



CHAPTER 5

MEETINGS

Essentials

- 'Quorum' is the minimum number of members required to validate your meeting. For Annual General Meetings (AGMs), this is 15 members or 30% of members, whichever is lower. For Executive Meetings, at least 50% of the Committee must be present to reach quorum.
- You can still have a meeting without quorum (unless it's an AGM or IGM), but no major voting decisions can be made.
- At every meeting, at least 50% of attendees must be students.
- Most clubs will have an annual general meeting as the largest meeting of the year, and other meetings are usually general meetings.
- A club must give both UNSA and its members at least two weeks' notice before its Annual General Meeting. Notice must include an agenda for the meeting and any accompanying documents to be presented.
- A club must give both UNSA and its members at least one weeks' notice before a general meeting. Notice must include an agenda for the meeting and any accompanying documents to be presented.
- Minutes must be recorded, kept and distributed to members after the meeting by the Secretary (or equivalent Executive member). Meeting minutes are an important record of what was discussed and how decisions were made.
- Only current University of Newcastle students are voting members.

Meetings are critical to the operation of your club and must be held at regular intervals throughout the year to meet the requirements for affiliation with UNSA. There are **Meeting Notice, Meeting Agenda and Meeting Minutes templates** attached to this section that may assist you in running and documenting your club meetings.



a. Inaugural General Meeting (IGM)

Before a club can be affiliated with UNSA, it should hold an Inaugural General Meeting to bring together its members, elect its Executive Committee, vote on its Constitution and set goals for the year. It is important that you follow a democratic process and put all major decisions to a vote.

After your IGM, please send the following documents to UNSA:

- Meeting minutes
- Attendance record
- Executive contact details
- Club Constitution
- Affiliation Form
- Bank details, and
- Membership fee (if applicable)

b. Annual General Meeting (AGM)

One AGM must be held each year, and all members of the club must be invited. Club members and UNSA must both be given at least two weeks' notice of your AGM.

At least 15 general members or 30% of members (whichever is lower) and 75% of the Executive Committee must be present to reach quorum.

It is the responsibility of each Executive Member to submit their report to the President, who will then compile them into the Annual Report, and present it to the club at each AGM. This will help to provide an overview to new members, and deliver a smooth handover to new Executives.

The agenda for the AGM should include:

- Confirmation of the previous AGM's minutes
- Reports from the Executive Committee
- A report on the club's activities since the last meeting
- Presentation of financial accounts and use of the budget
- Amendments to the Constitution if applicable
- Voting for the new Executive Committee



- General business

Minutes must be taken by the Treasurer or Secretary and distributed to all club members (and the UNSA Clubs Support Officer) within seven days. After the AGM, contact details for all newly elected Executive members must be forwarded to UNSA.

What if we don't reach quorum?

- If you have not reached quorum by 30 minutes into the scheduled meeting time, the meeting must be adjourned for one week. At the subsequent meeting, if quorum is not met again, the members present will be considered enough to proceed with the business of the meeting.

c. General Meetings

General Meetings are called to discuss general business, allow members to vote on issues, and provide an update on the running of the club. At least 15 general members or 30% of members (whichever is lower) and 75% of the Executive Committee must be present to reach quorum.

The Agenda for a General Meeting should include:

- Confirmation of the previous meeting's minutes
- General updates from the President and Treasurer
- An update on the club's activities since the last meeting
- Motions to fill casual positions on the Executive Committee if applicable
- General business

UNSA may request your General Meeting minutes.

Extraordinary General Meetings may also be called as necessary to discuss special issues (such as changing the name, amending the Constitution or dissolving the club).

d. Executive Committee Meetings

Executive meetings are meetings of the Executive members only, and are held for the purposes of planning for the club, reviewing how things have been going throughout the year, and making decisions on behalf of the club. At least 50% of the Executive must be present to reach quorum.



All financial actions must be voted on by the Executive Committee, and minutes must be distributed to the Executive after the meeting is concluded.

e. Tips for a successful meeting!

- Remember that meetings are not for discussions, they are for decisions – so having a meeting structure is essential to ensure that the meeting runs smoothly and that no time is wasted. We have attached some meeting and minutes templates to this section.
- UNSA suggests setting out a meeting schedule at the beginning of each year or semester.

Have an agenda

- An agenda is the roadmap for your meeting – it prepares members for what will be discussed.
- Try to be as specific as possible, to keep the meeting on track!

Use motions

- Motions are used to put major decisions to a vote.
- A motion is first proposed, or ‘moved’, by a member in favour of it. It is then ‘seconded’ by another member to confirm that there is enough support for the motion to warrant group discussion. Once moved and seconded, the motion can be debated and then voted on by the group. If a majority of members vote in favour, the motion is ‘passed’ and enacted. If not, the motion is rejected.

Record minutes

- Meeting minutes should be taken by the Treasurer or Secretary and circulated to members after the meeting. It is important to maintain an accurate record of attendance to show that quorum was met and democratic processes followed.
- Meeting minutes should be kept and archived through the UNSA website.

Location of the meeting

- You can hold your meetings in-person, online, or both – whatever is most suitable for your members.
- We suggest holding the meeting on campus: it is open to students, easy to access, and Zoom-enabled club spaces can be booked through the UNSA portal.



- Online meetings should be run in the same way as regular in-person meetings.
- UNSA does not recommend recording your Zoom Meetings. If you wish to record your meeting, every single person must be informed that they are being recorded and must give their consent to be recorded.
- If you are hosting an online meeting, it is a good idea for everyone to have their cameras on – it will foster a greater sense of connection within the group, and make the meeting feel more engaging!