



Harbour City Bears

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Annual General Meeting Frequently Asked Questions

What's an AGM – and Why Should You Come?

Harbour City Bears Annual General Meeting – Saturday 20 September 2025

If you've never been to an AGM before, you're not alone! Lots of members haven't, but we'd love that to change. This is a quick and friendly guide to what an AGM is, what happens there, and why it matters.

What is an AGM?

AGM stands for Annual General Meeting – it's a formal meeting we hold once a year to reflect on how the club is doing and decide where we're heading next. It's one of the most important events on our calendar, not because it's flashy or sexy – but because it's how our club stays fair, transparent, and run by and for our members.

What Happens at an AGM?

Think of it as the club's annual check-up. Here's a breakdown of what happens:

1. President's Report

Our President gives a summary of the year that's been. What we've done, what we've learned, and how we've served our community.

2. Treasurer's Report

We go through the club's finances in simple terms – how much money came in, how much we spent, and how we're tracking.

3. Membership Report

An overview of who's in the club – how many members we have, how we've grown (or shrunk), and how we're engaging with everyone.

4. Special Motions

If there are any big decisions to be made – like changes to our constitution, policies, or how things are run – they get discussed and voted on here.



Harbour City Bears

5. Committee Elections

This is a big one. We elect (or re-elect) the committee members who'll lead the club for the next year – including President, Vice-President, Secretary, Treasurer, and 9 general committee roles.

Anyone who's a current member can nominate, and every member present at the meeting gets a vote.

6. Questions & Feedback

There's always time set aside for members to ask questions, raise concerns, or put forward suggestions. Whether it's about events, accessibility, community inclusion, or anything else – we want to hear from you.

7. Social Time

It's not all business, once we're done with the formal meeting, we generally hang out for lunch together.

Why Does It Matter?

Harbour City Bears is not just a club – it's a community. And communities are stronger when everyone's involved.

The AGM is the main way you, as a member, can have a direct say in how the club is run. It's about transparency, accountability, and making sure Harbour City Bears reflects the people who are part of it.

Even if you're not running for a position or submitting a motion, just being there shows you care. It helps us reach the quorum we need to make the meeting valid, and it means the leadership hears a diverse range of voices.

What's In It For You?

- Understand how the club works behind the scenes
- Make your voice count in how we run and grow
- Find out about ways to get involved – on the committee or behind the scenes
- Support the volunteers who keep the club running
- Meet other engaged members and share ideas
- You don't need to be an expert. You just need to be there.

Join us on Saturday 20 September 2025 and help shape the future of Harbour City Bears.



Harbour City Bears

Top 10 Frequently Asked Questions for the Annual General Meeting (AGM):

1. What is an AGM and why is it important?

An Annual General Meeting (AGM) is a yearly gathering of the club's members. It provides a formal opportunity to review the performance and financials of the past year, elect committee members, and discuss key issues affecting the organisation's future. It's required by law that we hold at least one per year.

2. Who is eligible to attend the AGM?

All current HCB members are entitled to attend the AGM. Attendance may also be extended to auditors or other guests, as per HCB's constitution.

3. How is notice of the AGM given, and what is included?

Notice is given in writing via email, a minimum of two weeks in advance, as required by relevant legislation. It includes the date, time, venue, agenda, and supporting documents like financial statements and director reports. HCB always tries to give at least the date and time well in advance of this two-week deadline, so that you can save the date.

4. What documents are presented at the AGM?

The documents presented include:

- Financial statements or annual reports
- Auditor's report (if applicable)
- President's report
- Minutes of the previous AGM
- Resolutions or motions for voting

5. Can members vote at the AGM? If so, how?

Yes, current members can vote on key resolutions such as approving financial reports, electing committee members, or changing constitutional rules. Voting may be done by a show of hands, ballot, or electronically, depending on the meeting format.

6. What happens if a quorum is not met?

Suppose a quorum (the minimum number of attendees required) is not met. In that case, the meeting may be adjourned to a later date or proceed as an informal meeting, depending on the association's rules. No official decisions can be made without a quorum. The quorum number for an AGM is 50% +1 members in attendance.

7. Can members submit questions before or during the AGM?

Yes. HCB allows current members to submit questions in advance and also during the meeting. This supports transparency and member engagement.



Harbour City Bears

8. How are committee members elected at the AGM?

Nominations are called for before the AGM. During the meeting, members vote to elect or re-elect committee members. If there are multiple candidates for a position, voting is carried out on paper. If positions are uncontested, then the single candidate is automatically elected.

If there are fewer candidates than positions, then members may nominate on the day, however if there are an equal number or more candidates than positions, then you cannot nominate on the day.

9. Can I appoint a proxy to attend and vote on my behalf?

No. Proxy voting is not allowed. Current members must be present at the AGM to vote.

10. What happens after the AGM?

The minutes of the AGM are prepared and circulated to current members. Any decisions made, such as elections or passed resolutions, are actioned. Financial reports and outcomes may also be lodged with regulatory bodies if required.