

# Annual General Meeting (A.G.M.) Guidelines

USSU Societies & Sports Clubs – 2018/2019

# Contents

<b>Overview .....</b>	<b>3</b>
Extraordinary General Meeting (E.G.M.).....	3
<b>Agenda .....</b>	<b>4</b>
Order of Business .....	4
Notice.....	4
General Update .....	4
Financial Overview .....	4
Any Other Business .....	4
<b>Elections .....</b>	<b>4</b>
<b>What Happens Next?.....</b>	<b>5</b>
<b>Questions or Queries .....</b>	<b>5</b>

This document was approved by the Societies and Sports Student Executive on 24<sup>th</sup> May 2018

*NB. The Union recognises Societies and Sports Clubs collectively as Student Groups, which is how this document will refer to them.*

## Overview

Every year a Student Group affiliated to the Students' Union must hold an A.G.M. during Semester Two of the academic year, **before the end of March**. The purpose of the A.G.M. is to update the Group's paid members on the progress of the Group thus far in the academic year, the current financial situation of the Group, and to give members the opportunity to raise any issues they want to as it relates to the Group.

## Extraordinary General Meeting (E.G.M.)

If at any point during the year a committee member stands down, or another major incident happens which requires a meeting of all the Group's members, then an E.G.M. must be held. Details on this can be found on your respective Committee Hub.

# Agenda

## Order of Business

Your A.G.M. should have an agenda which outlines what will be covered in the meeting. When you send out notice to your members (see below) you should also do a call for any items which they want to be added to the agenda. The deadline for agenda items should be 48 hours, with the final agenda being sent out 24 hours before the meeting. Below are what should be included as a minimum in your agenda. Stick to the agenda on the day.

## Notice

The Group Secretary must give at least one week's notice, however two is preferable, to paid members of the group via UnionCloud. This notice must include the date, time, and location of the A.G.M., as well as state the business to be discussed. Notice can also be reiterated in person and on social media.

## General Update

The Group Chairperson will need to update the attendees on the progress of the Group throughout the year, how close they are to achieving the aims and objectives set out in their constitution, and what can be improved upon. This is your opportunity to inspire the current members and prospective new/next committee members with your achievements thus far in the year.

## Financial Overview

The Group Treasurer will need to update the attendees on the current financial situation of the group; explaining what their money has been spent on and why, what funding has been applied for and used, and what the projected figures are for the end of the financial year (31<sup>st</sup> July). It's crucial that there is absolute transparency here between the committee and the other members of the Group. It is their money you are responsible for so you have to be held accountable.

## Any Other Business

This is the point where your members can raise any other issues they have which have not already been addressed. It is crucial that everyone who wants to speak is given the opportunity and that all comments are taken on board in a fair and consistent manner.

# Elections

The Societies and Sports Student Executive and Union Council is to determine the process for elections, with ongoing student consultation being key. Over Semester 1 of 2018/19, a separate Elections Guidance

Document will be drafted which should be referred to for all Group elections in 2018/19. Your coordinator will be able to signpost you to it when it is available.

## What Happens Next?

The Group Secretary should take minutes during the meeting and email them to all paid members of the Group, example minutes can be found here. In the email they should state when and where the A.G.M. took place, who attended, a breakdown of what was discussed, any actions required and the outcome of any votes. A copy should also be sent to your relevant coordinator in the Union. This must happen before the end of the Easter break.

## Questions or Queries

For Societies, these should be directed to [studentopportunities-ussu@salford.ac.uk](mailto:studentopportunities-ussu@salford.ac.uk). For Sports Clubs, these should be directed to [ussu-teamsalford@salford.ac.uk](mailto:ussu-teamsalford@salford.ac.uk).