

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

USSU Societies & Sports Clubs – 2018/19

The E.G.M. as set out in the USSU Student Group Constitution:

“E.G.Ms. may be called at any time by the Committee or by written request of 20% of the members. The exact nature of business to be transacted must be stated by the Secretary of the group. Not less than one working days’ notice shall be given in official notices and such notice shall include the business to be considered, the time, the date and the place of the meeting.”

1. An E.G.M. is to be called when an order of business needs to be discussed which cannot
 - a. Wait until the Annual General Meeting (AGM).
 - b. Be resolved by an ordinary meeting of the committee and/or group.
2. The order of events is to be as follows:
 - a. Introduction by the chair.
 - b. Secretary explains to the attendees the order(s) of business.
 - c. One person from each party may put forward their case.
 - d. Approval of the business is made by a 70% vote of the turnout.
 - i. Members may abstain from voting if they do not feel they hold an opinion for either case.
 - e. Secretary takes minutes of entire meeting, emails them to the Student Opportunities Coordinator and informs the membership of the decisions made.
3. The removal of elected officers (committee members):
 - a. The case will be made to the officer as to why they are being placed under scrutiny.
 - i. Only one fully paid member can do this.
 - b. The officer will then make their defence.
 - c. A vote will take place to determine which party the attendee’s side with.
 - i. The prosecution and defence do not have a vote.

- d. A vote in favour of the prosecution will result in the defendant choosing from the following:
 - i. Stand down from their position on the committee – at which point either a by-election at a separate meeting will take place, or the election for the position will re-open at the A.G.M. in line with the Union bye-laws.
 - ii. Accept a probationary period.
- e. Probationary period:
 - i. The committee will outline certain duties and responsibilities for the party to uphold.
 - ii. A separate meeting will be organised for no earlier than four weeks later, where the order of events will remain the same, this time to determine whether the party has upheld the agreed duties and responsibilities.
 - iii. The outcome of the vote will determine whether the officer remains in position or not.

4. Appeals

- a. Appeals against any decisions made during the E.G.M. must be made in writing to the Student Executive, and be given to the relevant Coordinator.
- b. Results of an appeal will be made available following the next meeting of the Student Executive, whom meet once per month.

NB: Student Opportunities Coordinators may be invited if the committee feel necessary.