

AGM DATES FOR YOUR DIARY

- **Club AGM** must be held on or before **22nd November 2024**
- **County AGM** must be held on or before **8th December 2024**
- **Provincial AGM / Education Council or International Board Annual Convention** must be held on or before **18th & 19th January 2025**

For all AGM's Club Secretaries are required to:

- Send out notifications, Byelaws and motion papers 5 weeks before AGM as per rule 18.4
- Send out the following 10 days before AGM: as per rule 18.5
 - Agenda
 - 2023 AGM Minutes
 - Secretary Report
 - Financial Report
 - Nominations for Executive Committees
 - Notices of Motions and Byelaws.

CHECK LIST

Notifications, Byelaws and motion papers 5 weeks before AGM

CLUB: **COUNTY:** **OTHER:**

Send out the following 10 days before AGM

- Agenda
- 2023 AGM Minutes
- Secretary Report
- Financial Report
- Nominations for Executive Committees
- Notices of Motions and Byelaws.

Please refer to the official guide part 1 in relation to AGM rules pages 17,18 and 19 .