

RE-AFFILIATING EXISTING CLUBS

At the start of each year, existing Clubs are required to re-affiliate with the BSA. This forms part of your Clubs funding application for Semester One. It is recommended that an AGM be held at the end of the previous year to ensure a smooth transition between Club Executives

If your Club has not already done so, now is the time to hold an AGM with the purpose to:

A minimum of 2/3 of all financial Members need to be present. The meeting needs to be advertised at least 5 days in advance to give everyone a chance to attend.

1. Check your constitution and confirm that it still reflects the aims and objectives of your Club
2. Confirm or change the annual Membership fee
3. Ask last year's Executive Committee to present their annual report to the Members, incl. the financial report.
4. Elect the new Executive Committee

At the conclusion of your AGM, upload/update the following documents to your Google Drive and make sure they are shared with BSA Bendigo:

- Completed Membership list
- Contact details of your Executive Committee
- Minutes of the AGM
- **A copy of your Club constitution must be provided to the BSA by APRIL 5**

Deposit any Membership money at the BSA.

CONGRATULATIONS!



Your Club is ready to go!