

HOLDING YOUR AGM

BETWEEN APRIL AND SEPTEMBER

Step 1 – Hold your AGM (See next section for info on your AGM), along with elections and the appointment of the new committee, preferably before April 30th. Confirm who will be the contact person for the Union in the new term and submit their contact details to the Student Development and Volunteering Co-ordinator.

Step 2 – If there will be an entirely new committee, there will be a change of signatories on the society bank accounts, which are held by the Union. In order for this change to take place, the new President and Treasurer must meet with the Student Development and Volunteering Coordinator, along with the old President and old Treasurer, before they leave for the summer. At this meeting the society should formally submit these changes to the Union, along with minutes of the AGM and any equipment needing to be stored for the summer, and an inventory of same

Step 3 – Hold the first committee meeting to discuss the year to come. At this meeting you should complete the new Budget Request Form to discuss goals and objectives which will have been agreed upon by the whole new committee.

OTHER SUGGESTED TASKS

- E-mail societies@rguunion.co.uk to book an appointment to have a chat about the following year, and discuss any problems, worries or concerns you may have (no matter how big or small!).
- Think ahead to September the following year and make sure that you have everything in order to hit the ground running when you return to university.
- Ensure that you have all relevant information from previous committee regarding annual events run by the society.
- Plan your Fresher's Fayre stall for September – who will man it, how it will be decorated and how you will attract new members etc.
- Make sure that you have the previous committee members' details in case anything arises which you may need to ask them about.
- If you require extra funds, start thinking now about fundraising or sponsorship. Please feel free to come to the Union for advice or guidance on embarking seeking sponsorship or hosting your own fundraising events.
- Make yourself familiar with RGU Union – if you haven't already, come in and meet us and check out the website (www.rguunion.co.uk) for ways that we can support you.
- Most importantly - enjoy your summer!



ANNUAL GENERAL MEETING: IT CAN BE FUN

An Annual General Meeting (AGM) is the most important meeting your society will hold – but it doesn't have to be as scary, complicated or bureaucratic as it sounds! The AGM can in fact be an exciting evening where everyone gets re-enthused about the aims and objectives of the society in an enjoyable setting.

It is a good idea to hold the AGM by April 30th, before exam season begins.

The main purpose of an AGM is to elect the following year's committee. It is up to your society as to whether or not you make this an event in its own right or if you tag it onto another event. For example: if one of your regular events is watching a film, simply spend the first 30 minutes on the AGM, and watch the film afterwards.

As long as you ensure that everyone in the society knows that the AGM will be taking place that evening (giving at least 14 days' notice and an agenda in advance) then there is no reason why the normal activities of your society cannot also take place at the same meeting.

Your AGM is the place to iron out the details of handover to the new committee, presenting the society finances, planning your events for the next year, thinking about your stall at the Freshers Fayre...all this must be recorded in the minutes by the secretary, and submitted to the union before you leave for the summer.

If you would like someone from the Societies Union Committee to attend your AGM for help and guidance, please contact us on societies@rguunion.co.uk and we will endeavour to send someone.

HOLDING YOUR AGM

AGM GUIDANCE NOTES

Please find below advice on holding an Annual General Meeting of your Society.

Agenda should include:

- Minutes of Previous AGM
- Society's activities summary
- Annual financial report
- Committee election
 - Summary of current committee position
 - Election of new committee
- Approval of Constitution (for coming academic year)

Full minutes must be taken at the meeting and an electronic version circulated to the society's members.



SUGGESTED ELECTION PROCEDURE

Elections are held during the Society AGM for the committee positions for the following academic year. All members are eligible to stand for election, as long as they will continue to be students of The Robert Gordon University in the following year. Candidates should give a brief description of why they would like to be considered for the role and which qualities they would bring to the position.

ELECTIONS WILL BE DECIDED BY EITHER OPEN VOTE OR SECRET BALLOT*

*In the case of a secret ballot, an impartial party must count the votes. The name of the person conducting the count should be entered in the minutes. If a suitable party cannot be found or decided upon, please contact RGU:Union, who will assist you.

- At any time, a member of the society may call for vote by secret ballot if this is not the chosen method of election.
- Committee members will serve from 1st August to 31st July. However the present and new committees should work together at the end of the current year to ensure a smooth transition.

OFFICIAL POINTS TO NOTE:

- The Annual General Meeting (AGM) should be held once every academic year towards the end of the Summer Semester, preferably by April 30th.
- Society AGMs shall be open to all Full, Associate and Honorary members of the society.
- Only full members of the society are entitled to speaking and voting rights at the AGM.
- Notice of the AGM shall be given to all society members at least 14 days before the meeting.
- The business of the AGM shall include the election of the society committee and the presentation of the annual financial accounts of the Society.
- It is also very important to discuss at the AGM who from the committee will be the contact person for the Union for the following academic year, and submit their contact details to the Student Development and Volunteering Coordinator.
- All members of the society should be invited to the AGM and sent an agenda in advance, with a minimum 2 week notice period.
- Between the election of the incoming committee members and the end of the outgoing committee members' term, there should be a period of transition and handover, involving the student Development and Volunteer Coordinator.

Quorum at AGMs is 50% + 1 of the Society's membership. This is the minimum number of voting members who must be present in order for motion to be passed. The AGM shall be chaired by the Society President or another committee member if he/she cannot be present, and the Secretary shall take the minutes of the meeting. Minutes are a record of what took place at the meeting. The minutes shall be made available to all members and a copy must be submitted to RGU: Union following the AGM. Sample agenda and minutes can be found below.



AFTER THE AGM, PLEASE SEND THE FOLLOWING DOCUMENTS TO RGU:UNION:

- Amended constitution
- Minutes of the AGM
- Updated committee list
- Inventory form of your equipment
- New bank account signatories
- End of Year Report

Please see the handover checklist available online or at the end of this pack for a full description what to hand it to RGU:Union at the end of the year.

SAMPLE AGENDA**The Stamp Collectors Society AGM****Friday 8th May 2013****Agenda**

- Presidents Introduction
- Minutes of previous AGM – approval
- Overview of previous year's activities
- Annual Financial Report (Treasurer)
- Committee Elections: -Summary of Position from President and other previous position holders -Secret/Open Ballot -Position Announced (this will be repeated until all positions have been filled)
- Society business for forthcoming year (if any)
- Review of Constitution for following year if needed
- AOB (Any Other Business)



SAMPLE MINUTES

The Stamp Collectors Society AGM

Friday 8th May 2013

Minutes

Presidents Introduction

President gave a short introduction about the running of the AGM. Thanked everyone for coming. Ran through the agenda, and specified that any other issues not on the agenda could be discussed under AOCB.

Minutes of previous AGM

Approval The minutes which were circulated prior to the AGM were approved as an accurate representation of the previous AGM.

The Stamp Collectors Society's Activities 12/13

- The President ran through the Society's events of the year:
- Freshers Week – Great success, recruited 30 new members, and the freebies went down well.
- Trip to Edinburgh – Everyone seemed to really enjoy this trip, learnt a huge amount – money was handed in on time, smoothly ran!
- Summer Ball – Few venue issues, and the band failed to show. However, everyone enjoyed the food, and popped to a club afterwards which went well. We'll overcome the band problem next year by not going with the same band, and ensuring some sort of contract is issued.

Annual Financial Report (Treasurer)

- Treasurer summarised:
- Year Beginning: £2
- Income: £2,321
- Budget from the Union: £500
- Expenditure: £1,567
- Year End: £756

Budget Request forms are yet to be submitted.

Committee Elections

President: James Moses, Bruce Lee and Frank Simon. Elected: Bruce Lee

Vice-President: Justin Fields, Trey Lance and Mac Jones. Elected: Justin Fields

Treasurer: Simon Cohen, Ann Rice and Natalie Young. Elected: Natalie Young

Communication & Engagement Lead: Stephen Ryan and Johnny Don. Elected: Johnny Don



Society business for forthcoming year

There was a suggestion to hold fundraisers in November, as very little activity is done in November. The committee will look into this.

Review of Constitution for following year Approved

AOB (Any Other Business) This year no hoodies were ordered or organised by the committee – a member of the Society said it would be nice to have these for next year. The committee will look into this.

The president closed the AGM with a thank you speech

