



ANNUAL GENERAL MEETING REFERENCE GUIDE FOR SOCIETIES

1. Requirement to Hold Annual General Meeting (AGM)

An AGM of the members of a society must be held in every calendar year and not more than 15 months after the date on which the last preceding AGM was held.

The AGM should not be held more than six months after the fiscal year end. If the AGM occurs more than six months after the fiscal year end, then in addition to the financial statements for the fiscal year just completed, partial current year financial statements will be required.

It is best to have the AGM at approximately the same time each year, usually three to four months after year end to allow for the preparation of the financial statements. For example, if the society has a December 31st year end, the AGM should be held in April/May but, in any event, no later than June 30.

2. Pre-AGM Matters

The directors must:

- (a) approve the financial statements proposed to be mailed out to the members and to be presented at the AGM;
- (b) authorize two directors to sign the financial statements as evidence of such approval;
- (c) approve the Report of the Directors to the members;
- (d) set the date and place of the AGM and approve the form of notice to be mailed to the members.

3. Special Circumstances

Prior to the required time for holding the AGM, you may apply to the Registrar of Companies to extend the time within which a society is required to hold an AGM (Section 56(2)).

The AGM is to be held in British Columbia unless the consent of the Registrar of Companies is obtained (Section 57) *prior* to the holding of the meeting.

4. AGM Notices

Notice of the AGM must be mailed, faxed or e-mailed to all the members of the society in good standing entitled to receive notice and to vote at general meetings of the society not less than 14 days *before the date of the AGM*. The auditor, if any, must also receive a copy of the notice of the AGM. Notice is not required if ALL members consent in writing to waive notice of the AGM.

5. Contents of Notice Package

When mailing the notice of the AGM, a copy of the financial statements and a copy of the report of the directors must be included. If the financial statements are audited, then the auditor's report must be attached.

6. Agenda

An agenda for the meeting should be prepared which addresses the following:

- (a) report of the directors;
- (b) presentation of the financial statements;
- (c) appointment of auditor or accountants, if any.

A detailed meeting script is available upon request.

7. Minutes

Minutes of the AGM must be prepared after the meeting and filed in the minute book, along with a copy of the signed financial statements.

8. Filing with the Registrar of Companies

A Form 11 Annual Report must be filed with the Registrar after the AGM. This is done by Bull, Housser if we act as your records office.



BULL
HOUSSER

9. Election of Officers

The directors elected at the AGM should hold a meeting or pass a resolution in writing as soon after the AGM as possible to appoint such officers for the ensuing year as may be required by the society's Bylaws.