

## HOLDING AN SPECIAL GENERAL MEETING (SGM)

A Special General Meeting is required to be held when a decision affects all memberships. Instances may include when the club or society:

- has a vacancy for one of the top 3 (President, Secretary, Treasurer) roles;
- need to amend their constitution and were unable to wait until the AGM;
- want to change the name or objectives of the club\*\* and/or
- other items that could not wait until the AGM in October.

*\*\* The C&S committee will need to approve any name / objectives changes.*

SGM's have specific compliance requirements which are detailed below. Should a club or society not follow these requirements, members are well within their rights to make a complaint with the C&S committee. If the committee find in favour of the membership, all decisions will be notwithstanding.

- fourteen (14) days written notice in the form of an agenda which includes the date, time and location of the meeting to all current and financial members;
- any relevant accompanying documentation is required to be provided to *all* current, financial members e.g. the club or society's constitution with suggested constitutional changes at least fourteen (14) days prior to the meeting; and
- a quorum of 15% of membership to attend the meeting (as per model constitution).

### Holding the SGM

- the Secretary should minute the meeting to avoid any disputes at a later time;
- document the attendees;
- if voting, consider whether you will use a show of hands or secret ballot. In the event of a tie, refer to your constitution;
- send the minutes to [clubs@uqu.com.au](mailto:clubs@uqu.com.au)
- if a change of Top 3, update the C&S department with the name, email and phone contact for the new executive;
- if updating bank details with the new executive, download the bank form on the Union website and drop in to the Union (hand copy and original signatures only).
- If a name change or change of club objectives request, advise the C&S department of this. *Note: You may prefer to have this passed before holding an SGM.*