

AHAA AGM By-Laws

Note for Members – The Financial Statement Reporting requirements may change in any given year depending on the Associations Financial Position. Prior to arranging and conducting the AGM, the Associations Level needs to be assessed and the appropriate procedures carried out as stipulated by 32 – 34 of the Rules.

1. Purpose

- 1.1. To provide the procedural rules to assist in ensuring the Annual General Meeting is conducted in consistent, proper and orderly way.

2. Interpretation

- 2.1. Within these by-laws

Act means the *Associations Incorporation Act 1981 (QLD)*

Rules means the *Australian Horse Archery Association Inc. Constitution*

- 2.2. A word or expression that is not defined in these by-laws but is defined in either the Rules or Act, if the context permits, has the meaning given by either the Rules or the Act.

3. Methods of Holding the AGM

- 3.1. The AGM will be held by a method which facilitates and encourages maximum participation from membership. Any method can be utilised so long as all participants can contribute in real time.
- 3.2. Due to the unique nature of the organisation, it is assumed that meetings will be held in an electronic format, unless opportunity presents for another method to be utilised. If another method is chosen, consideration must be given to the principal that maximum participation is facilitated.

4. Selection of the AGM Format

- 4.1. The format of an AGM in a given year is to be chosen by a majority vote of the management committee.

5. Notice of AGM

- 5.1. Members must be given at least 28 days notice of the AGM
- 5.2. Notice is considered the responsibility of the AGM Chair, but may be carried out by the Secretary under direction.
- 5.3. This notice must include
 - 5.3.1. The date, time and duration of the AGM
 - 5.3.2. The location of the AGM (including if it is electronic)
 - 5.3.3. Outline the nature of the business to be discuss (i.e. the Agenda)
 - 5.3.4. A call for nominations for the Management Committee and details of how these nominations need to be made (consistent with Section 19 of the Rules)
 - 5.3.5. Give notice of any special resolutions to be presented
 - 5.3.6. A copy of the Treasurers Report
- 5.4. It is considered acceptable for the AGM to be held on social media sites (pursuant to 3.1), however the Committee must make all reasonable efforts to ensure all members are provided notice of the AGM.
- 5.5. If any non-members are to be invited to the AGM, this must be completed by the Secretary only if directed by the Management Committee to do so.

6. Mandatory Business at the AGM

- 6.1. The AGM must, at a minimum, cover the following;
 - 6.1.1. Receipt of the Presidents Report for the previous financial year

- 6.1.2. Receipt of the financial statement for the last financial year, covering income and expenditure, assets and liabilities, and mortgages, charges and securities affecting the associations property
- 6.1.3. If required, receipt of an auditors or verifiers report about the financial position
- 6.1.4. Acceptance by the Association of the audited/verified financial statements
- 6.1.5. If required appointment of an auditor or verifier for the next financial year
- 6.1.6. Election of the Management Committee for the following year
- 6.1.7. Advice from the existing Management Committee to the new Committee members on whether the association has public liability insurance, and, if so, the value of that insurance. This should occur even if there is no change in actual members.
- 6.1.8. A formal handover from the Outgoing Management Committee to the new Management Committee
- 6.1.9. Discussion of any items of other business raised as part of the AGM agenda
- 6.1.10. Opportunity for any member to raise an item of other business from the floor, and a discussion of that business

7. Establishing the Electronic AGM Venue

- 7.1. If the AGM is conducted in an electronic format, or includes participants joining via an electronic format, the following rules will be deemed to apply;
 - 7.1.1. The meeting will be held via Facebook and established as a separate secret group. A new group must be created for each AGM.
 - 7.1.2. The President and Secretary will be appointed Admin of the Group
 - 7.1.3. Permission to add and approve group members will be open for the purposes of ensuring all members are included in the AGM. Prior to the conduct of the AGM, the State Representatives are responsible all members added to the group from their state are current and paid financial members of the club.
 - 7.1.4. Prior to conducting the AGM, the President or Secretary must restrict permissions to ensure no further members can be added. If a member wishes to be added after this time, and they are entitled to participate in the AGM, they must be added by the President or Secretary.
 - 7.1.5. Any member who is participating via a Facebook profile that does not match their name (as provided on their membership form) must provide written notice to the Secretary prior to the AGM commencing. This includes members who are using someone else profile in order to participate.

8. Conducting the AGM

- 8.1. The AGM must be commenced with a formal address from the President, welcoming members, and confirming the agenda for discussion. The confirmation of agenda must outline the exact times each item discussion will commence.
- 8.2. The times given for each item must be sufficient to allow for members to view the item and raise concerns, noting the potential lag times that apply to electronic format.
- 8.3. If the meeting runs over the times outlined in the President's address, an update of estimated times must be added to the original welcome post.
- 8.4. A roll call must be conducted at the commencement of the AGM. Members must respond to this roll call by typing their legal name (as listed on their membership form.) Members who are not eligible to vote (e.g. Junior Members) must state as such in their roll call response. Members holding a proxy on behalf of another member must also state as such. Proxies must be submitted in accordance with Section 40 of the Rules. The meeting Chair must state in this thread when quorum has been achieved. Members may continue to join

after this statement and throughout the meeting, but may not participate or vote until they have completed roll call.

- 8.5. If voting is required for any issues, voting must be conducted in accordance with the principal that all eligible members in attendance at the AGM being provided the maximum opportunity to vote on any issue. At a minimum, voting will be opened immediately following the roll call and will remain open until all other possible business items have been discussed, or 45 minutes, whichever is the longer. Voting for any issues will be open simultaneously.
- 8.6. Voting can be by either secret ballot or show of hands. The method of voting will be defaulted as a show of hands unless at least 20% of members present request a secret ballot. A secret ballot will only be applied for those items requested by member present (i.e. members requesting a secret ballot should stipulate which votes they would like a secret ballot for).
- 8.7. For the purposes of the electronic format, voting by show of hands will be considered as members typing their vote as a comment in a dedicated post for an item.
- 8.8. For the purposes of the electronic format, voting by secret ballot will be by electronic survey (Survey Monkey or similar). If members are present who are ineligible to vote, provisions must be made to ensure votes are only received from eligible members. The Chairperson (President) must appoint two members to oversee the ballot.
- 8.9. If a tied vote is received an election of a Management Committee position, an additional ballot will be conducted. A minimum of 15 minutes must be provided for the additional ballot in line with the original method utilised, ensuring the principles of 8.5 are adhered to as best as possible.
- 8.10. If a tied vote is received on any other matter, the Chairperson (President) will hold a casting vote in addition to their primary vote (in line with Section 38 of the Rules).
- 8.11. Prior to a tie breaking vote being arranged on either 8.9 or 8.10., efforts should be made to ensure all eligible members have been able to cast their vote in accordance with the principles outlined in 8.5.
- 8.12. For the results of any ballots regarding a Management Committee position election, the successful member is the one who receives the most votes in the ballot. The results must be announced including the total numbers of votes received, the total votes for each candidate, and the name of the successful candidate.
- 8.13. On any other matter requiring a vote, the results must be announced including the total numbers of votes received on the matter, and the total votes for and against, and whether the item has been carried or defeated.
- 8.14. Following the completion of all business items and the announcements of votes, the Chairperson (outgoing President) should announce the new committee and formally hand the meeting over to the new Committee by way of inviting the new President to formally take over the meeting.
- 8.15. Once the Meeting has been handed to the new Committee, an item is to be raised for Other Business to allow members to raise issues with the new committee. This must occur even if other business discussions have already held during the AGM with the previous Committee.
- 8.16. On Completion of the Other Business with the new Committee, the Incoming President should advise their intention to close the meeting. If no objections are received, the meeting should be closed and statement made as such, including the time and date of the closure

9. Minutes from the AGM

9.1. The Secretary is responsible for completing the minutes of the AGM consistent with Section 41 of the Rules. Although the transcript of the AGM in an electronic format is acceptable, it must be copied into a separate document and stored within the Associations files. Attached with the minutes must be any notifications of proxies, attendance under different names, the external site results of voting and any accepted reports or other attachments that formed part of the meeting.