

Society AGM FAQ'S

This document aims to highlight all you need to know about the Society Annual General Meetings you will need to do for your society. Please note that these AGM's are mandatory and essential for your society to progress into the next academic year. If you have any questions, please let the Student Activities Team know.

1. What is an AGM?

Society Annual General Meetings is a meeting conducted by your society committee at least once a year to discuss views and topics relevant to the Societies progression.

In the meeting you can submit motions that will be discussed and voted on, that will take effect in the next academic year. AGM's enforce an open and fair democratic structure for all membership to participate within their societies.

2. Why do Societies have AGM's?

It is essential for societies to have fair forums to run their society committee elections and speak on topics that are relevant to the society. You are accountable to your society membership.

3. Who can attend your AGM?

Registered society members of a society are only allowed to attend the society's AGM. If a student is not registered on the website for the society, they will not be allowed to be in the meeting.

A register of attendees must be sent alongside the minutes of the meeting to societies@uel.ac.uk.

Your AGM has to have 50% of the society membership present to have your meeting to go ahead. If you find that this will be an issue, please contact a member of the Student Activities Team as soon as possible.

4. When can you do your Society AGM?

The Student Activities Team have booked out the [Student Union Lounge](#) and [SU Dome](#) between **3pm and 7pm.**

Dates to host your AGM are Monday 16th April 2018- Friday 4th May 2018.

The deadline for your AGM's need to be within this period. If you do come

across any issues that prevent you from holding your AGM at this time, please email societies@uel.ac.uk.

5. Who conducts the Societies AGM?

The society committee members, President, Finance Officer and Admin & Communication Officers. If you have additional committee members, they can be included too.

6. What should be discussed in the AGM?

In the AGM, you will need to speak about all issues and topics relevant to your society. This should include:

- **What went well within your society the current academic term?**
- **What can be improved and can be implemented in the new academic term?**
- **New ideas to introduce for the society?**
- **Society Elections**

Please note that all AGM's must be documented through minutes. All minutes must be sent to the societies@uel.ac.uk.

7. Society Elections, how are they ran?

All registered members of the society can run for a society committee position.

If a committee member has been in post for 2 years, they must step down to allow someone new to run for the position.

Committee members cannot step down and hold another position within the committee.

Elections for committee positions can be either online on paper ballots. Online elections can only be conducted if the society has more than 10 members registered on the website. If this is not the case, your society will have to perform a paper ballot.

Please ask the Societies Coordinator to be sent a paper ballot template and if you need any other resources.

8. What happens next?

Once we receive your Society AGM Minutes, we will send you a link for registration to have you set up early for the next academic year!

Any questions please come to the Society AGM Info Session on Thursday 19th April 2018 from 4pm!

Alternatively, please contact Olivia Adekunle – Societies Coordinator or Carley Owen- Student Activities Manager for further assistance.