



August 2025

ClubED

Bite-Sized Learning

CEI Monthly Newsletter



Club Education Institute

Welcome to the August edition of our Bite-Sized Learning newsletter.

Annual General Meetings (AGMs)

This month, we address questions asked by our members related to conducting an Annual General Meeting (AGM). If your specific question about conducting an AGM is unanswered, please contact our ClubAssist Team on 1300 730 001.

Can you explain the process of an AGM, from start to finish?

The AGM must be held once each calendar year and within five months after the financial year end. For a financial year ending on 30 June, the AGM should be held by 30 November. Your constitution will have the details of your financial year end and it may vary between clubs.

The essential steps are:

- **Plan the meeting** – review the club's rules as per the constitution, schedule the AGM date, time and venue.
- Set an agenda for the AGM which may include:
 - Review of the annual financial report, directors' report and auditor's report.

AGMs are more than meetings—they're milestones of progress, reflection and renewed purpose.

- Election of directors, appointment of the auditor, if needed.
- **Notice delivery** – notification to members (see below).
- Set a date for the next AGM at the current meeting.
- Close the meeting.

How and when do we notify members?

It is a legal requirement to notify members well in advance (at least 21 days before the AGM and it is advisable to 'post' notices at least 26 days before the meeting).

Methods: Use email, postal mail or other communication channels.

Include: Meeting date, time, location, agenda, either a copy or information on how to access the financial report, and any intentions for special resolutions and terms of ordinary resolutions.

We want to amend our constitution, when should we start this process?

Constitutions need updates to reflect changing circumstances and ensure alignment with current laws and regulations. Start early. Begin the process well before the AGM (several months if possible).

Steps:

- **Proposal:** Members or the board propose amendments.
- **Discussion:** Consult with board or committee members.
- **Notice:** Notify all members about proposed changes.
- **Voting:** Members vote during the AGM and require a minimum of 75% of those present to vote in favour.

Is the chair required to allow questions about club management at the AGM?

Yes, the chair must give members a reasonable opportunity to ask questions or make comments on the club's management.

How do we accept motions from members?

Members can submit motions in writing before the AGM – there is usually a specification for written motions (e.g. two weeks before the AGM and the format would specify email or letter).

Are directors and auditors legally obliged to answer members' questions?

No, the *Corporations Act* does not impose a legal obligation on directors or auditors to answer questions at the AGM. Questions can be taken 'on notice' and a response provided at a later date.

What determines a 'reasonable opportunity' for members to ask questions?

It depends on the circumstances of the meeting. The chair has the discretion to decide what is reasonable.

Does every member have the right to ask a question?

The Act specifies 'the members as a whole', indicating that not every individual member may get the chance to ask a question.

Can the chair move on to the next agenda item if they feel enough time has been given for questions?

Yes, the chair can proceed with the meeting once they believe a reasonable time for questions has been provided.

What should those chairing general meetings do to prepare?

It's advised to read extensively on the subject and seek legal or other professional advice as needed. Section 250S of the *Corporations Act* can also provide further guidance.

Upcoming CEI Seminars Round 2 are commencing:

Topics:

- Evolve or Fade: Strategies to Secure Your Club's Future
- Refinance Wisely: Timing, Techniques, and Tactics to Save

Upcoming Training

CEI has scheduled face-to-face Mandatory Director Training in all regions as well as virtual sessions, plus the following new courses:

- Board Chair Masterclass
- Finance for Non-Accountants
- Financial Decision Making for Directors and Managers.

Find out more [here](#) or call ClubASSIST on 1300 730 001.

Customised Training

Interested in bespoke or mandatory training for your board or region? We're ready to deliver face-to-face sessions for groups of 10 or more! To discuss your learning needs, email me at RMendes@clubsns.com.au.