



P&C Meetings

Annual General Meeting (AGM)



Introduction

P&C Associations must hold an annual general meeting (AGM) once every year. Clause 7 of the Prescribed Constitution for P&C Associations states that the date of the AGM will be prescribed in the Rules of the P&C Association.

The purpose of the AGM is to report to members on activities and finances of the year immediately past, and to elect Officers (President, Vice-President, Secretary and Treasurer) - and any other positions the P&C may have - for the coming year. P&C Association's must present a financial report, and will usually present other reports or information that inform and support members to be active participants in their P&C Association.

Purpose of AGM

An annual general meeting is a common event for most organisations. The purpose is to give members and the general public an overview of the organisation's financial health and its general operational direction.

For a P&C Association, there are three main objectives of an AGM:

1. Renewal of membership: Membership of current members expires at the close of an AGM, and those who wish to renew their membership must pay before the close of the AGM.

It is also an opportune occasion for non-members to join the P&C Association for the first time.

2. Presentation of Financial Reports: This is done by tabling the previous years' audited financial reports at the AGM for endorsement by the members.

3. Fill office bearer positions on the P&C Association: The Returning Officer declares all Officer positions on the P&C Association vacant. The positions are then filled through the P&C Association's nomination and election process.

These processes are outlined in more detail below (see Suggested Process for an AGM).

When AGMs are held

The date and time of an AGM is entirely up to each P&C Association, and is determined in a P&C Association's Rules. Conventionally, P&C Associations hold their AGM just prior to the normally scheduled General Meeting for that month.

Many P&C Associations choose to hold their AGM in Term 1 of each year, in part because they consider it a good opportunity to welcome new parents.

Notice requirements for an AGM

It is good practice to advertise the AGM to the whole school community at least fourteen (14) days before being held, through whatever channels are available to the P&C Association. It is advised that the P&C Officers take steps to help ensure the AGM is promoted as widely as possible. A P&C Association's Rules may require a specific amount of notice to be given.

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The notice for an AGM contains the agenda for the meeting, including the positions that will be open for election. Note that all positions will become vacant at the AGM, even if the person who held the position intends to stand again.

Ideally, notice of the AGM should also provide members a copy of the audited accounts and any other reports that will be presented. However, this will not always be possible or practical.

If your P&C Association is taking pre-AGM nominations for the Officer or other positions, then the process for lodging a nomination should be provided as well.

Online AGMs

The Prescribed Constitution for incorporated P&C Associations allows meetings at 2 or more locations where participants can join remotely. However, the Standard Constitution for unincorporated P&C Associations does not allow for this, and members of unincorporated P&C Associations can only meet face-to-face.

Membership and AGMs

As with other P&C Association meetings, the AGM is open to all those who are eligible for membership, even when they are not current paid members. However, the only people who can nominate for positions and vote at an AGM are people who are current members.

Current members are defined as people who paid their membership fee no later than the close of the previous general meeting. If

someone attends the AGM who is not a current member and pays their membership fee at the AGM, their membership will not become active until the AGM closes.

Quorum of AGM

The quorum of AGM is that of all P&C Association meetings - 10 members if the total number of members is 50 or more, and 5 if the total number of members is under 50 (unless your Rules put the quorum higher than 5).

Office Bearers to be elected at AGM

All positions on a P&C Association are elected at an AGM. This includes:

The Executive Committee

The Executive Committee consists at a minimum of the five office bearers - President, two (2) Vice Presidents, Treasurer and Secretary.

The Executive Committee may also include up to six additional members, however these non-Officer Executive roles are optional under the Constitution for P&C Associations.

Subcommittee members

Usually, a subcommittee will include a Convenor, Minute-Taker, and a number of ex-officio members such as key staff or volunteers. Ex-officio positions are not subject to elections, and will not be voted on at the AGM. Other positions will be made vacant at the commencement of, and elected during the AGM.

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Postponing an AGM

There are generally two reasons to postpone an AGM.

- 1. Lack of quorum:** If the AGM fails to meet quorum, the Chair must adjourn the meeting and set a new AGM date, subject to any relevant Rules.
- 2. Emergency:** AGMs may also be postponed if an emergency beyond the P&C Association's control (e.g. a natural disaster) makes a meeting unfeasible in any format.



Suggested Process for a P&C Association AGM

1. Welcome and Introduction

Welcome to or Acknowledgement of Country, an explanation of the AGM process, and introduction of key people (such as the Returning Officer) can all occur at this time.

2. Apologies and Minutes

The Secretary takes the AGM minutes, and will also confirm any apologies from members who

confirmed they could not attend. Depending on the practice adopted by your P&C Association, you may need to either approve, or ratify, the minutes of the previous AGM.

It has been convention to endorse the previous year's AGM minutes at the current AGM, however, we are aware that many P&C Associations consider this impractical (after all, it has been a full year since the meeting occurred).

Many P&C Associations take the AGM minutes to the next appropriate general meeting for ratification.

This meeting would be the second general meeting after the AGM if there is a general meeting straight after the AGM itself. Any minutes ratified in this way should be tabled at the next AGM for completeness and transparency.

The minutes should record the adoption of the audited financial report, the appointment of an auditor for the current financial year, note any reports presented, record the results of elections and any other relevant business transacted (such as the approval of signatories, if the P&C does this at the AGM).

3. Renewal of membership

Membership of the P&C Association expires at the close of the AGM, so it is important that each member who intends to continue their membership pays the fee before the close of the meeting. In doing so, a member will renew their membership for the next 12 months.

A current member is defined as someone who has

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Suggested Process for a P&C Association AGM (continued)

paid the P&C Association's subscription fee by no later than the close of the previous general meeting.

The AGM is also an opportunity for non-members to become members by paying the membership fee, although they will not be members until the AGM is closed.

4. Present the audited financial report

The audited financial accounts must be tabled and endorsed by the members. The purpose of the audit report is to give P&C Association members, especially anyone stepping into an Executive role, a true and fair picture of their financial position. The audited report is often presented by the Treasurer, but another office bearer can present the audit report to the AGM on their behalf.

5. Appointment of new auditor

An auditor should be appointed who will complete the audit for the next AGM.

6. Fill office bearer positions on the P&C Association

The Returning Officer

At the appropriate time, the Chair will hand over the AGM to the Returning Officer to run the elections for the Executive and other positions. By convention, the school principal or their representative acts as Returning Officer. If the principal is unable or unwilling to be the Returning Officer, then a Returning Officer can be chosen from those in attendance at the AGM. This person does not have to be a member of the P&C Association, but they must understand

and be able to conduct the election process as required. The Returning Officer cannot nominate or vote for a position, and cannot have a real, perceived or potential conflict of interest with those nominating.

Nominations

The first step in the election process is for the Returning Officer to declare all positions vacant. The Returning Officer will then call for nominations for each of the available positions according to the agreed list as part of the AGM agenda.

Nominations received prior to the AGM must be held securely and only accessible at the time of the election.

Nominations may also be received from the floor, by the Returning Officer. This allows members who have not yet had the chance to nominate to do so at the AGM. It is also an opportunity for those wanting to put forward a candidate to nominate them.

Eligibility to Nominate and Vote

Only current members of the P&C Association are eligible to nominate for a position and to take part in voting during the AGM. Current members are defined as those who have paid their membership fee by no later than the close of the previous general meeting. Non-members who attend the AGM and pay their membership fee at the AGM will not become members until the AGM closes, and so cannot nominate or vote at the AGM.

Note: If the P&C Association is a registered charity with the ACNC, a person who is disqualified under the Corporations Act or

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Suggested Process for a P&C Association AGM (continued)

disqualified by the ACNC Commissioner may not be a responsible person under the ACNC Act, and hence may not be an Officer of the P&C Association. It is good practice for registered charities to have all nominees declare that they are not disqualified before accepting their nomination.

Receiving nominations

Nominations can either be accepted by the Returning Officer from the floor of the AGM, or prior to the AGM using a nomination form. Many P&C Associations allow for both methods.

Elections

The Returning Officer should confirm that each nominee is a member and that they are willing to stand.

If there is one nominee for a position, they may be declared elected unopposed. If more than one member nominates for a role, it is highly recommended that a secret ballot be held. This keeps the voting secret from other members as well as the nominees and avoids potential intimidation or fallout from members knowing who voted for whom.

In the case of a tied vote, the tie can be resolved by the toss of a coin or by pulling names from a hat. In these instances, the person that wins the toss or the draw wins the position. A P&C Association may account for these circumstances in their Rules, so it is important to consult any other governing documents

your P&C has adopted and to be consistent in the application of those rules.

Closing AGM

Once the business has been completed, the AGM may be closed. Many P&C Associations will have a general meeting immediately after the AGM has closed. Any positions not filled at AGM are casual vacancies and can be filled at the next general meeting.

Other Factsheets

P&C Meetings: Minutes

P&C Meetings: Chairing

P&C Meetings: Reports

P&C Associations: Rules or By-Laws

Role of Subcommittees

Role of the Principal

Welcome to or Acknowledgement of Country

Other Relevant Documents

P&C Association Constitution (Prescribed or Standard)

P&C Association Rules or By-Laws