



By-Law 8

Annual General Meeting (AGM)

Detail

The ASIEQ constitution and rules state:

24. ANNUAL GENERAL MEETINGS

Each annual general meeting must be held -

- (a) at least once each year; and
- (b) within 6 months after the end of the association's previous financial year.

25. BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING

The following business must be conducted at each annual general meeting -

- (a) receiving the statement of income and expenditure, assets, liabilities and mortgages, charges and securities affecting the property of the association for the last financial year;¹
- (b) receiving the auditor's report on the financial affairs of the association for the last financial year;
- (c) presenting the audited statement to the meeting for adoption;
- (d) electing members of the executive committee;
- (e) appointing an auditor.

The Financial year for ASIEQ is 1 October until 30 September.

¹ This statement is required to be prepared under the Associations Incorporation Act 1981, section 59 (Audit and statement).

Annual General Meeting date

The ASIEQ Annual General Meeting is traditionally held in October each year. Consideration needs to be given to the time required to perform the annual audit as the audited accounts need to be presented at the AGM.

The meeting date should be displayed in the ASIEQ calendar giving members notice of the meeting at the start of the year.

Notification of Annual General Meeting

The Secretary in conjunction with the Secretariat should advise members via email of the meeting and this should be done in the same format as outlined in By-Law 7 General Meetings and Forums. An electronic meeting request should be sent to all members to RSVP to attend.

Election of the Executive Committee

The Secretary is responsible for running the election of the executive committee which will be done at the AGM. All positions will be declared vacant at the beginning of the meeting and the new committee will be announced in due course as per the agenda.

The elections must be held in accordance with the ASIEQ constitution and rules. Members should be encouraged to join the executive committee at every opportunity throughout the year.

Format of the Annual General Meeting

The AGM should include the following items on the Agenda

- President's report
- Treasurer's report
- Elections
- Appointment of an Auditor for the following year
- General Business

Minutes

Minutes of the Annual General Meeting should be taken as per By-Law 2 Executive Committee Administration and Responsibility. They must be signed by the President once approved at the first general meeting following the annual general meeting.

Auditor

At each AGM, the Auditor must be nominated for the following financial year. The Treasurer should speak to the firm or person that ASIEQ plan to nominate to ensure they are agreeable to accept the role. The Auditor must be qualified to perform audits for not-for-profit organisations.