**Annual General Meeting Template**

***The text in bold should be minuted****. Additional text is for reference only. This template can be modified for use in general or special meetings.*

**AGM of**

**Date:**

**Time:**

**Venue:**

**Present:**

(Print off your membership list, tick off those present, add additional attendees)

**Apologies:**

(members, officers, ex-officio or anyone else unable to attend)

**Quorum: meet/not meet**

**Meeting opened by (presidents name) at am/pm.**

I declare the AGM for club is now open

**Presidents Welcome**

It’s a pleasure to welcome all of our club members and visitors along today.

**Minutes**

Distribute minutes of last AGM

Are there any amendments required to the last AGM minutes?

I motion the minutes are true and correct

Will someone second this?

All those in favour?

**Motion carried that the minutes are true and correct**

**Matters Arising**

Is there any business arising from the minutes?

Briefly discuss any topics raised

 **was discussed**

**Presidents Report**

Distribution of presidential report

I will now present the presidential report

1. Membership information, increases, decreases, demographics
2. Yearly aim/s review, suggestions for continuation, amendments or deletion
3. Yearly events review, suggestions for continuation, amendments or deletion
4. Acknowledgements and thank you
5. Q and A and discussion

Would someone move that this report is true and correct?

Will someone second this?

All those in favour?

**Motion carried that the presidents report accepted**

**Financial Report**

I now call on the treasurer to present the financial report

Distribution of annual financial statement

Annual financial report delivered by the treasurer:

1. Purchases
2. Grants/sponsorship
3. Equipment purchases/hire
4. Event budget summaries
5. Account balances
6. Debt owing
7. Q and A and discussion

Would someone move that this report is true and correct?

Will someone second this?

All those in favour?

**Motion carried that the financial report is accepted**

**Election of Officers**

The next item on the agenda is the election of officers

1. Summary of positions
2. Opening of nominations (including self-nominations) noting each must be seconded by a club member
3. Nominee speeches
4. Election by ballot/vote

I am very pleased to declare that the following people have been elected into the following roles…

**President**

**Nomination: seconded by:**

**Total votes:**

**Nomination: seconded by:**

**Total votes:**

**Outcome:**

**Treasurer**

**Nomination: seconded by:**

**Total votes:**

**Nomination: seconded by:**

**Total votes:**

**Outcome:**

**Secretary**

**Nomination: seconded by:**

**Total votes:**

**Nomination: seconded by:**

**Total votes:**

**Outcome:**

**Constitution Amendments**

The next item on the agenda is our constitution. Is there anyone who would like to amend our constitution?

 proposed the change to clause in the constitution because of . The proposed amendment is “ “

Would someone move the (proposed amendment) (that the constitution does not require amendment)?

Will someone second this?

All those in favour?

**Motion carried that the (clause constitution will be amended to ) (the constitution does not require amendment)**

**Signatories of Club Bank Account**

(If you have a change in president and treasurer – who ever looks after your bank accounts, you will be required to remove the signatories from the account, and add new signatories)

**Current Signatories to be removed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**New Signatories to be added\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

All those in favour?

**Motion carried that \_\_\_\_\_\_\_\_\_\_\_\_&\_\_\_\_\_\_\_\_\_\_\_\_ be removed as signatures of the clubs bank account, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_&\_\_\_\_\_\_\_\_\_\_\_\_ to be added as signatories of the clubs bank account.**

**General Business**

The next item on the agenda is general business

Is there any general business? (correspondence from sponsors or the national sporting body etc.)

 **was discussed**

**Next Meeting**

**The next general meeting will be**

**Meeting Closed**

Thank you for all those who attended today. If there is no further general business (is there?) then I declare this AGM closed.

**Meeting closed by (presidents name) at am/pm.**