

Annual General Meetings & Extraordinary General Meetings

What is an AGM?

An Annual General Meeting (AGM) is an essential part of a club's annual calendar, where the new committee for the next year is elected and the club has an opportunity to review the past year. It is in place to ensure that your club remains democratic; giving your members the opportunity to stand and vote in a new committee, make changes to the constitution and hear the annual report from the committee.

The President of the club will chair the meeting. It is their responsibility that all relevant information is exchanged between HUU, the club committee and the member base, as well as ensuring a democratic vote takes place in a fair, equal and safe environment.

The Secretary will support the President and minute the meeting as well as ensuring all documents are circulated beforehand, and minutes are circulated after the meeting.

The club must meet quorum in order to host a democratic AGM. (quoracy is the amount of members you need to vote in order for a candidate to be elected into a new post, or for any constitutional amendments to occur. This is to ensure that your vote represents the views of as many members as possible.) The quorum for an AGM or EGM is 20% of the voting membership.

If no one stands or you fail to meet the necessary requirements to hold a democratic AGM the club will hold an Extraordinary General Meeting (EGM) where elections will reopen.

When and how?

Your AGM will be held in either week 6 or 7 of semester 2 before Easter. This is to ensure that the new committee has enough time to attend relevant committee training, finalise their club development plans and prepare for recruitment in September.

- A minimum of 7 clear days' notice must be given (not inclusive of weekends or holidays)
- The VP sport and sports coordinator must be informed of your AGM date
- All your members must be informed of the positions that are available to stand for
- The AGM must be advertised on a member accessible site along with any other relevant papers. The agenda of the AGM must be available online 5 days before your AGM.
- It must be held no later than 365 days after the last one.

Candidates

Joining club committee is an additional responsibility on top of academic studies, work and social life, therefore members committed and passionate should run in the elections. Please see all job role descriptions and share them with all members. If there are any roles your club has chosen to include on

committee outside of the mandatory roles, or if you have any additional responsibilities not outlined in the job descriptions – please include these before sharing with your club.

In order to run for a committee position:

- You must be a University of Hull student and member of your club to stand for a committee position.
- You must provide a manifesto (this can be distributed before the AGM or simply presented at the AGM).

Members are allowed to stand for more than one position, however members can only fill one role. If any positions are unfilled at the end of the AGM, the club can hold an EGM in the future.

Election

Members should vote for the candidate they think is best suited to the role and therefore votes in the elections should not be based on personal relationships with the candidates.

Those who wish to run for a committee position should have already informed the current committee of their intention, however there should also be an opportunity on the day for people to nominate themselves.

All members running should have to read out their manifesto and explain what they hope to achieve on committee and why they are best suited to the role. It is best to do this in groups, so everyone running for President, then everyone running for secretary etc.

It is also advisable that you give members an opportunity to ask the candidates one or two questions.

Each question should be asked to all candidates running for the same position, and they should be fair and not be used to slander an individual. It is the chair's responsibility to manage this appropriately.

A secret ballot must take place. Members are encouraged to vote privately, and should not be put under any pressure to vote a certain way. The committee will count the votes in a separate room to the candidates and then the chair will announce the winner in front of all members after the count. The vote is by simple majority. Where there are 3 or more candidates, then if the candidate with the most votes does not have 50% or more of the overall votes, then there will be another round. The candidate with the least number of votes is knocked out members will be asked to vote again. This will continue until the candidate has got 50% or more of the votes or there is only 2 candidates left.

You can also arrange to host your AGM online, in line with our HUU elections, where students must log in to vote and the winner will be notified by email.

Once your new committee is elected, the President or secretary must send in the names, positions and contact details of all elected members.

Committee report

The committee report will be accessible to all members at your AGM and online for members to read at least 5 days before the meeting. This is a way to showcase your achievements as a committee, address any issues faced and pass on any relevant information to your members. The report should include:

- Financial records of the year - This is your time to explain to members what sponsorship and membership money has been spent on
- Proposed changes to competition – new BUCS entries etc.
- Proposed changes to facilities, kit, equipment, coaches
- Proposed changes to club governance – new committee role or role description changes

- Proposed changes to finances & set a membership fee
- Club achievements – inspire the next committee

Members should be given an opportunity to ask questions, discuss and vote on any proposed changes.

EGM

These can be held at any point during the year, when they are necessary. EGM are usually held when you need to change your constitution, or when you need to elect a new committee member.

A minimum of 10 clear days' notice must be given to all members. (Not inclusive of weekends or holidays)

Removing a committee member or stepping down from a position

If at any time someone wishes to resign, there are procedures in place for this, and if you feel that a member of your committee is not pulling their weight then you may initiate a Vote of No Confidence to remove them from your committee.

If a President, Secretary or Treasurer chooses to resign before the end of their committee term, they must inform their VP sport in writing. All other committee positions may resign by informing their club President in writing. In the event of an early resignation of a committee member, an EGM must be held. The Secretary will act as President if they have stepped down, or the President will act and take over any duties of any other committee member who stepped down before the EGM takes place.

A motion of no confidence in any committee member may be called in any committee by either a petition signed by at least 15% of the membership.

If a no confidence motion is called then an EGM must be held, and in order for the no confidence motion to be carried it must be supported by two-thirds of those present and voting.

If the no confidence motion is successful, then the President should immediately inform the VP sport. Your Club will then need to hold another EGM to re-elect a new person to that position.