



Annual General Meeting Checklist

Purpose of an AGM:

- To Amend Articles of Incorporation or Bylaws
- To Elect Directors
- To Receive Audited Financial Statements
- To Appoint Auditor
- To Amend Rules (if not in direct authority of the board)
- To Address Other Business

Checklist:

- Is the date of your AGM in alignment with the Ontario Corporations Act (OCA).
 - Must be held every 15 months and 6 months of fiscal
- Have you booked a suitable venue ? Consider size and accessibility
- Have you provided notice to membership in alignment with timelines identified in your current by-laws ?
 - When the Ontario Not for Profit Corporations Act comes into effect 30 days will be required.
- Have you provided notice to membership in alignment with the methods identified in your current by-laws ?
 - Ex: Email, Registered Letter, Website Posting, Newspaper etc...
- Have you provided relative information to the membership in the notice ?
 - By-Laws, Financial Statements, Amendments, Proposed New Business etc...
- Do your by-laws require new business to be submitted in advance ?

- In the notice to membership did you include the right to vote by proxy?
- Do your By-Laws set a limit on how many proxies a person may hold ?
- Have you provided notice to the auditor ?
- Do you require security ?
- Is a Member ID Check required ?
- Have you made relative information available to membership in attendance?
 - Agenda,By-Laws, Financial Statements, Amendments, Proposed New Business etc...
- Do you permit electronic participation ?
 - Requires adequate response capability (not email)
- Have you identified who will be the chair of the AGM ?
- Have you identified who will be taking minutes and managing the sign in sheet?
- Do you know who your voting members are ?
- How many votes must be present to form Quorum ?
- Have you had an audit completed in alignment with the OCA and Ontario Soccer standards ?
 - Review to ensure you have completed the appropriate level.
 - Must include Statement of Profit and Loss, Statement of Surplus, Balance Sheet, Auditors Report
- Have the directors amended any by-laws that require membership approval via Special Resolution?
- Do your by-laws define who is running the election ?

- Are you aware of the nomination procedures within your by-laws ?
 - Ex: Do you accept nominations from the floor ? Do they have to be seconded? Received in advance?
- Do you know if nominees can address the membership ?
- Have you identified scrutineers ?
- Are you aware of the votes required for a person to be elected ?
 - Ex: Is it by Ordinary Resolution (50% + 1) ?
- Do you have a procedure in place to manage a tie ?
- Will you be destroying the ballots ?
- Do your by-laws require you to send a summary of AGM events to members ?
- Have you filed updated by-laws, directors, financial statements with SWRSA?