

31 March 2024

**TO THE MEMBERS**

**CAULFIELD LITTLE ATHS CENTRE INC.  
A0061504R  
(the "CLUB")**

I advise that pursuant to *Part 4, Section 30(1) of the Associations Incorporation Reform Regulations 2023*, the club's Annual General Meeting ("AGM") is to be held:

<b>MEETING DATE:</b>	21 <sup>ST</sup> APRIL 2024
<b>MEETING TIME:</b>	4PM
<b>MEETING LOCATION:</b>	DUNCAN MACKINNON RESERVE -UPSTAIRS FUNCTION ROOM

Attached are the following documents:

1. Notice of meeting;
2. Agenda;
3. Proxy Form;
4. Financial Statements for the period ending 31 December 2024

**PROXY FORM INSTRUCTIONS**

Pursuant to *Regulation 38(1) Model Rules*, members may vote personally or by proxy. If you are unable to attend the upcoming AGM you are able to nominate a person (Proxy) to attend and vote on your behalf. The Proxy Form provides 2 options:

**General Proxy**

If you elect to select this box, it allows the person as your Proxy to vote how they see fit.

**Specific Proxy**

If you elect to select this box, you are directing your Proxy to vote in a particular way for each resolution. You must tick the boxes next to the resolution/s otherwise the Proxy Form invalid.

Proxy Forms should be returned to the Secretary 48 hours before the date of the AGM.

**CONFERENCING FACILITIES**

Any member wishing to attend the AGM via conferencing facilities must contact the Secretary by no later than 11:00am (local time) on 19th April 2024.

Should you require any further information in this regard, please contact me [secretary@caulfieldlittleaths.org.au](mailto:secretary@caulfieldlittleaths.org.au).

Yours faithfully,

**MEIKHAELA MCDONALD  
SECRETARY**

**CAULFIELD LITTLE ATHS CENTRE INC.  
A0061504R  
(the "CLUB")**

**AGENDA**

1. To confirm the minutes of the previous AGM and of any special general meeting held since then;
2. 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;
3. To elect the President, Vice President, Secretary, Treasurer and ordinary members of the Committee;
4. Any other business

31 March 2024

**Associations Incorporation Reform Act 2012**

*Model Rules  
Regulation 33(2)*

**NOTICE OF ANNUAL GENERAL MEETING**

**RE: CAULFIELD LITTLE ATHS CENTRE INC.  
(the "Club")**

Notice is hereby given to members that the Annual General Meeting ("AGM") of the Club will be held pursuant to *Section 63 of the Associations Incorporation Regulations 2023 and Regulation 33(1)(a) or (b) of the Model Rules*. The details of the meeting are as follows: -

<b>Meeting Date</b>	21 <sup>st</sup> April 2024
<b>Meeting Time</b>	4pm (Local Time)
<b>Meeting Location</b>	DUNCAN MACKINNON RESERVE – UPSTAIRS FUNCTION ROOM
<b>Proxy Submission Deadline</b>	Members are advised that all appointment of proxy forms should returned to the Secretary by no later than 11:00am (Local Time) on 19 <sup>th</sup> April 2024.
<b>Video Conferencing / Telephone Conferencing</b>	Members wishing to attend the forthcoming meeting via conferencing facilities should contact the Secretary for further information in this regard.

**MEIKHAELA MCDONALD  
SECRETARY**

**APPOINTMENT OF PROXY**

*Regulation 38(1) Model Rules*

**CAULFIELD LITTLE ATHS CENTRE INC.  
(the "Club")**

\*I ..... **[Member Name]**

Of ..... **[Member Address]**

a member of the Club hereby appoint (b) ..... **(Proxy's Name)**

as my proxy to vote at the Annual General Meeting of the Club to be held at Duncan MacKinnon Reserve – Upsatirs Function Room (In Person or Via Video conference) on 21<sup>st</sup> April 2024, commencing at 4pm (Local Time) or at any adjournment of that meeting, and to vote:

**generally** as they determines on my behalf.      **OR**       **specifically** in accordance with the special instructions below:

	<b>Resolution</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
(1)	"That pursuant to Part 4, Section 30(4)(a), the minutes of the previous AGM are true and correct"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(2)	"That pursuant to Part 7, Section 77 of the Act that the financial year of Caulfield Little Aths Centre Inc be changed to 1 <sup>st</sup> April to 31 March"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(3)	"That pursuant to Part 3, Section 53 (1) of the Act, the number of ordinary members that can be elected to the Committee does not exceed 16"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dated this \_\_\_\_ day of \_\_\_\_\_ 202...

.....  
Member signature

**Print Name:** .....

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