

Notice of
Annual General Meeting
attached

11am Saturday, November 14th 2020

Due to the disruption created by the COVID-19 pandemic we are unable to host a physical meeting, therefore the Ostomy Association of Melbourne Annual General Meeting will be hosted online via Zoom.

To attend the AGM you will need to have online access to Zoom (either using the application or through a web browser) and to register your details to enable us to provide you with a link to the meeting.

To register, send your name, email address and membership number to agm@oam.org.au

**Members wishing to attend the meeting
must register *by email* prior to
Friday, November 6th 2020.**

OSTOMY ASSOCIATION OF MELBOURNE INC

Registration Number: A0025655X

ABN 93 953 917 074

(the "**Association**")

Registered
Office:

Burwood Industrial Park, Unit 14, 25 – 37 Huntingdale Road, Burwood Victoria 3125

Notice of Annual General Meeting of Members

NOTICE IS GIVEN that the Annual General Meeting of Members of the Association will, for reasons of the COVID19 pandemic requirements, be held by teleconference on 14 November 2020 at 11:00 am.

Ordinary Business

1 Confirmation of Minutes

To confirm the minutes of the preceding annual general meeting and of any general meeting held since that meeting.

2 President's Report

3 Financial Reports and Statements

To receive and consider the Financial Report of the Association and the Financial Statements of the Association for the financial year ended 30 June 2020.

4 Appointment of Committee Members

- (a) To consider the election of
- (i) Philip Roberts as President
 - (ii) Nyree Gaskell as Vice President
 - (iii) Russell Falvey as Treasurer
 - (iv) Peter Renwick as Secretary
 - (v) Eileen Whitten as Committee Member, and
 - (vi) Denise Sheard as Committee Member

Business

- 5** To ratify the appointment of Prospect Accountants as Auditors for 2021.

By Order of the Committee of Management

Secretary

Date: 03/09/2020

1 **Effective Date**

- (a) An ordinary resolution set out in this Notice becomes effective when the resolution is passed by Members by the required majority.
- (b) A special resolution set out in this Notice becomes effective when the resolution is passed by Members by the required majority.

2 **Material accompanying this notice**

(a) **Proxy Forms.**

Note: Minutes of the preceding AGM, financial reports and statements will be emailed to attendees prior to the meeting.

3 **Voting and required majority**

(a) **Ordinary Resolution**

In accordance with the *Associations Incorporation Reform Act 2012 (Vic)* (the “**Act**”) and the Rules of the Association for the resolutions set out in this Notice to be effective the resolutions must be passed at a meeting of which not less than 14 days’ notice specifying the intention to propose the resolutions has been given and the resolutions must be passed by a majority of not less than 51% of the votes cast by Members present (whether in person or by proxy) and entitled to vote on the resolutions.

(b) **Special Resolution**

In accordance with section 64 of the Act for the special resolution to be effective:

- (i) the special resolution must be passed at a general meeting of which not less than 21 days’ written notice specifying the intention to propose the resolution as a special resolution has been given and the notice must state the resolution in full; and
 - (ii) the special resolution must be passed by not less than 75% of the votes cast by Members present (whether in person or by proxy) and entitled to vote on the special resolution.
- (c) On a show of hands and on a poll every Member has one vote.

4 **Notes**

- (a) All Members of the Association are entitled to attend and vote at this Meeting.
- (b) All Members may, by notice given to the Secretary no later than 24 hours before the time of commencement of the meeting, appoint a proxy to attend this Meeting and vote in that Member's stead.
- (c) A proxy needs to be a Member of the Association.
- (d) A proxy must be under the hand of the individual or his or her attorney duly authorised in writing.

PROXY FORM FOR MEETING OF ASSOCIATION CONVENEED UNDER RULE 13.7

I.....

of.....

being a member of.....
(name of Incorporated Association)

appoint.....

of.....

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the
annual to the General Meeting of the Association convened under Rule 13.7 to be held at

on theday ofand at any adjournment of that
meeting.

I authorise my proxy to vote on my behalf at their discretion in respect of the following resolution:

.....
.....

Signed

Date

APPENDIX 2**PROXY FORM**

I/We

of

being a member of the Association and being entitled to vote

Appoint

of

or failing such person the Chairperson of the meeting as my/our proxy to vote for and on my/our behalf at the General Meeting of Members of the Association to be held at

on _____ at _____ am/pm and at any adjournment of that meeting and I/we direct my/our proxy to vote as follows in respect of the following resolution/s -

Business	For	Against	Abstain*
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* If you mark the abstain box for a particular item, you are directing your proxy **not** to vote on a show of hands or a poll and your vote will not be counted in computing the required majority on a particular item.

PLEASE SIGN BELOWIndividual/Officer of corporate member¹

¹ State position/authority below

 Contact Name (**print below**)

Contact Telephone No:

Date

 / /
PROXY NOTES

- (a) Members of the Association are entitled to attend and vote at this Meeting and may appoint a proxy to attend this Meeting and vote in that Member's stead.
- (b) A proxy must be another Member of the Association.
- (c) A proxy must be under the hand of the individual or his or her attorney duly authorised in writing.
- (d) Any Member may, by power of attorney, appoint an attorney to act on his or her behalf and such power of attorney or certified copy thereof must be produced to the Association as provided in paragraph 6.
- (e) This proxy form (and any power of attorney or other authority under which it is signed) must be received at the registered address or other address given on the notice of the meeting no later than 24 hours before the commencement of the meeting. Any proxy form received after that time will not be valid for the scheduled meeting