



ANNUAL GENERAL MEETING Procedures

(for detailed information check WETs constitution)

FREQUENCY:

Annual General meeting must be held annually within 5 months of the end of the financial year (by the end of November).

NOTIFICATION:

All members must be given 21 days' notice of an Annual General meeting if there is any special business, otherwise 14 days' notice is required.

Information about any specific business to be included in the meeting must be sent to all financial members 21 days prior to the meeting.

QUORUM:

5 voting members being present (or proxies) is required to form a quorum. Proxies must be emailed to the secretary 24hrs prior to the meeting or handed to the chairperson prior to the start of the meeting,

If quorum is not present within ½ hour of appointed meeting time then meeting adjourned to a place and time not more than 21 days after the adjournment.

CHAIRPERSON:

To be appointed by President

ELECTIONS

WET must take reasonable steps to be satisfied that its Responsible Persons (its committee members) are not disqualified from:

managing a corporation under the Corporations Act 2001 (Cth) (the Corporations Act), or being a Responsible Person by the ACNC Commissioner, within the previous 12 months.

General Committee members

Prior to the election of general members the meeting must decide by resolution the number of ordinary members of the Committee (between 2 and 7) it wishes to hold office for the next year.

Any eligible financial member can nominate themselves for the committee (prior to or from the floor). If nominated by another member must have the Candidate's consent.

If nominations are equal or less than the number of positions – nominees duly elected. Otherwise Returning Officer will be appointed and conduct secret ballot.

BUSINESS OF MEETING:

Attendance and Apologies

Confirm previous AGM minute

Correspondence

Annual Report on business for the year

Receive the yearly audited financial report and complete certification required by Consumer Affairs

Elect Office Bearers (if more than one nominated secret ballot)

- President
- Vice-president
- Treasurer
- Secretary

Elect Committee Members –

- Committee members

Determine the amount of the annual subscription and due date for the next financial year

Appoint the Auditor

Any Special business (previous notice must have be given)

SPECIAL GUEST

Meeting may be preceded or followed by talk by special guest relevant to organisation.

MINUTES:

Organisation Letterhead

Meeting Details and Opening Time

Attendance

The names of the members attending and apologies; and
proxy forms given to the Chairperson of the meeting; and

Chairperson

Confirmation of Previous Minutes– Mover and Seconder Result

Correspondence (if any) – Mover and Seconder Result

Record of Proceedings

Annual Report (attach copy) – Mover and Seconder Result

Financials (attach copy) – Mover and Seconder Result

The financial statements submitted to the members in accordance with rule and
(the certificate signed by two committee members certifying that the financial
statements give a true and fair view of the financial position and performance of the
Association; and
any audited accounts and auditor's report or report of a review accompanying the
financial statements that are required under the Act.

Elections (persons Elected and Nominator if nominated)

Record of Election Results and No. of committee positions for year

Annual subscription and due date for the next financial year– Mover and Seconder Result

Appointed Auditor – Mover and Seconder Result

Any Special business – previous notice must be given – Mover and Seconder Result

Meeting Close Time

Minutes to be distributed to all financial members prior to the next AGM

Adjournment of general meeting

The Chairperson of a general meeting at which a quorum is present may, with the consent
of a majority of members present at the meeting, adjourn the meeting to give the members
more time to consider an item of business.

Notice of the adjournment of a meeting under this rule is not required unless the meeting is
adjourned for 14 days or more, in which case notice of the meeting must be given.

Other Documentation

Following the AGM the organisation is required to provide a report to the ACNC on the
yearly activities and financials.

As a registered charity with ACNC we are not required to report to Consumer Affairs.