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1. Purpose

1.1 This policy outlines how to conduct an Annual General Meeting (AGM), in accordance with the Rules of Archery Victoria Inc. to confirm the notice period (60 days prior to AGM). The Secretary shall send out the formal notice to members, stating the meeting's date, time, and location, and agenda with officer reports and financial statements, and call for members to submit motions by a deadline (30 days prior to AGM).

1.2 On the day of the Annual General Meeting, the President presides over the meeting, ensuring all members are properly noted by signing the Attendance Register, that a quorum (25% of affiliated clubs) is met, and minutes are taken. Finally, the meeting must complete the process by conducting elections, adopting the reports and accounts, accepting the financial audit and appointing an auditor for the following financial year, having appropriate documents notarised, conducting any notified Special Business, and lodging the relevant annual summary with the government body.

1.3 This Policy enters into force and applies to Archery Victoria, Clubs and Members as of 30 November 2025. It will be reviewed on or before 30th November 2027. Unless required by changes to legislation, changes to the Rules Archery Victoria or Archery Australia policies, or as determined necessary by the Archery Victoria Board.

1.4 Copies of all documents can be obtained from the Archery Victoria website. Additional information is available from the Secretary, Archery Victoria.

2. Process

2.1 Planning & Preparation

- Check the Constitution:
Review your club's constitution for specific rules regarding AGMs, such as the required notice period and eligibility criteria for members to vote.
 - 60 days' notice of AGM to Clubs includes the agenda and Nomination forms of prospective Board members sent via email.
 - 30 days' notice if a member club wishes to raise anything (Special Business) including nominations for Life Membership.
- Set the Date & Venue:
Choose a date and time that allows for maximum member attendance and select an accessible venue.
 - Needs to be within one calendar year of previous AGM (no later than 5 months past the end of the financial year)
- Call for Motions:
Set a clear deadline for members to submit any motions or proposals they wish to be discussed at the meeting (Special Business).
 - 30 days prior to the meeting
- Prepare Documents:
Compile the following documents for presentation at the AGM:
 - Minutes from the previous AGM.
 - Annual Report detailing the year's achievements.

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- Audited financial statements.
 - Reports from the president, secretary, and treasurer.
 - Attendance Register.
 - Voting forms and Proxy forms.

2.2 Notice & Agenda

- Send the Meeting Notice:
Distribute an official notice of the Annual General Meeting to all Club Presidents and Secretaries within the timeframe specified in Rules of Archery Victoria Inc 2019. Send Nominations for Board members– 60 days prior
- Compile the Agenda:
Create a detailed agenda that includes:
 - Welcome and apologies from members.
 - Review of the previous Annual General Meeting's minutes.
 - Presentation and adoption of reports and financial statements.
 - Election of new committee members.
 - Election of next financial year's auditor.
 - Any proposed motions for debate.
 - Any other competent business.
- Send Board nominations received and any Special Business to members– 60 days prior

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.3 During the Meeting

- Verify that members present are eligible to vote and that a quorum is met.
- The President leads the meeting, ensuring it proceeds in an orderly fashion according to the agenda.
- The secretary takes detailed minutes, noting all decisions, actions, and votes for record-keeping.
- Encourage respectful discussion on all agenda items, ensuring all members have an opportunity to participate.
- Hold elections for the new or returning Board members.

2.4 Post-Meeting

- Finalized and file minutes and all other pertinent documents.
- Lodge the required annual summary with Consumer Affairs Victoria within 14 days.
- Ensure all records of the Annual General Meeting are securely stored for future reference.
- Send Welcome letter and induction information to new Board Members.