**PINE RIVERS DOG TRAINING CLUB Inc.**

**ANNUAL GENERAL MEETING**

**9 February 2023, 6.45pm for 7 pm start**

**Wyruna Room, Pine Rivers Showgrounds**

**AGENDA**

1. Attendance and apologies
2. Confirmation of minutes of the Annual General Meeting held on 29 October 2020 (attached)
3. President’s report
4. Presentation of financial statements and Auditor’s report
5. Vacation of positions and election of office bearers
	1. Appointment of Returning Officer and 2 scrutineers
	2. Election of Office Bearers and 4-6 Management Committee members
6. Appointment of Auditor in accordance with Section 59 of the Act
7. Authorisation of signatories on the club bank account
8. Method of communication
9. Nomination of Life Membership (when received)
10. Other business for which written notices have been received
11. Close of meeting

**3. President’s report**

The President will present a report on the Club’s activities from January 2022.

**4. Presentation of financial statements and Auditor’s report**

The Treasurer will present the financial statements and Auditor’s report.

1. **Vacation of positions and election of office bearers**
	1. **Appointment of Returning Officer and 2 scrutineers**

A Returning Officer and two scrutineers (if required) will be appointed from the floor. Extracts from the Pine Rivers Dog Training Club Inc Constitution are attached for information.

* 1. **Election of Office Bearers and 4-6 Management Committee members**

In accordance with Section 47.1 (l) of the Constitution, Public Liability insurance with a limit of indemnity of $20,000.000 is provided under the Dogs Queensland Public & Products Liability Policy. Further information may be obtained from the Dogs Qld website <https://dogsqueensland.org.au/clubs/club-resources/>

The following nominations have been received:

President: Jane-Louise Conlon (nominated by G Westmore)

Vice-President: Roslyn Smith (nominated by D Lamprecht)

Secretary: Debby Lamprecht (nominated by R Smith)

Treasurer: Lorraine Rolley (nominated by D Lamprecht)

 ***Other Management Committee positions:***

(4 to 6 members to be elected; those members will be assigned other specific roles)

Bronwen Gordon (nominated by J Conlon)

Ann Gillespie (nominated by D Lamprecht)

Gay Westmore (nominated by D Lamprecht)

1. **Appointment of Auditor in accordance with Section 59 of the Act**

It is proposed that Michael McNamara, McNamara Accountants be appointed Auditor for the Club for the 2022/23 financial year.

1. **Authorisation of signatories on the club bank account**

Members are requested to appoint signatories to operate on the Club’s Commonwealth Bank account and to have access to transact electronically on the online account, for the 2022/23 financial year.

1. **Method of communication**

It is proposed that Club communications for 2022/23 be undertaken by email and/or via the Club’s Facebook page.

1. **Other business for which written notices have been received**

Nil

1. **Meeting closed.**

**EXTRACTS FROM PINE RIVERS DOG TRAINING CLUB INC CONSTITUTION**

**MANAGEMENT COMMITTEE:**

26.1 There shall be a Management Committee consisting of the Office Bearers and not less than four (4) nor more than six (6) members which must include at least one (1) person holding the office of President and another person holding the office of Treasurer, all of whom shall be elected at the Annual General Meeting or as provided in the Constitution. 26.2 The Management Committee must ensure that, before a candidate is elected as a member of the Management Committee, the candidate is advised - (a) whether or not the Affiliate has public liability insurance; and (b) if the Affiliate has public liability insurance - the amount of the insurance.

27. The Management Committee shall manage and have the entire control and management of the administration of the affairs, property and funds of the Affiliate subject to and in accordance with the provisions of the Constitution and any resolutions passed at a General Meeting of Members, including interpretation of these rules.

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**ELECTION OF OFFICE BEARERS AND MANAGEMENT COMMITTEE:**

39. The Officer Bearers and other Members of the Management Committee shall be elected annually at the Annual General Meeting and shall take office immediately upon election.

40. Nominations of members proposed as Office Bearers or as other members of the Management Committee shall be made in writing to the Secretary at least twenty one (21) days before the date of the Annual General Meeting, and shall be signed by at least one (1) member and the nominee. No person shall be eligible for election unless he or she is a financial member of the Affiliate, a financial member of the CCC (Q) t/as Dogs Queensland and complies with the conditions of Clauses 61 (b) and 61 (c).

41. A list of all such nominations, in alphabetical order or by "lot", shall be sent or delivered to each of the members at least seven (7) days prior to the holding of the Annual General Meeting.

42. If there be not a nomination for the Office of President, Vice-President, Secretary or Treasurer, or if a member nominated for such office declares at the Annual General Meeting verbally or in writing that he / she is unwilling to stand for that office, or if the number of members required for election as members of the Management Committee are not nominated, the members may propose and second orally, at the Annual General Meeting, sufficient members to fill any such office.

 43. If there be more than the required number of members nominated for the election to any office, an election by ballot shall take place, but if there be only the requisite number, the Chairperson shall declare those nominated to be duly elected.

44. The election of the Office Bearers and Members of the Management Committee shall be by secret ballot:

(a) cast by members present at the Annual General Meeting and eligible to vote thereat, except that Postal Votes will be permitted for the election of Office Bearers, provided that:

1. the voting member resides in Queensland and at a distance of not less than fifty (50) kilometres from the meeting venue; and
2. the vote is received by the Secretary no less than twenty four (24)hours prior to the date of the meeting.

(b) For the purposes of the ballot, a Returning Officer may be appointed by the members present at the General Meeting of members immediately preceding the Annual General Meeting or as the first business of the Annual General Meeting. If not so appointed, not less than two (2) scrutineers shall be appointed by the members at, and as the first business of, the Annual General Meeting.

(c) Each member wishing to participate in the ballot shall strike out from the voting paper all names in excess of the number of positions vacant and ballot papers containing a greater or lesser number of candidates to be elected shall be invalid.

(d) After the appointment of the Returning Officer and / or the scrutineers, the Returning Officer and/or the scrutineers shall count or cause to be counted by the said persons the votes cast by members.

(e) The Returning Officer and /or the scrutineers shall declare the result of the ballot immediately after the votes have been counted, and in the event of an equality of votes in favour of any candidate which could affect the election of a candidate, the members at the Annual General Meeting shall elect one (1) of such candidates to fill the vacancy for which he / she was nominated by a resolution passed by a simple majority of members present and voting thereon.

(f) If any question shall arise as to the validity or invalidity of a voting paper, or whether any particular member has or has not been elected to any particular office, a statement by the Returning Officer that the relevant voting paper is or is not valid or that a particular member has or has not been elected to a particular office shall be conclusive.

**RULINGS AT MEETINGS:**

46. All questions arising at a General Meeting or at a meeting of the Management Committee or of a Sub-Committee, other than questions of order or procedure which shall be decided by the Chairperson, shall be decided by the majority of votes cast at such meeting and in the case of equality of votes, the Chairperson shall have a casting vote.

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**CONDUCT AND ADJOURNMENT OF MEETING:**

59.1 A member may take part and vote in a general meeting in person, using any technology that reasonably allows the member to hear and take part in discussions as they happen. Attendance at any meeting of the affiliate by proxy or voting by proxy in any form is not allowed.

**VOTING OF MEMBERS:**

61. (a) At meetings of members or of the Management Committee or of a Sub-Committee the mode of voting shall in the first instance be by a show of hands, or if required by not less than two (2) members, by an actual division or by ballot and the Chairperson shall have Page 21 of 26 an ordinary and in the case of equality of the primary vote also a casting vote and all questions shall be decided by the majority of votes of the members voting in person at any such meeting, provided that on a resolution relating to the election of the office bearers or of the members of the Management Committee or relating to the expulsion of members, the foregoing shall not apply and in lieu thereof votes shall be taken in accordance with the relevant Clause of the Constitution.

(b) Every member who was a financial member of the Affiliate for not less than three (3) months of the Reportable Financial Year preceding the Annual General Meeting and is currently a financial member shall be entitled to vote at the Annual General Meeting and shall be eligible to nominate or be nominated as an office bearer or member of the Management Committee.

(c) No person becoming a member between the closing date of the Reportable Financial Year preceding the Annual General Meeting and the date of the Annual General Meeting shall be eligible to vote at the Annual General Meeting, nominate or be nominated as an office bearer or member of the Management Committee.