University of Melbourne Alumni Relations

University of Melbourne Alumni Association Annual General Meeting Overview
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Annual General Meeting Key Dates

- As part of their governance requirements University of Melbourne Alumni Associations must hold an Annual General Meeting each year.
- This must take place before 30 November in any given year.
- The Advancement Office (AO) must be notified of the AGM date by 30 June each year.
- AGM meeting minutes must be submitted to the AO along with an annual activity report within two weeks of the AGM date.
Democratic Process

- The AGM must be held in an open and democratic manner.
- The AGM must be accessible and the date promoted to the Committee and wider alumni community via the AO database.
- Decisions are made at the AGM by the Committee and alumni community by placing *Motions* that are put to a vote.
- The elected Executive Committee are responsible for the governance of the Alumni Association and the activities of the Committee.
Democratic Process

The proper process of the meeting will include:

• Giving the Committee and alumni community proper *Notice* so they can attend
• Distributing an *Agenda* so the Committee and alumni community know what will happen, and why they should attend
• Only holding the meeting when *Quorum* is present
• Presenting *Reports* for accountability
• Holding open and fair *Elections*. No pre-selection by the outgoing committee is ever permitted.
• Making decisions by *Motions* so that the Committee and alumni community can vote
Location & Agenda

• Organise a venue and set the Agenda of the meeting.
• Book your AGM venue well before you want to give Notice.
• Use the template available from Advancement Office to set the meeting the Agenda
• Once the Agenda is published and circulated, you can add items to the Agenda BUT DO NOT SUBTRACT
Setting the Agenda

The AGM has 7 main components (see *Agenda Template*)

- Attendance
- Adoption of the AGM Agenda
- Chairperson’s Welcome
- Constitution
- Reports (President & Treasurer)
- Election
- Other Business
Providing Notice

To provide Notice means to inform the Committee about the AGM.

WHEN to give Notice:
- At least 4 weeks from AGM date

HOW to give Notice:
- By EMAIL to all current committee members
- ONLINE via Facebook/twitter/WeChat accounts
- By EMAIL to broader alumni community - AO can help with this (please provide)
- Check your constitution for other Notice requirements
Providing Notice

• WHAT to include in the Notice:
  – Time, date and location - remember that your Committee members must be able to find and attend the meeting, so you must tell them clearly where and when it is.
  – The Agenda
  – Notice of Elections
    • Encourage all Committee members and the wider alumni community to participate
    • The restrictions or qualifications on who is eligible for election as outlined in your Constitution. No other restrictions can be imposed.

BELIEVE
THE CAMPAIGN FOR THE UNIVERSITY OF MELBOURNE
• *Quorum* is the minimum number of Committee members that must be at the AGM for it to go ahead. Check your Constitution for rules on Quorum numbers
• Make sure all people attending the meeting sign the Attendance List
• Only start when you have Quorum. If you do not have Quorum within 30 minutes of advertised start time you must defer the meeting
• Submit your updated Committee membership list to the AO with your AGM papers
The meeting is conducted by:

• Chairperson:
  – The President (or another Executive Committee member if the President cannot attend)

The meeting is documented by:

• Minute-Taker:
  – The Secretary (or another Executive Committee member if the Secretary cannot attend)

The Chairperson and Minute-Taker should both follow the Agenda to make sure no items are missed.
Taking Minutes

• Minute-Taker will take notes of:
  – Major discussions and suggestions from members
  – All Motions, and the Mover, Seconder and the result of voting
  – All election participants

• After the meeting the Minute-Taker must type and submit the Minutes:
  – Use the Template available from AO to prepare the Minutes
  – The Minutes should be a summary of everything that happened at the meeting and be submitted to the AO within 2 weeks of the AGM date
The Agenda has a number of required Motions in it:

– To adopt the Agenda
– To ratify (confirm) the Constitution
– To accept the Reports
– To accept or confirm the Returning Officer’s Appointment
– To appoint Bank Account Signatories
  • include the names of the new executive and your ACCOUNT NUMBER in the motion

Other motions may be needed:
– To appoint a Chairperson if the President cannot chair
– To appoint a Minute-taker if the Secretary cannot take minutes
– To accept proposed amendments to the Constitution
Motions

• Motions – what are they?
  – A Motion is a decision made by members of the alumni community who attend the AGM
  – A Motion is proposed by a Mover & Seconder
  – All members of the alumni community who are present at the meeting get a vote
  – Most associations make decisions by “simple majority” which brings three possible results:
    • Carried Without Dissent (CWD): all attending members vote in favour of the Motion
    • Carried: a majority (more than 50% of the attending members vote in favour of the Motion)
    • Lost/Failed: more than 50% of the attending members vote against the Motion
• A tied vote is LOST (that is the same number of attending members vote for and against the motion)
• People who chose not to vote either way (they ‘abstain’ from the vote) do not count.
  – The results of all votes are recorded in the Minutes (CWD / CARRIED / FAILED)
  – The Motion is invalid if the result fails to be recorded in the Minutes
Alumni Association Constitution

• Each Alumni Association should have in place its own Constitution. In it you will outline the Association’s key purpose, community, governance and a range of other guidelines that govern the Association. See *Constitution Template*

• You are responsible for setting and complying by the rules within your Constitution

• If you breach the Constitution you may have to hold a Special General Meeting or re-do the Annual General Meeting

• Read your Constitution before the AGM is called.
Setting the Constitution

- The Constitution belongs to the Alumni Association
- It can only be changed by a majority of the alumni community voting at an AGM. So, the AGM is an opportunity to propose changes to the Constitution
- Before the Committee proposes changes to Constitution, the amendments MUST be approved by Advancement Office. This is to safe-guard your compliance with Advancement Office’s rules.
- If a member proposes a change at the AGM, note it in the Minutes but DO NOT VOTE ON IT. After the AGM the Committee is responsible for seeking AO approval and calling a Special General Meeting for the Committee to vote on the amendment.
Changing the Constitution

The procedure to amend the Constitution is:

1. Two weeks before the AGM email the Executive Committee the following:
   - Current Clause
   - Proposed Clause
   - Reason for change

2. Advise AO of the proposed change by emailing alumni-office@unimelb.edu.au

4. Discuss the amendment at the AGM and invite the community members to vote on it. Once it is accepted at the meeting it becomes part of the Constitution.

5. Submit the amended Constitution to AO with the AGM Minutes
Financial Reporting

• One thing that needs a lot of preparation is the Financial Reporting. The Treasurer must start preparing well in advance of the AGM.

• Discuss with the Treasurer well in advance of the AGM:
  – Treasurer’s Information Sheet
  – Income Tax Self-Assessment form
  – GST Self-Assessment form

• It makes you more accountable to the members if you send the Financial Report with the Notice
Committee Election Process

• At each AGM, University of Melbourne Alumni Associations are required to formally elect office bearers including a President, Vice-President, Secretary and Treasurer.

• A general Committee should also be elected with volunteers assigned particular areas of responsibility such as communications, event coordination and the management of online networks.

• A Returning Officer (RO) should be elected before the AGM to supervise the election.
Returning Officer (RO)

- At least one week before the AGM, choose a Returning Officer to run the Election
  - They must be impartial
  - They are responsible for conducting a valid, democratic election
  - They do not have to be an Association member.
  - They can be a member of the outgoing Executive Committee
  - Approach AO if you would like us to appoint a Returning Officer. This will depend on availability.

- The Association must announce the Returning Officer within the AGM Notice.
Returning Officer (RO)

- **RO DOES**
  - Decide election procedure before AGM
  - Conduct a democratic election
  - Apply election procedure consistently
  - Ballot Papers: if they are used they must be signed upon distribution by the RO & kept for a month
- **RO DOES NOT**
  - Vote in the election
  - Nominate or Second any nominations
  - Be a candidate for election
Election Process

• Simple procedure:
  – Elect in Constitutional order, each position one-by-one
  – For each position:
    • Candidates are either self nominated or nominated by a third party with seconder
    • Candidate speeches
    • Candidates leave room
    • Voting by show of hands, greatest number of votes wins the position
    • Candidates return
  – Declare winner and move on to elect next committee position
Election Procedures

• Constitution Check!
  – Look for special election special procedures (e.g. Do nominations have to close before the AGM? How are nominations accepted? Do you have to hold a secret ballot?)
  – Check the Committee positions. All committee positions must be elected at the AGM.

• All members receive the same treatment and information about nominations:
  – If Nominations are opened before the meeting ALL members are told how they can nominate
  – NO PRIVATE OR SECRET NOMINATION PROCEDURES
Election Procedures

• All members receive the same information about candidates:
  – Alumni community members choose (by election) the committee.
  – Outgoing committee DO NOT choose incoming committee.
  – NO selection panels, interviews, special pre-AGM meetings, Resumés or “Applications”
Outline the election procedure in the Minutes. For example:

*Nominations opened for President*

<table>
<thead>
<tr>
<th>Nominee</th>
<th>Nominated by</th>
<th>Seconder (if required)</th>
<th>Accepted Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate A (Name)</td>
<td>Self? Other (name)?</td>
<td>Name?</td>
<td>Yes</td>
</tr>
<tr>
<td>Candidate B (Name)</td>
<td>Self? Other (name)?</td>
<td>Name?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

After voting Candidate B was declared President.

- Only one Candidate? No voting is needed.
- In the Minutes write “*(Full Name) was elected unopposed as President*”
Committee Hand-Over

• Collect newly-elected Committee member details
• Within 2 weeks: Change signatories and review bank account.
• If the club changes banks or opens a new account, email the new account details to AO
• Hand over all Alumni Association Records & property including:
  – Cash Box
  – Minute Books
  – Assets
  – Financial documents (cheque book, bank statements, ledgers, computer files)
  – Bank account access
  – Committee contact details collected at the AGM
  – Alumni Association email & website passwords
  – Mail collection details
Collate and submit all documentation relating to the AGM promptly to the Advancement Office via email: alumni-office@unimelb.edu.au
  – This is the outgoing Committee’s responsibility
  – We will not change over the Committee membership until you have submitted everything

Submit papers within 2 weeks after AGM (regardless of holidays)