



**ENGLAND
HOCKEY**

General Meeting

Guidance

Unlike board or committee meetings, a General Meeting is open to all members and are held to make decisions that affect what your club does and how it is run. There are usually two types of General Meeting - the Annual General Meeting (AGM) and an Extraordinary General Meeting (EGM). Both meetings will be reference in your Constitution, together with the rules for holding these General Meetings.

- When an AGM should be held or how an EGM can be called?
- State the minimum number (or proportion) of members needed to attend for the General Meeting to be 'quorate' (to be empowered to make decisions).
- How much notice are you obliged to give members of the meeting?
- How far in advance should you issue the Agenda and meeting papers?
- All members should be notified and invited to make nominations for the election of officers.
- Who has voting rights and the rules on voting including who has the casting vote if required?

Annual General Meeting (AGM)

The main reasons for holding an AGM are:

- To highlight the progress and achievements over the past 12 months, via annual reports from officers and officials.
- To produce and ratify the annual accounts.
- To set and agree any membership fees for the following year.
- To elect the Board or Committee for the following year.
- To discuss and vote on any amendments to the Constitution or Terms of Reference.

Emergency General Meeting (EGM)

The main reasons for an EGM to be called by a minimum number of members (specified in the Constitution) who wish to:

- Amend a club rule.
- Amend the Constitution.
- Discuss any other important or urgent matters which cannot wait until the AGM. (Committee members retiring on mass!)
- Your constitution should detail why, when and how an EGM can be called, the notice required and how it should be managed.

Top Tips for an AGM or EGM

- Follow the Constitution to the letter - do not leave room for protests that the procedures were not followed correctly!
- Arrange the venue, date and time of the AGM well in advance.
- Promote it well and be welcoming to ALL members. The members need to be involved in the AGM to ensure that the decision-making process is fair and representative of its membership.
- Delegate duties - the task of organising the AGM or EGM usually falls to the Secretary, but the Treasurer, Chairperson and Volunteer Coordinator will also have a role to play.
- Do not use the AGM to 'surprise' people with important issues that were not raised beforehand!
- Make sure you know if nominations for new committee members have to be taken in advance or can you take them at the meeting. Most AGMs require a proposer and a seconder for each nomination recorded in the minutes.
- Make the business part as brief as possible and then follow it with some form of social gathering.
- Take advantage of the fact that it is a great opportunity to make your members feel part of a successful club and to get them involved with helping out.

It is as easy to get it right as it is to get it wrong. But if do you get it wrong, the meeting could be declared unconstitutional and you may have to start all over again!

Sample agenda (include rough timings for each topic)

- Apologies for absence
- Minutes of the previous AGM
- Matters Arising
- Chairperson's Report
- Secretary's Report
- Treasurer's Report
- Other officers or officials reports
- Proposals for amendments to the Constitution, if required
- Election of Officers
- Date of next meeting (if known)

