CYC GYMSPORTS
HOME OF CHELTENHAM YOUTH CLUB

126-130 Woodlands Drive,
Braeside, Victoria 3195
Phone: 9590 9300
E-Mail: admin@cyc.net.au
Web: www.cyc.net.au
A.B.N. 19 145 523 452

CYC 2025 AGM Guidelines

In addition to the rules of the Constitution, the following guidelines have been established to ensure the smooth running of the CYC 2025 AGM either in person or via the Zoom online meeting platform

1. **Registration**
   Members are requested to register their attendance via email to secretary@cyc.net.au by Monday,3 November 2025. Financial and annual reports will be provided upon registration. If the meeting is conducted via Zoom, direction on signing into the meeting will be provided with the agenda closer to the meeting date

2. **Meeting recording**
   The AGM may be recorded to assist with minute taking. Once the minutes have been completed, the recording will be permanently deleted

3. **Questions from Members**
   a. Members are requested to read the financial and annual reports prior to the meeting
   b. Questions from members are welcome and should be submitted in writing to the secretary via secretary@cyc.net.au by Friday, 7 November 2025.
   c. The President and Treasurer will respond to questions submitted by members during the meeting

4. **Members eligible to vote**
   a. Club members
      i. It is not the intention of the Constitution for enrolled athletes under 18 years old to vote. Therefore, this category of membership entitles athletes over 18 years old and each parent/legal guardian of athletes under 18 years old with an active enrolment to vote
      ii. Subject to rule 35 (1a) of the Constitution, each member who is entitled to vote, has one vote. Therefore, each parent/legal guardian has one vote regardless of how many children are enrolled
      iii. Subject to rule 11 (3a) of the Constitution, a member is not entitled to vote if any monies due and payable have not been paid in full at the commencement of the AGM
   b. Members with the honour of life membership are entitled to vote
   c. Subject to rule 10 of the Constitution, supporter members are entitled to vote
   d. Subject to rule 35 of the Constitution, eligible members nominated for a committee member position/s are eligible to vote and exercise the proxies they hold
   e. CYC Staff are entitled to vote as they are valued and fundamental to the club

5. **Proxies**
   a. In addition to rule 31 of the Constitution, a member may act as a proxy for one (1) other member
   b. Proxy votes relating to business on the agenda will only be eligible to be accepted by the Chairperson if received via secretary@cyc.net.au no less than 24 hours prior to the AGM commencing

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6. **Election of Committee Members**
   a. There will be separate elections for each of the executive committee roles (president, vice president, treasurer & secretary)
   b. On their election, the new President may take over as Chairperson of the meeting
   c. There will be a single election for all other roles (social/events, fundraising, marketing & general members x 3)
   d. Each candidate may make a 2-minute speech in support of his or her election
   e. A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held
      i. Names of any candidates exercising their rights according to rule 6(e) will be entered onto the candidate list prior to the vote
   f. If the number of members nominated for the position of ordinary committee member is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position
   g. If the number of members nominated exceeds the number to be elected, a secret ballot must be held
   h. Returning officer/s will be appointed to conduct the secret ballot
   i. The returning officer/s must not be a member nominated for the position for which the ballot is conducted
   j. If the AGM is conducted via Zoom, the secret ballot will be conducted electronically
      i. A link to an online form will be provided at the commencement of each ballot
      ii. Each online form will specify the role/s for which the ballot is held
      iii. The correct online form must be used for each election. Any online form submitted for the incorrect ballot will not be counted
      iv. The number of votes must be less than or equal to the number of attendees and proxies eligible to vote
      v. If the number of votes is greater than the number of attendees and proxies eligible to vote, the ballot will be void and a further election for the position will be conducted
   k. The returning officer must declare elected the candidate or, in the case of an election for more than one position, the candidates who received the most votes
   l. If 2 or more candidates received the same number of votes, the returning officer must—
      i. Conduct a further election for the position to decide which of those candidates is to be elected; or
      ii. With the agreement of those candidates, decide by lot which of them is to be elected (i.e. toss of a coin, drawing straws or drawing a name out of a hat)
   m. Electronic ballot results will be retained for 3 months

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7. **Life Membership Ballot**
   a. In accordance with rule 9.2 of the Constitution; the awarding of Life Membership shall be decided by a secret ballot with a two-thirds majority
   b. Returning officer/s will be appointed to conduct the ballot
   c. The returning officer/s must not be a member nominated for the position for which the ballot is conducted
   d. If the AGM is conducted via Zoom, the secret ballot will be conducted electronically
      i. A link to an online form will be provided at the commencement of each ballot
      ii. Each online form will specify the role/s for which the ballot is held
      iii. The correct online form must be used for each election. Any online form submitted for the incorrect ballot will not be counted
      iv. The number of votes must be less than or equal to the number of attendees and proxies eligible to vote
      v. If the number of votes is greater than the number of attendees and proxies eligible to vote, the ballot will be void and a further ballot for the life membership nomination will be conducted
   e. The returning officer must declare the result of the ballot based on a two-third majority
   f. Electronic ballot results will be retained for 3 months
   g. Presentation of a Life Membership shall be at a time, place and manner deemed suitable by the Committee

8. **Motions**

   If the AGM is conducted via Zoom, each motion moved during the AGM will be carried by a majority hands raised via the Zoom online meeting platform