

## AGM Comprehensive Planning Guide

### **6 Weeks Before:**

#### **Step 1: Identify Potential Leaders**

Start talking to people in your club who might want to step up as next year's leaders. Having these chats early helps future leaders feel supported and gives them time to ask questions.

Think about:

- Do you have a succession plan in place?
- Has anyone in your general committee team or have you had any keen members been super active or helpful?
- Are any current Execs planning to stay on?

Having early conversations with members can help ensure that capable and committed leaders are ready to step into these roles.

**Important:** All Executive positions must be elected during the AGM through a fair and transparent process. This includes current Executive members who wish to continue in their roles.

#### **Step 2: Review Your Constitution**

Head to your club's "ADMIN" Microsoft Teams channel and review your Constitution. If you can't find it, your Clubs Officer can help!

Things to look for:

- Are your club's aims and objectives still relevant and attainable?
- Have you set eligibility criteria for Executive roles? Would you like to create or review them?
- Are the program codes (for academic clubs) still correct?
- Are you using the latest RUSU model constitution?

**Important:** If your club wishes to make any amendments to its Constitution, these must be reviewed and approved by your RUSU Clubs Officer before the AGM. Any proposed changes to Executive eligibility criteria must be formally adopted through a Special General Meeting (SGM) held prior to your AGM. These updates cannot be introduced or enforced during the AGM elections unless they have been properly approved by the members in advance. Please notify your Clubs Officer as early as possible to ensure there is sufficient time for support and review.

### **4–5 Weeks Before:**

#### **Step 3: Lock in Date & Venue**

Pick a day that avoids busy periods and exam clashes and gives people plenty of notice to attend and nominate for a position.

For in-person AGMs, make sure to submit your room booking request as early as possible to secure a suitable space. If you're holding your AGM online, RUSU recommends using Microsoft Teams, as it offers good security and allows us to better support your meeting if needed (instructions will be provided via AGM confirmation email).

AGMs usually run for about 20–30 minutes. RUSU recommends that both the outgoing and newly elected Executive teams stay back afterward to answer questions and complete the necessary forms (more info below). The sooner these forms are submitted, the quicker your

dedicated Clubs Officer can step in to guide you through the next steps. Please allow up to an hour for this handover process.

**Important:** AGMs held off-campus and/or involving alcohol will require club event risk management approval (ERMA). For on-campus AGMs that include a larger “after-party” style activity, RUSU/RMIT Venues may require you to submit an ERMA and apply for RMIT Security, even if no alcohol is served. This is especially likely for evening or weekend events.

#### **Step 4: Choose Your Returning Officer (RO)**

The RO is responsible for making sure the election is fair and follows the voting rules. The RO must not be running for a position and should be impartial, reliable, and able to manage the nomination process, set up the voting system, and run the election at the AGM. In many clubs, elections aren’t contested, so the role is often simple! An outgoing club leader, such as the President, can act as the RO as long as they’re not re-nominating.

**Note:** Refer to Section 5 of this guide for a simple overview of RO duties. If your club expects a more complex election, just outline this in your AGM booking form. RUSU will then provide extra support and a more comprehensive Returning Officer Guide. [This will be sent via the AGM confirmation email.](#)

**Important:** RUSU may appoint a Returning Officer if needed and can reject a nominee if they’re not suitable.

#### **Step 5: Book Your AGM with RUSU**

Once you’ve got your AGM plans sorted, submit the AGM Booking Form through [Rubric](#). This form will prompt your club with the steps needed to run a compliant AGM and helps RUSU better support you by giving us the information we need. It also helps us:

- Ensures your AGM is recognised and compliant under RUSU processes
- Provide you with useful templates and resources such as the General and Financial Report templates, the Nomination Form, and the Agenda and Minutes Template.

#### **Step 6: Wait for RUSU’s confirmation**

After reviewing your form, we’ll send a confirmation email with:

- Official go-ahead for your date, format and RO
- Nomination and attendance Microsoft form template
- Templates for the agenda, reports, and more
- RUSU may also give your club specific guidance and actions based on your AGM Booking Form. This could include updating your Constitution, clarifying eligibility rules for Executive roles, or resolving any past issues before you officially announce your AGM.
- If your club is hosting the AGM online using Microsoft Teams, RUSU will provide clear instructions on how to add members to the appropriate Teams channel and set up a calendar invite.
- The confirmation email will also include links to important forms that your club will need to complete after the AGM. This includes an onboarding form designed to assist the outgoing Executive team in handing over key information, documents, and information about the newly elected leaders.

**Important:** Make sure to use the templates provided in your AGM confirmation email, as they include the most up-to-date information and formatting requirements (don't use previous year templates). Please don't announce your AGM or open nominations until you get this confirmation. It helps avoid mix-ups and last-minute changes or potentially having to reschedule your AGM.

## **2-4 Weeks Before:**

### **Step 7: Announce your AGM**

Once RUSU gives you the thumbs up, it's time to get the word out! Use Rubric, email and social media to invite members and open nominations.

Make sure you include:

- The date, time, location
- How members can nominate for roles (email, Microsoft form etc.)
- Any eligibility requirements
- Deadline for nominations

**Note:** RUSU will provide a template that you're welcome to modify and use.

**Important:** It's a requirement that you provide at least two weeks notice of the AGM and that you your close membership sign-ups when nominations open. It stops people joining just to sway the election and ensures there's a clear list of members who can nominate, vote, and help reach quorum. Only existing members can nominate or vote.

### **Step 8: Write Up Reports and Agenda**

Download the reports from your AGM booking confirmation email and assign each one to the relevant Executive member to complete. You can fill these out together or individually, it's totally up to you. Clubs often choose to either read directly from the templates or prepare a more polished presentation to go along with their reports during the AGM.

- **General Report:** What your club did, what went well, and any lessons learned etc.
- **Finance Report:** Where your money came from and how it was spent
- **Agenda & Minutes Template:** This provides a structured outline for the meeting to formally record the meeting and decisions made. It is important that this document is completed accurately, as it will be required for affiliation and bank handover purposes.

## **1 Week Before the AGM:**

### **Step 9: Final Touches**

- Check nominations so far and see if any positions are still vacant or need more interest. If so, do a final push to promote the nominations before they close.
- Test your tech or check your room setup
- Print attendance sheets and ballot forms if needed

## **2 Days Before the AGM:**

### **Step 10: Close Nominations**

Confirm the final list of candidates with your RO. Check whether there is more than one nomination per position or if any candidates will be elected unopposed. If your club is unable to fill the minimum required positions of President, Secretary, and Treasurer, please contact your Clubs Officer as soon as possible for support and advice.

### **Step 11: Send a Friendly Reminder to all members via Rubric or email**

Make sure all your members know what's happening by sending out a clear reminder. Include the date, time, and location (or online meeting link), how the voting process will work, and share any relevant reports, agendas and candidate bios so members are informed ahead of time.

### **On the Day of the AGM:**

#### **Get Set Up Early**

Make sure everything is ready before your AGM starts. Whether you're meeting online or in person, arrive early to greet attendees, sort out any last-minute tech issues, set up the attendance sheet and ballots, and review the instructions in the AGM template. This preparation helps you feel confident and ensures the meeting runs smoothly and meets RUSU's requirements.

#### **Run the Meeting**

Stick to the AGM agenda template throughout the meeting. It will outline the required motions that will need to be put forward. Begin by confirming that quorum has been reached so the meeting can proceed officially. Next, present your General and Financial Reports to inform members of the club's activities and finances over the past year. Continue with the election process, ensuring it is conducted fairly and transparently. Finally, allow time for questions or general feedback from attendees to encourage member engagement and input (you may have opted to discuss next year's activity plans).

#### **Take Clear Minutes**

It is essential to use the AGM minutes template provided to ensure that all required information is accurately recorded. This includes a summary of what was presented and discussed during the meeting, along with the outcomes of all motions and elections. Accurate and complete minutes are critical for meeting RUSU's compliance requirements and will also be required by the bank during the Executive team handover process. Instructions and further information on how to complete AGM minutes can be found at the beginning of the template.

### **After the AGM:**

Refer back to your AGM confirmation email, which contains links to two important post-AGM forms:

1. **Onboarding Form** – This form supports the outgoing Executive team in handing over all key operational information to the incoming committee. It includes prompts to record login credentials, archives and social media access, event plans and logistics. Importantly, it also provides a dedicated space to upload finalised documents required for club re-affiliation, including signed AGM minutes, the General and Financial Reports, and the club's most current Constitution. Completing this form thoroughly ensures a smooth transition and helps the new team begin their term with everything they need.
2. **Club Leadership Details Form** – This form collects the contact details and RMIT student numbers of your new Executive Committee. RUSU uses this information to update your club records, confirm eligibility, and ensure your club remains compliant including checking whether newly elected leaders hold a valid Working With Children Check (WWCC), which is mandatory for compliance.

### **Handover Time!**

Once the Onboarding and Club Leadership Details Forms are completed, your dedicated Clubs Officer will have the information needed to support your new Executive team.

- They will confirm your club's leadership and update access to your RMIT email and Microsoft Teams channel.
- Support will be provided to assist with the bank account handover process.
- Guidance will be given to set up or refresh your club's Rubric page.
- You'll be introduced to key club resources, including how to reopen your membership form.
- Clubs will also be shown how to explore and apply for available club funding opportunities.
- This stage includes important information about using RMIT's risk management system (ERMA) to identify, manage, and report risks when planning events, in line with university policy.

Your dedicated Clubs Officer will introduce themselves in an email or meeting invite sent to your student account, which will include key steps, helpful links, and resources.

---