**Disclaimer:** This template is provided as an example only. Clubs must consult their constitution or rules of incorporation to ensure that they are fully compliant with all requirements. If you are unsure, please seek independent advice and/or contact Consumer Affairs Victoria.

Insert Club Logo here

**[Club name]** (Registration No [CAV registration number])

**Notice of the Annual General Meeting of [club name]**

Dear member,

This notice is to advise you of the upcoming Annual General Meeting of the members of [club name]. The details of this meeting are as follows:

|  |  |
| --- | --- |
| Date: |  |
| Time: |  |
| Location: |  |

**The ordinary business of this meeting will be:**

1. To confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting
2. To receive from the Committee reports upon the transactions of the Association during the last preceding financial year
3. To elect officers of the Club/Association and the ordinary members of the Committee
4. To receive and consider the financial statement submitted by the Association to members in accordance with section 100(1) of the *Associations Incorporation Reform Act 2012* (Vic).

**The special business of the meeting will be:**

[Consider whether any of the below will be considered and whether your Constitution or Association Rules allow for special business to be considered, and any additional requirements that apply, e.g. notice period to allow consideration]

1. [To receive and consider the Auditor’s Report and Audited Accounts on the financial affairs of the association for the last financial year]
2. [Special resolution 1: e.g. “That the name of XYZ Club Inc. be changed to ZYX Club Inc.”]

[If any special resolution/s will be considered at the annual general meeting, make sure you comply with any additional requirements set out in your club constitution. For example, special resolutions usually require a longer notice period than an annual general meeting.]

1. [Special resolution 2: delete if not applicable]
2. To consider any other business.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

[Secretary name], Secretary, [date of notice]

by authority of the Committee [authorisation of the notice is an optional inclusion]

**Proxies [remove if your club constitution does not allow proxies]**

A member entitled to attend and vote at the AGM may appoint a person to attend and vote at the meeting as the member’s proxy. A proxy must be a member of [club name]. A proxy may be appointed by returning the proxy form (attached) to the club secretary at [insert registered office address or email address], at least 24 hours before the commencement of the meeting.

**Proposed additional agenda items**

If you would like to submit an additional agenda item for the AGM, please email these to [insert email address] by [insert date].

**Enquiries**

All enquiries should be directed to the Secretary [insert details].

**Attachments**

* the [draft] agenda for the annual general meeting [Note for club: refer to *agenda template*]
* the minutes of the last general meeting
* Annual Financial Statement
* the proxy form [Note: if your association has a proxy form, this is usually found at the end of your association’s constitution or rules. Check the constitution or rules for any other requirements relating to proxies]
* [list of nominees for positions on the Committee]
* [any other documents that will be tabled]

Regards,

[Name]

[Position]

Quick reference: Key actions:

□ The date, time and meeting link for the meeting

□ An agenda (Refer to Agenda template)

□ Any Special Resolutions

□ A closing date for submitting any agenda items, with an email address for submissions

□ Any election information