

NOTICE OF ANNUAL GENERAL MEETING
of the Williamstown Literary Festival Association Incorporated

Notice is given that the Annual General Meeting of the Williamstown Literary Festival Association Incorporated will be held as follows:

Place: The Gallery, Williamstown Library, 104 Ferguson St., Williamstown

Date: Monday 26th August 2019

Time: 6.30pm

AGENDA

1. Opening
2. Apologies
3. Minutes of the Previous AGM held 27th August 2018
4. Business Arising
5. Reports
 - President
 - Treasurer
 - Secretary
 - Programming Director
 - Volunteer Co-Ordinator
6. Election of Office Bearers
7. Determination by resolution of the number of ordinary members of the Committee it wishes to hold office for the next year.
8. Election of General Committee
9. General Business
10. Date of Next Meeting
11. Close

EXTRACT OF MODEL RULES

30. Annual General Meetings

- (1) The Committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.
- (2) Despite subrule (1), the Association may hold its first annual general meeting at any time within 18 months after its incorporation.
- (3) The Committee may determine the date, time and place of the annual general meeting.
- (4) The ordinary business of the annual general meeting is as follows—
 - (a) to confirm the minutes of the previous annual general meeting and of any special general meeting held since then;
 - (b) to receive and consider—
 - (i) the annual report of the Committee on the activities of the Association during the preceding financial year; and
 - (ii) the financial statements of the Association for the preceding financial year submitted by the Committee in accordance with Part 7 of the Act;
 - (c) to elect the members of the Committee;
 - (d) to confirm or vary the amounts (if any) of the annual subscription and joining fee.
- (5) The annual general meeting may also conduct any other business of which notice has been given in accordance with these Rules.

ELECTION OF OFFICE BEARERS AND GENERAL COMMITTEE:

All positions are up for re-election including President, Vice-President, Secretary, Treasurer and all general committee positions.

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NOMINATION FORM

Each nomination form must be signed by the Proposer, Seconder and Nominee, and returned to the Secretary at the address below OR email attachment to c.ringrose@willylitfest.org.au

To be received by the Secretary on or before **19th August 2019**

Dr Chris Ringrose

Secretary

Williamstown Literary Festival

120/6 Paine Street

NEWPORT VIC 3015

(BLOCK LETTERS PLEASE)

I wish to nominate.....

To the Williamstown Literary Festival committee for the position of (*circle one*)

President Vice President Secretary Treasurer General Committee

SignedPROPOSER..... (NAME)

SignedSECONDER..... (NAME)

SignedNOMINEE (DATE)

Proxies

1. All votes shall be given personally or by proxy.
2. An Ordinary Member entitled to attend and vote at a meeting is entitled to appoint a proxy to attend and vote at the meeting of members instead of the member.
3. Each Ordinary Member entitled to vote will have one (1) vote on each subject and is not entitled to exercise more than one (1) proxy vote.
4. A proxy must be an Ordinary Member of the Association
5. A proxy shall be in the form set out in Appendix 1 (below).
6. A proxy form must be signed by the appointer.
7. An appointment of a proxy is not effective for a particular meeting of members unless the signed proxy form is received by the Association at **120/6 Paine Street Vic. 3015** or emailed to **c.ringroxse@willylitfest.org.au** not later than twenty-four (24) hours before the time for holding the meeting. (ie by Sunday 25th August 2019 at 6.30pm)
8. Unless a member specifically directs the proxy how to vote the proxy may vote as he or she thinks fit or abstain from voting.

APPENDIX 1

WILLIAMSTOWN LITERARY FESTIVAL ASSOCIATION INCORPORATED

APPOINTMENT OF PROXY FORM FOR MEMBER

I,

of

being an Ordinary Member the Williamstown Literary Festival Association Incorporated

hereby appoint.....

of.....

being an Ordinary Member Association, as my proxy to vote for me (or failing him or

her, the President) to vote on my behalf at the Annual General Meeting of the Members to

be held on Monday 26th August 2019 and at any adjournment of that meeting.

My proxy is authorised to vote in favour of / against (circle as appropriate).

Signed

The.....day of.....2019.