



***THE  
CAMOGIE  
ASSOCIATION***  
An Cumann Camógaíochta

# **Club Secretary**

**Annual General  
Meeting (AGM)**

## Annual General Meeting

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



Throughout the year:

- Keep a record of games, top scorers, finals reached to help write the secretary's report (see guidance below)

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.

5 weeks before AGM:

- The secretary must send out to all members:
  - Notice of AGM including time, date and venue
  - Officer proposal forms
  - Request for motions or by-laws

10 days before AGM:

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

Full rules can be accessed here:

[Part-1-Official-Rules-2021-A4-Final.pdf \(camogie.ie\)](https://www.camogie.ie/part-1-official-rules-2021-a4-final.pdf)

## 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.

The Secret Ballot



The quorum for AGM must be 20% of those who 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Any decisions taken at the AGM will not be rescinded except at subsequent AGM (requires two thirds of those present to vote in agreement).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 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***

If the AGM fails to elect an Executive Officer or Officers (Rule (I) 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 Rule (I) 18.5)
  - names of all elected officers
  - Name of delegate(s) to county board
  - Copy of approved motions and Bye-laws



## County Convention

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

1

Return nomination for officers 3 weeks before county AGM

2

Submit motions to county secretary at least 3 weeks before

3

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



## **Succession Planning**

The Executive, particularly the Chairperson and Secretary should spend time and energy seeking new Officers for positions.

### **Why?**

- Re-invigorate and energise the Club
- Increase community involvement
- Avoid burnout in Officers
- Draw on the abilities and skills of a larger number of people

### **How?**

- Don't be shy about asking people to help
- Many people are happy to help with particular projects
- Be clear about what the role entails
- Think about how the person can contribute - what skills do they have?  
How can we include them in the running of our club?
- Offer encouragement and support, and say thanks



### **GDPR**

To find out what information should be retained, by whom and how long?

See [learning.gaa.ie/courses/dataprotection](https://learning.gaa.ie/courses/dataprotection) and any further queries can be sent to [dataprotection@gaa.ie](mailto:dataprotection@gaa.ie)