

SGMs, OGMs, GMs and AGMs

General Meetings (GMs)

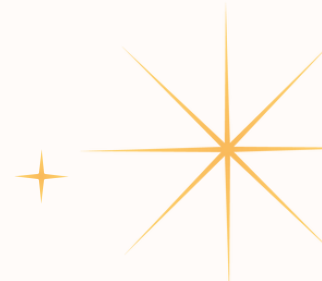
- General Meetings are a term that encompasses all types of general meetings a club might hold (e.g. SGMs, OGMs, AGMs)

Special General Meetings (SGMs)

- This means that they are only called under special circumstances (e.g. they are not part of the club's regular calendar of meetings)
- They are often triggered by petitions from members, to fill vacancies on the executive, or through other mechanisms explained in the club's constitution

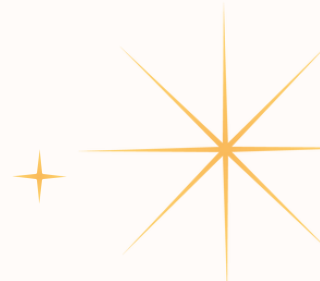
Ordinary General Meetings (OGMs)

- They are part of the club's regular calendar of meetings, and the timeframe in which they must be held is often specified in the club's constitution
- They do not include things like elections of the majority of the executive
- But, they may include elections for particular positions, reports from the executive, etc.



Annual General Meetings (AGMs)

- A club only holds one of these per year, but they must hold one
- This is where the majority of the executive is elected until the next AGM
- The previous executive gives reports, importantly including on the financial position of the club, and is held accountable for everything they completed for the year
- If any other end of year business is conducted, it happens at the AGM
- These are typically held in 4th term but may be held at any time, depending on what your constitution says.
- If you are organising an AGM you need to email CCE at least 5 days in advance
- Within 14 days the trustees from the previous year need to send information to CCE including:
 - Minutes of the AGM with an attendance list (and student numbers), President's Report, Treasurer's Report, election results with new office bearers, any constitutional changes, and the details of the previous office bearers (names and student numbers) and details of elections and casual vacancies filled since the last AGM
 - A bank statement with the current funds of the club
 - A balance sheet of income and expenditure for the year
 - The activities of the club
 - A current copy of the Club's Constitution
 - A member's list with student numbers
- It's a good idea to organise your AGM earlier rather than later to avoid the stressful part of semester and to leave time to give the new exec a good handover!



What do I have to do to hold a GM?

- These meetings all have to be open to all members of the society, they are not executive-only meetings
- Members need to be given the opportunity to hear about these meetings and decide to attend
- Therefore, depending on what your constitution says, you have to announce that the meeting is happening a certain amount of time in advance, more likely than not, it will be at least 5 days notice for members
- If you have proposed constitutional changes, you need to let CC know, at least 5 days in advance too!
- If it's on campus you need to make a Functions on Campus form
- You should also make it in a place people know how to get to, and that's accessible
- These meetings can be intimidating and boring to members who haven't been on a club exec before, so try to make them inviting
- Sometimes providing snacks means more people are keen to come along!

