



UniSA SPORT

Club AGM Guide

UNISA SPORT



University of
South Australia

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1. Planning Your AGM

Please check your Club Constitution for rules on how to run your AGM. If your club is incorporated, you will also need to abide by the Incorporation Act.

All clubs that wish to continue to be affiliated with UniSA Sport for the following year must hold an **AGM (Annual General Meeting)** before 30 October each year.

The main purpose of an AGM is to confirm the minutes of the last AGM, elect a committee and report on club operations, including current financial situation and activities/events.

- ☐ Finalise date and location
 1. You must give your members at least 10 day notice
 2. Book a room (complete a [FM112 form](#) and email to UniSA Sport). Indicate whether additional table and chairs are required and the room set up.
- ☐ Appoint a returning officer at least 2 weeks prior to the AGM – they are responsible for conducting the committee elections.
- ☐ Put together an agenda for the meeting. An agenda is a list of what will be discussed at your meeting (See p.11 for a list of items that must be included in an agenda). A template of the AGM meeting agenda can be found on the [UniSA Sport website](#).
- ☐ The Club President, Secretary and Treasurer to prepare the Annual Report (see p.11 for a description of what should be included). A template of the Annual Report can be found on the [UniSA Sport website](#).
- ☐ Notify your members by email and/or social media the date, time, location and agenda for the meeting. (see p.11 for email template)

2. Quorum

Quorum is the number of members who must be present at an AGM for the meeting to go ahead and for any resolution to be passed.

Quorum is **51%** of current membership. If you don't reach quorum then you must call the meeting to an end and reschedule. Keep in mind you must provide at least 10 days' notice of your new meeting date.

You must provide **proof that quorum** was reached. All members attending the meeting must sign an attendance sheet. The attendance sheet must include their full name, student ID (if they are a student) and phone number.

Tips to reach quorum:

- ☐ Notifying members of your meeting using a variety of communication channels other than email. For example, Facebook.
- ☐ Try to make the meeting enjoyable – think about keeping it brief, perhaps follow the meeting with a social event or activity.
- ☐ Send a meeting reminder the day before and the morning of the meeting.
- ☐ Explain the importance of attendance.
- ☐ Advise members that they are eligible to nominate themselves or another person for a position on the committee.

3. Role & Responsibilities

The following roles should be delegated to members of your club so that the AGM runs smoothly.

Chairperson – The Chairperson leads the meeting and ensures the agenda is followed. At an AGM, the chairperson will be the current Club President, if they are not present, another Executive member should be appointed the role of Chairperson.

Returning Officer – Is a person who temporality runs the election of committee positions but must not be anyone running for a position as this would be a conflict of interest. A UniSA Sport staff member can act as a Returning Officer if needed (please contact us before you set the date of your meeting).

Minute Taker – Detailed minutes must be recorded. This should detail exactly what occurred in the meeting. The Chairperson or Returning Officer should not fulfil the role of minute taker. Minute templates are available (see p. 12 for link to AGM template).

Greeter – Not essential but it's important that someone welcomes members as they arrive and ensures they complete the attendance sheet, as this is required to show proof that quorum was reached.

4. Voting

Voting Rules

1. Club member votes must be counted using a simple majority system.
2. Every club member in attendance is entitled to a single vote in each resolution and election.
3. Every registered club member in attendance must be provided with the opportunity to vote.
4. Every club member's vote is equal.
5. Proxies are not allowed.
6. The Club President (or Chairperson) has the casting vote in the event of a tie, except where a conflict of interest arises.
7. Votes must be held in a fair and open manner.
8. Non-members can't vote. Non-members are considered UniSA Students, Staff, Alumni and Community members who have not signed up to the club via the club website.

5. Election of Committee Members

- At the AGM the Returning Officer should call for nominations for President, Secretary and Treasurer. Each nomination requires a nominator and seconder (see p.13 for terms).
- If a position is contested (2 or more nominations), each candidate should be given a few minutes at the AGM to say why they are the best candidate.
- Voting should then be conducted by secret ballot, show of hands or voice vote, and tallied by the Returning Officer. Which voting option is used should be decided by the current committee before the meeting. Once tallied, the Returning Officer should announce the outcome.
- Majority of committee members must be current UniSA students.

Tips to ensuring your club fills all positions on the committee:

- ☐ Ensure you have role descriptions for each position on the committee.
- ☐ Target club members for positions on the committee that require their knowledge and skills ie students studying finance would suit a Treasurer role.
- ☐ Sell the benefits to prospective committee members of being part of a club committee.
- ☐ Have a succession plan in place for committee members ie if the Treasurer will be leaving at the end of the year, put in an assistant treasurer a few months prior to the AGM so they can learn what the treasurer does.
- ☐ Ensure you have a mixture of 1st year, 2nd year, 3rd year, 4th year students on the committee, so that all students do not graduate and leave at the same time
- ☐ Encourage alumni to remain on the committee. Just because you graduate, does not mean you have to leave the club.
- ☐ Ensure you have nominations for all committee positions prior to the AGM
- ☐ If you know a position will not be filled at the AGM, then advertise for the position through Career Hub (contact UniSA Sport for assistance)

6. Day of Your AGM

- ☐ Print out copies of the agenda and attendance sheet.
- ☐ Print previous AGM minutes and the Annual Report.
- ☐ Have pens and paper for attendance sheet and ballot (if this is your preferred voting method).
- ☐ Send out meeting reminder.
- ☐ Arrive early to the venue and make sure everything is set up before members arrive.
- ☐ Conduct the meeting according to your agenda.

7. Following Your AGM

- ☐ Officially notify all members of the outcome of the meeting, including emailing a copy of the meeting minutes.
- ☐ Email UniSA Sport within one week after the AGM:
 1. Meeting minutes, including list of attendees
 2. Annual Report (including financials)
 3. Updated committee list including contact details (Template on [UniSA Sport website](#))
 4. Which committee members require access to the backend of the club's website
- ☐ Following your AGM you should arrange a separate handover meeting where the outgoing committee members handover all valuable information/login Details/accounts...etc. to the newly elected committee members.
- ☐ Bank account signatories must be updated at the bank. This will require any new signatories to take the meeting minutes to the bank. The meeting minutes must state who should be removed from the bank account and who needs to be added. The minutes must be signed by a current signatory.
- ☐ Set up the membership group and product for all membership groups. A reminder that the student fee should be less than the UniSA Staff, Alumni and Community membership fee.
- ☐ All committee members should have a Working with Children Check (WWCC). Clubs must keep a register of who has a WWCC and email copies of the email to UniSA Sport. Individuals can apply for a WWCC through <https://screening.sa.gov.au/> Screening is free for volunteers.
- ☐ Incorporated associations must have a public officer. Need to notify [Consumer & Business Affairs](#) (CBS) within one month if a new public officer is nominated or if the existing officer changes their address.
- ☐ If members at the AGM agree to constitutional changes:
 - a. Unincorporated clubs must provide UniSA Sport with the updated constitution
 - b. Incorporated clubs must lodge the changes with CBS within one month of the AGM

8. What Happens Next?

The following documents will be checked by the UniSA Sport Clubs and Participation Coordinator:

- AGM minutes
- Annual Report
- Committee members have completed the required free induction training, which includes:

1. Working with Children Check

2. Completing the UniSA Sport Club Committee Induction course online

To enrol in [UniSA Sport Club Committee Members Induction](#) you will need to follow the online help instructions. When prompted, you will need to enter the following enrolment key: **UniSACcm20!**

3. Completing the [Consent Matters Training](#) online (UniSA Students & Staff only)

Once all documentation has been checked you will be notified by email if your club has been granted 'Affiliation' with UniSA Sport.

The club be provided with a 'Grant of Club Affiliation' document to sign and confirmation of access to UniSA facilities for training the following year. A 'UniSA Sport Facility Agreement' will be provided to complete if your club trains at a UniSA Sport managed facility.

APPENDIX

NOTICE OF AGM – EMAIL TEMPLATE

Dear Members,

The **[club name]** will hold its Annual General Meeting (AGM) on **[date, time in location]**.

- All Clubs must hold an Annual General Meeting, as part of the UniSA Sport re-affiliation process.
- All Club Committee Positions will be put up for Election, with the elected Club Members taking office at the conclusion of the General Meeting.
- You are welcome to nominate yourself or others for a position on the committee.
- All Club Members have a mechanism by which they can propose resolutions to be considered at a General Meeting.
- Quorum must be present at the General Meeting for it to go ahead.

If you have any questions please do not hesitate to contact us.

AGM AGENDA

Example AGM Agenda

1. Welcome by Chairperson
2. **Attendance/Apologises** – from anyone that is expected to attend but can't e.g. a committee member
3. **Minutes from the previous AGM** - should be fully accepted as correct or if not amendments made and notes in the minutes. For example the motion would be, 'That the minutes from the previous AGM be accepted.'
4. Matters arising from the previous minutes
5. **Annual report** (see outline below)
6. **Elections for committee** - conducted by the Returning Officer
7. **General Business** – motions/resolutions

Annual report - The clubs President, Secretary and Treasurer should each write a short report which is verbally read at the AGM. The President's report should include a summary of the year's activities relating to the club's strategic plan and major achievements. The Secretary's report should describe operational performance and achievements of the club. The Treasurer must outline the financial performance and achievements of the club and include the financial statements for the club (ie profit and loss statement).

General Business - All items of business requiring a decision must come before the meeting by way of a motion and if passed, becomes a resolution. A motion should be proposed before the chairperson allows any debate or discussion on the topic. This promotes an orderly discussion. Once a motion has been moved the chairperson should make sure discussion does not depart from the point.

AGM MEETING MINUTES TEMPLATE

AGM meeting minute templates can be found on the [UniSA Sport website](#)

KEY TERMS

AGM

Annual General Meeting – Must be held annually as part of the club re-affiliation process. It is also at this meeting where new committee members are elected and the annual report presented.

Club Committee

A Club Committee, is made up of club members, who want to take on additional responsibilities around the day-to-day operation, governance and financial management. All club committees must have at a minimum a President, Treasurer and Secretary.

Member

Any currently enrolled UniSA student, UniSA staff member, alumni or community member can be a member of a club.

Motion

A motion is a decision to be made. For example, “I propose that...” It needs a “seconded” before it can be debated/discussed and then voted on. If passed it becomes a resolution.

Quorum

Minimum number of members required to be present at a meeting for resolutions to be passed. Quorum is 51% of the Clubs total membership.

Resolution

A decision subject to a member vote during a meeting. It should be in the form of a “yes/no” question. For example, does the Club offer a junior membership?

SGM

Special General Meeting – An ad hoc meeting held out of registration/re-affiliation to make key decisions regarding a club. For example a new President needs to be elected mid-year.

Simple Majority

A voting system where the position, option or candidate with the greatest number of votes becomes the adopted position/elected candidate. Clubs are free to implement a vote collection method that best meets their needs.

