

Annual meeting notice and agenda

A notice of annual meeting to send to members, and an agenda in the order club bylaws usually follow, ready to fill in.

Before you set the date

- ☐ Read the meeting section of your bylaws: how many days of notice members must get, how it must be sent (email, post or both), and the quorum.
- ☐ Count back from the meeting date to find the last day the notice can go out. Send it a few days before that, not on it.
- ☐ If a bylaw change or a dues change is on the agenda, check whether the bylaws require its full wording in the notice. If they do, attach it.
- ☐ Ask for nominations early, so the slate can go out with the notice. The [nomination form and ballot](#) help.
- ☐ If your bylaws allow proxies, send the [proxy form](#) with the notice.

Notice of annual meeting

[Club name] annual meeting, [day and date]

Dear members,

The annual meeting of **[Club name]** will be held on **[day, date]** at **[time]**, at **[place, with the address]**.
[Or: online at (link), or both.]

At the meeting we will hear the reports of the president and the treasurer, and elect officers and board members for **[year]**. **[We will also vote on the proposed change to bylaw (number), set out in full on the attached sheet.]**

Only members whose dues are paid up may vote. If you are not sure whether yours are, write to **[treasurer's email]** before **[date]**.

[If proxies are allowed:] If you cannot come, you may appoint another member to vote for you. The proxy form is attached and must reach the secretary by **[date and time]**.

The agenda is below. Light refreshments from **[time]**.

[Your name]

Secretary, **[Club name]**

The agenda

	Item	Led by	Time
1	Welcome, and the quorum confirmed	President	[time]
2	Apologies from members who cannot attend	Secretary	
3	Minutes of the last annual meeting, for approval	Secretary	
4	Matters arising from those minutes	President	
5	President's report on the year	President	
6	Treasurer's report and the year's accounts	Treasurer	
7	Report of the person who reviewed the accounts, if any	Reviewer	
8	Membership report: joined, renewed and left	Membership chair	
9	Dues for next year, if the bylaws give members the vote	Treasurer	
10	Bylaw changes, if notice was given	Secretary	
11	Election of officers and board	Elections chair	
12	Choosing who will review next year's accounts	President	
13	Other business, notified in advance	President	
14	Close	President	[time]

On the day

- ☐ A sign in sheet, and a list of paid up members to check voters against.
- ☐ Printed copies of the agenda, last year's minutes and the treasurer's report.
- ☐ Ballot papers, if the elections are contested.
- ☐ Proxy forms received, checked against the paid up list.
- ☐ Someone taking minutes. The [minutes template](#) has a place for each vote.

Afterwards, the year in one document: the [annual report template](#).

This is a sample. Your bylaws, and your state's law if the club is incorporated, decide the notice period, the quorum and who may vote. Where they differ from this sample, they win.



Made by renuzy, dues done easy. Looking after dues for a club? See how renuzy can help at [renuzy.com](https://renuzy.com/resources/agm-agenda-and-notice).
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