2015 AAAE Annual General Meeting

The Annual General Meeting of Members of the Australian Alliance of Associations in Education (AAAE) will be held on Saturday 28 February 2015 at 2.45pm (AEST) at the PETAA Offices, Newtown, NSW.

Agenda

Ordinary business

1. Annual report

The AAAE Annual Report 2014 will be presented to the meeting. The report includes the financial report, and the Directors’ report.

During this item of business, members will have a reasonable opportunity to ask questions about, and make comments on, the reports and AAAE’s management, policies, operations, performance and prospects. Members may also submit questions in advance of the meeting by sending questions on the form that will be provided.

Recommendation 1

To receive and consider the President’s Report and Financial Report of the AAAE for year ended 31 December 2014.

2. Election of Director(s): to elect Directors in accordance with the Constitution.

- The responsibility of the AGM is to elect Directors in accordance with the Constitution. Under AAAE’s Constitution, specifically Part IV, Directors are elected for a period of 2 years, with one third of Directors retiring each year - Part IV, 13b. With no Director as yet serving 2 years, there is no requirement to enact this clause at this AGM.
- Due to the retirement of a Board Director, a vacancy on the AAAE Board exists.

At the close of nominations the Secretary had received 1 duly-completed nomination to serve as a Director in accordance with clause 14 of the Constitution.

Recommendation 2

There is one nomination (from Libby Tudball) for the one vacancy so no ballot is necessary and the nominated person to be appointed as an AAAE Director.
3. **Special Business: Amend the constitution.**

To consider and, if thought fit, to pass the following resolutions as a special resolution. These are technical changes to clarify meaning(s) within the AAAE Constitution.

**Part III: Meetings. Clause 10 b) 1) currently reads:**

b) **Notice of Annual General Meetings**

1) Subject to this Constitution, at least twenty-one (21) days' notice (or such other minimum period as may be prescribed by the Act from time to time) of a general meeting must be given to each person who is at the date of the notice:
   i. a Member;
   ii. a Director; or
   iii. an auditor of AAAE.

The Motion is to change the wording to read:

b) **Notice of Annual General Meetings**

1) Subject to this Constitution, at least twenty-one (21) days' notice (or such other minimum period as may be prescribed by the Act from time to time) of a general meeting must be given to each Delegate who is at the date of the notice:
   i. a Member;
   ii. a Director; or
   iii. an auditor of the AAAE.

**Recommendation 3**

To accept the above Motion.

**Part IV: The Board. Clause 13a) 4) currently reads:**

a) **Number and nature of Directors**

4) Directors shall be Members who have been Members for at least three (3) months at the time of their nomination.

The Motion is to change the wording to read:

b) **Number and nature of Directors**

4) Directors shall be Delegates of a Member who has been a Member for at least three (3) months at the time of their nomination.

**Recommendation 4**

To accept the above Motion.

4. **Other business**

Stephen Wilson  
AAAE Company Secretary.  
February 2015
PROXY FORM
If you are unable to attend the AAAE AGM and wish to vote on any of the Recommendations, appointing a proxy can see your vote count even if you cannot attend the AGM. To complete the Proxy form please read the instructions on this form and accompanying Notice of Meeting for details of each item of business.

1. Registered name and address
   Check that your details are correct
   If you have any changes mark them on this form

   Daytime contact number
   Please write your daytime telephone number in case we need to contact you about your proxy form.

2. Appointment of proxy
   I, being a member of AAAE, hereby appoint:

   Chair of the Meeting
   (mark this box with X) OR
   (print name of person you wish to appoint as proxy)

   OR if the person named does not attend, or if no person is named, the Chair of the Meeting as my/our proxy to act generally at the Meeting on my/our behalf and to vote as directed below or if no directions are given as the proxy sees fit at the Annual General Meeting of AAAE to be held at the PETAA Meeting Rooms, Camdenville Public School, Laura St, Newtown, NSW at 10 am on Saturday 28 February 2015 and at any adjournment of that Meeting.

3. Voting directions to your proxy
   For each item of business please mark X in one box only to indicate your voting instruction. If you do not specifically indicate how to vote below then your proxy may decide how to vote on any motion at the Meeting.

<table>
<thead>
<tr>
<th>In favour</th>
<th>Against</th>
<th>Abstain</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Election of Director</td>
<td></td>
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<tr>
<td>3. Part III: Meetings. Clause 10 b) 1)</td>
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<tr>
<td>4. Part IV: The Board. Clause 13a) 4)</td>
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</tbody>
</table>

4. Signature of Member
   Please sign and date.

   Signature
   ____ / ____/ 2015
INSTRUCTIONS FOR COMPLETING YOUR PROXY FORM

1. Name and address
Ensure that your name and the name of your Association is clearly marked.

2. Appointment of proxy
If you want your proxy to be someone other than the Chair of the meeting please insert their name or role in the box.

If you leave this section blank or your named proxy is unable to attend the Meeting then the Chair will be your proxy.

Remember that if you appoint someone other than the Chair to be your proxy and a poll is called then they are not compelled to exercise your proxy, in which case your vote would not count unless you have directed how the proxy is to vote. If you have so directed, the law now requires that that unexercised vote must be transferred to the chair of the meeting who must exercise it as you have directed.

3. Voting directions to your proxy
You may direct your proxy how to vote on a given item of business by placing an X in one of the three boxes opposite that item. If you mark your vote then your proxy must vote that way for your vote.

1. If you want your proxy to vote for the proposal cross the box under In favour.
2. If you want your proxy to vote against the proposal cross the box under Against.
3. If you do not want your proxy to vote at all regarding the proposal cross the box under Abstain.
4. If you are undecided and want to leave the decision to your proxy at the meeting do not mark any box against the item then your proxy will decide how to vote at the meeting.
If you place an X in more than one box against an item then the proxy will not know how to vote and your vote will be invalid.

4. Signature
The Member must sign.

If the proxy is signed under power of attorney, please provide a copy of the power.

5. Lodging your proxy
There are 4 ways for you to lodge your Proxy Form on this form or on a sheet containing the details on this form by:

1. Mail to reach the Company Secretary at PO Box 3106 Marrickville Metro NSW 2204 by 5pm Thursday 26 February 2015;
   OR
2. Deliver to reach the registered office of PETAA in the grounds of Camdenville Public School, Laura Street Newtown NSW 2042 by 5pm Thursday 26 February 2015;
   OR
3. Fax to reach the Company Secretary on fax number 02 8020 3933, by not later than 5pm Thursday 26 February 2015;
   OR
4. Email the details on this form or a scanned copy to reach the Company Secretary at vcpl@petaa.edu.au quoting your Membership number by not later than by 5pm Thursday 26 February 2015.