

# ANNUAL GENERAL MEETING



Every club incorporated under the Associations Incorporation Act (Qld) must hold an Annual General Meeting (AGM) within 6 months of the end of the clubs financial year.

Your club's financial year will be outlined in your Club Constitution, as will generally the timeframe that must be abided by for the holding of the AGM from that date.

## CALLING THE AGM

Your club constitution will state the timeframe for when the Notice of Meeting of the AGM (or any general meeting for that matter) must go out to club members. This timeframe could be not less than 14, 21 or 28 days depending on your constitution.

Several weeks prior to sending out the Notice of Meeting for the AGM, a club should send out correspondence advising members of the date of the AGM and seek nominations for Committee of Management positions as well as any motions that are to be put before the members at the AGM.

*A sample Committee of Management nomination form is attached.*

The correspondence advising of the upcoming AGM should go out to members sufficiently early to allow the Club Secretary to receive back nominations and motions by the respective closing date (the closing date should be a date about 1 week prior to when the Notice of Meeting must be distributed to members) so that the Notice of Meeting can be sent to members outlining the business to be conducted at the AGM within the designated timeframe as per your constitution.

## Notice of Meeting

This notice must be sent out within the allocated timeframe as outlined in the club constitution and must be in writing either electronically or in hard copy.

The Notice of Meeting must outline the business to be conducted at the AGM, along with the date, time and place of the meeting. Only business listed on the Notice of Meeting can be attended to at the AGM, therefore, NO general business can be addressed at the AGM because notice of such business has not been given prior to the meeting.

*A sample Notice of Meeting is attached.*

## AGM PROCEDURE

The conduct of this meeting is as important as the establishment of the meeting itself.

Generally, the Chair of the meeting will be the sitting Club President. The Chair is responsible for the conduct of the meeting and adhering to the Notice of Meeting as it is outlined.

The Chair would only step away from this role during the meeting at the time Committee of Management positions are up for election and the President is one of the positions that are being elected at the AGM. The Chair will step aside at such time in favour of an approved individual that will then assume the Chair for the conduct of the elections.

As soon as the election for the position of President has been conducted and the incoming President determined, the successful candidate will then generally assume the Chair for the remainder of the elections (if any) and the continuation of the AGM.

It is important that the order of business as outlined on the Notice of Meeting is adhered to by the Chair. There can be no addition or subtraction from this order of business as notified to members.

Also refer to the Meeting Procedures guidelines for additional information on this process.

# ANNUAL GENERAL MEETING



## Postal and Proxy voting

Proxies should be used very carefully at the AGM or any general meeting for that matter, as they can be open to rorting and therefore affect the positive outcome of any meeting.

Proxies are generally allocated for notices of motion that have been received for the AGM or a motion for constitutional change (this can only occur by special resolution) at the AGM or another general meeting designated for such a resolution.

A proxy should be very specific for a particular meeting and is only valid for that meeting. It is important that the proxy clearly outlines the meeting it is being used for as well as indicating how the person allocating the proxy wishes the person they have allocated their proxy to, should vote on their behalf.

The allocation of a proxy basically deems the person who has allocated it as being present at the meeting and eligible to vote.

*A sample proxy form is attached*

PROXIES SHOULD NEVER BE USED TO ALLOCATE VOTES FOR POSITIONS ON THE COMMITTEE OF MANAGEMENT. VOTING OF THIS NATURE SHOULD BE DONE BY A POSTAL or ELECTRONIC BALLOT PRIOR TO THE AGM or BY A VOTE TAKEN AT THE AGM BY THOSE PRESENT AND ELIGIBLE TO VOTE. (A vote taken at the AGM would mean those not able to attend the meeting do not get a right to vote for Committee of Management members and this is perfectly acceptable if this is the way the vote is to be taken and notice of the same has gone to club members prior to the meeting).

If a vote by postal ballot is to occur it is important that the ballot be very specific to the election and marked in a manner that is not able to be reproduced eg. Each page of the ballot is stamped with the club's seal or the like. Only the returning of original ballots is acceptable, photocopies of ballots would be invalid and not able to be counted in the voting process.

The postal ballot must go out with the Notice of Meeting highlighting the date it must be returned to the Club Secretary by. This more often than not should be by the close of business 48 hrs prior to the date of the AGM.

Should your club chose to conduct its voting for Committee of Management positions at the AGM, then they can do this by a show of hands or should a poll/secret ballot be requested they could use the same sample ballot as provided here only without the postage information.

PLEASE MAKE SURE PRIOR TO ANY ELECTION YOU HAVE DETERMINED (if your Constitution does not mention this) how the counting of votes will occur – first past the post or preferential method. Also, if you chose first past the post (most common method of counting), what is your tie breaker method should you have a tie for first preference votes?

*A sample postal ballot form is attached*

## AGM Adjournment

An AGM cannot be cancelled or postponed once it has commenced, it can only be adjourned to a time, date and place in the future.

If it is necessary to adjourn the AGM for whatever reason (this will be outlined in the Club Constitution) then the date, time and place of the reconvening of the adjourned meeting should be provided at the time of the adjournment. Thought should be given to this in advance just in case it is necessary to adjourn the meeting.

The reconvening of the AGM must be treated as a continuation of the original meeting with no variation to any aspect of the meeting. Meeting close.

# ANNUAL GENERAL MEETING



Insert club logo here

## COMMITTEE OF MANAGEMENT NOMINATION FORM

I, the undersigned, being a financial Voting Member (*insert voting membership category here eg. Senior member etc.*) of [*insert club name here*] Inc. hereby nominate for appointment as a member of the club Committee of Management for the position of (*President, Treasurer, Vice President, Secretary, General Committee Member x 3*) (**please circle respective position**)

**Name of NOMINEE:**

Mr/Mrs/Miss/Ms: \_\_\_\_\_

Club Membership Number: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Name of NOMINATOR:** \_\_\_\_\_

Club Membership Number: \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_

Date: \_\_\_\_\_

**Name of SECONDER:** \_\_\_\_\_

Club Membership Number: \_\_\_\_\_

Signature of Seconder: \_\_\_\_\_

Date: \_\_\_\_\_

**DECLARATION OF NOMINEE:**

I, \_\_\_\_\_ being a financial Voting Member (*insert voting membership category here eg. Senior member etc.*) of [*insert club name here*] Inc. agree to stand for election as a member of the Committee of Management for the position of (*President, Treasurer, Vice President, Secretary, General Committee Member x 3*) (**please circle respective position**)

Signature of Nominee: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE NOTE: ANY NOMINATION WILL BE INVALID IF ALL PERSONS NAMED HERE ARE NOT CURRENT FINANCIAL MEMBERS OF THE CLUB.**

**Nominations close at 5.00 PM on:** [*Insert date here*]

**Email, Mail or Fax Nominations to:** The Secretary  
Email: [*Insert here*]  
Fax: [*Insert here*]  
Postal address: [*Insert here*]

# ANNUAL GENERAL MEETING



*Insert club logo here*

## NOTICE OF THE 2016 ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting  
of [*insert club name*] is to be held at the  
[*insert place date and time*].

The business of the Annual General Meeting shall be:

1. Welcome and approval of register of meeting attendees eligible to vote, proxies and apologies
2. Minutes from the previous year's Annual General Meeting.
3. Business arising from the previous minutes.
4. Annual Report of the Club, including the Annual Financial Statements.
5. Announcement of election results or conduct the elections for Committee of Management position at the meeting (*as required*).
  - a) [*List positions & candidates for election here*]
6. Conduct a ballot for Life Membership of the Club (*if a nomination has been received*).
7. Conduct a ballot on any motions/resolutions put on notice.
  - a) [*List motions received here. Remember a motion to change the Constitution must be listed as a Special Resolution*]
8. Appointment of the Club auditor (*if required*)
9. Appointment of Club Patron (*if the club has one*)
10. Meeting Close

Refreshments will be served at the conclusion of the AGM, so please  
plan to stay a short while after the meeting finishes.

# ANNUAL GENERAL MEETING



*Insert club logo here*

## APPOINTMENT OF PROXY

**[insert Club name] INC.**

I.....of.....

.....  
being an eligible voting Member of [Insert club name] Inc. as defined by the Rules, here

by appoint.....of.....

.....  
or failing him/her the Chairman for the time being of the Meeting as my proxy to attend and vote on my behalf at the General Meeting of the Club (Annual General Meeting or Special General Meeting, as the case may be) to

be held on the.....day of.....and at any adjournment thereof.

My proxy is authorized to vote in favour of / against (delete as appropriate) the resolution/s (insert resolution details below as required).

1.....

2.....

3.....

4.....

Signed this.....day of.....201

.....  
(Signature)

# ANNUAL GENERAL MEETING



*[Insert club name here]*

## 2015 POSTAL BALLOT PAPER

1. Number EACH square for each position being elected (1 being your first preference & so on)
2. Place these Ballot Papers in the envelope marked **“BALLOT PAPERS ONLY”**
3. **Mail** this to The Club Secretary so that it will be received by 5pm on *[insert date – at least 2 days prior to the AGM]*

### PRESIDENT

<input type="checkbox"/>	<i>[Insert name next to square]</i>
<input type="checkbox"/>	
<input type="checkbox"/>	

Number every square

### VICE PRESIDENT

<input type="checkbox"/>	<i>[Insert name next to square]</i>
<input type="checkbox"/>	
<input type="checkbox"/>	

Number every square

### TREASURER

<input type="checkbox"/>	<i>[Insert name next to square]</i>
<input type="checkbox"/>	
<input type="checkbox"/>	

Number every square

*[Add additional ballot boxes for such positions as secretary and general committee positions as required]*

**PLEASE ENSURE YOUR BALLOT IS RECEIVED BY 5PM ON [insert date here]**

**MAIL TO:** The Secretary  
*[insert club name here]*  
*[insert address here]*

*Stamp each page of the ballot with the Club seal*