

Club Annual General Meeting Webinar

October 3rd, 2021



Agenda

- Preparation for the Club AGM
- AGM Agenda
- Meeting Procedures
- Official Reports
- Process for Election of Officers
- Preparation of Motions
- Executive Committee – structure and responsibilities
- Sub-Committees – structure and management
- Club Constitution

The Club AGM

- Club must hold their Annual General Meeting (AGM) by October 31st of each year
- The Club AGM is the most important meeting of the year
 - Should be organized in accordance with the rules laid out in the Club Constitution.
- Every Club is required by rule to have a Club Executive Committee. Clubs may also have a number of sub-committees in place to help with certain aspects of administration and activity.
- Key objectives of the AGM:
 - Review the work of the previous year
 - Review Financial statements
 - Elect Executive Committee members
 - Review existing County Bye-Laws and propose motions to amend
 - Discuss strategy and plans for the club for the upcoming year

Preparation for the Club AGM

- Executive Committee to confirm logistics of AGM (date, location, expected duration and remote access availability)
- Distribute nomination forms to members and advise on committee positions available for the following year. Ensure forms are returned in advance of the AGM
- Distribute county bye-laws to members for feedback on proposed new motions and/or amendments
- Forward the following to club members at least 10 days prior to AGM
 - Agenda for AGM with details of date, time location
 - Minutes of previous year's AGM
 - Secretary's Report
 - Financial Statements
 - Other reports (if pertinent - i.e. sub-committee report)
 - Committee Nominations received; Copies of Motions or amendments for consideration received

Meeting Agenda

- Sample Agenda for AGM
 - Role call, Welcome & Call of meeting to order
 - Minute of silence to honour deceased members
 - Adoption of Standing Orders
 - Minutes of previous year's Annual General Meeting
 - Secretary's Report
 - Treasurer's Financial Report
 - Chairperson's Address
 - Election of Officers and members of the Executive committee
 - Discussion and voting on submitted motions
 - "Other Business"

Meeting Procedures

- **Adoption of Standing Orders**
 - Standing Orders need to be read, proposed accepted and seconded
- **Minutes of previous year's Annual General Meeting**
 - Assuming previous year's AGM minutes have been circulated in advance of the AGM, it is not necessary to read them. Corrections and approval of the minutes are in order without reading them aloud
 - A motion to accept the minutes as circulated is in order
- **Secretary's Report**
 - Report to be read by Secretary outlining the activities of the club over the past year
 - Floor is opened to questions; request made to propose the report accepted and seconded
- **Treasurer's Financial Report**
 - Treasurer presents report outlining the income, expenditure and financial position of the club
 - Floor is opened to questions; request made to propose the report accepted and seconded
- **Chairperson's Address**
 - Club Chairperson provides their address to the club members
 - Should highlight the accomplishments and challenges of the past year

Meeting Procedures cont'd

- Election of the Executive committee
 - Only Full Members, whose membership fees are paid up to date and who are not suspended or disqualified shall be eligible for election
 - The voting system should be decided in advance of the elections and it should be clearly explained to members at the meeting (can be a show of hands, a private ballot)
 - A club member not seeking a position may be asked to chair the election and count the votes
 - Minutes should record the name, proposer & seconder for each candidate, number of votes received for each candidate and the successful candidate
 - **Child Protection Officer is an appointed position by the outgoing committee
 - Following the elections, the new committee are now in place and are responsible to directing the balance of the AGM
 - NOTE: From a minute taking perspective, the outgoing Secretary should take the minutes of the meeting up until the election of officers after which the incoming Secretary will be responsible

Meeting Procedures cont'd

- **Discussion and voting on submitted motions**

- Motions for consideration by the County Convention shall be submitted only by Clubs and the County Committee
- Submission of new Motions or proposed amendments to existing Bye-Laws or Rules must be completed on form provided by the County in accordance with Rule 3.14
- A Motion from a Club shall have been approved by an Annual or Special General Meeting of the Club and the date of such meeting shall be shown on the motion paper
- Clubs should appoint in advance a member of their club to speak to the Motion at the County AGM
- Should the Motion be considered in order, it will be proposed and seconded at the County AGM, debated, and voted on. An amendment to an existing bye-law requires a 60% majority; a simple majority is required for a new bye-law addition; a simple majority if required for a new or amended Regulation

- **Other Business**

- It is best to have specific topics for discussion instead of having an open-ended section entitled "Other Business"
- Consider a limited number of topics that should be discussed at your AGM
- Examples:
 - High level overview of planned events for the coming year
 - Discussion about club members interested in taking a position on the Divisional Committee and/or County Committee

Sub-Committees

- Sub-committees are appointed by the Club Executive Committee
- Small group of individuals assigned to focus on a particular task or area
- Allows for decision making by a smaller group of members
- Provide an opportunity to involve Club members who may not want to be on the Executive Committee but still want to play a role in the Club
- Depending on the remit of the sub-committee, a member of the Executive committee will typically act as chair
- The Executive Committee sets out the terms of reference, defines the duties and retains control of the activities of the sub-committee
- Decisions of the sub-committee require approval of the Executive Committee prior to implementation

The Club Constitution

- The Club Constitution sets out the purpose and rules of the club.
 - It is the basic document which **helps to ensure smooth and proper running of your affairs.**
 - It sets out the objectives for your club (e.g. what you want to do or provide for your members).
- All additions or alterations to rules of the Club Constitution are required to receive County Board approval
- Club Constitution to be filled out and signed and sent to County Secretary at start of year

Post Club AGM

- Clubs are responsible to send the following documents to the CGAA Secretary 4 weeks after holding their AGM
 - AGM Minutes
 - Treasurer's Financial reports
 - Details of newly elected Committee (position, name, contact details)
 - Form to be used will be distributed to all clubs



Questions?

Thank You for joining