



AGM Notes

DISCLAIMER

These notes are meant as a supplement to the "Model Rules for an Incorporated Association"(Rules) under the "Associations Incorporation Reform Act 2012" (Act) and are to be read and interpreted with reference to the Rules and Act.

Where these notes are inconsistent with the Rules or the Act, then the Rules or Act take precedence.

General

Must be after the end of the Financial Year (31 Oct) (30.1)

Must be within 5 months of the end of the financial year (30.1)

At least 14 days' notice to members is required (33.1.b)

Notice must state date, time and place and comply with other requirements (33.2)

The Committee must be familiar with the Rules and the Act (45.1)

Note the names of all Members Present, to be included AGM Minutes.

AGM Procedure.

1. Confirm the minutes of the previous AGM (30.4.a)

1.a Only members who were present at that meeting may vote to confirm (or not) (38.3)

2. Confirm the minutes of any Special General Meetings (30.4.a)

2.a Only members who were present at that meeting may vote to confirm (or not) (38.3)

3. Receive and consider the annual report of the Committee on the activities of the Association for the year (30.4.b(i))

4. Receive and consider the financial reports for the year (30.4.b(ii))

5. Elect the members of the committee. (30.4.c)

6. Confirm or vary the annual subscription fee. (30.4.d)



Election of Committee Members.

1. Chairperson declares all Committee positions vacant. (50.2)
2. Call for nominations to each position. (51.1)
 - 2.a A person may nominate themselves, or with consent be nominated by another member (51.2(a),(b))
 - 2.b There is no “Seconding” of nominations.
3. Separate elections must be held for each of: (51.1)
 - President
 - Vice-President
 - Secretary
 - Treasurer
4. If only one nomination for the position, then that person is elected (52.2)
 - 4.a If more than 1 person nominated for a position, then a ballot must be held (see Ballots) (52.3)
5. Upon election, the new president may take over as Chairperson (52.4)

Election of Ordinary Members

1. The AGM decides by resolution (a vote or show of hands of all eligible members present) the number of Ordinary Members of the Committee (if any) (53.1)
2. A single election may be held to fill all positions (53.2)
3. If more nominations than positions then a ballot must be held (see Ballots) (53.3, 4)

General Business

The AGM may also conduct any other business of which notice has been given under the Rules (30.5)



*Eastern Warriors
Masters Football
Club Incorporated.*



Ballots.

1. Chairperson appoints a member to be the "Returning Officer". (Person who collects and counts the votes). Can't be one of the nominees. (54.1, 2)
2. Each candidate may give a short speech in support of their position. (54.3)
3. Must be a secret ballot (54.4)
4. Each member and appointed proxy gets a blank paper to write their vote on (54.5, 6, 7, 8, 9)
5. Returning Officer counts the votes. (54.10, 11)