

Holding an AGM

ANNUAL GENERAL MEETING

AGM Steps	Before	During	After
Secretary to provide written notice of AGM to members a minimum of 14 days prior to AGM.	✓		
Secretary to distribute agenda, constitution, proxy form and previous AGM minutes to members a minimum of 14 days prior to AGM. 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.	✓		
President, Secretary and Treasurer to prepare a report to be presented at meeting.	✓		
Attendees to complete attendance list.		✓	
Open meeting, welcome attendees, acknowledge apologies, approve minutes of previous AGM and ensure quorum is met (constitution for requirements).		✓	
President and Secretary reports.		✓	
Treasurers 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).		✓	
Email the checklist of documents listed below via a Zip file, Drop box or shared Google Drive to clubs@uqu.com.au As financial documents must be kept for 7 years, make sure you keep a copy for yourself/club.			✓
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.			✓

**** Note:** Other above steps may include amending a part of the constitution and/or agreeing upon a Code of Conduct.

CHECKLIST

Use the checklist to ensure all documents have been collected once the AGM has been held. When ready, email them all (except bank form) via a Zip file, Drop box or shared Google Drive to **clubs@uqu.com.au**

AGM attendance list (Appendix 1)

AGM Minutes (including President, Secretary & Treasurer reports)

Membership list of current membership (excel preferred)

Incoming Executive contact details

Constitution (current, electronic copy)

Completed Commonwealth Bank 'Business of Authority' form (if any signatories are changing).

APPENDIX 1

ATTENDANCE SHEET – AGM

#	Name	Student No.	Signature
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APPENDIX 2

MINUTES TEMPLATE – AGM

	ITEM	
1.0	Welcome	
2.0	Confirmation of previous (AGM) minutes	
3.0	Reports 3.1 Presidents report 3.2 Secretary report 3.3 Treasurer report	
4.0	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:
5.0	General Business	
6.0	Close	
7.0	Refreshments (optional)	

APPENDIX 3

CONTACT DETAILS – INCOMING EXECUTIVE

The below details will be used to update the C&S database. We correspond with you via email majority of the time but may contact you via phone for urgent matters and suggest you provide both an email address and mobile number.

Club Name: _____

Acronym: _____ Date: _____

President

Name: _____

Mobile: _____

Email: _____

Secretary

Name: _____

Mobile: _____

Email: _____

Treasurer

Name: _____

Mobile: _____

Email: _____

Welfare Officer (recommended)

Name: _____

Mobile: _____

Email: _____

APPENDIX 4

PROXY NOMINATION FORM

A proxy form is used at an Annual General Meeting (AGM) or Special General Meeting (SGM) which enables Members who are entitled to vote but are not able to attend the meeting in person. To do this, you may nominate another Member of the club/society to represent you at the Meeting and to act on your behalf. Both you and your nominated Proxy must be current financial Members of the club/society.

Proxies count towards votes, but do not count towards quorum.

I, _____, will not be able to attend the _____
(club name) AGM/SGM and wish to appoint _____ to attend as my proxy.

Your name and signature: _____

Your Proxy's name and signature: _____

Date: _____

Proxy Nomination

HANDOVER CHECKLIST

Outgoing Executive Member – it is your responsibility to conduct an effective handover so to assist in the sustainability and viability of the club/society.

Incoming executive member – it is your responsibility to follow up on obtain copies of the following should they not receive them during your handover.

Constitution (request from club)

Code of Conduct (request from club)

Executive Handbook (under "Connecting U" on UQ Union website)

Access to previous meeting minutes (minimum 3 months, request from Secretary)

Access to membership list of current members (President, Secretary & Treasurer only are required to have)

Completed Commonwealth Bank 'Business of Authority' form (if any signatories are changing).

Email login details (if relevant)

Join UQ Union Clubs & Societies Facebook Page

Login for financial database i.e. Xero if relevant (Treasurer).

Brief 'how to' of Xero if relevant (Treasurer).

Financials (7 years required) **if audited by Australian Taxation Office** (Treasurer).

Transcript of previous audit approvals (Treasurer, copies of up to 7 years)

HOW TO COMPLETE THE BUSINESS OF AUTHORITY FORM

All clubs must open a Commonwealth Bank account at the St Lucia branch (opposite UQ Union building). For new clubs or those changing executive signatories, you need to complete the Commonwealth Bank 'Authority for business accounts' form. Details on how to complete the form below:

Q1 – Complete details if an existing club/society.

Q2 – Select the 2nd option (two signatories). You can have more if you wish (print an additional form).

Q3 – Complete up to 3 of the signatories. The fourth signature is for the UQ Union Finance or C&S manager.

Q4 – Select 'No'.

Q5 – Select either 'incorporated' or 'unincorporated'.

Q6 – Same executives to sign as per Q3.

Once completed, email (clubs@uqu.com.au) or drop the form and minutes from the meeting where new executives were voted in to the UQ Union office. Once both have been signed, they will be returned to you to take to bank. Once approved by the bank, you will need approval and oversight by at least 2 of the account signatories at any given time. Two signatories on the account are required to avoid any fraudulent transaction. Your club will not be distributed a debit card.

Note: If the new signatory already has a Commonwealth Bank account, it is recommended but not essential they attend the bank. If they do not already have a Commonwealth Bank profile, they will need to take 100 points form of ID with them to the bank when submitting forms.