

FACT SHEET

Meetings

Community clubs/organisations will have different needs for their meetings. How often you should meet and who should be there will depend on:

- how big your organisation is;
- what its purpose is;
- how much ongoing business there is.

The various types of meetings include general meetings, annual general meetings, and management committee meetings.

General Meetings

General meetings can take place at any time. Hold them as often as you need to fulfil your organisation's purpose and activities.

Calling a general meeting

Your organisation's rules (constitution) must set out how to call a general meeting. This includes:

- giving notice to members;
- the procedure for the meetings.

Under the model rules, the secretary is responsible for calling the meetings.

The model rules require them to call a general meeting:

- when the committee needs them to call one;
- in response to a signed written request;
- from at least a third of the committee;
- by a group of ordinary members that is more than double the number on committee plus 1.

Running a general meeting

The rules should state:

- whether members can vote by proxy and how this should apply;
- how many members make a quorum (the minimum number of members of an assembly or society that must be present at any of its

meetings to make the proceedings of that meeting valid);

- the procedure to follow at general meetings.

The model rules say that you cannot carry out business unless a quorum is present. Your organisation's rules should set out what to do if a quorum is not present.

You must keep the minutes of all general meetings.

Annual General Meetings (AGMs)

An AGM must happen within 6 months of the end of your organisation's financial year.

This meeting is a chance to:

- state your organisation's financial position;
- give audited or reviewed financial statements to your members;
- outline the activities of the year before;
- elect office bearers;
- recruit volunteers for roles.

Attendees at AGMs may be:

- committee members;
- ordinary members;
- invited guests.

Calling the AGM

Your organisation's rules must set out how to:

- call an AGM;
- give notice of an AGM to your members;
- give notice of any special to your members.

Under the model rules, the secretary gives notice of the meeting to each member. As part of this they must:

- outline the nature of the business;
- send the notice at least 14 days before the AGM;

- send written notice and details of any special resolutions at least 14 days before the AGM.

You can send the meeting notice and notice for any special resolutions in the same document.

Running the AGM

Your organisation's rules should set out what business to cover at the AGM. Under the model rules, you must:

- receive the financial statement for the last financial year, covering:
 - income and expenditure
 - assets and liabilities
 - mortgages, charges, and securities affecting your organisation's property;
- receive an auditor's or verifier's report about the financial position;
- present and adopt the audited or verified financial statements;
- appoint an auditor or verifier for the next financial year;
- elect members of the management committee.

The format of the meeting is similar to a general meeting. The previous minutes should come from the previous AGM, not the previous general meeting.

You **must keep** minutes of the AGM. The minutes kept must specifically state that they are AGM minutes.

Management Committee Meetings

Management committee meetings must be held according to the rules. The rules usually allow the committee to determine the time and place.

The committee should meet as often as needed for your organisation to function. At a minimum, this must be every 4 months. Committee meetings must:

- follow the rules of your organisation;
- always have the minutes recorded;
- happen at a place and time that the committee decides.

Calling a committee meeting

The committee should decide on how a meeting is to be called and how notice is to be given.

Running a committee meeting

The president must chair a committee meeting if they are present. If they are not, any other committee member may chair in their place.

A quorum is the minimum number of attendees needed for the meeting to take place. Your rules must set out how many committee members will make up a quorum.

Go Clubs Resources

- [Notice of AGM template](#)
- [AGM Agenda template](#)
- [AGM minutes template](#)
- [Meeting tips factsheet](#)
- [Committee nomination form – Template](#)

For enquiries:

Email: goclubs@cairns.qld.gov.au

Phone: 1300 69 22 47 (Club Development Officer)

