

HOW TO HOLD AN ANNUAL GENERAL MEETING (AGM)

All Clubs and Societies must hold their AGM's to elect their new committee in the **Spring Term**.

Far too often groups hold their AGM's late and then don't have time to handover properly to their successors, leaving them and the group at a disadvantage. Make sure your hard work is taken forward by holding your AGM correctly and on time.

Before the Meeting:

- You must give 7 day's notice of the date of the meeting to all your members.
- Ask for Nominations for Committee positions for the coming year.
- Book a room via the Students Activities Co-ordinator (Sue) to hold the meeting.
- Prepare Short Review of the Year.

At the Meeting:

- The Chairperson should take the meeting.
- Make sure that the meeting is quorate (i.e. that there are enough members present to hold a democratic meeting – this is 50% of your membership)
- The Club Captain\Chairperson should give a brief review of the year to the membership.
- *Voting:*
- You must elect a

- Chairperson,
- Secretary
- Treasurer
- Club Captain (if applicable)
- Two ordinary members

..... to be able to register your Club\Society for the year.

- Read out the nominations for each in turn and ask if anyone else wants to stand.
- Each candidate should say a few words in support of their nomination

- Voting then takes place for each position in turn.
- The Chairperson and Chair will count the votes and announce the new officers. Record the details of the incoming officers on the form.
- Discuss what your aims and objectives of the club/society will be for the forthcoming year.
- The Chair and Secretary should then complete the Model Constitution form and submit this with the Officers form to the Student Activities Co-ordinator.