INAUGURAL GENERAL MEETING PROCEDURE

Purpose: Finalise constitution, determine your annual membership and elect your Executive Committee.

- Find an official minute taker who will keep an accurate record of the meeting
- Open the Meeting
- Apologies/Attendance
- Discuss aims, objectives and constitution of the club
- Adoption of the Constitution (via a majority vote, motions to amend/approve with quorum of members)
- Set Membership Fees (if any)
- Elect Office Bearers: President, Vice-President, Secretary, Treasurer (as a minimum)
- Agree that a new bank account is to be opened, who will be the signatory’s on the account and type of account required.
- General Business (other issues)
- Set a date for the next meeting
- Close Meeting

For more information go to

ANNUAL MEETING PROCEDURES

The AGM is attended by the members and other invited guests. This meeting is a public statement about your association’s financial position and the activities and achievements of the previous year. The AGM is an opportunity for your incorporated association to officially elect office bearers and to present audited or verified financial statements to your members.

The rules of your club or society must specify the way the meeting is called and the way the notice of the AGM is to be given. Under the model rules, the Secretary must give notice to each member specifying the place, date and time of the meeting and the nature of the business, including the fact that it is the AGM. The notice must be given at least 14 days before the meeting.

Notice of any special resolutions must also be given to members at least 14 days before the AGM. For convenience, the notice of meeting and any notice of special resolutions can be sent to members together.

The rules of your incorporated association must include what business is to be covered at the AGM. Under the model rules, the following business must be conducted:

- receiving the statement of income and expenditure, assets, liabilities and mortgages, charges and securities affecting the property of your incorporated association for the last financial year
- receiving the auditor’s or verifier’s report on the financial affairs of the incorporated association for the last financial year
- presenting the audited or verified financial statements to the meeting for adoption
- electing members of the management committee
- appointing an auditor or verifier.

The format of the meeting will be similar to that of a general meeting, however the previous minutes will be from the previous AGM, not the previous general meeting. The minutes kept must state specifically that they are minutes of the AGM.
Minutes must be kept of all Annual General Meetings.