

BCIT Student Association

## HOW TO RUN AN AGM

AGM stands for Annual General Meeting, which is pretty much exactly what it sounds like: A meeting that happens once a year to discuss general club items. During this meeting your club will talk about finances, board elections and other important matters that affect the club.

All General and Designated Clubs are required to hold a minimum of one Annual General meeting per Fiscal Year. Annual General Meetings are normally held within the last three months of their Fiscal Year. If clubs want to hold their AGM outside of the last three months of the last three months of their Fiscal Year, this must be identified and outlined in the club constitution and approved by the Student Experience.

Active club members have full speaking and voting rights at an AGM. Associate and honorary members have full speaking rights at AGMs, but no voting rights.

This document provides a brief outline of the purpose, structure, procedure and follow up of an AGM.

### PURPOSE

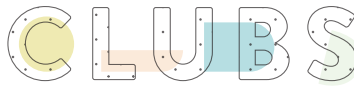
- To give a President's report
  - New president reads past presidents' statement
  - Proposed bylaw changes
- To thank committee/club members for their work over the previous year
- Highlight successes and achievements of the previous year
- To present the club's annual financial records
  - Go over all assets and expenses
  - If possible, compare to previous years
  - Compare finances by project (i.e. competitions, general, admin, events)
- To elect new executive/committee members
- To give all club members an opportunity to present any ideas and ask questions.

### NOTICE OF AN AGM

One of the most important aspects of an AGM is making sure your club members are well notified. All voting members (aka all members of your club) need to have been given proper notice. At least 4 weeks is ideal. Notice of the AGM should include:

- Date, time and venue
- Agenda
- Minutes from the last AGM
- List of the current committee members and their roles
- Financial report\*

*\*If the Financial Report is not available for circulation in advance they can be distributed at the meeting.*



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## CREATING THE AGM AGENDA

All AGM agendas must be pre-set and ideally sent out to attendees before the meeting and together with the notice of the meeting. The agenda should include the list of topics that you want to discuss, but you don't need to provide specific details.

It's important to note that the agenda CANNOT be changed once it is sent out. You can't add items at the meeting or add at a later date.

A typical agenda for an AGM will look like\*:

1. Welcome
2. Review previous AGM minutes
3. Chair-person's annual report
4. Financial Report
5. Election of officers
6. General business
7. Close of meeting

*\*This can be structured differently and depending on what works best for your club.*

## MINUTE TAKING

Before the AGM you must appoint someone responsible for taking meeting minutes. The minute taker is responsible for:

- Taking a count of all attendees
- Recording results of all votes
  - o The minutes need to show who was nominated, who proposed the nomination, and who seconded it
- Keeping a record for any decisions made at the AGM
  - o This is especially important when elections take place or any changes to the club's constitution

**(!) MINUTES MUST BE SENT TO THE CLUBS  
COORDINATOR NO LATER THAN 14-DAYS AFTER AGM**