

AGM step by step guide

1. TAKE ATTENDANCE

- » (Where applicable) Quorum for the AGM is 10 financial (paid up) members (at least 4 executive committee members)

2. APPROVE PREVIOUS AGM MEETING MINUTES (WILL BE SENT TO YOU IF YOU DO NOT HAVE THEM)

- » Must be motioned see examples in [AGM minutes example](#)

3. COMMITTEE REPORTS

- » Include the report in an appendix at the end of the minutes
- » What to put in your report?
 - **President** should present information on the year the club has had. For example, what events have been run, what worked and could the new committee improve on. Important decisions made by the committee over the year.
 - **Treasurer** should present information on the club's finances and present the Financial Statement (1st July 2024 to 30th June 2025).
 - **Secretary** needs to report on the exact number of members the club has on the day that the AGM is held, how many meetings the club had during the year and could also include how many committee members the club had and if there were any changes to the committee structure during the year.
- » Must be motioned see examples in [AGM minutes example](#)

4. ELECTIONS

- » Elect a returning officer
 - A person should be appointed (at the meeting) to act as the "returning officer" – a person who temporarily runs the meeting and coordinates the election of positions. **(This person cannot be running for a position, can be a current committee member who is not nominating for a position or MONSU can provide a staff member or student representative to assist).**
- » Only 2025 financial members can apply for 2026 positions, please check the membership list before accepting applications for the vacant positions.
- » If a position is contested (two or more nominations), each candidate should be given a few minutes to say why they would be the best candidate. . Voting is then conducted by secret ballot with votes tallied by the returning officer. This should be done for each contested position.
 - In person – ask the candidates to leave the room to conduct the vote
 - Over ZOOM – create a breakout room for the candidates to be in during the vote
- » The new committee will commence management of club affairs as of 1st Dec 2025.

5. OTHER BUSINESS

- » Anything else to discuss?
- » Who will be the summer contacts for MONSU?
- » President, secretary, treasurer and general rep handovers must be completed by **October/November 2025**. All handovers must be documented (1 page, dot points) and emailed to hello@monsupeninsula.org.au. EOY Form must be completed by **19 October**.
- » 2026 Club committee inductions will occur before the summer break. Current committee to encourage & provide new contact details to MONSU

6. ANNUAL FEES (INCORPORATED CLUBS ONLY)

- » Must be motioned see examples in [AGM minutes example](#)

More info please refer to the [website](#)