

# PREPARING FOR YOUR CLUB AGM

25 September 2024





# LEARNING OUTCOMES

Hopefully, after this workshop you will have a better understanding of

*01*

**Rules &  
Timeframes  
for AGMs**

*02*

**What Happens  
During an  
AGM?**

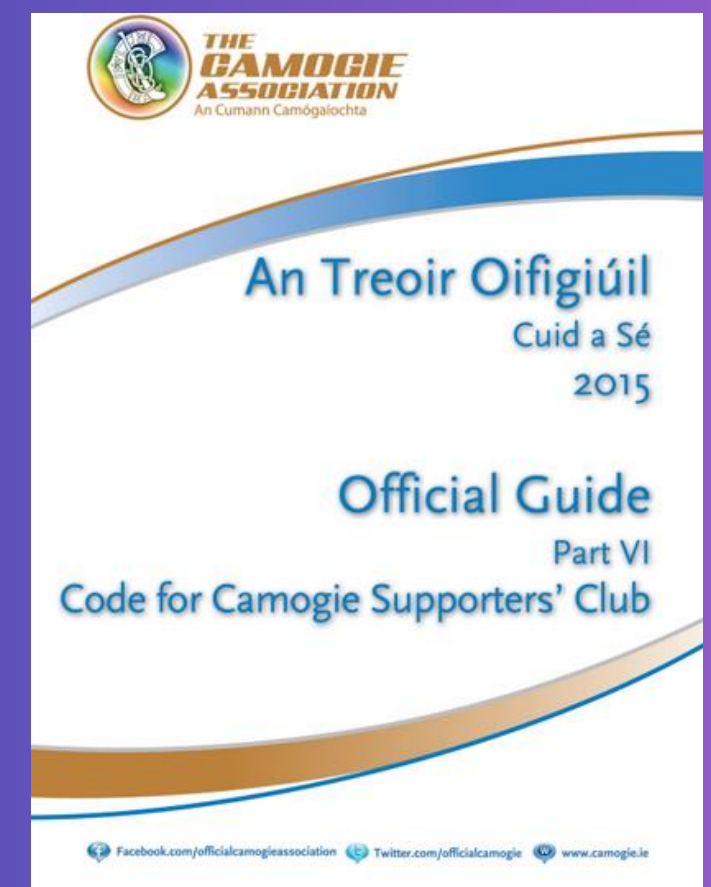
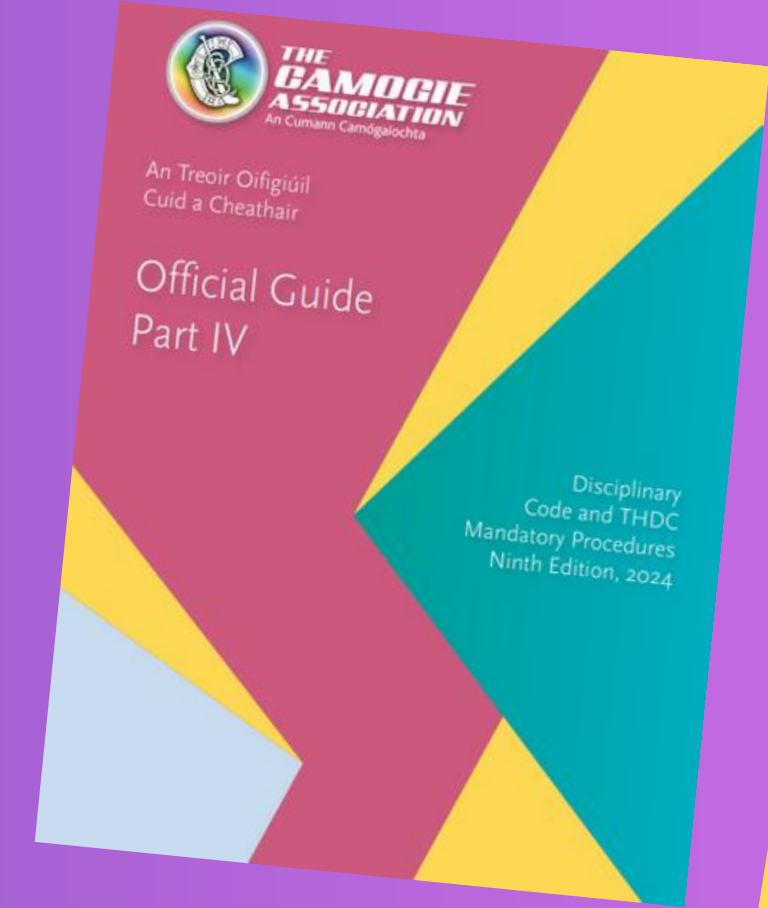
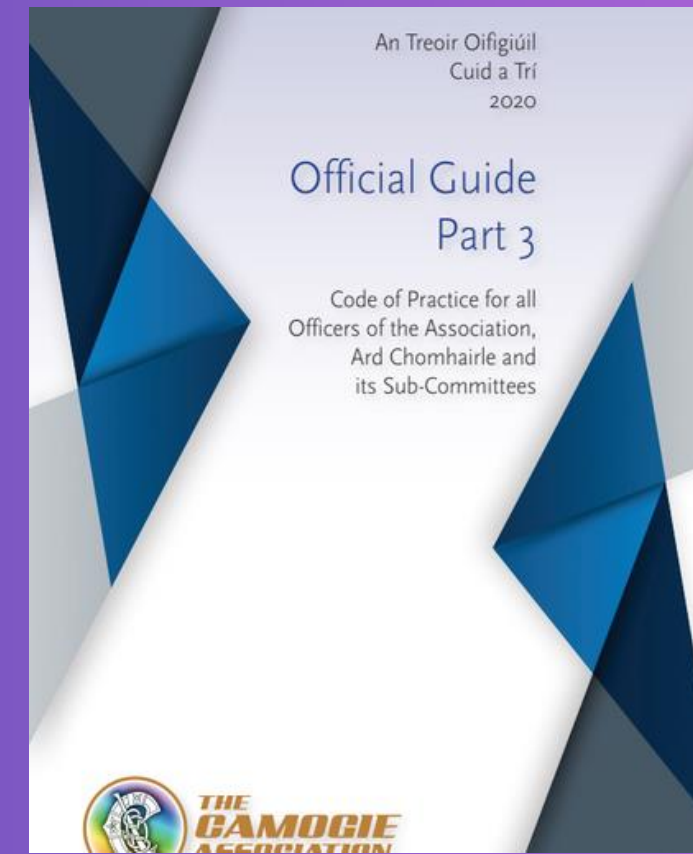
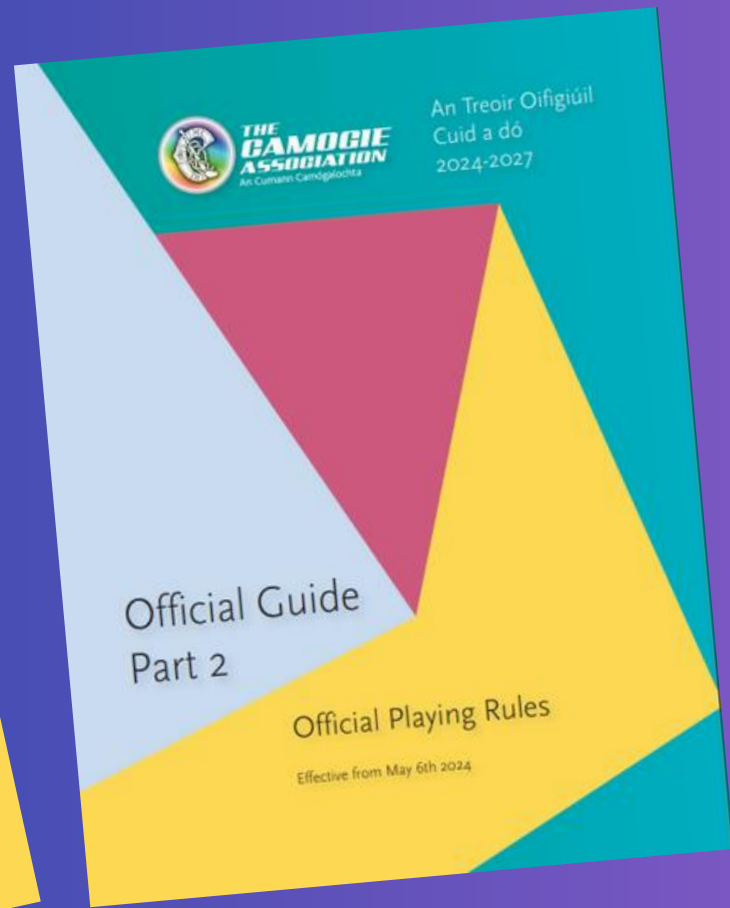
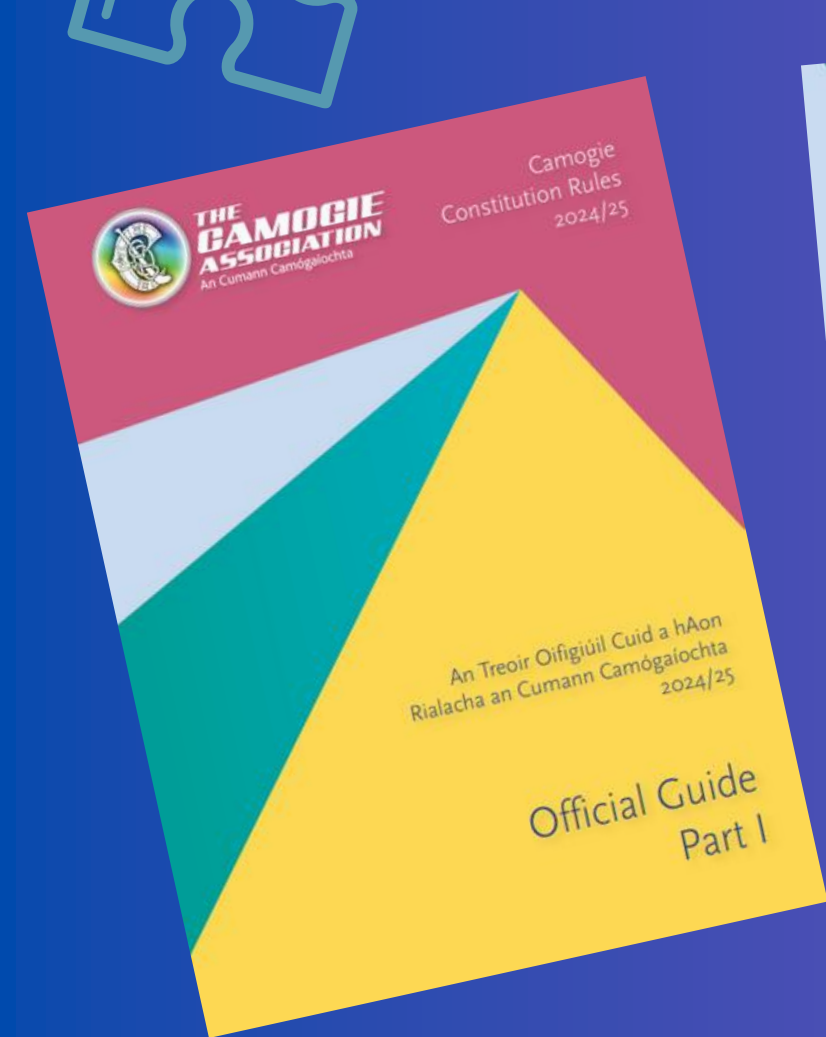
*03*

**How to run  
an Effective  
Meeting**

*04*

**Dealing  
with  
Difficult  
Behaviour**

# AN TREOIR OIFIGIÚIL/OFFICIAL GUIDE



# CLUB AGM

Club AGM must be held by **22nd November** (except for those clubs that hold their AGM as part of a GAA club)

## Throughout the year:

- Keep a record of games, top scorers, finals reached to help write the secretary's report

## 3 months before AGM:

- Only members over the age of 18 who have paid their fees at this time will have voting rights at the AGM





# CLUB AGM

- **5 weeks before AGM:**
- The secretary must send out to all members:
  - Notice of AGM including time, date & venue
  - Officer Proposal Forms
  - Request for motions or bye-laws

## **10 days before AGM:**

- The secretary must send out to all members with voting rights.
  - Agenda
  - Minutes of previous AGM
  - Secretary's Report
  - Club's Accounts (obtain from the Treasurer)
  - Nominations for executive committee, indicating proposers
  - Motions & bye-laws, indicating proposers.



# IMPORTANT RULES FOR AGM

## ELECTION OF OFFICERS

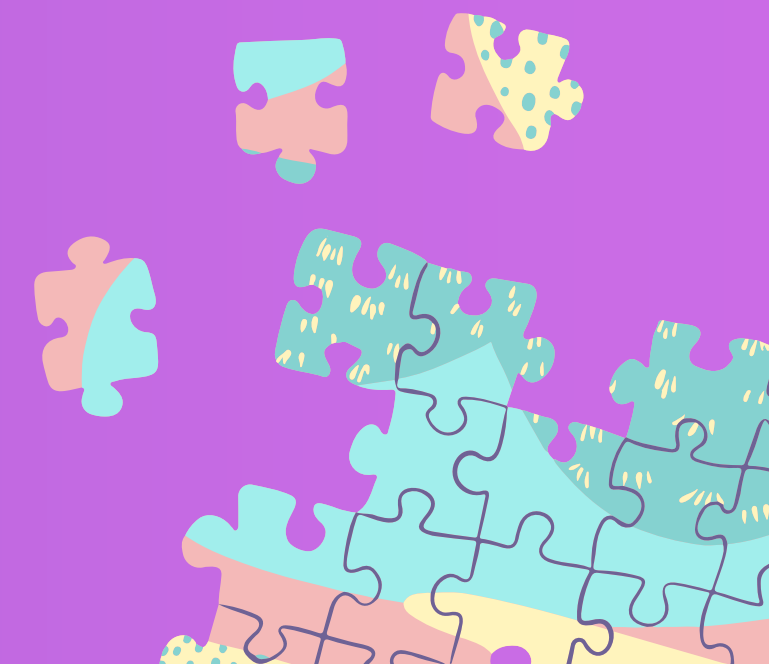
- Candidates must be nominated
- Election of Officers by Secret Ballot
- If more than one person nominated for a position; vote taken, the person elected will have the majority of votes from eligible voting members in attendance.
- If there is a tie, Chairperson will exercise their casting vote.



# IMPORTANT NOTE:

The quorum for AGM must be **20%** of those who are entitled to attend and vote, in addition to the officers present.

Any decisions taken at the AGM will not be rescinded except at subsequent AGM (**requires two thirds of those present to vote in agreement**). To rescind a motion, prior notice must be given.



# What happens during AGM?



1. Consideration of minutes from previous AGM
2. Consider and approve reports and accounts for previous years
3. Elect and appoint Officers
4. Elect and appoint members of subcommittees as required by rule or bye-laws
5. Approve or disapprove motions and bye-laws (note bye-laws must not be contrary to rules and will not become binding until ratified by Ard Chomhairle).

**Any member of executive committee who has been absent from three consecutive meetings without reasonable explanation will be deemed to have resigned from the Executive meeting**





# Reconvened AGM

## Rule 18.9

If the AGM fails to elect an Executive Officer or Officers (Part 1 of the Official Guide Rule 3.4)

The AGM has the power to nominate a person(s) to call a reconvened AGM for the purpose of these elections.

**2 weeks after (no later than 3 weeks)** prior to date of reconvened AGM the secretary must issue nomination form for proposals for officers.

Nomination forms must be lodged with a person appointed at the original AGM and by a date set at the original AGM.

**7 days before reconvened AGM** the secretary must notify members with: Notice of AGM – time, date, venue, nominations received for vacant positions of Executive Committee.



# AFTER CLUB AGM

The secretary **must** send to the county board:

- Copy of the Secretary's Report
- Copy of Accounts (complaint with Part 1 of the Official Guide, Rule 18.5)
- Names of all elected officers
- Name of delegate(s) to county board
- Copy of approved motions and byelaws



# COUNTY CONVENTION

The club is required to send its delegate(s) to the annual county board AGM (Convention).



Return nomination for officers **3 weeks** before county AGM



Submit motions to county secretary **at least 3 weeks** before



Attend County AGM (or send delegate)



# Good Practice before AGM- Secretary's Report

Writing the secretary report can seem like a daunting task but it is simply a summary of events/achievements and performance of the club throughout the year.

Ideas of information that could be included:

- Comment on the year of the club
- Number of members
- Number of teams fielded
- Number of meetings held
- Social Events
- Fundraisers
- Improvements made over the year
- Achievements on the field (short report each age group)
- County/Provincial/School/All star representatives
- Thank management/players/parents/coaches
- Acknowledge people/members who have made an impact over the year



# Role of Chairperson in Meeting



## Before Meetings:

- Set the agenda
- Prepare agenda in consultation with Secretary
- Consult with Secretary of any items of correspondence which may require a decision at the meeting

## During Meetings:

- Chair the meeting
- Chairperson must sign and date, recording who has proposed and seconded minutes
- Clarify the exact wording of decisions taken

## Between Meetings:

- Ensure decision made during meeting is acted on
- Work with Secretary to implement the decisions of the meeting and deal with other matters arising from the minutes
- If in doubt, consult with Secretary and/or other officers- can call a special meeting of the club, if necessary



# Activity- Effective Meetings

Chairing meetings can be a daunting task, but the most important thing is to be prepared.

Think of an ineffective meeting you have attended.

What made it so ineffective?

- Too long and nothing decided?
- Someone or some people allowed to speak for too long?
- Issues discussed that are not on the agenda?
- Arguments/Disagreements between people?

How should you prepare for a meeting?



# Tips for running an effective meeting

- Start and finish on time
- Chairperson exercises their authority
- Everyone treated fairly and with respect
- Keep on track (follow agenda)
- Don't allow talkative members to dominate
- Encourage quiet members to contribute
- Don't allow discussions to drag on and on- a decision should be made
- Don't lead too much, instead manage the discussion
- Remain neutral and impartial



# Dealing with Difficult Behaviour

## Activity:

What do you do when you come across challenging and difficult people at your meetings?

Intimidating  
Person

Overly  
agreeable  
Person

Selfish Person

Negative  
Person

Silent  
Person

We have all come across individuals who can derail meetings by their attitude or behaviour. These are often very good people who might not realise the impact on others. Difficult behaviour can take many forms:

### 1. **Intimidating/Angry**

- Acknowledge their position, emphasise that not everyone feels as they do and for the meeting to be successful, everyone must be heard.
- Describe the impact of their behaviour on the meeting
- Often having a one-one private discussion with this person can be more effective

### 2. **Overly agreeable**

- Be direct, they can acknowledge everyone's opinion, but each person must describe their own position.

### 3. **The selfish person**

- Acknowledge their position and then call on someone else.

### 4. **Negative person**

- Give them a role, such as note-taker, time-keeper and refer to ground rules
- Talk to them privately & ask if anything can be done to make them feel more positive

### 5. **Silent/quiet one**

- Invite participation e.g. “you haven't had a chance to share your thoughts...”

# One Club Model Guidelines



- Equally promotes the games of Camogie, GAA & LGFA.
- All activities including fundraising and games development will be carried out to support the development of the club.
- The GAA Club Constitution forms the cornerstone of overall governance of the club.

This means that AGM deadlines may differ:

- Registration must be completed and submitted by 31st March
- AGM held before 30th November:
  - 28 days notice required – notice, officer proposal form, motion proposal form
  - 10 day before send out – agenda, nomination forms, motions







# Ask for Help.....

- Fellow and Previous Role Holders
- County Secretary
- Provincial Secretary
- National Learning & Development Co-Ordinator, Tracy McDonald  
[tracy.mcdonald@camogie.ie](mailto:tracy.mcdonald@camogie.ie)



Any Questions?

THANK YOU!

