

SOCIETY MEETINGS

Alongside delivering your core events and activities, it's important that your society reps and members meet regularly to oversee the running of the society, plan ahead, and make shared decisions.



While using social media (such as Messenger or WhatsApp) to stay in touch can be helpful, it should not replace proper meetings and clear communication.

There are several types of meetings your society may hold:

- **Society Rep Meetings**

These meetings are for society reps only and focus on day-to-day society business, planning activities, reviewing finances, and addressing any issues.

- **General Meetings**

General meetings are open to all members and are often more informal. They're a great opportunity to update members, gather ideas, and chat about what's coming up for the society.

- **Annual General Meeting (AGM)**

An AGM is held once per year. It gives outgoing reps the opportunity to report on the society's activities over the past year and allows members to elect the incoming Society Reps for the following year. You can read more about AGMs [here](#):
insert link

- **Extraordinary General Meeting (EGM)**

An EGM is open to all members and is called when an important issue or decision needs to be discussed or resolved that cannot wait until the AGM and cannot be dealt with at a Society Rep or general meeting.

SOCIETY REP MEETINGS

Society Reps should meet at least fortnightly to manage the society effectively. Wherever possible, meetings should be in person, but they can also take place online via Microsoft Teams if needed.

Regular meetings help to:

- Ensure everyone is involved in decision making
- Keep plans and responsibilities on track
- Share the workload fairly across all roles
- Maintain good communication amongst all reps

Society Rep Meetings should follow this format:

Before the meeting:

- Agree a suitable date, time, and location well in advance, giving all Society Reps sufficient notice. If you wish to book space on campus to hold the meeting, **submit a request to host a society activity or event.**
- All Society Reps should have the opportunity to submit items they wish to discuss for inclusion on the agenda.
- The Communications Rep should circulate the agenda to all Society Reps ahead of the meeting.
- Minutes from the previous meeting should be shared in advance of the meeting, so reps can review actions and prepare updates.

During the meeting:

• Assign a chair and minute taker

These roles can rotate between meetings, which is good practice and helps each rep develop confidence and skills.

The Chair is responsible for opening the meeting and ensuring the discussion stays focused, inclusive, and balanced.

The Minute Taker records an accurate record of key discussions, decisions made, and actions agreed.

• Apologies

Anyone who is invited to the meeting but is unable to attend should send their apologies in advance.

• Agree minutes of previous meeting

Any corrections or clarifications are raised and agreed by the group. Once everyone is satisfied, the minutes are formally approved as an accurate record and are saved and used as the reference point for future meetings.

This holds reps accountable for agreed actions and ensures continuity between meetings.

• Matters arising

This section is used to raise any questions or follow-up points from items discussed at the previous meeting. It allows Society Reps to check progress on agreed actions and clarify anything that remains outstanding.

• Society rep updates

Each Society Rep should share brief progress updates on work and activities undertaken since the last meeting. This helps keep everyone informed and aligned on current priorities.

• Agenda items

Work through each item on the agenda in turn, discussing them with those in attendance. This helps ensure all key topics are covered and decisions can be made in an organised and inclusive way.

- **Any other business (AOB)**

This item is used to discuss any urgent matters that were not included on the agenda. It also provides members with the opportunity to raise questions or highlight any final points before the meeting closes.

- **Date of next meeting**

Before closing the meeting, agree and schedule the date, time, and format of the next meeting. Aim to choose a time that suits the majority of members, giving everyone enough notice to attend.



Meeting minutes are notes taken during a meeting, usually by the Society Communications Rep. Their purpose is to provide an accurate record of what was discussed, decided, and agreed. Use our template to help you record minutes accurately.

EXTRAORDINARY GENERAL MEETING (EGM)

Before an EGM occurs, Society Reps must inform a member of UUSU activities team staff that it is scheduled to take place.

An EGM can be called at any time by majority vote of the Society Reps or on receipt of a request from the society membership which has support from at least 10% of the total membership.

Extraordinary General Meetings should follow this format:

Before the meeting:

- Agree a suitable date, time, and location well in advance, giving all society members sufficient notice. If you wish to book space on campus to hold the meeting, **submit a request to host a society activity or event.**

The Communications Rep should circulate the agenda to all Society members ahead of the meeting, clearly identifying the specific reason for calling the EGM e.g. electing a new Society Rep.

Share any relevant information members may need to review beforehand.

During the EGM:

- Assign a Chair and Minute Taker at the start of the meeting. Note any apologies from members who are unable to attend.

The Chair should explain why the EGM has been called ensuring the discussion focuses on the listed business only.

Ensure all members have the opportunity to contribute to the discussion

Any decisions or elections should be carried out fairly and transparently

The minute taker should clearly record any decisions made, votes taken, or roles filled.

After the EGM:

- The Communications Rep should circulate the meeting minutes to all society members and provide a copy to the UUSU Student Activities Team within 48 hours.



Did you know an EGM can take place at any time of the year?

If a Society Rep steps down and their role needs to be filled, you can call an EGM to elect a new rep and fill the vacancy.

REP CONCERNS REQUIRING MEMBER INPUT AT EGM

On occasion, it may be necessary to hold an Extraordinary General Meeting (EGM) to address concerns relating to a Society Rep.

In the first instance, Society Reps are encouraged to resolve concerns informally wherever possible. Advice and guidance on managing and resolving issues can be found in the **Communicating with Others handbook**.

If it is agreed that the most appropriate course of action is to consider the removal of a Society Rep from their role, a member of the UUSU Student Activities Team can support you in facilitating an EGM. This ensures that all members have the opportunity to consider a motion and participate in the decision-making process, which is conducted fairly and transparently.

VOTING ON A MOTIONS AT AN EGM

- The motion must be clearly communicated in advance of the meeting, so members understand what is being proposed.
- A member of UUSU staff will confirm that all attendees are registered members of the society. Only registered members are eligible to vote.
- For a motion to be valid at an EGM, at least 10% of the society's total membership must be present and take part in the vote.
- The Chair will ensure that cases are presented both for and against the motion, allowing members to hear different perspectives.
- Members will then vote on the motion by secret ballot.
- A simple majority is required for the motion to pass.
- The outcome of the vote will be announced, and any resulting actions will be clearly communicated.

AFTER THE EGM

- The Communications Rep should circulate the meeting minutes to all society members and provide a copy to the UUSU Student Activities Team within 48 hours.
- If the motion results in a vacant role, a further EGM should be called to elect a new member to that position.