

# UNIVERSITY CLUBS

## GUIDE TO AGM'S (ANNUAL GENERAL MEETING)



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# TABLE OF CONTENTS

-  4 AGM Essentials
-  6 AGM Agenda Template
-  7 Running your AGM
-  6 AGM - Actions/ Elections
-  7 Make your AGM enjoyable
-  10 AGM Minutes Template
-  12 Meeting Terminology
-  14 Pass a motion during a meeting
-  15 Our Team

# CONGRATULATIONS!



Your club is on its way to registering to become an official affiliated club within the University. At University Clubs, we believe a vibrant club community is key to a rewarding and enjoyable experience at Te Herenga Waka – Victoria University of Wellington, and we sincerely thank you for your hard work and effort.

Each year, clubs must hold an annual general meeting (AGM) once a year in accordance with an organisation's constitution (your rules). The primary outcome of an AGM is to hold elections for the Executive committee for the upcoming year. Secondary outcomes for the meeting will be finances (if these are relevant to the club) and any other matters that affect the entire club.

An AGM is also an opportunity to celebrate the clubs' successes from the previous year and discuss plans for the upcoming year.



# REMEMBER YOUR AGM ESSENTIALS



## REVIEW CLUB CONSTITUTION

Before proceeding, review your club's constitution, located in the online SharePoint folder. Contact [university-clubs@vuw.ac.nz](mailto:university-clubs@vuw.ac.nz) if you can't access it. Pay attention to details such as meeting notice, board member elections, AGM information, quorum requirements (number of people required for a meeting), and constitution amendments.

## SECURE DATE AND VENUE FOR AGM

Plan the AGM efficiently by scheduling it early, notifying key members immediately, and later informing non-essential members. Secure an appropriate venue promptly, considering accessibility needs, and book it well in advance. Ensure there's time for setup and post-meeting activities. Use the club's [online booking form](#) for reservations on campus.

## PREPARE YOUR AGM AGENDA

Prepare the AGM agenda in advance, listing topics in the expected order without extensive details. Share it with attendees alongside the notice if necessary, or have it ready for distribution during the meeting.

### A sample agenda may include:

- |                         |                       |
|-------------------------|-----------------------|
| 1. Welcome              | 7. Treasurer's report |
| 2. Apologies            | 8. Officer elections  |
| 3. Previous AGM minutes | 9. General business   |
| 4. Matters arising      | 10. Next meeting date |
| 5. Chair's report       | 11. Meeting closure   |
| 6. Secretary's report   |                       |





# PREPARATION FOR YOUR AGM

## PREPARATION OF DOCUMENTS AND REPORTS

- Begin early preparations, ensuring timely readiness.
- Prepare financial reports, previous AGM minutes, president's report, secretary's report, and treasurer's report.
- Distribute reports for General Business on time, with both electronic and physical copies.

## COMMUNICATION WITH POTENTIAL LEADERS

- Identify and approach potential Executive committee members well ahead of the AGM.
- Discuss their willingness to take leadership roles and offer training if needed.

## SENDING THE NOTICE AND INVITATIONS

- Review club constitution for notice requirements.
- Adhere to constitutional regulations for timing and methods.
- Invite sponsors, lifetime members, alumni, and stakeholders.
- Include crucial details like date, time, venue, and election notice.
  - If committee member positions already have nominations, include this in the election notice so members are confident attending knowing which positions are likely to be filled.
- Decide on agenda what to include in the agenda.

## SETTING UP THE MEETING SPACE

- Arrive 10-15 minutes early to prepare the meeting room.
- Set up seats and refreshments, considering early arrivals.

# AGM AGENDA TEMPLATE

Remember, an AGM doesn't have to be complicated. Use this template as a practical guide to simplify your AGM planning and execution.

<b>Agenda</b> Club Name		Meeting number: Time: From: Location:	Date: To:
Item		Presented By	
<b>Administrative</b>			
1. Welcome, karakia		President/Chairperson	
2. Apologies		Secretary	
3. Review of minutes from previous annual general meeting		President/Chairperson	
4. Acceptance of minutes of previous annual general meeting		President/Chairperson	
5. President/Chairperson's report		President/Chairperson	
6. Treasurer's report		Treasurer	
<b>7. Proposed resolutions</b>			
Proposed resolution	Moved by	President/Chairperson	
Proposed resolution	Moved by		
Proposed resolution	Moved by		
8. Acceptance of financial statements		Treasurer	
9. Acceptance of annual report		President/Chairperson	
10. Appointment of and questions to the auditor		Treasurer	
11. Election of Executive committee		Returning officer	
<b>12. Invited speakers</b>			
Success stories from guest speakers or branches of the organisation		Guest speakers	
13. Meeting close		President/Chairperson	

See our online [Club Resources](#) to download a copy of this template.

# RUNNING YOUR AGM

## ADMINISTRATIVE DUTIES

### ● Taking minutes

- Assign someone to record AGM proceedings, including decisions and attendees.
- Ensure the minutes align with the agenda and include space for decision recording.
- Record decisions, especially regarding elections and constitution changes.
- Maintain an attendee list through sign-ins.

### ● Welcoming Attendees

- Open AGM with a formal greeting and distribute agenda and reports.
- Officially declare the meeting open, including club name and AGM number.
- Welcome members and special visitors, and lead a karakia or mihi whakatau.

### ● Handling Apologies

- Mention absent officers or members and invite others to apologize on their behalf.
- Formally move to accept the apologies.

### ● Reviewing Previous Minutes

- Confirm receipt of last year's AGM minutes.
- Review and amend minutes if needed before formal acceptance.
- Chairperson signs off on accepted minutes.



# RUNNING YOUR AGM

## ACTIONS/ ELECTIONS

### ● Addressing matters arising

- Address topics related to previous AGM minutes without formal motions.

### ● Reviewing reports

- Discuss president's, secretary's, and treasurer's reports.
- Make formal motions to adopt each report.
- Present previous year's finances during the treasurer's report.

### ● Conducting Elections

- Hold Executive committee elections after reports but before general business.
- Prepare materials and clarify the voting system.
- A neutral party counts votes, and minutes detail nominations and outcomes

### ● Discussing General Business

- Address informal issues and concerns raised by attendees without motions or votes.

### ● Setting next meeting date

- Announce the date and location of the next AGM if planned.

### ● Closing the meeting

- Declare AGM closed when all agenda items are covered.
- Upload finalized minutes to the Club's SharePoint folder.
- Arrange a handover meeting for outgoing and incoming committee members if applicable.



# **MAKE THE MEETING ENJOYABLE**



## **Post a greeter at the door**

- Appoint a member to greet attendees at the door, creating a welcoming atmosphere.



## **Provide refreshments**

- Provide water and a variety of refreshments, including cold and hot drinks (water, iced tea, lemonade, coffee, and hot tea).
- Depending on the time, consider light snacks like cheese and crackers.



## **Invite a guest speaker**

- Invite a guest speaker to address important club issues, either after general business or at the end of the meeting.



## **Offer prizes**

- Use door prizes and raffles to boost attendance and financial support.
- Consider a 50/50 raffle or gift basket raffles.
- Attendance could be a requirement for claiming prizes.



## **Follow the meeting with a social**

- Keep the formal AGM brief and follow with a social event for attendee interaction.
- For budget-conscious options, consider a potluck luncheon or an informal cocktail hour with snacks and non-alcoholic drinks.

# AGM MINUTES TEMPLATE

Remember, an AGM doesn't have to be complicated. Use this template as a practical guide to record your AGM minutes

<b>Agenda</b>		Meeting number:	Date:
Club Name		Time: From:	To:
		Location:	
Item		Passed/Not Passed	
<b>Administrative</b>			
1. Welcome/Karakia/Mihi Whakatau			
Welcome given by	Mihi Whakatau given by	Karakia performed by	
2. Apologies Proposed resolution: That the received apologies for the [Current Year] annual general meeting be accepted.			
Apologies Moved:	Apologies Seconded:	Passed/Not passed	
3. Review of minutes from previous annual general meeting			
4. Matters Arising from Previous Minutes			
4a.	Moved by:		
4b.	Moved by:		
4. Acceptance of minutes of previous annual general meeting Proposed resolution: That the minutes of the [PREVIOUS YEAR] annual general meeting be accepted.			
Previous Minutes accepted Moved:	Previous Minutes accepted Seconded:	Passed/Not passed	
5. President/Chairperson's report Proposed resolution: That the President/Chairperson's report tabled at the annual general meeting be accepted.			
Presidents Report accepted Moved:	Presidents Report accepted Seconded:	Passed/Not passed	

<b>6. Treasurer's report</b> Proposed resolution: That the President/Chairperson's report tabled at the annual general meeting be accepted.		
Treasurers Report accepted Moved:	Treasurers Report accepted Seconded:	Passed/Not passed
<b>7. Acceptance of financial statements</b> Proposed resolution: That the financial statements tabled at the annual general meeting be accepted.		
Financial Statements accepted Moved:	Financial Statements accepted Seconded:	Passed/Not passed
<b>8. Acceptance of annual report</b> Proposed resolution: That the annual report tabled at the annual general meeting be accepted.		
Annual Report accepted Moved:	Annual Report accepted Seconded:	Passed/Not passed
<b>Election of Officers</b>		
Election of President		
Nominees of role of President:		
President Nominee accepted Moved:	President Nominee accepted Seconded:	Passed/Not passed
Election of Secretary		
Nominees of role of Secretary:		
Secretary Nominee accepted Moved:	Secretary Nominee accepted Seconded:	Passed/Not passed

See our online [Club Resources](#) to download a copy of this template.

# MEETING TERMINOLOGY

**Agenda:** A meeting plan that's shared with everyone attending the meeting. When you share it before the meeting, it helps people get ready. In the meeting, the agenda is like a guide to keep things on track and on schedule.

Agendas can be simple with just a list of topics. Or they can be more detailed, including what you want to achieve with each topic and extra materials like reports to review before the meeting.

**AGM:** Annual General Meeting – an annual meeting that all members can attend. This is a requirement for club's yearly re-affiliation.

**Apologies:** Members who have given notice in advance for inability to attend meeting

**Casting Vote:** The meeting chair may use a casting vote to reach a final decision

**Chair:** The person in charge (usually the president), responsible for running the meeting.

**Committee:** A group of people usually elected to conduct agreed business

**Consensus:** A way of making decisions that aims to get everyone on board with the choice being made. It's not the same as unanimous agreement, where everyone says 'yes.' Instead, consensus means that no one is saying 'no' – it's a decision without any strong objections.

**Constitution:** A set of rules governing activities of the club  
**Convene:** To call a meeting



# MEETING TERMINOLOGY

**Meeting Minutes:** These are like the official notes of a meeting. They capture who was there, what happened, decisions made, and important discussions. Think of them as the meeting's memory, helping people remember what went down.

**Motion:** A motion is like a formal suggestion brought up in a meeting for everyone to vote on. These decisions are then written down in the meeting minutes. When a motion is introduced, people usually vote by saying 'Yes,' 'No,' or 'Abstain' (not voting either way).

**Mover:** The person who speaks on behalf of a motion, E.g. 'Robbie moves that the club shall apply for club funding , and James is to apply on behalf of the club'

**Quorum:** The minimum number of people required to start an official meeting.

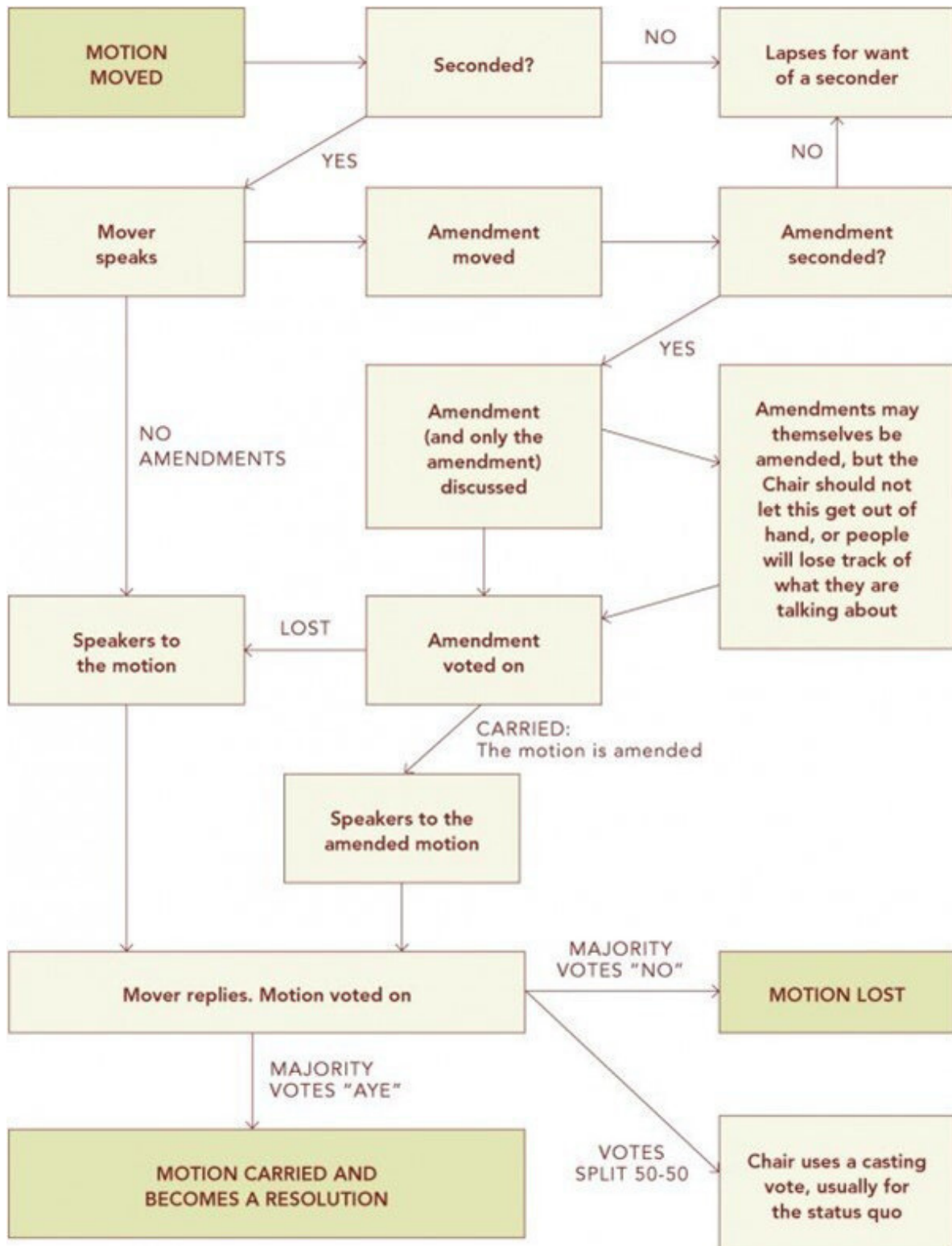
**Secunder:** The person who supports the proposer of a motion or proposal by 'seconding it' eg. Kate seconds Robbie's motion above.

**Secretary:** A committee member in charge of the behind-the-scenes work, both inside and outside the committee. This often includes the important task of taking meeting minutes.

**Treasurer:** The committee official responsible for its financial records and transactions

**Unanimous:** Everyone in attendance all being in favour of the decision

# PASSING A MOTION DURING A MEETING



# OUR TEAM



**CONOR O'FEE**

Sports and Clubs Manager

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Clubs Administrator

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## OUR CONTACT



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**[unirec\\_wgtn](https://www.instagram.com/unirec_wgtn)**



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## CLUBS HOUSE OPENING HOURS

**Monday - Thursday, 10am - 2pm**

University  
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