

CHECKLISTS FOR CLUBS relating to AGM's

PART 1 – Matters relating to the Club's Annual General Meeting

End of Financial year: Most clubs have the 31st March as the end of their financial year (EOFY). This is in line with SNSW (Swimming NSW) EOFY.

Exceptions may be:

- RSL swimming clubs (often are part of the RSL and have 30th June as their EOFY)
- Clubs who choose to have 30th June as their EOFY for several reasons
- Clubs who have very, very old constitutions with the end of year being 30th September

PREPARATION FOR AGM

Action	Who by?	When?	Completed?
Once the end of the financial year passes the treasurer (or responsible officer) should begin to prepare the Financial Reports for the AGM (Annual General Meeting). If these need to be checked by an accountant/auditor as per governing documents allow ample time for this to be done.		Finalised by 21 days (or as per constitution) before AGM to go out with AGM agenda	
The Area Board/Committee chooses a date for the AGM (if not already done at previous AGM). This is within 90 days of the end of financial year or, as per constitution.		Within 90 days after EOFY (or as per constitution)	
Send out notice of meeting by email/mail to members and others entitled to attend and vote as per constitution. Notice in the local newspaper is no longer required. Other things to consider – book a venue		Usually minimum 45 days before AGM (or as per constitution)	
Include in notice of meeting:		Usually minimum of 45 days before AGM (or as per constitution)	

<ul style="list-style-type: none"> • Details of any Special Resolutions (eg change of constitution or name), nomination form for those wanting to take a position • Request for any Notices of Motion • Timetable of dates prior to the meeting (close of nominations and Notice of motion, date of issue of agenda, RSVP closing date if applicable). 			
<p>After closing dates:</p> <ul style="list-style-type: none"> • Check all nominations are correct and nominees are financial members of the club. • Prepare and send agenda with all items listed • Nominations received, financial reports, other director/committee reports • Any other items that can be dealt with at an AGM. 		Agenda sent minimum 21 days before AGM if a Special Resolution is proposed (or as per constitution)	
Some clubs have a RSVP date to ensure they will have a quorum		As per club governing documents	

BEFORE THE AGM

Action	Who By?	When?	Completed?
If online meeting – set up meeting links and disperse as necessary – setup polls for voting		Prior to AGM	
Have sign on sheets available if required		Prior to AGM	
Have copies of any reports for the consideration of members available		Prior to AGM	
Ensure copies of all governing documents (either digital or printed) are available for anyone to check if required		Prior to AGM	
Have voting slips available and tellers appointed if required		Prior to AGM	
Appoint returning officer (to run election) if required by governing documents		Prior to AGM	

DAY OF THE AGM

Action	Who By?	When?	Completed?
Ensure all required documents are available		By opening of AGM	
The President (or appointed director) follows agenda – all items are moved and seconded and put to the voting members present who either adopt the motion or vote for it not to be carried			
The Secretary (or appointed director) takes the Minutes			
The agenda is followed – voting is as per governing documents			
President hands over to returning officer if required for elections			
The Treasurer (or appointed person) presents the financial report to the voting members. The Treasurer moves their own report, it is seconded and passed to the voting members for their vote.			
After elections, the meeting is handed back to the President and the rest of the agenda is completed. The newly appointed Board/Committee doesn't take effect until the end of the meeting.			
When all business is completed, the meeting is closed			
Outgoing Committee/Board members to handover documentation, passwords, email addresses etc and any other items held by them.			

AFTER THE AGM

Action	Who By?	When?	Completed?
The new Board/Committee meet and appoint officers (as per governing documents) if not done at AGM. Some clubs vote for the officers at the AGM, others vote for board members and then they agree amongst themselves who will take on what role. Either is fine if it is stated in the governing documents and the election complies.	Secretary? President?	Any time after the AGM closes. Can be on the day or another appointed meeting date	
All Board/Committee members are given a copy of all governing documents (Constitution, By-Laws, Club Rules and Regulations and Policy). Can be printed or digitally accessed if on the Club website.		As above	

<p>All Board/Committee members are made aware of their role, responsibilities and duties. Topics such as Board/Committee confidentiality, potential or real conflict of interest, expectations and whatever else is usually covered are explained so all directors can agree.</p>	<p>President?</p>	<p>As above</p>	
<p>Fair Trading commitments:</p> <ol style="list-style-type: none"> 1. The club must lodge an A12 (Annual Return) to NSW Fair Trading within 28 days of the AGM. Fines apply if returns are lodged late. This return includes figures from the financial reports approved by the members at the AGM. 2. If there has been a change to the Public Officer or the registered address of the association then an A9 needs to be lodged with A12. 3. If the constitution was changed at the AGM by Special Resolution, then complete and lodge an A6 (together with the new constitution). 	<p>Secretary? Public Officer?</p>	<p>Within 28 days of AGM</p>	
<p>SNSW commitments:</p> <ol style="list-style-type: none"> 1. Update Swim Central to reflect your current Board/Committee. Ensure those no longer on the Board/Committee do not have Swim Central access to member details. 2. Ensure all other items on SNSW Club Affiliation Checklist is complete https://clubhouse.swimming.org.au/?s=affiliation+checklist 3. Provide SNSW with copy of new constitution once lodged with NSW Fair Trading. 	<p>Secretary/Registrar?</p>	<p>Within 30 days of AGM</p>	