIELD

# MONSU.CLUBS AGM Guide

**Annual General Meetings (AGM)** is a meeting that must be held by all MONSU Caulfield Clubs + Societies annually (once a year).

## **Purpose of an AGM:**

- Current club committee to report on club operations for the year, including current financial situation and activities/events.
- Elect the incoming club executive committee for the following year.

## **Club Members:**

To be successful and meet MONSU Caulfield requirements, all paying club members must be invited to attend for the opportunity to vote on the incoming executive committee, and receive a report on club operations. Quorum must also be met for the AGM to go ahead (more information below).

## **What do you need to know? It's all in this AGM Guide!**

This AGM Guide takes you step-by-step through the AGM process that your club needs to follow beforehand, during and after the AGM. This guide also contains key information about quorum, agenda items, and specific roles at the AGM.

## **More questions?**

Contact your Clubs Coordinator, Amy Burrige at [clubs.support@monsu.org](mailto:clubs.support@monsu.org) with any questions that you may have about your AGM.

# How to prepare for your AGM

To prepare for your 2024 AGM, complete the following steps. Please note some processes are different from previous years, so follow these steps carefully.

## 1. Confirm the details of the AGM

Your club must decide on the details of the AGM including:

- Date (must be held between Week 8 – Week 10 of Semester 2)
- Location (in person at the Caulfield Campus or online via Zoom)
- Time (must be held between Monday – Friday, between the hours of 9 AM - 6 PM. This time constraint is regardless of being held in person or online)

## 2. Complete the AGM Registration Form

Inform the Clubs Coordinator of the details of your AGM by completing the [MONSU.CLUBS AGM Registration form](#). This form will also ask for you to submit your Function Fact Sheet (FFS) through the form, and confirm that you have completed a S.A.R.A.H.

- As this event is open to your members, a [Function Fact Sheet](#) and a [S.A.R.A.H](#) is required.
- You only need to submit your FFS through this form for your AGM (this process is exclusive to AGMs).

*After completing the AGM Registration Form, you will receive the following information from the Clubs Coordinator:*

- Your 2024 membership list
- Profit & Loss Statement
- Allocated Returning Officer — this is a new change in 2024. Refer to information regarding 'Returning Officer' further in this guide.

## 3. Prepare the agenda

An agenda is a list of what will be discussed at your meeting, this is typically done by your Secretary. Please see sections 'Agenda' and 'Roles and Responsibilities for more information.

## 4. Provide Notice of AGM to all club members

Notice must be provided with a minimum of 10 academic days (this excludes weekends) prior to your AGM to all club members. It is highly recommended that as much notice as possible for higher member engagement.

- Notice should be given to your members in a way that will most likely be seen e.g. Instagram, email.
- The notice must state the date, time and location of the AGM, just like any other event you would promote.
- You may want to open nominations at the same time.

## **5. Open Nominations for Club Executive Positions**

Promote the opportunity for members to nominate for all club executive positions. Advertise the positions up for nominations with a minimum of 10 days before the AGM.

*Ensure that eligibility requirements are communicated when nominations are opened. The eligibility requirements are:*

- Must be an currently enrolled Monash Caulfield student
- Must be an undergraduate student
- Must be a 2024 club member. All Club members must sign up via the MONSU Caulfield website and pay the set membership fee.

*Ensure to ask nominees for the following details, so their eligibility can be verified by the Clubs Coordinator:*

- Full Name
- Monash Student Email Address
- Student ID number
- Are they a 2024 member of your club?

## **6. Close nominations 5 days prior to AGM, get eligibility checked and communicate to nominees.**

Close nominations 5 days prior to your AGM, and send applicant details to the Clubs Coordinator to ensure all nominees are eligible.

Send a list of nominees and the details (listed above) via email to [clubs.support@monsu.org](mailto:clubs.support@monsu.org). The Clubs Coordinator will respond to confirm the eligibility of all nominees.

If you elect a new executive member and they are found to be ineligible later, your club will have to hold another AGM, to elect a new member.

Ensure to communicate to all nominees about their eligibility, and anything they should know about the AGM such as:

- Attendance requirements
- If they need to prepare a speech or otherwise

If a position is contested (two or more nominations), it is recommended that each nominee should be given a few minutes to say why they would be the best candidate.

## **7. Decide on Voting Process**

You must decide prior to the AGM how the voting process will go for the executive positions.

*In person voting options include* — writing names on paper and folding, use of online form (have QR code at event).

*Online voting options include* — use of [Zoom polls](#) coordinated by host, online form.

The Returning Officer will assist with the counting of votes for any physical options, to ensure a fair and honest process. Please ensure to keep a record of results for both physical and online voting.

## **8. Prepare annual report and financial report**

Prepare an annual report and financial report to present to your members at the AGM.

Annual report must include, but not limited to:

- Key events and activities from the year
- Achievements and challenges of the club
- Recognition of the work of your committee

Financial report must include, but not limited to:

- Explanation of club spending from the year
- Copy of Profit & Loss Statement (*this will be provided by Club Coordinator*)

# The AGM

- The allocated Returning Officer will be at your AGM 15 minutes before the commencement of the meeting, to clarify their role and voting processes. Please ensure your outgoing President is there to meet them.
- The outgoing President will present the agenda and run the meeting.
- An outgoing executive committee member will present the annual report.
- The outgoing Treasurer will present the financial report to the members.
- The Returning Officer will ensure quorum is met and that voting processes are followed fairly and honestly.
- The outgoing Secretary will record minutes of the AGM that are an honest and accurate representation of the meeting. These minutes must be submitted as part of your AGM pack.

# What to do after your AGM

## 1. Finalise your AGM minutes and financial report

Ensure your Secretary finalises the minutes of the AGM, that includes a copy of the attendance sheet. A copy of the attendance sheet that will be sent to you by the Returning Officer, at the meeting or afterwards. Your minutes should be ready as a PDF for submission.

Also ensure your Treasurer has a PDF version of the financial report, that contains the Profit & Loss Statement.

## 2. Complete your AGM Pack

[Complete your AGM Pack through this form](#). This must be completed by the end of week 11 of Semester 2 (Friday 11th October). This is where you will submit details of your successful incoming executive committee, AGM minutes and financial report.

## 3. Notify members of the successful incoming executive committee.

## 4. Complete all handovers to the incoming executive committee by November 22nd 2024.

Following your AGM you should arrange a full handover, where the outgoing committee members handover all valuable information for the newly elected committee members.

Failure to provide a robust handover will result in damage to the club, and ability to have a successful 2025.

## 5. Notify the incoming executive committee to expect emails from the Clubs Coordinator regarding compulsory training.

Compulsory trainings will include, but not limited to:

- Clubs and Societies Moodle Modules (*coming soon*)
- Working with Children Check
- Basic Food Handling
- Responsible Service of Alcohol

# Additional Information

## Room Bookings

For booking a room in Building S, please note this on the Function Fact Sheet and the Events Coordinator will contact you with room availability.

For bookings at Monash Caulfield, please make a booking through [Monash Venues](#) - you can submit your Function Fact Sheet without your room booking being approved.

- To make this booking you must use your club email address.
- Please note you do not need to have a room booked before submitting these forms.

## How to meet quorum

**Quorum** is the minimum number of club members that must be present for the AGM to go ahead, and for any resolution to be passed.

The quorum for MONSU Caulfield Club AGM's is 10 paid members of your club. If you do not meet quorum, you must call the meeting to an end and reschedule. Keep in mind you must provide at least 10 days notice of the new meeting date, and notify the Clubs Coordinator as soon as possible if this situation occurs.

Please note if your club has less than 10 members, all of your members must be in attendance.

The allocated Returning Officer will assist you with checking that quorum has been met. All attending members must be marked off on the attendance sheet, which includes their full name, student ID and student email. Your Returning Officer will check attendance on the day of the meeting, and will be checked against your club's current membership.

**To ensure you meet quorum, you could use the following techniques:**

- Notify members of your meeting in advance through different channels eg. Instagram, email, Facebook.
- Ask members to take a poll to see how many might attend
- Offer incentives for members to come to the AGM i.e., Food and drinks, raffle prize
- Follow the AGM with a social event or activity - please note this must be included in your Facts Function Sheet and SARAH .
- Send reminders before the meeting
- Explain the importance of the AGM to your members



## Roles & Responsibilities at the AGM

### President

- leads the meeting and ensures the agenda is followed, unless the position is delegated to another executive. The chairperson will lead the meeting up until the election begins.
- should present information on the year the club has had. For example, what events have been run, what worked and could the new committee improve on. Important decisions made by the committee over the year

### Vice President

- assist in the running of the meeting.

### Treasurer

- present the financial report to the members.

### Secretary

- produce detailed minutes must be recorded. This should detail exactly what occurred in the meeting. You can access an example minute template on the club resource page <https://www.monsu.org/clubs/resources/>

### Returning Officer

- A MONSU staff member or student representative will act as the Returning Officer. For more information see below.

## Returning Officer

A Returning Officer will be allocated to your AGM, which will be a MONSU Caulfield staff member or representative. This will be allocated after you complete the AGM Pack.

The responsibilities of the Returning Officer include:

- Check membership status of all attendees and nominees
- Count all votes to ensure a fair process

The allocated Returning Officer will be at your AGM 15 minutes before the commencement of the meeting, to clarify their role and voting processes.

## Online AGMs

You are allowed to have your AGM online, however it must either be online or in person (hybrid model not allowed). Attendance will still be required, the Returning Officer will assist with this process.