



SURF LIFE SAVING®
NEW ZEALAND

ANNUAL GENERAL MEETING (AGM)

CLUB GUIDE

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INTRODUCTION

This guide has been developed to offer advice on how to organise and run a successful Annual General Meeting for SLSNZ clubs.

Whilst specifically developed as a resource for volunteers who are new to governance and/or tasked with organising an Annual General Meeting for the first time, the guide may prove useful to all SLSNZ clubs registered under the Incorporated Societies Act 2022.

Note: *This guide has been written to align with the Incorporated Societies Act 2022. If you have not yet re-registered your club with the Incorporated Societies Register, please visit the club constitutions section on the SLSNZ website for information on re-registering.*
<https://www.surflifesaving.org.nz/club-management/club-governance/club-constitutions>

This guide should be read in conjunction with the following documents which have been included in the appendices.

- [Club AGM Checklist](#)
- [Club AGM Notice Template](#)
- [Club AGM Agenda Template](#)
- [Club AGM Minutes Template](#)

PREPARING FOR AN AGM

Scheduling the AGM

The Incorporated Societies Act 2022 mandates that clubs hold their Annual General Meeting no later than the earlier of the following: 6 months after the balance date of the Club or 15 months after the previous annual meeting.

Your club constitution dictates key timelines including the notice period required for an AGM and deadlines for officer nominations, proposed motions and a confirmed agenda.

We've prepared an AGM Checklist for clubs to populate with their key dates, you can find this on the SLSNZ website or in Appendix 1 of this document.

[Link to SLSNZ AGM Checklist](#)

If you would like the support of your SLSNZ Club Support Lead and/or Club Capability Lead at your AGM, just let them know. SLSNZ staff are keen to come and support your members and committee at this important meeting.

Notifying Members

When you hold an AGM, you must give all members a fair notice that it is due to take place (refer AGM Checklist). This notice period allows members adequate time to prepare and ensures transparency.

You can provide notice of an AGM to members via:

- **Physical Address:** The notice can be sent as a letter to the member's actual or last known physical address.
- **Email Address:** The notice can be sent to the member's specified email.

It's a good idea to put the notice of your club's AGM on your website & social media as well, to encourage participation.

A written notice of upcoming AGM should include the following details:

- The date of the AGM
- The time of the AGM
- The venue (and/or instructions for virtual attendance via Zoom etc)
- A link to the Club's Current Constitution (if available online) or advice on where members can find a physical copy at the club.
- Any proposed changes to the constitution or other significant matters requiring a vote (Committee Motions, see below)
- Officer positions up for election on the committee and information on how to nominate members. (See 'nomination of officers' below for more info)
- Information on how to request that an item be added to the AGM agenda, more details below.
- The closing date(s) for officer nominations & motions
- Clarification of the roles on the Committee, with role descriptions. Confirmation of which (if any) Committee members are seeking re-election and have been nominated by the committee.

Additional information if required by constitution (refer AGM checklist voting rights)

- Information on the right to appoint a proxy, if allowed by the constitution.
- Details on voting by post or electronic means, if permitted.

We've prepared an [AGM Notice Template](#) to assist you

Committee Motions

The existing club committee may propose motions (agenda items) for the Club to vote on ('Committee Motions'), which must be notified to Members with the Notice of the General Meeting.

Some motions require a 'Special Resolution' while others can be achieved via a simple majority of voting members in attendance - check page 10 of the Club AGM checklist for items

Member Motions

Additional agenda items may be proposed by members following notice of an AGM and might include any other business relevant to the club's governance or items requested by members. Your club's constitution may specify the process (format, timeframe, deadlines, notice periods, submission procedures) to be followed if members wish to request that an item is added to an AGM agenda.

Generally, a member would submit their proposed agenda item in writing to the club's Secretary or Chair. The submission should include the following:

- A concise and clear description of the item or issue to be discussed.
- A brief explanation of why the item is important/relevant to the clubs' objectives.
- Any relevant documents or evidence that support the inclusion of the item.

The Committee should provide written acknowledgment of the members submission to confirm it has been received and will be considered by the committee for the AGM agenda.

Here are some examples of appropriate AGM Agenda Items:

- **Constitutional Amendments:** Proposals to modify the Club's constitution to better align with its mission or comply with legislative changes.
- **Strategic Initiatives:** Discussion on future projects, programs, or changes in the Club's direction.
- **Membership:** Proposals related to membership fees, categories, or benefits.

The following are examples of items which should not be added as agenda items:

- **Operational Issues:** Day-to-day management tasks that fall under the responsibility of staff or sub-committees.
- **Personal Grievances:** Individual complaints that should be addressed through internal dispute resolution mechanisms.
- **Items Without Prior Notice:** Topics introduced without following the proper submission process, unless the constitution allows for urgent matters to be raised spontaneously.
- **Irrelevant Proposals:** Subjects that do not pertain to the club's objectives or are outside its scope of authority.

Nomination of Officers

Refer to the Club AGM Checklist for more information.

In most club constitutions nominations for committee members may be made by either 2 members, or by the outgoing committee.

Nominations must be submitted in writing (email is fine) to the current Chair (this may be done via a club secretary/manager if applicable) and must include confirmation of the nominee's written consent to nomination.

The Incorporated Societies Act 2022 sets out the minimum criteria for the qualification of officers, you can view the criteria here:

<https://www.legislation.govt.nz/act/public/2022/0012/latest/LMS100915.html>

Nominees should complete the below forms before an AGM but as soon as possible after being elected as an officer of the club. (note your club may have their own templates)

- [Interests Disclosure Form](#)
- [Officer Consent and Certificate](#)

Pre-AGM Committee Meeting

The existing committee may need to meet before the AGM to discuss and approve the addition of any agenda items (motions) which have been requested by members. If no additional agenda item requests have been received, this step may not be necessary.

This committee meeting might also be a good opportunity to test your online AGM Meeting set up if applicable, to ensure those online can see and hear the meeting and be heard. Consider how online attendees can vote, including if a secret ballot is held.

Preparing the AGM Agenda

The following items should be included on an AGM agenda:

You can use the [AGM Agenda template](#) to assist you with this.

1. Confirmation of the previous AGM's minutes.
2. Presentation of Reports (Presentation and approval of the annual report, finance report etc.)
3. Disclosure of Conflicts of Interest (Conflicts noted by officers during the year, including a brief summary of the matters disclosed)
4. Election of Officers
5. Agenda Items from the Committee - Specify (e.g. consideration of any proposed amendments to the clubs' constitution.)
6. Agenda items proposed by members - Specify (Must have been reviewed and accepted by the outgoing committee)
7. General Business

AGM Documentation

The below documentation should be emailed to all members and physical copies clearly displayed in the club by the Agenda due date (refer Club AGM Checklist).

- The AGM Agenda
- Minutes of the previous AGM and any subsequent SGM(s)
- The Club's Annual Reports including Financial Statements
- Full details of any committee motions or general business items
- Full details of any member proposed agenda items (if any)
- A list of nominees received for election to the Committee
- Report on the disclosure of Conflicts of Interest
- Information about voting rights

The below items must also be included if applicable

- Any Auditor/Reviewer recommendation(s) if applicable/required
- A link to the Club's Constitution if available online (optional)
- Postal/electronic voting form & closing date
- Proxy form & closing date if applicable

It would also be a good idea to post a reminder about the AGM on your social media at this point, with a link to all the above documents on your website.

AT THE AGM

Ensuring a Quorum

Refer to the Club AGM Checklist for more information.

A quorum is the minimum number of members required to be present, for the AGM to proceed legally. Your club's constitution will specify the percentage of members needed to form a quorum for your AGM, and what happens if you do not have enough people attend.

Encourage Attendance: Proactively communicate the importance of attending the AGM to all members well in advance, utilising reminders and providing clear information about the meeting's agenda. Often Clubs will combine the AGM with a celebration of some kind, and have refreshments or a meal afterwards, which helps increase attendance and promotes inclusivity.

Conducting the Meeting

Your club's constitution may specify who will chair the AGM, and often this will be the President or Chair of the Committee. If the specified person/position is absent, the Committee may appoint a Committee Member to chair the meeting. Any person chairing a General Meeting has a deliberative and, in the event of a tied vote, a casting vote.

Order of Business: Follow the agenda systematically, allowing time for discussion on each item.

Member Participation: Encourage active participation from members, ensuring everyone can voice their opinions. All members may attend and speak at a General Meeting. Only Voting Members may vote at a General Meeting.

Voting Procedures: Clearly outline the voting process, whether it's by a show of hands, secret ballot, online or other methods (as specified in your constitution and what you have advertised).

Recording Minutes

Minutes are a written record of what happens in a meeting. They capture key discussions, decisions, and actions so that members can refer to them later. Under the Incorporated Societies Act 2022, it is a legal requirement that clubs take minutes of their AGM and committee meetings.

Requirement: Your club will need to ensure that someone accurately records the minutes of the AGM, capturing attendance, all acceptance, decisions, discussions, and resolutions.

Approval: The minutes should be reviewed and approved by the new committee at their first meeting after the AGM, and then confirmed by members at the next AGM.

Technology: There are various ways technology can assist in taking minutes – we recommend that there are always at least two methods/technologies being used – just in case! If you are using an online technology like Zoom for all or some attendees at the meeting, we recommend that a different person looks after this.

Election of Officers

The committee members are elected by the members who are present (in person and/or online) and entitled to vote.

The SLSNZ Club Constitution Template sets out the following voting rules.

12.3 **Voting:** If the number of nominees for a position on the Committee:

12.3.1 is equal to the number of vacancies for the position, the person chairing the General Meeting will declare the nominees elected.

12.3.2 is less than the number of vacancies for that position, further nominations may be received from the floor at the General Meeting and if no further nominations are received positions may be left vacant on the Committee; or

12.3.3 is greater than the number of vacancies for that position, an election must be conducted by secret ballot. Those nominees for the vacant positions which have the highest number of votes in favour will be declared elected.

Once elected, Officers must complete the following documents (these may have been provided with the members nomination)

Note: Your club may have their own templates for these.

- Interests Disclosure Form
- Officer Consent and Certificate

AFTER THE AGM

Post-AGM Compliance

Filing Requirements: All Incorporated Societies are required to file annual financial statements and complete an annual return to maintain legal compliance.

Check and update the club's contact person(s) on the Incorporated Societies Register (up to 3 contact people can be registered) Link to Incorporated Societies Act	Within 20 working days of any changes
Update all information relating to the club's Officers on the Incorporated Societies Register Link to Incorporated Societies Act	Within 20 working days of any changes
File an annual return and club financial statements with the Incorporated Societies Register (unless they are registered as a charity) Link to Incorporated Societies Act Exemption for Charities	Within 6 months of Balance Date
For clubs registered with the charities register: File an annual return and club financial statements with the Charities Register Link to the Charities Act	Within 6 months of Balance Date
If there have been changes to your constitution, you will need to upload the new constitution to the Incorporated Societies Register Link to Incorporated Societies Act 2022	Within 25 working days after the amendment
Distribute AGM Minutes and financial statements to Members (Via email, website, or notice board)	Recommended action, members have a right to request See info here
Update Club records and notify SLSNZ Regional Manager of officer and committee changes	Recommended action – ensures SLSNZ communications/support are appropriately directed.

Continuous Improvement: After the AGM, solicit feedback from members to identify areas for improvement in future meetings.

[Helpful links](#)

The Incorporated Societies Register: <https://is-register.companiesoffice.govt.nz/>

The Incorporated Societies Act: Read the full version [here](#)

SLSNZ AGM Checklist: Download this [here](#)

SLSNZ Conflict of Interest Information: [Click here](#)

APPENDICIES

All appendices can be found on the SLSNZ website under Club Management > Club Governance: <https://www.surflifesaving.org.nz/club-management/club-governance>

Club AGM Checklist

Club AGM Notice Template

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