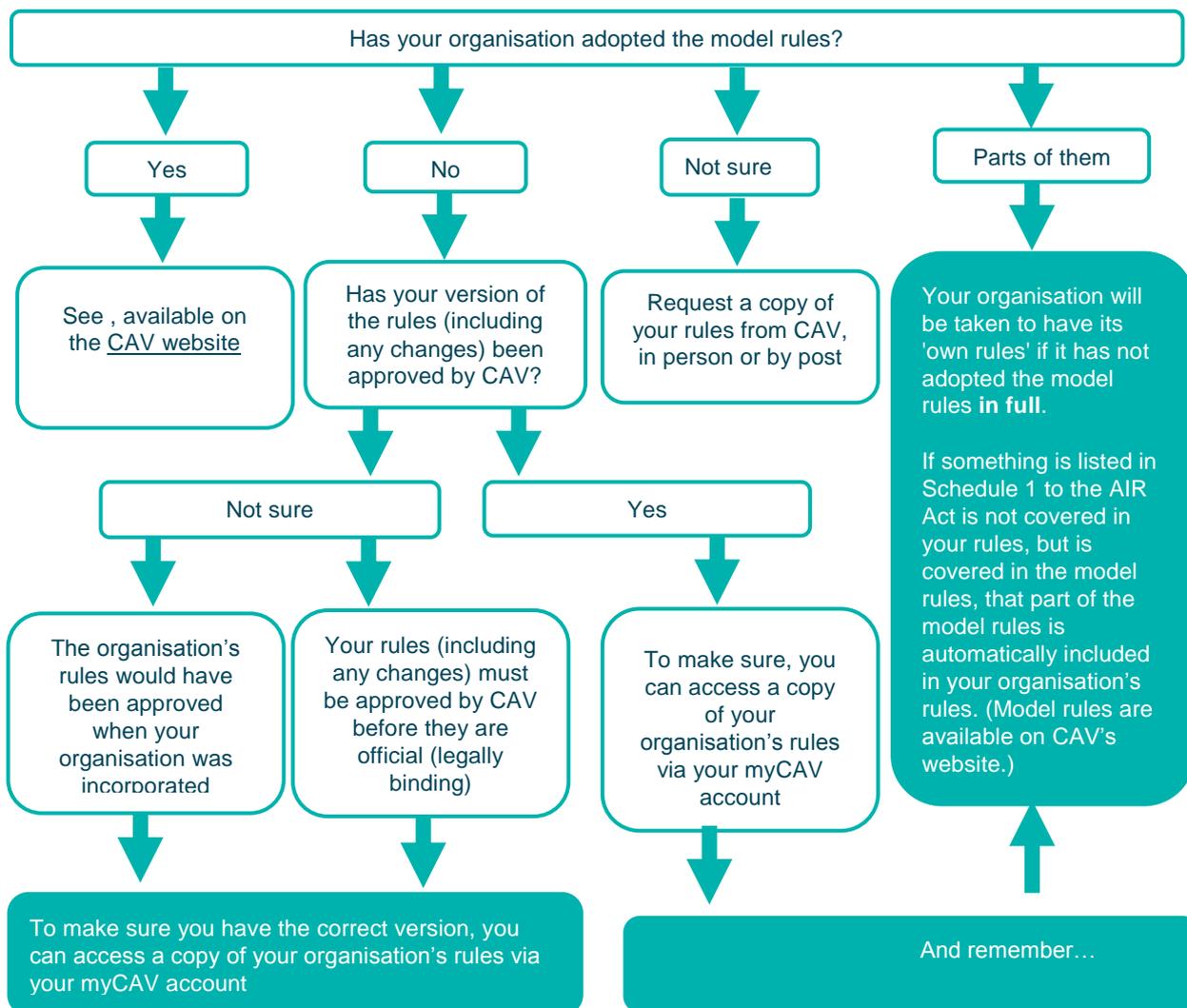


Part 9

Tools – practical tools to help run Victorian incorporated associations

Tool 1: Flowchart for working out your association's current rules





Caution

If your rules don't cover all the items listed in Schedule 1 of the AIR Act, certain model rules may automatically apply to you. If your rules are inconsistent with the AIR Act, the inconsistent rule is invalid. Go to [our Rules Checklist](#) for guidance on checking whether your rules meet the requirements under the AIR Act.

Tool 2: Main tasks of a secretary – meetings

What does the secretary do?	Relevant section / role	Tips or comments
Set a date for any meeting of the organisation's members or committee, and gather relevant materials.	See items 17 & 19 of Schedule 1 of the AIR Act. Your organisation's rules may set out details of the frequency of meetings: see, for example model rule 58 (in Schedule 4 of the Regulations).	The secretary will usually call meetings in consultation with committee members and in accordance with the AIR Act and Rules. It is common practice for the secretary to do the following before each meeting: <ul style="list-style-type: none"> • prepare the 'notice of meeting' and the agenda in consultation with the chairperson • check the minutes of the last meeting for any items of 'business arising' • arrange correspondence and summarise longer letters • coordinate any reports to be presented at a meeting (for example, reports from sub-committees and treasurer) • confirm arrangements for any visitors or guest speakers, and • arrange the meeting venue
Send out notices of the meetings.	See item 19 of Schedule 1 of AIR Act; and see, for example, model rule 74.	See item 19 of Schedule 1 of AIR Act; and see, for example, model rule 74.
Organise the AGM, including working with the treasurer to ensure the financial report is ready to be presented to the organisation's members.	Section 63 and Part 7 of AIR Act; and see, for example, model rule 30.	The AIR Act specifies the timing of AGMs. See part 5 of this guide: Annual General Meetings. The AIR Act also sets out exactly what financial matters must be reported on at the AGM. See also part 8 of this guide: Reporting to Consumer Affairs Victoria.
If proxies are allowed at meetings of members, receive proxy notices.	See item 18 of Schedule 1 of AIR Act; and see, for example, model rule 34.	The secretary must check the rules to see if proxies are allowed, and who can act as proxy (commonly, only another member of the organisation can act as proxy). Proxies should be appointed in accordance with any requirements in the rules. See part 6 of this guide: Special General Meetings.
Take the minutes (or arrange for someone else to take them) and keep them in a safe place.	See item 14 of Schedule 1 of the AIR Act, and see, for example, model rules 41 and 66.	Keeping accurate minutes is one of the key responsibilities of the secretary — see part 6 of this guide: Special General Meetings.



Tool 3: Main tasks of a secretary – membership

What does the secretary do?	Relevant section / role	Tips or comments
Receive applications for membership of the organisation (and notices of member resignations).	See section 51(2) of the AIR Act, and see, for example, model rule 9.	<p>The secretary usually advises the committee of applications, notifies successful applicants in writing, and enters relevant details in the members' register.</p> <p>The secretary also receives notices of resignation and records details in the members' register.</p>
Keep and maintain the members register.	See section 56 of the AIR Act, and see, for example, model rule 18.	<p>Keeping the members' register up to date is a core part of the secretary's role. The register sets out information about members of the organisation. For more information, see part 4 of this guide: Registers, Records and Official Documents.</p> <p>The secretary should review the members' register (especially before the AGM) to check whether members are up to date with their membership fees and have voting rights.</p>
Receive, assess and decide on requests from members to restrict their personal information held on the members register.	See section 59 of the AIR Act.	<p>Where a member requests that access to their personal information on the members' register be restricted, the secretary must restrict the information if satisfied there are 'special circumstances'.</p> <p>The secretary should consider having a policy on such requests, including what they consider 'special circumstances' to be.</p> <p>The secretary also has an obligation to pass on to a member who has had their personal information restricted material from another member that relates to the management, activities or purposes of the association. (In a way, the secretary becomes the 'mail box' for members whose personal details have been restricted.)</p>
Keep and maintain relevant documents of the organisation (such as financial statements and contracts) and make them available for inspection by any member on (reasonable) request where the disclosure does not breach a law. The model rules contain a further restriction that relevant documents will not be disclosed where to do so would be prejudicial to the organisation.	See items 11 and 13 of Schedule 1 of the AIR Act, and see, for example, model rule 75.	The secretary usually handles any requests by members to inspect the organisation's 'relevant documents'. For more information, see part 4 of this guide: Registers, Records and Official Documents.



What does the secretary do?	Relevant section / role	Tips or comments
Prepare and keep accurate minutes of general meetings of the organisation and make them available for inspection by any member on (reasonable) request.	See section 53 and items 14 & 15 of Schedule 1 of the AIR Act.	
Keep an up to date copy of the rules and members' register (with entries appropriately suppressed where validly requested by a member) and make them available for inspection by any member on (reasonable) request.	See sections 53 and 57 of the AIR Act.	<p>At the request of a member, an incorporated association must make a copy of its rules and members' register available for inspection at any reasonable time by a member. A member may also request to obtain a copy of the rules. The secretary usually handles such requests.</p> <p>If you are unsure what your organisation's rules are, see part 1 of this guide: Overview of an association.</p> <p>Note that under the AIR Act, members can request that their details on the member's register be suppressed and these details should not be released for inspection.</p>

Tool 4: Main tasks of a secretary – record keeping

What does the secretary do?	Relevant section / role	Tips or comments
Keep, for at least seven years, originals of any documents the organisation has lodged with CAV.	Section 201 of the AIR Act.	<p>Keeping correspondence and other documents relating to the organisation is relatively straightforward in small organisations.</p> <p>However, in larger organisations the paid staff and treasurer will probably keep custody of many of the organisation's documents. In such cases, the secretary would fulfil their functions by maintaining a system of control to ensure all of the organisation's correspondence is available to them on request.</p>
Keep, for at least seven years, financial statements submitted to members at the annual general meeting and certificates of a member of the committee.	Section 105 of the AIR Act.	<p>See also part 4 of this guide: Registers, Records and Official Documents.</p>
Keep custody of all books, documents and securities of the organisation.	See item 11 of Schedule 1 of the AIR Act and see, for example, model rule 75 (in Schedule 4 of the Regulations.	
Keep custody of the organisation's common seal (if any).	See item 12 of Schedule 1 of AIR Act.	
Return documents when no longer the secretary (especially any original documents).	Section 88 of AIR Act.	A secretary has access to documents of the organisation because of the secretarial and external reporting tasks they perform. When they are no longer the secretary, they must return the documents to the organisation's committee within 28 days. For more information about the secretary's external reporting functions, see part 8 of this guide: Reporting to Consumer Affairs Victoria.



Tool 5: Checklist for records of fundraising appeals

This checklist is for organisations that are registered as fundraisers under the *Fundraising Act 1998 (Vic)* (**Fundraising Act**). It covers the details your organisation should include in your organisation's records of fundraising appeals to satisfy the requirements of the Fundraising Act and the *Fundraising Regulations 2009 (Vic)*.

Order	Description	Done
1	Funds and assets received as a result of the appeal	<input type="checkbox"/>
2	What happened to all those funds and assets	<input type="checkbox"/>
3	The amount applied to the purposes or objects of the appeal and how it was distributed	<input type="checkbox"/>
4	Any expenditure on assets	<input type="checkbox"/>
5	Any expenditure on wages, salaries, commissions and other remuneration in relation to the appeal	<input type="checkbox"/>
6	Any other administrative expenses related to the appeal	<input type="checkbox"/>
7	Any other expenditure related to the appeal	<input type="checkbox"/>
8	The name and address of any commercial fundraiser that conducted or administered part or all of a fundraising appeal on behalf of the association	<input type="checkbox"/>
9	Details of any condition that has been imposed on your organisation in accordance with the Fundraising Act	<input type="checkbox"/>
10	The name of the person from your association who is responsible for overseeing the organisation's involvement in the appeal	<input type="checkbox"/>
11	The name and address of each person who participates in the appeal as a supervisor or manager	<input type="checkbox"/>
12	The name and address of each person who gained a financial advantage from the appeal (other than as a person for whose benefit the appeal was held or other than as a supplier of goods or services) and details of the reason for, and nature and amount of, that financial advantage	<input type="checkbox"/>
13	The name and address of every person, or name or description of every class of people, on whose behalf the appeal was made	<input type="checkbox"/>
14	Copies of the written consent provided by each intended beneficiary of the appeal (if practicable)	<input type="checkbox"/>
15	The dates on which the appeal started and finished	<input type="checkbox"/>



Tool 6: Sample members register (required)

This is a sample members register for an incorporated association in Victoria. This register should be adapted as necessary for the purposes and requirements of your own organisation, remembering that members have a right to have their details suppressed from registers available for copy or inspection (you may choose to keep one full register, and one register for inspection with suppressed entries redacted or removed).

Member number	Name	Address	Date member approved	Membership class (if any)*	Date membership ended	2020			2019		
						Receipt no.	Amt	Date	Receipt No.	Amt	Date
	(i)	(ii)	(iii)	(iv)	(v)	(vi)					
1	Ima PAYE	21 Smith Street Burwood New South Wales	8/1/2019	Ordinary member		2410	\$10	9/1/20	4567	\$15	8/1/19
2	Mei TAN	5 Garden Court Woodend New South Wales	9/1/2018	Ordinary member		2413	\$10	9/1/20			
3	Reg JONES				20/2/2020						

* **Classes of membership.** These will vary, depending on your association's constitution, but may include: ordinary member, associate member, life member, honorary member.

General notes:

(i) Member's full name

(ii) Postal, residential or email address of the member (in December 2012, CAV advised that an email address is a sufficient address for the members register, as long as keeping an email address and providing notices by email is consistent with an association's rules and any relevant permission from members have been received)

(iii) Date of admission (as noted by committee)

(iv) See above for class of membership (will vary according to each association's constitution)

(v) The date the person stopped being a member. Apart from their name and this date (which must be entered within 14 days), no other information can be kept on the register once membership ends, and

(vi) Membership fees are not required by the AIR Act, but can help to establish whether a member is a 'financial member'. This may have implications for voting at meetings and use of the organisation's facilities



Tool 7: Sample common seal register (optional)

This is a sample common seal register for an incorporated association in Victoria. Adapt this register as necessary for the purposes and requirements of your own association.

Date	Document	Authorising signatures	Minute reference	Location
2/1/2020	Contract of purchase of clubhouse at 1 Green Street, Blackfield	Mr J Bloggs, President Ms T Bag, Secretary	Minute No 3 of meeting 1/1/2020	Original document kept in Folder 1.1 in club house office

Tool 8: Sample assets register (optional)

This is a sample common seal register for an incorporated association in Victoria. Adapt this register as necessary for the purposes and requirements of your own association.

Date purchased or acquired	Description of assets	Cost or valuation	Asset ID number	Disposed of... ... at (location)	... date/manner	... for (consideration received)
24/4/2017	Desk (wood veneer) with 3-drawer return	\$600.00	1	Club House	2/2/2020 by Sam Slick Auctions Pty Ltd at public auction	\$75.00
22/6/2020	Mac Book Air (13.3 inch 1.8GB)	\$1,388.00	2			

Tool 9: Sample insurance register (optional)

This is a sample common seal register for an incorporated association in Victoria. Adapt this register as necessary for the purposes and requirements of your own association.

Policy number	Company/ Broker	Type of policy	Premium \$	Date paid	Period of insurance From: — To:	Type of cover and exclusions	Location of original document
0132561	PMA Insurance	Public Liability	\$680	30/6/21	1/7/21 — 30/6/2022	Excess of \$200 on fusion and exterior for storm damage	'Insurance' file kept in the office



Tool 10: Sample register of bank accounts (optional)

This is a sample register of bank accounts for an incorporated association in Victoria. Adapt this as necessary for the purposes and requirements of your own association.

Financial institution	Branch	Account names and number	Signatories	E-banking details	Comments
Mooncorp Building Society	Upper Black Stump (1 Brown Street, Black Stump)	XYZ Club Inc general account BSB-343-01 Acc. 123456	Mr X Ray, Treasurer Ms T Bag, Secretary	User name: XYZINC12938 Password: [known by signatories only]	Overdraft limit of \$10,000 with cheque facilities Delegation of authority to signatories: see minutes of meeting of committee 3 July 2020

Caution: The signatories **must** act in the best interests of the association when signing blank cheques or forms, and should carefully guard passwords for e-banking.

Tool 11: Sample investments register (optional)

This is a sample investments register for an incorporated association in Victoria. Adapt this register as necessary for the purposes and requirements of your own association.

Financial Institution: Mooncorp Building Society					Branch: Upper Black Stump		
Date	Principal	Rate	Maturity date	Interest earned	Rec/Chq Number	Instructions/Comments	
	Amount invested	Redeemed					
1/1/21	\$100,000	1/5/21	10%	1/6/17	8%	16534	Redeemed by authority of committee minute No 3/2022

Tool 12: Sample key register (optional)

This is a sample key register for an incorporated association in Victoria. Adapt this register as necessary for the purposes and requirements of your own association.

Date	Key number	Description	Person	Signature	Date of return	Comments
1/1/20	E-1	Master key to club exterior doors	Ima Late	<i>Ima</i>		



Tool 13: Checklist for notice of AGM

Order	Description	Done
1	Check your organisation's rules, resolutions and policies for specific requirements, such as how much notice to give, what information should be included, and who it should be given to	<input type="checkbox"/>
2	Content of notice:	
	• as its heading, the word 'notice of annual general meeting'	<input type="checkbox"/>
	• name and registration number of the organisation	<input type="checkbox"/>
	• date, time and place of meeting	<input type="checkbox"/>
	• nature of business to be discussed at meeting, including for example:	<input type="checkbox"/>
	– confirming minutes of the previous annual general meeting and any other general meetings held since then	<input type="checkbox"/>
	– receiving the financial statement and other reports on activities of the organisation in the last financial year	<input type="checkbox"/>
	– electing the members of the committee	<input type="checkbox"/>
	– if applicable, receiving the reviewer's/auditor's report on the financial affairs of the association for the last financial year	<input type="checkbox"/>
	– if applicable, presenting the reviewed/audited financial report to the meeting for adoption	<input type="checkbox"/>
	– if applicable, appointing a reviewer/ auditor	<input type="checkbox"/>
	• date of notice	<input type="checkbox"/>
	• directions to the meeting venue and disability access (optional)	<input type="checkbox"/>
	• secretary's contact details (optional)	<input type="checkbox"/>
	• notice 'authorised by xx' (optional)	<input type="checkbox"/>
3	If relevant, the notice of annual general meeting may also include:	
	• the wording of motions or resolutions to be considered at meeting (if a special resolution is proposed, include the exact wording of the special resolution)	<input type="checkbox"/>



Order	Description	Done
	<ul style="list-style-type: none"> disclosure of interest of any committee member in the business to be dealt with at meeting (for example, a conflict of interest – see part 3 of this guide: Secretary's Legal Role, Powers and Duties) 	<input type="checkbox"/>
	<ul style="list-style-type: none"> if the rules allow proxy voting, an explanation of how / when to appoint a proxy, and attach a proxy form 	<input type="checkbox"/>
	<ul style="list-style-type: none"> if the rules allow direct voting, an explanation of how / when to vote directly before the meeting, and attach a direct voting form 	<input type="checkbox"/>
4	The notice should also attach background information and documents, such as:	
	<ul style="list-style-type: none"> minutes of the last annual general meeting (and any other general meetings held since then, if required) 	<input type="checkbox"/>
	<ul style="list-style-type: none"> reports from staff, committees or volunteers 	<input type="checkbox"/>
	<ul style="list-style-type: none"> financial reports (for example, the financial statement) 	<input type="checkbox"/>
	<ul style="list-style-type: none"> where appropriate, relevant background correspondence 	<input type="checkbox"/>
5	Time for giving notice	
	<ul style="list-style-type: none"> annual general meeting must be held within five months after the end of your organisation's financial year 	<input type="checkbox"/>
	<ul style="list-style-type: none"> check your organisation's rules, resolutions and policies for specific requirements (for example, 14 days before the meeting date). Note rules on how days are calculated 	<input type="checkbox"/>
	<ul style="list-style-type: none"> if a special resolution is proposed, you must give 21 days' notice before the meeting date (section 64(2) of the AIR Act) 	<input type="checkbox"/>
6	How to give notice	
	<ul style="list-style-type: none"> can be by email or post – check your organisation's rules, resolutions and policies for specific requirements (for example, notice in local paper) 	<input type="checkbox"/>
7	Who to give notice to	
	<ul style="list-style-type: none"> usually all members of the association (check the members register) 	<input type="checkbox"/>
	<ul style="list-style-type: none"> in special circumstances, others (such as Consumer Affairs Victoria and/or auditor) 	<input type="checkbox"/>



Tool 13: Sample notice for AGM



Note

This notice of annual general meeting is for organisations that have their financial accounts audited by an independent auditor. Not all incorporated associations are required to have their accounts audited. For more information see part 8 of this guide: Reporting to Consumer Affairs Victoria.

XYZ Club Inc (Registration No A00003333)

Notice of Annual General Meeting

Notice is given that the Annual General Meeting of the XYZ Club Inc will be held on *[date]*, at *[time]* at *[address]*.

The ordinary business of the meeting will be:

1. To confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting,
2. To receive from the Committee reports upon the transactions of the Association during the last preceding financial year,
3. To elect officers of the Association and the ordinary members of the committee, and
4. To receive and consider the financial statement submitted by the Association to members in accordance with section 100(1) of the *Associations Incorporation Reform Act 2012 (Vic)*.

The special business of the meeting will be:

5. To receive and consider the Auditor's Report and Audited Accounts on the financial affairs of the association for the last financial year, and
6. To consider any other business.

I.N. Order, Secretary, *[date of notice]*

by authority of the Committee

Proxies

A member entitled to attend and vote at the annual general meeting may appoint a person to attend and vote at the meeting as the member's proxy. A proxy must be a member of XYZ Club Inc.

A proxy may be appointed by returning the completed proxy form (attached) to the secretary at the club's registered office at *[address]*, at least 24 hours before the start of the meeting.

Inquiries

All inquiries should be directed to the Secretary, Ms I.N. Order, XYZ Club Inc, 123 Frank Street, Motown, telephone (03) 8333 0000, fax (03) 3300 3300, email in.order@xyz.org.au

Attached

- Minutes of Previous Annual General Meeting held on *[date]*
- Chairperson's Report
- Treasurer's Report
- Auditor's Report and Accounts
- Audited Financial Statement
- List of Nominees for Positions on the Committee
- Proxy Form

Tool 14: Sample agenda for AGM (with explanatory notes for the secretary)



Note

The agenda and notes here relate to formal requirements and procedures for an annual general meeting. However, for some organisations, the annual general meeting is also a time to celebrate the organisation's achievements, and may include, for example:

- a guest speaker
- awards for volunteers, or
- audio visual presentation of the organisation's activities

**Annual General Meeting to be held in the XYZ clubhouse, at 123 Frank Street, Motown,
1 November 2022 at 7.00pm**

Agenda summary

- Chairperson's welcome
- Apologies & attendance
- Minutes of previous meeting
- Report from committee on transactions in previous year
- Election of committee members
- Annual Financial Statement (submitted to members under either section 94(1), 97(1) or 100(1) of the *Associations Incorporation Reform Act 2012 (Vic)*)
- Special business
- General business
- Close

1. Business

The secretary is responsible for either taking, or ensuring that another person (for example, an employee of the organisation) takes, accurate minutes of what is discussed and decided on at the meeting.

2. Chairperson's welcome

The chairperson, who normally acts as chair of the meeting, calls the meeting to order and welcomes any new members and guests.

3. Apologies and attendance

The chairperson asks the secretary whether any apologies (that is, the name of any person who is unable to attend and has asked that this be noted) have been received, then asks if any member has an apology to record. These apologies are recorded in the minutes. The secretary also records the names of the people present, or circulates a book for them to record their own names (ask them to print their name clearly).

4. Minutes of the previous meeting

The secretary should have already prepared the minutes of the previous meeting. If the minutes have been distributed with the notice of meeting, the chairperson may ask the meeting if there is any objection to taking the minutes as read. Otherwise the secretary may read the minutes to the meeting.



The meeting should confirm that the minutes are an accurate record of the previous meeting. It is usual for a member who was at the previous meeting to propose this motion and for another to 'second' the motion. The motion is simply, *'I move that the minutes be confirmed as a true and accurate record of the last meeting'*. All present may vote on the resolution, whether or not they were present at the last meeting. However, if the minutes are not correct in some aspect, a member may propose a motion to correct them. The members may vote on whether the minutes should be changed. This procedure is to agree on what was said at the previous meeting; not to re-open the debate or reverse previous decisions. The chairperson may sign a copy of the minutes (with any changes marked) and these are kept in the organisation's records.

5. Report from committee on transactions in the previous year

The committee (or office bearers such as the chairperson and/or the treasurer) present reports on the organisation's activities and transactions in the previous financial year. For example, the chairperson may report on matters that the committee has dealt with in the previous year, as well as the organisation's significant achievements or milestones.

The treasurer's report usually includes details of receipts and expenditure for the previous financial year. This report may also show a comparison against a budget to date and other comments. If the financial affairs of the organisation are substantial, the treasurer should arrange for the report to be printed and distributed at the meeting (or, preferably, the report will already have been distributed with the notice of annual general meeting). The treasurer moves the adoption of the report. Then the members can discuss the report.

In large organisations with complex financial transactions, the detailed study of the budget and other financial matters has usually been delegated (by the committee) to a finance sub-committee. The treasurer will have presented a summary report to that sub-committee, and the report from that sub-committee is presented to the annual general meeting. The treasurer and members of the sub-committee should be prepared to answer questions at the meeting.

6. Election of committee members

If nominations for positions on the committee have been received by the secretary before the meeting, the chairperson (or secretary) reads the nominations aloud. If there are fewer nominations than there are positions available on the committee, the chairperson may call for any additional nominations at the meeting.

If there is only one candidate for a position, the chairperson will state that the candidate has been elected (without a vote being taken). However if there are more nominations than there are positions available on the committee, or if there is any opposition to a nomination (or if the organisation's rules require), a ballot is taken (usually, a secret ballot). For further information about ballots and other voting methods, see below Tool 15: Table of voting methods.

7. Annual Financial Statement (submitted to members under either section 94(1), 97(1) or 100(1) of the Associations Incorporation Reform Act 2012 (Vic))

The secretary will have already prepared the financial statement of the organisation containing the details required under either section 94(1), 97(1) or 100(1) of the *Associations Incorporation Reform Act 2012* (Vic) (**AIR Act**) with the treasurer (and/or others with financial reporting skills). The section of the AIR Act applicable to the organisation will depend on whether it is a 'tier one', 'tier two' or 'tier three' association, based on their total annual revenue. For more information about which tier an organisation falls into, see Part 8: Reporting to Consumer Affairs Victoria in this Guide.

If the organisation is a 'tier one' association, its committee must submit the financial statement for that financial year to members at the first AGM. This statement must be a true and fair view of the financial position and performance of the association. There must also be a certificate, signed by two committee members, certifying this.

If the financial statement has been distributed with the notice of meeting, the chairperson may ask the meeting if there is any objection to taking the statement as read. Otherwise the secretary may distribute copies of the statement to the meeting, allow time for reading, and then the treasurer will usually summarise its key points.

It is good practice for the meeting to pass a resolution approving the statement as an accurate record of the organisation's financial position in its last financial year (and authorising the secretary to lodge the organisation's annual statement with Consumer Affairs Victoria after the meeting). It is common



for a member of the committee to propose this motion and for another to second the motion. The motion can be: 'I move that the statement be confirmed as a true and fair record of the financial position of the incorporated association during and at the end of its last financial year, and that the secretary submit the statement to Consumer Affairs Victoria within one month of the date of this meeting.' Then a vote may be taken. However, if a member has any concerns about the statement, or considers that its details are not correct in some aspect, a member may propose a motion to correct them. The members may vote on whether the statement should be changed.

The chairperson (or other committee member) must sign a copy of the statement considered by members at the meeting (with any changes marked). The AIR Act requires a member of the committee (who attended the annual general meeting) to certify that the statement was presented to members. The organisations must keep this certification, and the financial statement, for 7 years.

8. Special business

Special business consists of matters placed on the agenda by the committee or the secretary. Special business may also be a proposed special resolution or some other important matter to be discussed. Note: there may be particular procedures for giving members notice of special business under your organisation's rules, and there are special notice requirements under the AIR Act for some matters (such as proposed special resolutions and resolutions to remove an auditor).

9. General business

At this stage of the meeting, any member may raise a question or an issue which has not yet been dealt with. These are usually minor matters, such as setting the date of the next meeting (which may be a regular yearly date, such as the first Monday in May, or another agreed date) or votes of congratulations, appreciation and/or farewells.

However, if a new resolution is proposed by a member, it should not be considered at that meeting because proper notice has not been given to all members. If additional matters of important business are raised at the meeting, it is best for the organisation to convene a further meeting (with sufficient notice to members) to consider the issues properly and vote on any resolutions. This is to avoid a situation where a member who didn't attend the meeting complains that they would have attended (and voted on the resolution) if they were aware it would be proposed.

Members who wish to raise complex issues should advise the chairperson of their intentions before the meeting, and provide a written copy of the motion they intend to move. (The rules of most organisations require this.)

10. Close

It is usual for the chairperson to close the meeting and thank members for attending. The chairperson may invite everyone for refreshments after the close of the meeting.



Tool 15: Table of voting methods

This table sets out a number of methods for voting. However, the most common methods are:

- voting by show of hands
- voting by voice, and
- voting by poll (especially for important matters and/or to keep votes secret ('secret ballot'))

Method	How to conduct vote	How to count votes	Comments
Voting by show of hands	Chairperson requests those voting in favour of the motion to raise a hand. The procedure is repeated for those voting against the motion.	<p>Usually, the chairperson (perhaps with help of secretary) counts the hands. The chairperson states whether or not the motion has been passed. Secretary records the result in the minutes.</p> <p>If the outcome of the vote is clear, it is unnecessary to count the hands. However, it is good practice to count the hands if the result of the vote will be close, and/or the result is likely to be challenged. It may also be necessary to count the hands if:</p> <ul style="list-style-type: none"> • the organisation's rules require a specific percentage majority for a motion to be carried, or • an issue must be determined by a certain minimum proportion of the members (for example, a special resolution) 	<p>Voting by show of hands is difficult to administer if there are a large number of people voting at the meeting. In these circumstances, the chairperson may ask for help (usually from the secretary) to count the votes. The chairperson may also appoint 'tellers' (usually one from each voting 'side' or perspective) and use those people (independently of each other) to determine the count on each vote. The tellers will help the chairperson ensure that no person raises two hands or votes for both 'sides' of the motion.</p> <p>If necessary (that is, if a record is required), the chairperson can make a list of the names of people voting.</p>
Voting by standing	A similar method to voting by show of hands. The members stand for the motion that they favour.	Usually, the chairperson (perhaps with help of secretary) counts the people standing. The Chairperson states whether or not the motion has been passed. The secretary records the result in the minutes.	<p>Voting by standing can make the counting process easier and reduces the possibility of a vote being counted twice.</p> <p>If necessary, the chairperson can make a list of the names of people voting.</p>



Method	How to conduct vote	How to count votes	Comments
Voting by voice (or by applause)	<p>The Chairperson says, 'All those in favour of the motion say 'Aye'' (or 'Yes'). After noting the volume of sound, chairperson continues, 'Those against say 'No.''</p> <p>Voting by applause is similar, except that members clap instead of saying 'Aye' or 'No.'</p> <p>Voting by applause is usually for a vote of thanks.</p>	<p>The chairperson determines which of the 'Ayes' or the 'Nos' (or claps) made the more noise and states the conclusion by saying, 'The 'Ayes' (or the 'Nos') have it'. The secretary records the result in the minutes.</p>	<p>A problem with voting by voice or applause is a lack of documentation of individual votes. A written record of votes is useful if the decision is later disputed or if (as in the case of a special resolution) a three-quarters majority is required.</p> <p>So, if the particular matter to be voted on is contentious or if a special resolution is required, it is better to conduct a vote by show of hands, by standing, or better still, by division or a poll (see below).</p>
Voting by division	<p>The chairperson places the motion before the meeting, saying 'All those in favour, the 'Ayes', will pass to the right of the chairperson' those against, the 'No's', will pass to the left of the chairperson.'</p>	<p>To record votes, members stand and walk past one side or other of the chairperson, depending upon their vote. As each person passes, the chairperson (or secretary) records their name.</p>	<p>Voting by division takes longer than the methods discussed above. However, it has the advantage of being accurate and straightforward to administer, as well as involving a more objective written record.</p>
Voting by poll	<p>The Secretary prepares voting paper containing all relevant details of the matter being voted on (for example, if the poll is to change the rules of the organisation, the text of the proposed special resolution). The Secretary distributes the papers to all the people entitled to vote. (If direct voting is allowed, voting forms will be distributed to members before the meeting takes place, eg. with notice of meeting.) Secretary keeps a written record of:</p> <ul style="list-style-type: none"> names of the people to whom they distributed the voting papers, and how many voting papers were distributed to each person <p>(This is because, for example, a proxy holder may vote on behalf of several people.)</p> <p>The Chairperson explains to those voting the manner</p>	<p>The chairperson checks that all voting papers distributed have now been collected.</p> <p>Tellers and scrutineers count votes and inform the chairperson of the result (usually in writing) as soon as it has been determined. Chairperson announces the result to the meeting.</p> <p>If a large number of people are voting (and therefore the counting could take some time), the chairperson can usually adjourn the business to after voting papers have been collected and checked.</p>	<p>Voting by poll takes longer to administer than other methods, but the precautions that form part of the procedure are necessary to ensure a correct count.</p> <p>The advantages of poll voting are that:</p> <ul style="list-style-type: none"> the votes are made in writing all people entitled to vote have an opportunity to do so, (because, if the rules allow for proxies and/or direct voting, proxies are issued additional ballot voting papers and 'direct votes' are counted), and members with more than one vote each (that is, differential voting rights) have a say in proportion to their voting entitlement (which may help prevent an overbearing



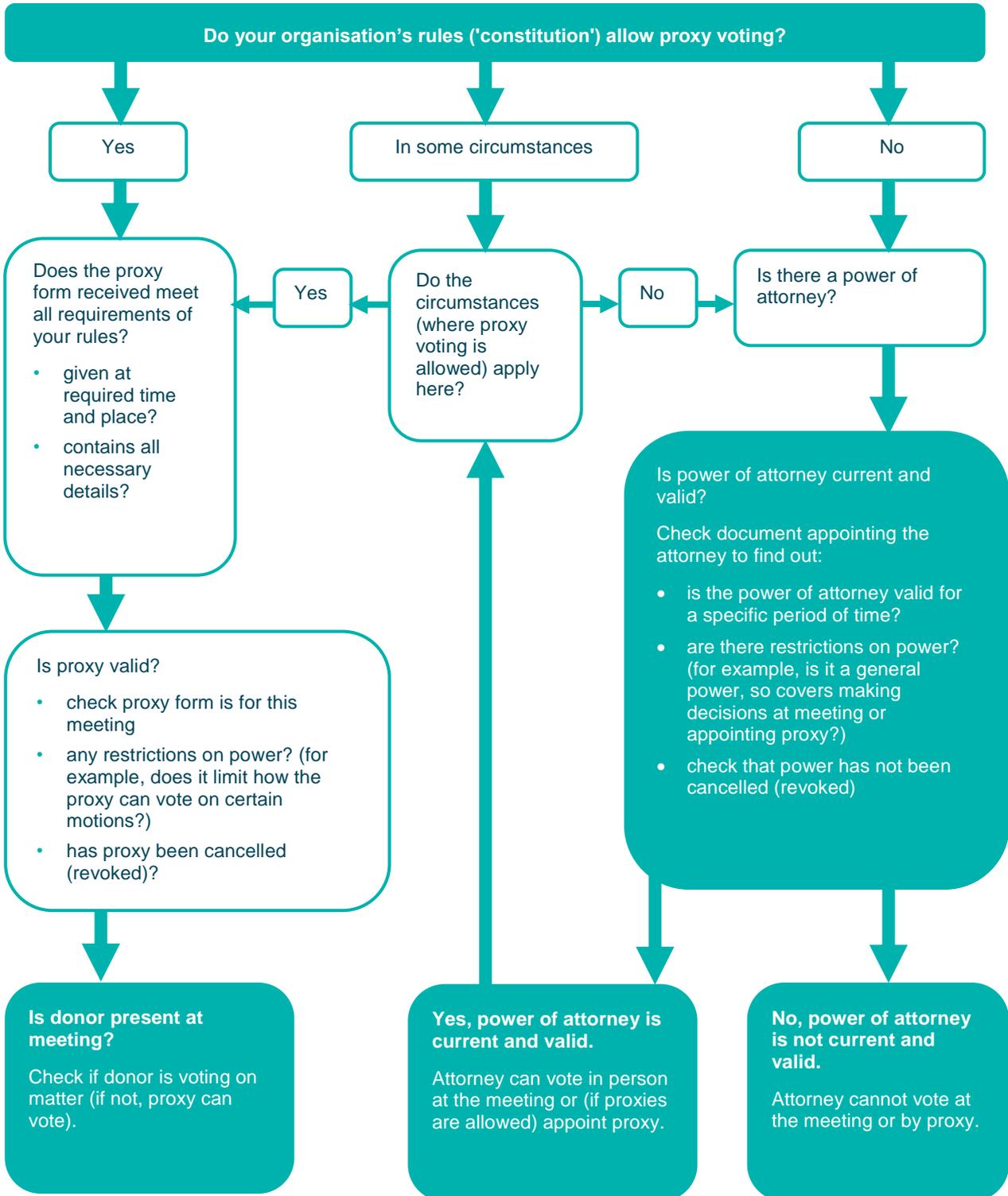
Method	How to conduct vote	How to count votes	Comments
	<p>of voting required by the voting paper (for example, the poll may call for a 'Yes' or 'No' vote).</p> <p>People who are entitled to vote record their votes in writing on the voting paper. They usually also record their name on the paper.</p> <p>Tellers (people who count the votes) collect the papers. Scrutineers (people who examine the papers) generally supervise the process. (Tellers and scrutineers can be the same people. They may be appointed by resolution at the meeting or by the secretary.)</p> <p>If any votes are doubtful the scrutineer consults with the chairperson, who makes a ruling.</p>		<p>or noisy minority from influencing the vote).</p>
Voting by ballot (for election of committee)	<p>The Secretary prepares ballot paper containing all relevant details of the matter being voted on (for example, the names of all nominated candidates).</p> <p>As with a poll, the secretary distributes the papers to all the people entitled to vote and keeps a written record of:</p> <ul style="list-style-type: none"> names of the people to whom they distributed the ballot papers, and how many ballot papers were distributed to each person <p>The Chairperson explains to those voting the manner of voting required by the ballot paper (for example, the ballot may require people to indicate their preference by placing the number 1 against their first preference and placing the number 2 against their second preference).</p> <p>As with a poll, tellers (people who count the votes) collect the papers, and scrutineers (people who examine the papers)</p>	<p>The Chairperson checks that all ballot papers distributed have now been collected.</p> <p>Tellers and scrutineers collect and count votes and inform chairperson of the result (usually in writing) as soon as it has been determined. The chairperson announces the result to the meeting.</p> <p>If a large number of people are voting (and therefore the counting could take some time), the chairperson can usually adjourn the business until after ballot papers have been collected and checked.</p>	<p>The benefits of a ballot are similar to those of a poll (see above).</p> <p>Ballot papers usually do not record the name of the voter (in which case it is a 'secret ballot'). The secrecy of the process is designed to avoid voters being influenced by other people's votes or feeling pressured to vote in a particular way.</p>



Method	How to conduct vote	How to count votes	Comments
	<p>generally supervise the process.</p> <p>If any votes are doubtful the scrutineer consults with the chairperson, who makes a ruling.</p>		



Tool 16: Flowchart for reviewing proxies





Tool 17: Sample wording for allowing direct voting in your rules

Below is a sample clause which could be included in an organisation's rules to allow 'direct voting' by members of the organisation. Read the wording carefully. Consider whether this procedure is suitable for your organisation.

Note that the wording gives the committee of management a *discretion* to allow direct voting at a general meeting – in other words, members do not have an *automatic* right to direct voting at every meeting.

You may like this wording, or you may need to adapt the clause or use different wording altogether. This will depend on your organisation's needs. If necessary, seek legal advice about changes to your rules.

'The committee of management may determine that at any general meeting of the Association, a member who is entitled to attend and vote on a resolution at that meeting is entitled to a direct vote in respect of that resolution.'

'If the committee of management determines that votes may be cast by direct vote, the committee of management may specify the form, method and manner of casting a direct vote and the time by which a direct vote must be received by the Association in order for the vote to be valid.'



Tool 18: Checklist for content of minutes

It's good practice to include the following in the minutes of a meeting:

Order	Description	Done
1	Name of your organisation and heading, for example, 'Annual General Meeting' (or 'Special General Meeting')	<input type="checkbox"/>
2	Date, place and opening time	<input type="checkbox"/>
3	Name of chairperson	<input type="checkbox"/>
4	Names of members present (and their status if office holders) and other people present, such as observers (or reference to separate attendance register)	<input type="checkbox"/>
5	Names of non-members who are attending (if any)	<input type="checkbox"/>
6	Names of those people who have sent apologies (for not attending)	<input type="checkbox"/>
7	Confirmation of previous meeting's minutes	<input type="checkbox"/>
8	Record of motions, resolutions and amendments	<input type="checkbox"/>
9	Names of the people who move and second motions	<input type="checkbox"/>
10	Short summaries of the debates on motions	<input type="checkbox"/>
11	The method of voting on motions etc (for example, show of hands, poll) and the numbers of votes for, against and abstaining	<input type="checkbox"/>
12	The details of any proxy voting or direct voting	<input type="checkbox"/>
13	Results of voting (for example, passed, rejected or adjourned, etc)	<input type="checkbox"/>
14	Titles (and any relevant details) of documents or reports tabled	<input type="checkbox"/>
15	(If relevant) cross references to previous minutes or policies of the organisation	<input type="checkbox"/>
16	Committee minutes should approve or ratify all the organisation's expenditure	<input type="checkbox"/>
17	Details of next meeting	<input type="checkbox"/>
18	Closing time	<input type="checkbox"/>
19	List of tasks arising from the minutes and name of person responsible for each	<input type="checkbox"/>
20	After minutes have been confirmed at the next meeting, signature of chairperson	<input type="checkbox"/>



Tool 19: Conventions for drafting minutes

The table below is in two parts. The first deals with drafting minutes of discussion at meetings, the second deals with drafting motions discussed at meetings.

Drafting minutes of discussions in meetings

Convention	Explanation	Example
Use simple sentences and simple words	This helps people understand what was discussed (especially if they were not at the meeting).	<p>Do not write:</p> <p>'Mr UB Sporty extrapolated that this fine sporting institution's solar matt 500 water heating appliance with the white duco slimline control panel was performing consistently below its engineered benchmarks.'</p> <p>Do write:</p> <p>'Mr UB Sporty reported that the club's hot water system needed urgent repairs.'</p>
Use active, rather than passive, voice	In the 'active' voice, the subject of the sentence performs the action stated by the verb. In the 'passive' voice, the subject of the sentence is acted upon. Generally, the passive voice can be more difficult for a reader to understand.	<p>Do not write (passive voice):</p> <p>'A computer was used by the secretary to write these minutes.'</p> <p>Do write (active voice):</p> <p>'The secretary used a computer to write the minutes.'</p>
	<p>However, it is acceptable to use the passive voice if:</p> <ul style="list-style-type: none"> • you want to soften an unpleasant message • you don't know who did a particular thing recorded in the minutes, or • you want to shift the reader's attention away from the person who did something to other information 	<p>Do write (passive voice) in some circumstances:</p> <p>'Complaints were put in the suggestion box.'</p> <p>(That is, you do not want to specify who actually made the complaints.)</p>
Use only one tense	It is usually best to use the past tense in minutes.	<p>Do write:</p> <ul style="list-style-type: none"> • 'Ms L Little reported that she had' • 'The committee considered that the hot water system was'
Avoid terms such as 'he said' or 'she stated' unless you quote their actual words	This is to avoid 'putting words into a person's mouth.'	<p>Do not write:</p> <p>'Mr S Fry said: 'I got a letter from the Council about this. I reckon the Council is being stupid.'</p> <p>Do write:</p> <p>'Mr S Fry reported that he had received a letter from the Council. He spoke critically of the Council's position on this issue.'</p>



Convention	Explanation	Example
Avoid personal descriptions or attributes	This is to make sure that the minutes are as 'objective' or 'impartial' as possible – the minutes should not include the minute-writer's own personal opinions or reflections.	Do not write: <ul style="list-style-type: none"> 'The chairman announced <i>happily</i>...' 'The treasurer <i>meanly</i> said...' 'The club representative <i>slammed</i> the report.'
Be very careful: <ul style="list-style-type: none"> not to defame anyone when recording matters that include confidential details 	See discussion of 'Defamation' in Part 6 of this guide.	Do not write: <p>'Ms L Little reported that the builder engaged to renovate the club house has a history of stealing from organisations and said he was a disgrace to his profession.'</p> Do write: <p>'Concern was expressed about the suitability of the builder for the task of renovating the club house.'</p>

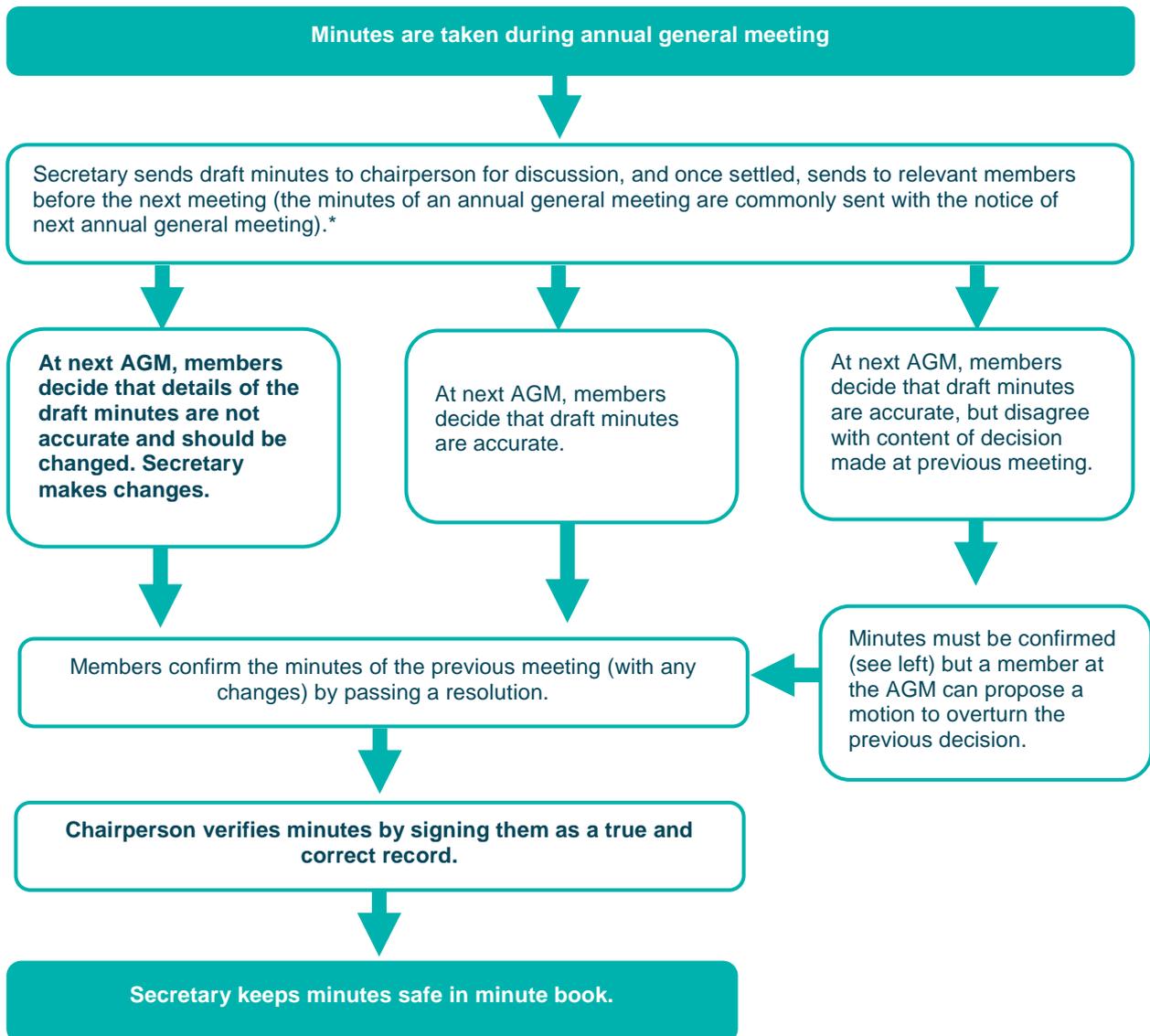
Drafting motions

Method	Explanation	Example
Commence the motion with the word 'that'	This is so all resolutions of the meeting are in the same format. Before the word 'that', imagine inserting the words, 'The meeting passed a resolution...'	Do write: <p>'<i>That</i> the treasurer's recommendation be adopted.'</p>
Use the verb 'be' rather than the word 'is'	This is to be grammatically correct when the motion commences with the word 'that' (see above).	Do not write: <p>'That the newspaper release <i>is</i> adopted.'</p> Do write: <p>'That the newspaper release <i>be</i> adopted.'</p>
Express the motion in the positive	This means that a 'yes' vote from the members results in the proposal being approved or supported.	Do not write: <p>'That the doors <i>be not shut</i> during the meeting.'</p> Do write: <p>'That the doors <i>be open</i> during the meeting.'</p>
If you cannot express the motion in one sentence, split it up into carefully written parts	Carefully construct a composite motion (one with a number of separate parts) so that the chairperson can split it up to enable the meeting to deal with each of its parts separately.	Do not write: <p>'That in addition to any other motions proposed this meeting resolve to thank the members of the Town Hall including Ms T Bag for providing the refreshments and Mr B Room for making the accommodation available and instruct the secretary to send letters of thanks to Ms T Bag and Mr B Room with a copy to Mr S Visor.'</p>



Method	Explanation	Example
		<p>Do write:</p> <p>'That the meeting register its appreciation for Town Hall members generally, and specifically ask the secretary to:</p> <ul style="list-style-type: none">(a) send a letter of thanks to:<ul style="list-style-type: none">(i) Ms T Bag for providing the refreshments, and(ii) Mr B Room for making the accommodation available, and(b) send a copy of these letters to Mr S Visor.'

Tool 20: Flowchart for confirming and verifying minutes of AGM



***Note:** If minutes were not sent out before the next meeting, allow time for people to read them or the secretary should read them aloud at the meeting.



Tool 21: Checklist for notice of Special General Meeting

Order	Description	Done
1	Check your organisation's rules, resolutions and policies for specific requirements, such as how much notice to give, what information should be included, and who it should be given to	<input type="checkbox"/>
2	Content of notice:	
	• as its heading, the word 'notice'	<input type="checkbox"/>
	• name and registration number of the organisation	<input type="checkbox"/>
	• type of meeting (that is, a general meeting of the organisation's members)	<input type="checkbox"/>
	• date, time and place of meeting	<input type="checkbox"/>
	• nature of business to be discussed at meeting	<input type="checkbox"/>
	• any business that a member has requested (to the secretary in writing – including by fax or email) to be discussed at meeting (a notice of motion)	<input type="checkbox"/>
	• date of notice	<input type="checkbox"/>
	• directions to the meeting venue and disability access (optional)	<input type="checkbox"/>
	• the secretary's contact details (optional)	<input type="checkbox"/>
	• notice 'authorised by xx' (optional)	<input type="checkbox"/>
3	If relevant, the notice of general meeting may also include:	
	• the text of motions or resolutions to be considered at meeting (if a special resolution is proposed, include the exact wording of the resolution)	<input type="checkbox"/>
	• any comments by the committee on the business to be dealt with at the meeting	<input type="checkbox"/>
	• disclosure of the interest of any management committee member in the business to be dealt with at meeting (for example, a potential conflict of interest – see Part 3: Secretary's Legal Role, Powers and Duties in this Guide)	<input type="checkbox"/>
	• if the rules allow proxy voting, an explanation of how / when to appoint a proxy, and attach a proxy form	<input type="checkbox"/>
	• if the rules allow direct voting, an explanation of how / when to vote directly before the meeting, and attach a direct voting form	<input type="checkbox"/>
4	The notice should also attach background information and documents (as appropriate), such as:	



Order	Description	Done
	<ul style="list-style-type: none"> minutes of the last general meeting (if relevant) 	<input type="checkbox"/>
	<ul style="list-style-type: none"> reports from committee of management, staff or volunteers 	<input type="checkbox"/>
	<ul style="list-style-type: none"> financial reports 	<input type="checkbox"/>
	<ul style="list-style-type: none"> where appropriate, relevant background correspondence 	<input type="checkbox"/>
5	Time for giving notice	
	<ul style="list-style-type: none"> check your organisation's rules, resolutions and policies for specific requirements (for example, 14 days before the meeting date). Note rules on how days are calculated 	<input type="checkbox"/>
	<ul style="list-style-type: none"> if a special resolution is proposed, you must give 21 days' notice before the meeting date (section 64(2) of the AIR Act) 	<input type="checkbox"/>
6	How to give notice	
	<ul style="list-style-type: none"> can be by email or post – check your organisation's rules, resolutions and policies for specific requirements (for example, notice in local paper) 	<input type="checkbox"/>
7	Who to give notice to	
	<ul style="list-style-type: none"> usually all members of the association (check the members register) 	<input type="checkbox"/>
	<ul style="list-style-type: none"> in special circumstances, others (such as Consumer Affairs Victoria and/or auditor) 	<input type="checkbox"/>



Tool 22: Sample notice for Special General Meeting (SGM)

Special general meetings are referred to in this Part as all general meetings other than the annual general meeting. A special general meeting is usually convened for a particular purpose – in the example below, to consider and vote on a special resolution to change the organisation’s name.

XYZ Club Inc (Registration No A00003333)

Notice of Special General Meeting

Notice is given that a Special General Meeting of the members of XYZ Club Inc will be held on *[date]*, at *[time]* at *[address]*.

The meeting will be for the purpose of considering and, if thought appropriate, passing the following special resolution:

That the name of XYZ CLUB INC. be changed to ZYX CLUB INC.

Note: This is proposed as a special resolution and must be passed by three quarters of the members who are present at the meeting and entitled to vote (in person or by proxy) on the resolution, and who do vote, in accordance with section 64 of the *Associations Incorporation Reform Act 2012 (Vic)*.

Comment by Management Committee: The Management Committee unanimously believes that a change of the club’s name is in the best interests of all members. This is to prevent the club from being mistaken for another well-known club in the eyes of the public.

T. Bag, Secretary, *[date of notice]*
by authority of the Management Committee

Proxies

A member entitled to attend and vote at the special general meeting may appoint a person to attend and vote at the meeting as the member’s proxy. A proxy must be a member of XYZ Club Inc.

A proxy may be appointed by returning the proxy form (attached) to the secretary at the club’s registered office at *[address]*, at least 24 hours before the commencement of the meeting.

Inquiries

All inquiries should be directed to the Secretary, Ms T Bag, XYZ Club Inc, 123 Frank Street, Motown, telephone (03) 3333 0000, fax (03) 3300 3300, email t.bag@xyz.org.au

Attached

Proxy Form

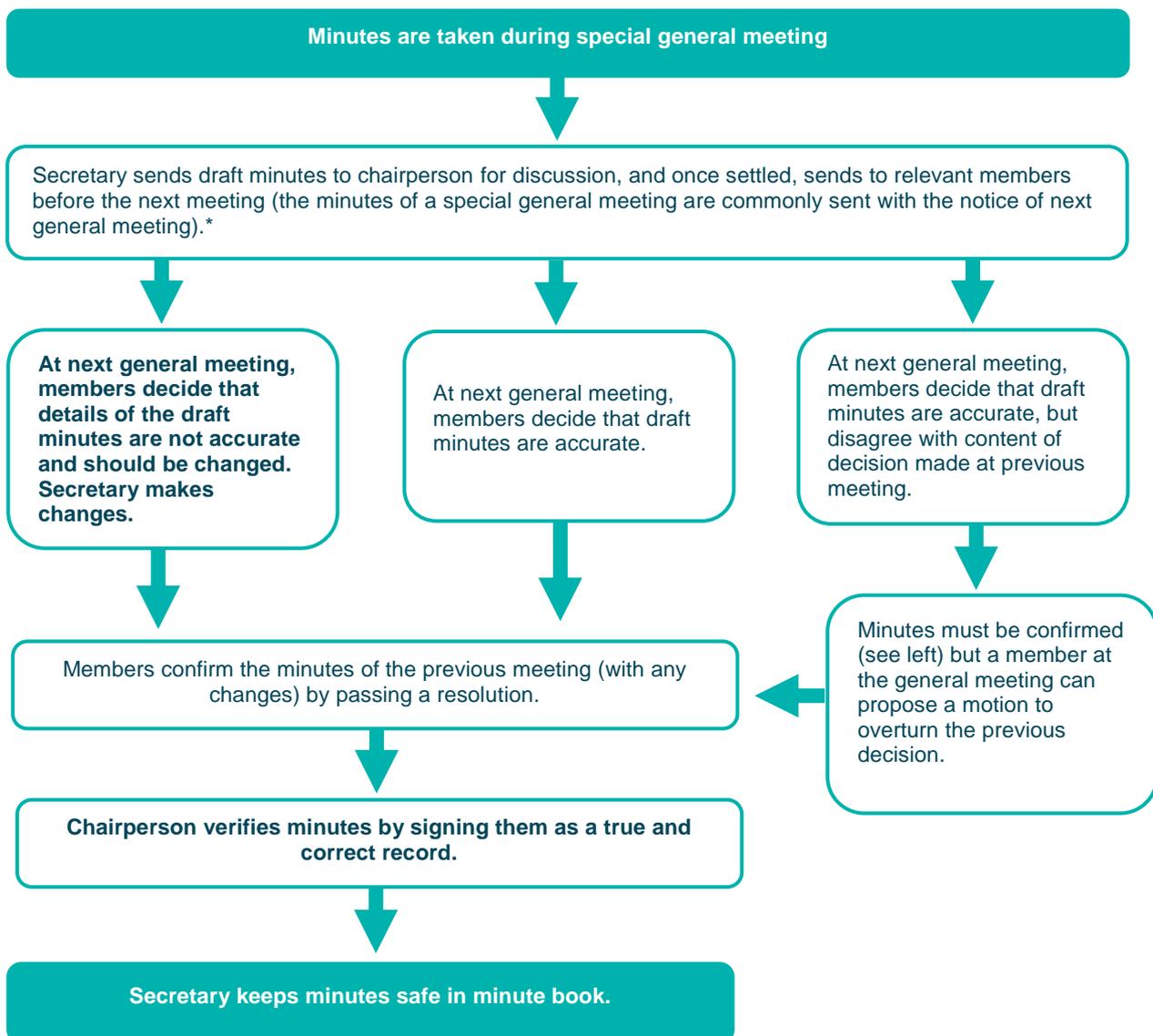
Tool 23: Table of voting methods for SGM

There are a number of methods for voting at an SGM. The most common methods are:

- voting by show of hands
- voting by voice, and
- voting by poll (especially for important matters or to keep votes secret ('secret ballot'))

These methods are the same set out in [Tool 15](#).

Tool 24: Flowchart for confirming and verifying minutes in SGMs



***Note:** If minutes were not sent out before the next meeting, allow time for people to read them or the secretary should read them aloud at the meeting.



Tool 25: Checklist for notice of committee meeting

Use this checklist to prepare a notice of meeting of the committee or other governing body of the organisation (sometimes called the 'board').

Note: Committee meetings are usually less formal than general meetings and the committee may be able to make its own notice procedures under the organisation's rules (for example, notices may be allowed to be provided by email).

Order	Description	Done
1	Check your organisation's rules, resolutions and policies for specific requirements, such as how much notice to give, what information should be included, and who it should be given to	<input type="checkbox"/>
2	Content of notice:	
	• the name and registration number of the organisation	<input type="checkbox"/>
	• type of meeting (that is, committee meeting)	<input type="checkbox"/>
	• date, time and place of meeting	<input type="checkbox"/>
	• if necessary, nature of business to be discussed at meeting (for example, if it is a 'special' meeting, why meeting is being held)	<input type="checkbox"/>
	• date of notice	<input type="checkbox"/>
	• directions to the meeting venue and disability access (optional)	<input type="checkbox"/>
	• secretary's contact details (optional)	<input type="checkbox"/>
	• notice 'authorised by xx' (optional)	<input type="checkbox"/>
3	If relevant, the notice may also include:	
	• the wording of motions or resolutions to be considered at meeting	<input type="checkbox"/>
	• disclosure of the interest of any committee member in the business to be dealt with at meeting (for example, a conflict of interest – see Part 3: Secretary's Legal Role, Powers and Duties in this Guide)	<input type="checkbox"/>
4	The notice should also attach background information and documents, such as:	
	• minutes of the last committee meeting	<input type="checkbox"/>
	• reports from staff, subcommittees or volunteers	<input type="checkbox"/>
	• financial reports	<input type="checkbox"/>
5	Time for giving notice	



Order	Description	Done
	<ul style="list-style-type: none"> check your organisation's rules, resolutions and policies for specific requirements (for example, if the meeting is being held to discipline a member of the organisation). Under the new model rules 7 days' notice is required for all committee meetings other than urgent committee meetings 	<input type="checkbox"/>
	<ul style="list-style-type: none"> if none, the time of service must be 'reasonable' in the circumstances – good practice is at least one week 	<input type="checkbox"/>
6	How to give notice	
	<ul style="list-style-type: none"> check your organisation's rules, resolutions and policies for specific requirements, including use of technology. Note the AIR Act permits the use of technology at committee meetings 	<input type="checkbox"/>
7	Who to give notice to	
	<ul style="list-style-type: none"> all committee members 	<input type="checkbox"/>
	<ul style="list-style-type: none"> usually also the Chief Executive Officer and secretary (if they are not also committee members themselves) 	<input type="checkbox"/>
	<ul style="list-style-type: none"> in special circumstances, others (for example, any invited guests, a member who is to be disciplined) 	<input type="checkbox"/>

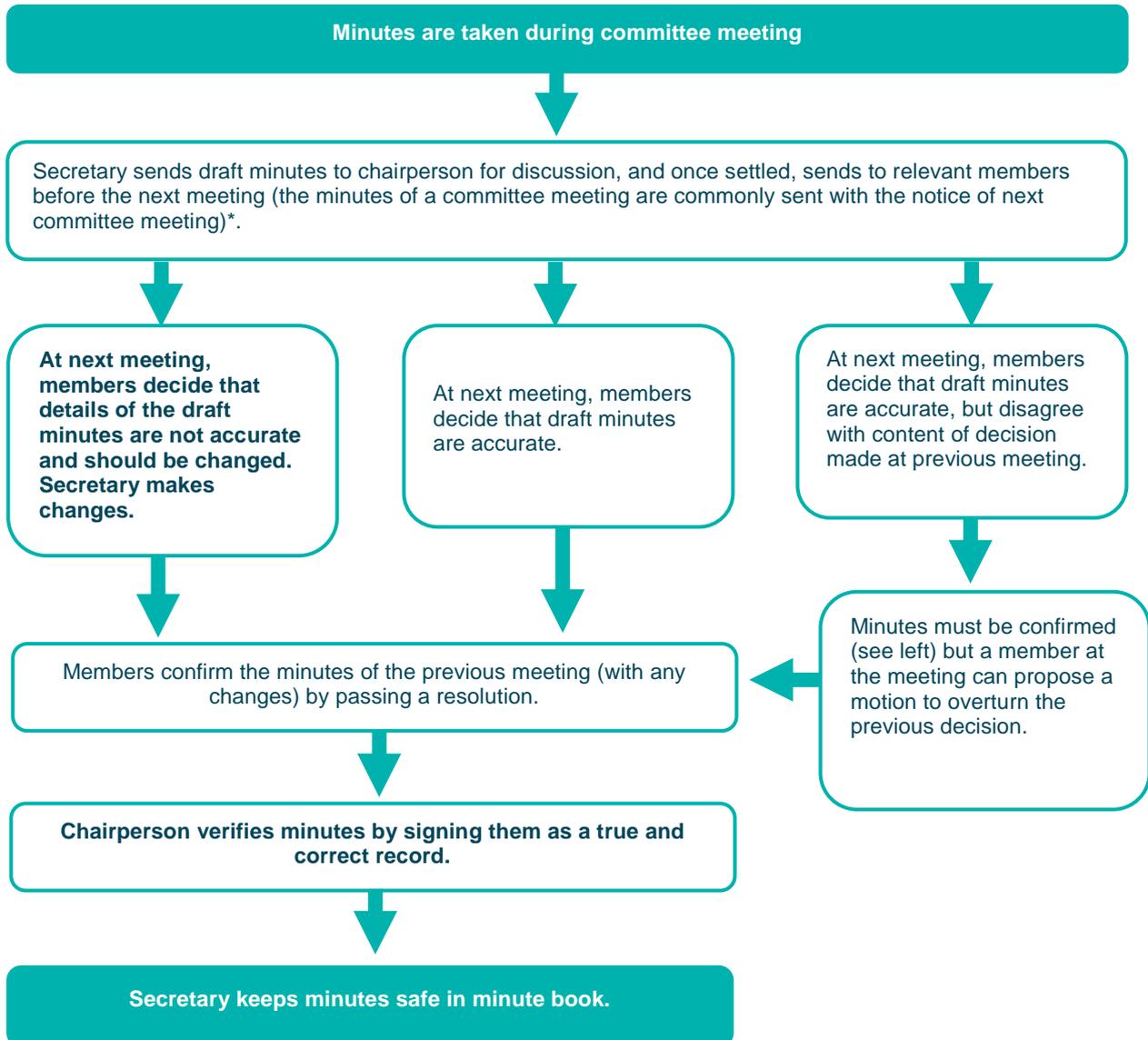


Tool 26: Checklist for content of minutes in a committee meeting

It's good practice to include the following in the minutes of a meeting:

Order	Description	Done
1	Name of your organisation and heading, ie. 'Committee Meeting'	<input type="checkbox"/>
2	Date, place and opening time	<input type="checkbox"/>
3	Name of chairperson	<input type="checkbox"/>
4	Names of office holders present and other people present, if relevant, such as observers (or reference to separate attendance register)	<input type="checkbox"/>
5	Names of those people who have sent apologies (for not attending)	<input type="checkbox"/>
6	Confirmation of previous minutes	<input type="checkbox"/>
7	Record of motions, resolutions and amendments	<input type="checkbox"/>
8	Names of the people who move and second motions	<input type="checkbox"/>
9	Short summaries of the debates on motions	<input type="checkbox"/>
10	The method of voting on motions etc. (for example, show of hands, poll) and the numbers of votes for, against and abstaining	<input type="checkbox"/>
11	Results of voting (for example, passed, rejected or adjourned, etc.)	<input type="checkbox"/>
12	Titles (and any relevant details) of documents or reports tabled	<input type="checkbox"/>
13	(If relevant) cross references to previous minutes or policies of the organisation	<input type="checkbox"/>
14	Committee minutes should approve or ratify all the organisation's expenditure	<input type="checkbox"/>
15	Details of next meeting	<input type="checkbox"/>
16	Closing time	<input type="checkbox"/>
17	List of tasks arising from the minutes and name of person responsible for each	<input type="checkbox"/>
18	After minutes have been confirmed at the next meeting, signature of chairperson	<input type="checkbox"/>

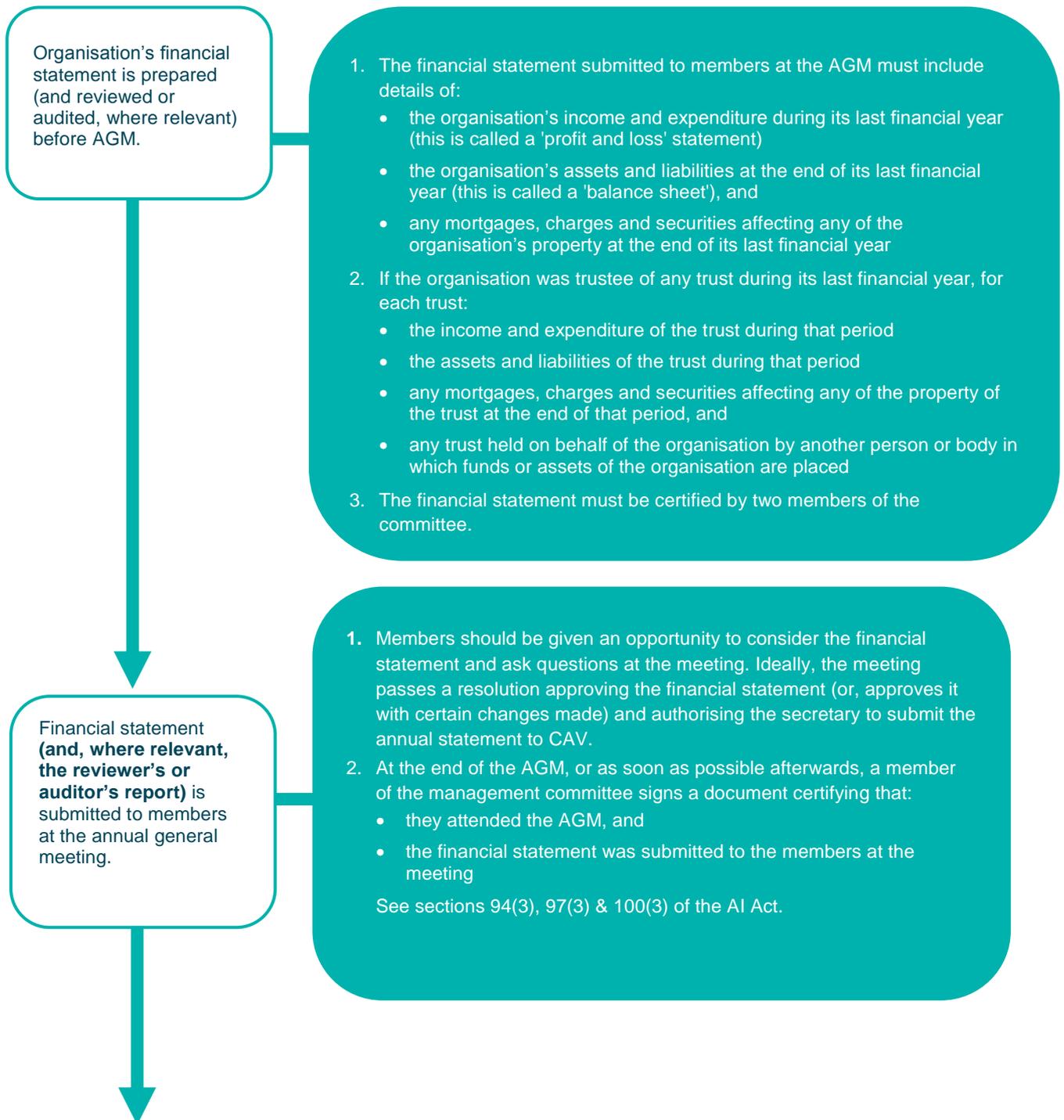
Tool 27: Flowchart for confirming and verifying minutes in a committee meeting



***Note:** If minutes were not sent out before the next meeting, allow time for people to read them or the secretary should read them aloud at the meeting.



Tool 28: Flowchart for preparing and lodging an annual statement with CAV (where required)



Continued on next page



Secretary completes CAV annual statement form and collects documents to submit with the form.

1. Every year, if the organisation is required*, the secretary must file an annual statement with CAV. This is done on line. CAV will email the organisation's secretary a notice to lodge the annual statement. The email will include a link to the [myCAV sign in page](#). Once your organisation has open-ended its myCAV account page it will see its incorporated association's name, and below this it should see 'Annual statement [year] available to lodge' and 'Lodge'. Click 'Lodge'. This will open the annual statement form. The form should take about 5 minutes to complete.
2. When the secretary lodges the annual statement they will need required documents as electronic files to upload to the annual statement form - these are the same documents presented to members at the annual general meeting as set out below. Fees must also be paid.
 - For Tier 1 associations: no documents required (but you will still need to lodge the annual statement), and the fee is \$60.10 at 12/2021)
 - For Tier 2 associations: reviewed accounts for both the association and any trusts it administers and a signed and dated independent report of the review of financial statements (the fee is \$120.20 on 12/2021), and
 - For Tier 3 associations: audited accounts for both the association and any trusts it administers a signed and dated independent audit report and the fee is \$240.50 at 12/2021)

*If your association is also a charity registered with the Australian Charities and Not-for-profits Commission (ACNC), for any financial year of the association that ends on or after 30 June 2018, you will no longer need to lodge the annual statement with CAV and pay an annual fee

Secretary lodges annual statement form with CAV within required time period.

1. Secretary lodges statement with CAV within 1 month after AGM.
2. Annual statements can be lodged with CAV online (as above).
3. The secretary can apply for an extension of time by either:
 - downloading the 'Application for Extension of Time' form from CAV's website, completing it, and delivering, posting, faxing or emailing it (PDF format) to CAV, or
 - applying for an extension of time at: online.justice.vic.gov.au

When applying for an extension of time, your organisation must pay the prescribed fee. Note that as at 12/2021, there is no fee until further notice. See section 104(1) of the AIR Act.

Organisation keeps documents for at least seven years.

The organisation must keep the original financial statement, the management committee member's certification, and the originals of any documents submitted to CAV (for example, audited accounts) for at least seven years. See sections 105 and 201 of the AIR Act.