**ENSA Societies & Sports**

**AGM Policy & Checklist**

**Summary**

This document details the policy and processes, for running a successful Annual General Meeting by ENSA Societies and Clubs. This is required for any student activities and will align with the various other policies which ENSA’s Sports Clubs, Student Societies and their committees and members should relate to.

**Effective Date:** 26/05/2022

**Approved by:** Head of Student Communities and Engagement

**ENSA contact:** Student Activities Coordinator

**Last Reviewed/Updated:** 20/05/2022

**Date due for review:** June 2023

**Applies to:** Sports Club & Society Office Holders/Members

**1 Introduction**

Annual General Meetings (AGMs) are the means whereby the members of the Club/Society exercise their democratic rights in conducting the Club/Society’s affairs. All clubs and societies must undertake an AGM by the specified date by ENSA (March/April).

* 1. **What must you do at an AGM**

1. Approve the minutes of the previous year’s AGM
2. Receive reports from the President and Secretary
3. Receive a report from the Treasurer and approve the Annual Accounts
4. Elect the officers for the next year’s committee
5. Agree the membership fees for the next session
6. Consider any proposed changes to the Constitution
7. Deal with other relevant business
   1. **Important Rules and Regulations**

* Notice of the AGM must be given, by the Club/Society Committee, to all members at least 14days’ prior to the date of the AGM. Notice should also be given to the appropriate ENSA Staff Member/President at this time.
* The AGM **must** be held either on a university campus or online, unless approved the appropriate ENSA President beforehand, to make sure the AGM is accessible to all club/society members. (Other venues will only be approved in exceptional circumstances)
* All members are eligible to nominate themselves for committee positions, and descriptions of each committee role must be sent to all members prior to the date of the AGM being finalised.
* Nominations for committee positions must be submitted to the Club/Society President/Secretary prior to the AGM.
* Proposed changes to the constitution must be sent to the Club/Society Secretary prior to the AGM, who shall circulate at least 7 days before an AGM.
* **All paid-up student members have the right to vote at the AGM**
* The quorum *(minimum number of members attending for the AGM to be valid)* must be 25% of the Club/Society’s student membership.
* If the voting is tied the President of the Club/Society shall hold a deliberative, as well as a casting, vote at AGMs/EGMs and committee meetings.
* Current committee members must not favour specific candidates.
* The secretary must take an attendance record, consisting of name and student number.
  1. **Voting procedures**
     1. **Online voting**

Votes will be collected by the current committee through one of the following approved methods:

* Voting using MS Forms, Google Forms or equivalent
* Zoom Poll
* Mentimeter Poll

If Clubs/Society committees wish to use another platform for voting, they must seek approval from the appropriate ENSA President/Staff Member before voting opens.

Voting can open before the AGM but must close during the AGM. You must ensure nomination are communicated to members 7 days before voting opens prior to the AGM.

All voters must be logged, with name and student number, on the attendance register mentioned above.

* + 1. **Online voting**

Votes will be collected by the current committee through one of the following approved methods:

* Show of hands
* Votes handwritten and placed in a receptacle (‘in a hat’)
* Secret ballot, using printed ‘ballot papers’ marked with an ‘X’

All in-person voting must be conducted at the AGM only.

All voters must be logged, with name and student number, on the attendance register mentioned above.

1. **AGM Check List**

Please use this check list before, during and after you conduct you AGM.

* 1. **Before**
* Circulate committee role descriptors to all members
* Chose an appropriate venue (***at Merchiston, Craiglockhart, Sighthill, Bainfield Common Room or online***)
* Circulate venue, date and time (***14 days before***) to all members
* Encourage membership to run for a position
* Circulate agenda to all members
* Circulate manifestos of each candidate and what role they are standing for
* Brings pens, paper and other materials you may need for voting
  1. **During**
* The Club/Society President chairs the meeting
* The Club/Society Secretary takes an attendance record
* The Club/Society Secretary takes minutes (***minutes must be extremely precise. Minutes should be taken for all discussions including the different reports, any questions members have, any discussions, the voting process and results, etc.***)
* The Committee must present a full range of reports to the members, regarding the activities of the previous year (***financial report, development report, BUCS report etc.***)
* **Elections:** make sure everyone has the same amount of time to explain why they should be elected and that they are treated with dignity and respect.
* Voting (hand up, votes in a hat, or private ballot)
  1. **After**
* Bring together minutes and circulate to membership and ENSA within **14 days** after the meeting.
* A meeting between the previous committee and the new committee must be arranged before **the end of term** to handover relevant information and talk about the year ahead. A Handover Pack should be completed at this meeting and uploaded to the specific location and by the deadline specified by ENSA.
* The new committee must be made aware that they **must** complete the appropriate ENSA Committee Training to remain an affiliated club or society. Clubs and Societies whose committee members do not completed the required training will be disbanded.
* The new President must complete the New Committee Contact details form provided by ENSA.