

Procedure – Organising a DSMRA Annual General Meeting (AGM) Supporting Event

Purpose

This procedure outlines the steps necessary to run a DSMRA Annual General Meeting (AGM) supporting Event. This procedure does not cover the formal AGM meeting component.

Background

The AGM Event serves two main purposes:

1. Provide a meeting opportunity for the committee and all financial members and to fulfil the AGM requirements of an incorporated association under the NSW Fair Trading Act
2. Provide a social weekend including one or more days of organised rides for members from various Branches.

AGM's are required to be held within 6 months of the associations financial year end, currently 30 June each year.

The DSMRA AGM is normally held the weekend following the Bathurst 1000 in October, which will be either the 2nd or 3rd weekend of that month. The Bathurst 1000 weekend follows the Labour day long weekend, where held.

The AGM Event is normally hosted by a Branch within their local area. Ideally the Event is hosted by a different Branch each year.

Process

1. The following year's AGM location should be nominated at the current AGM or as soon thereafter as possible
 - a. a Branch may volunteer to host an AGM or the National Committee may ask for expressions of interest, or may approach a Branch directly.
2. Budget and funding of the AGM is outlined in the DSMRA Schedule of Rates:
 - Event costs for members are expected to be limited to accommodation, alcohol, personal ride costs (fuel, snacks etc) and transport to and from the event. Catering at the Event (all meals) and any ride fees (access fees etc) are normally covered by the DSMRA National.
 - Assistance with travel costs to and from the event for members is available for each Branch as per the DSMRA's Schedule of Rates.

1. Primary organisation of the AGM is the National Committee's responsibility. A subcommittee comprising one or more members from the current National Committee oversees the Event organisation in conjunction with hosting Branch members. Event details are to be forwarded to the Webmaster for listing on the ride calendar.

Event details are to include:

- Date
- Location and directions for attendees
- Accommodation options including expected costs
- Local facilities (Fuel, ATM, Cafes, Supermarkets, bottleshops etc)
- Preliminary Event program
- Ride details as per relevant procedures (Procedure – Organising a DSMRA Ride).
- submissions
- Proposed catering
- AGM meeting location, if different from accommodation

2. Accommodation:

The hosting branch may nominate shared accommodation (i.e. holiday retreat/conference-centre/Bunkhouse type accommodation) or suggest Hotels/Motels/Cabin accommodation in the area. Booking and accommodation costs are normally the member's responsibility.

3. Catering:

- Assuming a weekend Event, all meals from Saturday Breakfast through to Sunday Lunch are normally provided by DSMRA National.
- Breakfast can either be catered by the accommodation or BBQ (e.g. Bacon and egg rolls) prepared by members
- Lunch is generally a simple BBQ either at the accommodation or at a convenient refuel location during the ride.
- An evening meal is generally catered for by the accommodation venue or by a local café/pub or restaurant. Set menus are preferred to keep costs reasonable.

4. AGM Event Program:

- Assuming a weekend Event, Friday afternoon/evening is free of formal events to allow arrival of members and booking into accommodation
- Saturday is the main ride day hosted by the local branch and run in accordance with relevant procedures (Procedure – Organising a DSMRA Ride).
- Ideally the ride will return to the accommodation allowing adequate time for the evening meal before the formal meeting starts
- Formal meeting generally takes place from around 7pm onwards on the Saturday evening. Suitable conference facilities are required with adequate seating for expected members, and a head table for the Executive and Committee.
- The Sunday ride is generally shorter to allow members to return to the accommodation by midday and then travel home.

Responsibilities

National Committee

AGM organising sub committee

Hosting Branch members

Ride organisers

Ride coordinators

Webmaster

References

NSW Fair Trading AGM guidelines:

http://www.fairtrading.nsw.gov.au/ftw/Cooperatives_and_associations/Running_an_association/Annual_general_meetings.page

AGM Guidelines:

<https://www.clubhelp.org.au/club-management/meetings/running-agm>

DSMRA Constitution

Organising a DSMR Ride

Schedule of Rates