**AGM Checklist**

*Use this checklist to ensure all information is handed over to the incoming club executives.*

|  |  |
| --- | --- |
| **Item** | **Obtain from** |
| Constitution | Outgoing executive |
| Code of Conduct | Outgoing executive |
| Executive Handbook | Under “connecting u” on UQU website |
| Access to previous minutes | Secretary |
| Access to current membership list | Secretary |
| Completed Commonwealth Bank ‘Business of Authority’ form (if any signatories are changing). | Incoming membership to sign only. See the handbook or treasurer’s manual of how to complete the form. |
| Email login details (if relevant) | Outgoing executive |
| Join UQ Union Clubs & Societies Facebook Page | An email will be sent in Feb once all new executives have been updated in the database. |
| Login and handover of financial database i.e. Xero if relevant | Treasurer  Xero guide on UQU website |
| Financials (7 years required) if audited by Australian Taxation Office (Treasurer). | Treasurer |
| Transcript of previous audit approvals (Treasurer, copies of up to 7 years) | Treasurer |
| For clubs with an ABN and using square readers.  Update ABN details with the Australian Business Registry (ABR). Failure to do so may result in a $200-$500 outlay should you need to liaise with the ATO. | Treasurer |

**Holding an Annual General Meeting (AGM)**

*Note: If you are holding a Zoom AGM this year you MUST record the session for the AGM to be valid. Provide the recording link with all your other AGM documentation.*

|  |  |  |  |
| --- | --- | --- | --- |
| **AGM steps** | **Before** | **During** | **After** |
| Secretary to provide written notice of AGM to members a minimum of 14 days prior to AGM. Notice should include an agenda with date, time and location of the meeting; a request for nominations for a position; any proposed changes to the constitution etc.  Proxies do not count towards quorum but do count as votes for executive positions. | **✓** |  |  |
| Inform C&S department (UQ Union) of time/date/location of AGM a minimum of 7 days prior. | **✓** |  |  |
| Top 3 executives to prepare a report to be presented at the meeting. | **✓** |  |  |
| Secretary to take an attendance list. |  | **✓** |  |
| Chair to open the meeting, welcome attendees, acknowledge apologies, approve minutes of previous AGM and ensure quorum is met (see constitution for requirements). |  | **✓** |  |
| Adopt the Code of Conduct for the coming year (this should be reflected in the minutes). |  | **✓** |  |
| President’s report.  Secretary report (optional). |  | **✓** |  |
| Treasurer's financial report and presentation of audited financial statement. |  | **✓** |  |
| Elect Returning Officer. Conduct election of club executives. |  | **✓** |  |
| Close meeting. |  | **✓** |  |
| Newly elected President, Secretary and Treasurer complete contact details form. |  | **✓** |  |
| Newly elected President, Secretary and Treasurer to complete Commonwealth Bank ‘Authority for Business’ form. (if signatories are different). This can be found on the Union website under “Connecting U” or at the bank. |  | **✓** |  |
| Email the AGM checklist of documents a Zip file, Drop box or shared Google Drive to [clubs@uqu.com.au](mailto:clubs@uqu.com.au)   * Clubs constitution * Membership list * Attendees sheet (appendix 1) * Minutes of the meeting (appendix 2) * Incoming executive details (appendix 3) |  |  | **✓** |
| Drop bank forms to the Union building (as well as your AGM minutes).  The bank accept hard copy, original signatures only. The banking form will be returned to you (to take to bank to update signatures) once it has a UQ Union authorised signature. |  |  | **✓** |

**Appendix 1 - Attendance Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Students Number** | **Signature** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |
| 16 |  |  |  |
| 17 |  |  |  |
| 18 |  |  |  |
| 19 |  |  |  |
| 20 |  |  |  |
| 21 |  |  |  |
| 22 |  |  |  |
| 23 |  |  |  |
| 24 |  |  |  |

**Appendix 2 - Minutes template**

|  |  |  |
| --- | --- | --- |
|  | **Item** |  |
| **1.0** | Welcome and attendance list | Chairperson |
| **2.0** | Apologies.  Confirmation of minutes from the previous AGM.  Ensure quorum is met. | Chairperson |
| **3.0** | Adopt the mandatory Code of Conduct | Chairperson |
| **4.0** | Reports  3.1 President report  3.2. Secretary report (optional)  3.3 Treasurer report (including annual tracking and recent audit report) | Please attach the President and Treasurers report as a minimum. |
| **5.0** | Appoint a Returning Officer (RO) to conduct the voting. The RO must be an impartial person who is not running for a position. |  |
| **6.0** | Election of Office Bearers  4.1 President  4.2 Secretary  4.3 Treasurer  4.4 Welfare officer/s (recommended)  4.5 Others (media, marketing, events) | Nominated by:  Seconded by:  Nominated by:  Seconded by:  Nominated by:  Seconded by:  Nominated by:  Seconded by:  Nominated by:  Seconded by: |
| **7.0** | **General Business** |  |
| **8.0** | **Close** |  |
| **9.0** | **Refreshments** |  |

**Appendix 3 – Contact details (incoming executive)**

**President:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Email (generic club email preferred)** | **Mobile number** |
|  |  |  |

**Secretary:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Email (generic club email preferred)** | **Mobile number** |
|  |  |  |

**Treasurer:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Email (generic club email preferred)** | **Mobile number** |
|  |  |  |

**Welfare Officer (recommended for safety at events):**

|  |  |  |
| --- | --- | --- |
| **Name** | **Email (generic club email preferred)** | **Mobile number** |
|  |  |  |