**ENSA Societies & Sports**

**AGM & EGM Policy**

**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:** Student Engagement Team Lead

**ENSA contact:** Head of Student Activities

**Last Reviewed/Updated:** 09/08/2024

**Date due for review:** June 2025

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

1. **Reason for Policy**

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.

An Extraordinary General Meeting (EGM) can be called, by the club's committee, to deal with any issues that arise during the year, and require the input of all members, which cannot reasonably be postponed until the AGM. For example, this may occur when a Committee Member is no longer able to continue in their role and a new appointment to the committee needs to be made.

Other reasons for an EGM may include:

* Significant disciplinary matters that affect the whole club;
* Legal issues that affect the club; or
* Any other matter which needs to be urgently addressed by the whole membership.

An EGM follows the same rules and regulations as an AGM; however, the agenda items do not need to follow the same format and are usually limited to the reason the EGM has been called.

1. **What must you do at an AGM?**
	1. There are certain actions that must be taken at every AGM. The Committee Members must ensure that all attending Members:
	* Approve the minutes of the previous year’s AGM
	* Receive reports from the President and Secretary
	* Receive a report from the Treasurer and approve the Annual Accounts
	* Elect the Committee Members for the next academic session
	* Deal with any other relevant business
2. **Important Rules and Regulations**
	1. Notice of an AGM/EGM must be given, by the Club/Society Committee, to all members at least 14days prior to the date of the meeting. Notice should also be given to the Head of Student Activities at this time.
	2. The AGM/EGM **must** be held either on a university campus or online, unless approved the appropriate ENSA Student Activities Coordinator beforehand, to make sure the AGM/EGM is accessible to all club/society members. (Other venues will only be approved in exceptional circumstances)
	3. All members are eligible to nominate themselves for committee positions, and descriptions of each available committee role must be sent to all members prior to the date of the AGM/EGM being finalised.
	4. Nominations for any available committee positions must be submitted to the Club/Society President/Secretary prior to the AGM/EGM. All nominations must be communicated to members 7 days prior to voting opening.
	5. All paid-up student members have the right to vote at the AGM/EGM.
	6. 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.
	7. Current committee members must not favour specific candidates.
	8. The secretary must take an attendance record, consisting of name and student number.
3. **The Quorum**
	1. A ‘quorum’ *(the minimum number of members attending/taking part in a vote)* of 25% of the Club/Society’s student membership must be reached before the AGM/EGM/vote is considered ‘valid’.
	2. If an AGM/EGM/vote does not reach the required threshold, no binding decisions can be made (such as electing, adding or changing committee members
4. **Voting procedures**
	1. Voting may be conducted *either* in-person or online. Only one method should be used to ensure that members only cast a single vote.
	2. Online 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; or
		* Mentimeter Poll.
	3. Online voting may ‘open’ before the AGM/EGM but must close during the AGM/EGM.
	4. All in-person voting must only be conducted at the AGM/EGM and 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’
	5. If Club/Society committees wish to use another platform/process for voting, they must seek approval from the ENSA Student Activities Coordinator before voting opens.
	6. All voters must be logged, with name and student number, on the attendance register mentioned above.
	7. Committees must ensure voting data is stored securely and made available to ENSA, if unavailable upon request ENSA may require votes to be recast using a voting system provided by ENSA.