



## Holding meetings

Societies must hold meetings. Where all members of the society are invited to attend a meeting, it is called a general meeting. Depending on the structure of the society, it may also hold committee or sub-committee meetings to deal with specific issues. Ordinary meetings are held when members of the society get together to participate in society activities.

### General meetings

An incorporated society is required to hold at least one general meeting a year, at which the members approve the society's annual financial statement. This meeting is usually known as the annual general meeting (AGM). In addition to approving the annual financial statement, the meeting will elect officers (e.g. a secretary) and approve any necessary rule changes. A society's rules may allow for other general meetings to be held during the year - for example, special general meetings may be needed if the society has to consider some urgent or important matter that can't wait until the next AGM.

The society's rules must describe several requirements for general meetings. In particular:

- How notice of a general meeting should be given to members
- How business at a general meeting is to be conducted. For example, requirements for proposing resolutions or nominating people for election
- How members may vote.

If the rules are no longer appropriate, they should be amended. Any amendments to a society's rules are only valid once registered by the Registrar. Until then the existing rules must be followed.

There are a number of commercial publications available from bookstores that deal specifically with how to run a meeting, including taking minutes, recording resolutions and how to debate issues.