



HOW TO CONDUCT AN AGM

- Your AGM should be held within three months of the close of the financial year (31 March or 30 September - whichever applies to your Centre).
- At least twenty-eight (28) days clear notice in writing of the AGM is to be distributed by hand or by mail to every family in attendance at your Centre.
- Centre Manager or Assistant Centre Manager should chair the meeting - in the event neither are available the members should elect a chair.
- Election of all Centre Management Committee positions must occur.

In the event that more than one person stands for election to any position of the Centre Committee, voting will be by secret ballot and the Secretary shall be the Returning Officer (when counting the votes for position of Secretary the Centre Manager will be the Returning Officer). All current Ordinary Members and all Honorary Life Members actually in attendance at the meeting will be entitled to vote.

- Reports to be presented:
 - Centre Manager
 - Treasurer - The Office of Fair Trading has strongly advised all Centres to NOT hold the AGM if the finances are not ready to be presented at this meeting. If the Treasurers report is unable to be presented (because books are with the auditor etc), a Special General Meeting is to be called and the report presented at this meeting. Must be held within 28 days of receiving request.
 - Other Office Bearers as required
- Minutes - the Centre Secretary should take the meeting minutes.
- Quorum - shall comprise of twelve (12) members. Should there not be a quorum within thirty (30) minutes of the time set for such meetings, then a further meeting should be set for one week hence when, if a quorum is still not present, the numbers so attending will be considered to be the quorum.
- Voting - The right to vote at the AGM is restricted to Ordinary Member and Honorary Life Members of the Centre. No member of the Centre is entitled to vote more than once on any one issue.

In the case of a tied vote at any meeting, the motion under discussion will be declared lost, or in the case of elections, members will be asked to vote again.

- A copy of the DRAFT AGM Minutes and Auditors Report must be sent to the Office of Fair Trading and to LAQ.
- Please note that under the LAQ Centre Constitution, it is a requirement for ALL Centres to have an Audit Report completed each season.