

新加坡佛教总会为您呈献

Presented by the Singapore Buddhist Federation

I2: 常年会员大会的准备工作清单

1. 会议之前

- 1.1 必须据章程有关条文所规定的限期内召开常年会员大会
- 1.2 提前列入董事会会议议程，决定召开常年会员大会的实际日期、时间与地点
- 1.3 及时结账、审计账目和提呈年度审计报告
- 1.4 审计报告先呈董事会会议通过，经授权签署人签名之后，才可呈常年会员大会批准
- 1.5 及时撰写年度会务报告
- 1.6 必须根据有关法令和章程规定发出____日的足日通告*
和会议文件
*所谓“足日通告”是指除去头日和尾日之间的整日日数
- 1.7 完整的会议文件须包括：
- 1.7.1 会议通告与议程
- 1.7.2 前次会员大会会议记录
- 1.7.3 会员提议的方式与截止日期
- 1.7.4 年度会务报告
- 1.7.5 年度审计报告

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- 1.7.6 委任审计公司
- 1.7.7 遇下列事项，须提呈有关文件，详述其来龙去脉：
- (1)：选举下届董事会
 - (2)：买卖不动产
 - (3)：委任/更换不动产信托人
 - (4)：修改章程
 - (5)：投资
 - (6)：其他须呈会员大会的事项
- 1.8 视章程有否规定，在报章刊登召开常年会员大会通告
- 1.9 酌情而定是否发新闻稿及邀请媒体采访
- 1.10 布置会场，包括：
- (1) 横幅
 - (2) 白板
 - (3) 检查灯光
 - (4) 检查音响系统
 - (5) 主席台座位安排
 - (6) 会员席座位安排
 - (7) 签到桌
 - (8) 签到表格
- 1.11 安排茶点
- 1.12 安排拍照
- 1.13 提前电催董事及会员以确保有法定人数
- 1.14 准备一些备用的会议文件
- 1.15 会长、财政、秘书长一起把大会的整个议程，各项报告的内容看过一遍和准备回答会员的书面或口头询问

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1.16 撰写大会主席的讲稿

2. 会议期间

2.1 董事应提前抵达会场

2.2 大会主席准时宣布开会

2.3 确认是否有法定人数

(1) 若有，正式宣布开会

(2) 若无，据章程有关条文规定挪后多少分钟
或多少小时开会

2.4 照议程程序，逐一提出有关事项报告或表决，须注意：

(1) 每项呈大会接受或批准的事项都有人提议和
附议

(2) 没出席前次会员大会者，无权提议或附议覆
准前次会议记录

(3) 财政与副财政不可提议或附议接受与批准审
计报告

(4) 财政与副财政不可提议或附议委任审计公司

(5) 主席可否投决定性一票完全取决于章程是否
明文授权

(6) 任何表决所需的多数票必须符合章程的规定

(7) 遵守会议常规

2.5 在进入其他事项时，秘书长必须报告是否有会员据
程序提出书面提议

(1) 若有，酌情处理（如上述 1.15）

(2) 若无，向大会主席报告

2.6 在处理所有议程之后，大会主席须正式宣布大会结束
然后请出席者用茶点

2.7 散会后安排工作人员整理会场，收回所有文件与记录

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3. 会议之后

3.1 会后 7 天之内呈会议记录初稿予大会主席及秘书长审批

3.2 在法律规定的时限内向有关当局提呈常年呈报，包括：

(1) 社团注册局（30 天之内）

(2) 慈善总监（30 天之内）

(3) 会计与企业监管局（14 天之内）（适用于
注册公司）

3.3 各类呈报须使用适当的网络及所规定的电子表格

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Checklist For Preparation For Annual General Meeting

1. Before The AGM

- 1.1. To convene an AGM on or before the date specified in the Constitution
- 1.2. Exact date, time and venue of AGM to be tabled for decision at Board Meeting prior to AGM
- 1.3. Ensure timely closing of account, auditing and submission of audited financial statements
- 1.4. Audited financial statements must first be approved by the Board Meeting, thereafter signed by the Authorised Signatories before tabling it at AGM
- 1.5. Timely completion of Annual Report
- 1.6. Serving of __ Clear-Days Notice together a complete set of meeting documents to all Members according to the relevant legislations and Constitution
- 1.7. A complete set of meeting documents includes:
 - 1.7.1. Notice of meeting and detail agenda
 - 1.7.2. Minutes of previous AGM
 - 1.7.3. Method and deadline for submission of written proposal
 - 1.7.4. Annual Report
 - 1.7.5. Audited Financial Statements
 - 1.7.6. Appointment of Auditor
 - 1.7.7. In any of the following matters, detail written reports must be submitted:

- (1) Election of next term of Governing Board
- (2) Buy or sale of immovable properties
- (3) Appointment / change of Trustees for Immovable properties
- (4) Amendment of Constitution
- (5) Investment
- (6) Any other matters that are required to table at AGM as stipulated in the Constitution

- 1.8. Check whether there is a stipulation in the Constitution to place a notice of AGM in the mass media

- 1.9. Consider whether or not to invite the media to the AGM

- 1.10. Decoration and arrangement of AGM venue, includes:
 - (1) Backdrop
 - (2) White board
 - (3) Check lighting system
 - (4) Check sound system
 - (5) Arrangement of head table
 - (6) Seating arrangement for members
 - (7) Registration table
 - (8) Attendance sheet

- 1.11. Refreshment and reception
- 1.12. Photograph taking
- 1.13. Telephone calls to Board Members and Ordinary Members to ensure presence of quorum
- 1.14. Provision of spare meeting documents
- 1.15. President, Treasurer and Secretary to go through the entire set of Meeting documents together and prepare to respond to any written or verbal enquires
- 1.16. Written Presidential Address
- 2. During The AGM
 - 2.1. Board members should arrive earlier than ordinary members
 - 2.2. Presiding Officer to announce commencement of AGM at the prescribed time
 - 2.3. To confirm the presence of quorum:
 - (1) If yes, proceed to announce the commencement of AGM
 - (2) If no, adjourn it to a later time as stipulated in the Constitution
 - 2.4. Report and decide on each and every item according to the sequence of the agenda and pay attention to the followings:
 - (1) Every item for acceptance or approval must be duly proposed and seconded
 - (2) Those who did not attend the previous AGM shall neither propose nor second the confirmation of minutes of previous AGM
 - (3) Neither the Treasurer nor the Deputy Treasurer could propose or second the acceptance of audited financial statements

- (4) Neither the Treasurer nor the Deputy Treasurer could propose or second the appointment of auditor
- (5) Whether the Presiding Officer has casting vote or not is all determined by the provision of the Constitution
- (6) Number of majority vote to carry through any resolution shall adhere to the provision of the Constitution
- (7) Adhere to the Standing Order for General Meeting
- 2.5. Upon entering the stage of “Any Other Business”, the Secretary shall announce whether there is any written submission received Before the deadline:
 - (1) if yes, proceed to deal with it as described in paragraph 1.15.
 - (2) if no, present nil report to the Presiding Officer
- 2.6. Upon completion of all matters listed in the agenda, the Presiding Officer shall announce the end of AGM and invite those present to a reception
- 2.7. Arrange for staff to clear the venue, including retrieval of all documents left on the venue
- 3. After The AGM
 - 3.1. Submit draft minutes of AGM for vetting and approval by the Secretary and the President respectively
 - 3.2. Submit Annual Return within the specified time frame:
 - (1) The Registry of Societies : 30 days
 - (2) Charities Unit /SA : 30 days
 - (3) ACRA (for CLG) : 14 days
 - 3.3. All statutory returns must be submitted electronically