

CLUB NAME

NOTICE
OF
GENERAL MEETING

To be held

Day Date at Time
Place,

AGENDA

- i) Apologies
- ii) Notice of additional agenda items
- iii) Minutes of the previous General Meeting
- iv) Business arising
- v) Receipt of the Club Financial Statements
- vi) Election of Executive Council for the following year
- vii) Fix annual subscription fee for the following year
- viii) General business

201X General Meeting

Notice of Additional Agenda Item to be handed to the Chair when
requested

Member
Name

Additional Item for General Business

Item:

Description (maximum 150 words):

VOTING BY PROXY

- (a) (right to appoint): Each *Voting Member* has the right to appoint a proxy to attend and vote for the *Voting Member* at this meeting.
- (b) (who may be a proxy): A *Voting Member* can appoint any other person to be their proxy. A proxy need not be a *Voting Member* of **Club**. The proxy appointed can be described in the Proxy Form by an office held, for example, “the Chair of the Meeting”.
- (c) (signature of individual): In the case of a *Voting Member* who is an individual, the Proxy Form must be signed by that *Voting Member*.
- (d) (lodgement place and deadline): A Proxy Form accompanies this notice. To be effective, a Proxy Form (duly completed and signed) must be received by the Club:
 - (i) at Yourimbah Offices, University of Newcastle, Ourimbah Campus, 10 Chittaway Road, Ourimbah NSW 2258; or
 - (ii) by email to the Club Secretary

marked for the attention of the Club Secretary, no later than **time**, on **Day Date**, being not less than 48 hours before the proposed meeting time and date.

Dated: **Date**

By order of the Club Executive:

Name,
Club Secretary.

PROXY FORM

CLUB NAME: _____

I, _____
[full name - BLOCK letters]

of _____
[address]

Being a Voting Member of **Club Name** HEREBY APPOINT

_____ or failing such appointment or the absence of that person, the Chair of the Meeting, as my Proxy to vote for me on my behalf (with discretion as to any business not referred to below) at the General Meeting of members of the Club to be held on **Date**.

(Voting instructions to be indicated by placing a tick in the appropriate box. If no instruction is given the Proxy may vote as that person thinks fit, or abstain)

Business

	For	Against
1.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>

Date / /

Signature of Voting Member. _____

Proxies

- (a) A Voting Member who is entitled to attend and vote at this meeting is entitled to appoint no more than one (1) proxies to attend and vote instead of the Voting Member.
- (b) A proxy need not be a Voting Member of the Club.
- (c) To be effective, Proxy Forms (duly completed and signed) must be received by Club at Yourimbah Offices, University of Newcastle, Ourimbah Campus, 10 Chittaway Road, Ourimbah, NSW, 2258, no later than 48 hours before the time for the holding of the meeting.