



# The Club Annual General Meeting - AGM

Last revised – October 2019

GAA

WHERE WE  
ALL BELONG

INVESTING IN LEADERS, INVESTING IN YOU.

Each year, a Club must hold an Annual General Meeting (AGM). The AGM is the most important meeting of the year and every effort should be made to ensure that it is organised in accordance with the rules as laid out in the Club Constitution. The purpose of the AGM is to:

1. Review the work of the previous year.
2. Review Financial statements and auditors reports.
3. Elect officers and executive committee members.
4. Get members views on Club and Association policy
5. Consider Club Policy and revise or endorse.
6. Make sure submissions through motions to the County Committee on the framing policy and dealing with the rules of the Association.

Rule 8.3 of the Club Constitution states:

*An Annual General Meeting shall be held at such time as shall be decided upon by the Executive Committee, but insofar as is practical shall be held before the end of November each year.*

It is crucial that the Club has adopted the up-to-date Club Constitution, in line with Rule, and adheres to it's contents. The Club Constitution and Rules can be found at the back of the Official Guide, Appendix 5 of the 2019 edition (page 164-194). Also available [here](#).

## SETTING THE DATE OF THE AGM

It is the Executive Committee of the Club that decides the date and location for the Club AGM. However, the AGM should take place on a date before the end of November each year, i.e. before the County Convention (Rule 8.3 of the Club Constitution).

## NOTICE OF AGM TO MEMBERS

Rules 8.5 to 5.5.3 of the Club Constitution govern the calling of the AGM and detail how members are notified. It is important that all Full Members of the Club are notified in writing of the AGM and are forwarded all relevant documentation.

**Rule 8.5.2:** *Once the date of the Annual General Meeting has been fixed, the secretary shall give at least twenty-eight days notice in writing to the members of such date, at the same time inviting nominations for election to the Executive Committee for the following year and motions for consideration at the Annual General Meeting, also specify that such nominations*

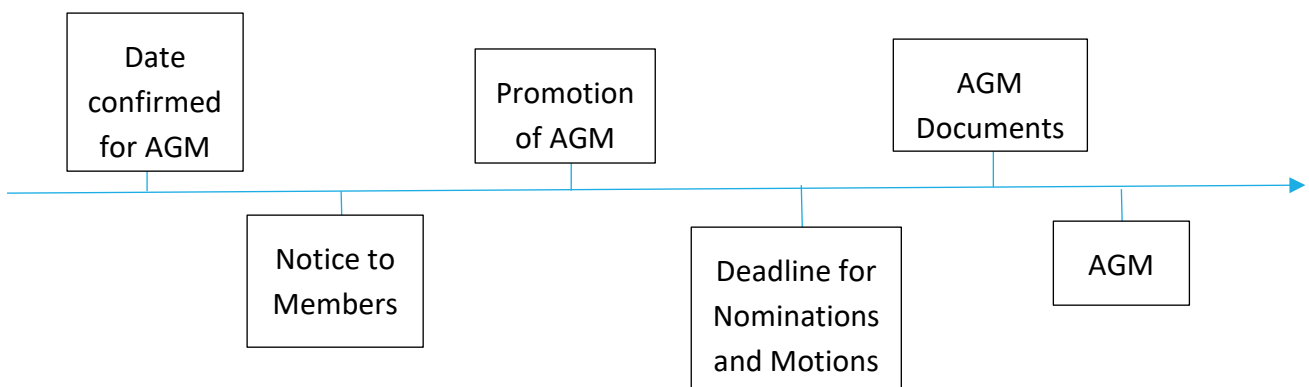
and motions shall be received by him by a date not less than twenty one days prior to the date fixed for the meeting.

**Rule 8.5.3:** *The Secretary shall then, on or after the date specified for return to him of such Nominations and Motions, but so as to give the members ten days clear notice before the meeting, circulate to the members the following documentation:*

- a) *Copy of the Agenda for the meeting.*
- b) *Copy of the Annual Report of the Secretary.*
- c) *Copy of the Financial Statements, including the Report of the Accountant(s) or Auditor(s).*
- d) *Details of the Nominations for election to the Executive Committee.*
- e) *Copies of any motions for consideration at the meeting.*

#### SUMMARY OF NOTICE PROCEDURES

- At least 28 days notice in writing must be given to members.
- Invite nominations for positions vacant on the Club Executive for the following year and include a “notice of motions” form.
- Specify the return date of motions and nominations. Note that this date must be at least 21 days before the AGM.
- Documentation must be sent to members at least 10 days before the AGM.
- Documentation sent to members include a copy of the agenda, a copy of the Secretary’s report, a copy of financial statements, details of nominations to the Executive Committee and a copy of any motions for consideration.



## AGM DOCUMENTS

### AGENDA

The business of the Club AGM and the Agenda is set out in Rule 8.4 of the Club Constitution as follows:

*The following business shall be transacted at the Annual General Meeting:*

- a) Adoption of Standing Orders.*
- b) Minutes of previous Annual General Meeting.*
- c) Consideration of the Annual Report submitted by the Secretary.*
- d) Consideration of the Financial Statements including the Report of the Accountant(s) or Auditor(s).*
- e) The Chairperson's Address.*
- f) Election of Officers and Members of the Executive Committee.*
- g) Notices of Motion.*
- h) Other Business.*

### SECRETARY'S ANNUAL REPORT

The Secretary's Annual Report is probably the most important item on the Agenda. It should deal with the work of the Club during the year and depending on the size of the Club, be written under various headings such as games, social activities, community involvement etc. It should outline aspirations for the year ahead and the vision that the secretary has for the Club. The Chairman's address can follow a similar outline and it is a good idea for both officers to swap draft reports in advance of the meeting in order to ensure that they are not repeating each other.

### FINANCIAL STATEMENTS

Each Club Executive must present to the AGM an Income and Expenditure Account for the year (Rule 11.6 of the Club Constitution). Accounts should be kept as simple as possible and not too detailed. Preparation of the accounts is the role of the Club Treasurer and this is discussed in more detail in the Club Treasurer section of the Club Support Manual.

Production of an Income and Expenditure Account is relatively simple but a Balance Sheet (for a large Club) is a more complicated and specialised document that may require some professional help for its production. A copy of the Annual Accounts must be submitted to the County Committee.

It is usual for the Treasurer to first explain the items in more detail and then to invite questions. Discussion on the Accounts should be confined to financial affairs – including fundraising. The Financial Statements must be approved by the Executive Committee, and signed by two of three Officers – Chairman, Secretary, Treasurer – on behalf of the Executive Committee (Rule 11.7 of the Club Constitution).

## ELECTIONS AND VOTING

For elections at an AGM, a secret ballot must be carried out to decide the result of any contest i.e. where a contest is to take place (Rule 9.6 of the Club Constitution).

Prior to the election, tellers should be appointed to count the votes. Only persons whose names are not on Ballot Papers should be appointed. The Tellers should also distribute and collect the papers. Before voting takes place, the Chairman should announce clearly any changes that may be necessary on the Ballot.

The Secretary should prepare Ballot Papers from the Nominations submitted. Names should be in alphabetical order. Ballot Papers when completed are not signed. Alternatively the list of nominees could be written (before the meeting) on a board in alphabetical order and a blank sheet of paper given to members to write down the names of those they wish to elect. Voting where it concerns elections for positions, must be take place by secret ballot. Only Registered Full Members, who have paid their Club Membership fee on time and are registered may vote at the AGM. Youth members do not have a vote.

When the count is finished, the Tellers summarise the results and hand them to the Chairperson who announces the results. Details of the number of votes cast per person etc should not be given. The names of the Committee members elected should be read out in alphabetical order, not in the order of voting.

If there is only one nomination for any particular position then this person is automatically deemed elected. As already stated, nominations are forwarded to the Secretary at least 21 days prior to the AGM. In the event of the number of Nominees for any particular Executive Committee position being equal to or less than the number of positions to be filled, such Nominees shall be declared elected, and any positions left unfilled, due to lack of Nominees or Nominees withdrawing, shall be filled by the new Executive Committee, as soon as practical after the AGM (Rule 8.6 of the Club Constitution).

## TERMINATION OF OFFICE

The Chairperson and the other officers of the Committee of the previous year remain in office until the end of the AGM.

## NOTICES OF MOTIONS

These are usually formal amendments of the Constitution but may also take the form of specific general directives from the AGM to the Club Committee. Motions for the County Convention are also considered, hence the importance of having the AGM prior to the County Convention.

## OTHER BUSINESS

Only matters of minor importance should be allowed to be discussed under this heading or an urgent matter which has arisen since the Agenda was prepared.

## MINUTES

The Secretary should write the minutes of the meeting as soon as possible. A report on the prescribed form should be submitted to the County Committee within ten days. A report on the meeting together with the names of the new committees should be posted on the Clubs website, where one exists, and the Club PRO should forward the report to local newspapers.

## THE AGM ACTION PLAN

The AGM Action Plan briefly summarises how to follow up on decisions / motions passed during the AGM. It should read: Action – steps – responsibility – completion date

An example would be:

Action	Steps	Responsibility	Completion Date
Fundraising	Bag packing	Mens Senior Football Team	March 2020

All regulations in relation to the AGM can be found in the Club Constitution Rule 8.1 to 8.15.

## POST AGM ACTIONS

Convening the first Club Executive Meeting, fill any unfilled positions, create the necessary sub-committees, write up AGM minutes, report of AGM submitted to the county secretary. The handover process of new officers must also be conducted while identifying any training opportunities for new officers. The Club Executive should also hold a “Planning Day” which would discuss key steps for the next year.