

## Notice of Annual General Meeting 2024

Members of the Pakenham Bowls Club are advised of the upcoming 2024 Annual General Meeting.

**DATE:** 19th May 2024  
**TIME:** 11am  
**VENUE:** Pakenham Bowls Club

Nominations will be open for all positions, can all members who wish to fulfill any of the positions please fill in a nomination form. (*Even if you were intending to continue in a particular roll*), please place your completed form in an envelope and put it in the Boardroom Letterbox.

The positions of President, Secretary and Treasurer will all become vacant and will need to be filled for next season. Can members please consider these positions when nominating.

There are two different forms, one for those who are nominating to go on the Board, and the other for General Positions. (Both Forms are in this notification pack. Addendum 2 and Addendum 3.)

### SPECIAL RESOLUTION

Special Resolution for Amendment to 5.3(a) Life Members to the Constitution will be presented for a vote. A copy, of the Special Resolution can be found in Addendum 1.

- If this resolution is passed, then a proposed second Special Resolution for Life Member will be presented.
- If this resolution is rejected, the second special resolution will not be presented.

As there is a change to the Constitution being made, can all Full and Life members please try to attend.

At the conclusion of the meeting, a lunch will be available for all attending members.

We will require attendance confirmations for **catering** purposes, can you please **text** Jennifer on 0429 441 991 with **"YES AGM"** if you are going to attend.

The following is an outline of Board and General positions that will need to be filled, please step up for your Club and help bring many voices to the Board, this will help the Club to continue to run efficiently while bringing in new ideas

# Board Members

- President/Senior Managing Official\*
- Vice President
- Secretary,
- Treasurer
- Assistant Treasurer
- General Board Members

# General Positions

## Bar

- Bar Manager
- Assistant Bar Manager

## Social Committee

- Organise social events for members
- Support Bowls events as requested
- Work with House & Catering when required

## Sponsorship Coordinator

- Source sponsorship from current & new sponsors
- Promote and increase PBC sponsorship

## Green keeper

- Maintain the both Crowley and Banks Greens
- Keep grounds clean tidy and maintained
- Lead working bees

## Bowls Match & Tournament Committee

- Club Championships
- Club Tournaments
  - *Paky 5000*
  - *Crowley Day*
  - Any other new events that arise

## Selectors

- Weekend Pennant
- Midweek Pennant

## House & Catering

- Maintain kitchen
- Organise volunteers for events
- Source kitchen supplies as required

## Purchasing Officer

- Manage purchasing for all Club (except Bar) needs
- Work with all sections to ensure products are well stocked

## Building Supervisor

- Maintain and manage building and surrounds

## Function and Barefoot Bowls Coordinator

- Manage volunteers for Barefoot Bowls events
- Manage volunteers for Functions

## Press Correspondent

- Write reports on Pennant games, Tournaments and events at the Club
- Coordinate news articles with local papers.
- Supply photos with reports

## Co-Ordinator - Social Bowls

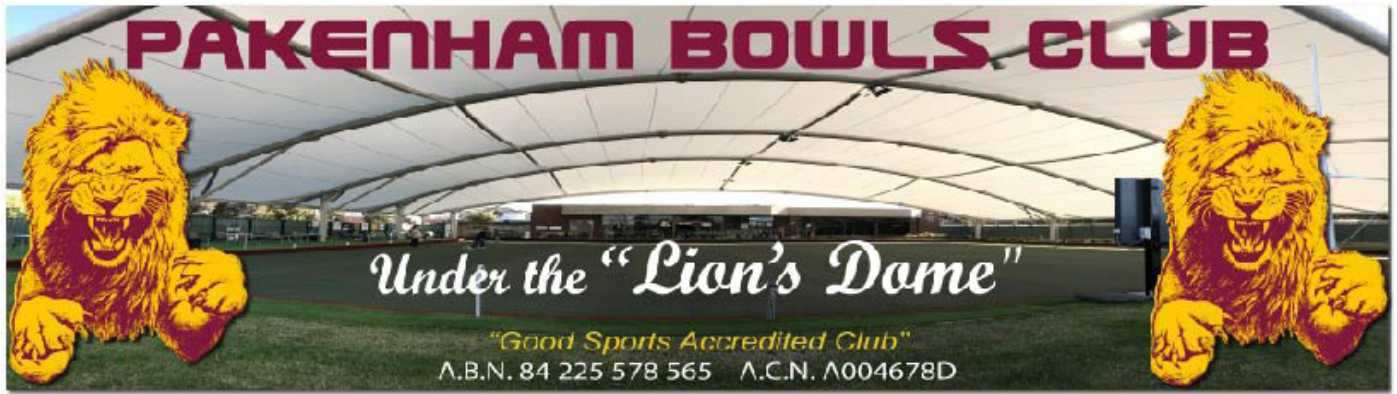
- Saturday Winter
- Tuesday Winter
- Wednesday Social

# Agenda

## Agenda Items

No.	Description	Presenter
1	Members present - confirmation of a quorum	Jennifer Bainbridge
2	Apologies	Jennifer Bainbridge
3	Special Resolution - Amendment to 5.3 (a) Life Members	David Moore
4	Welcome by Chairperson	David Moore
5	Minutes of AGM 2023 tabled & business arising	Jennifer Bainbridge
5	Bowls President Report	Gian Pianezzola
6	Chairperson Report	David Moore
7	Treasurers Report  Chairman to sign form, Submission of Financial Statements to annual general meeting - incorporated associations . <i>Associations Incorporation Reform Act 2012, Sections 94(3), 97(3) and 100(3)</i>	Jennifer Bainbridge
10	Special Resolution - Life Member - ( <i>Note: <b>Agenda No 3. - Special Resolution</b> must pass for this Special Resolution to proceed.</i> )	David Moore
11	Election of members for 2024/2025 <ul style="list-style-type: none"> <li>• Declaration of all board positions vacant</li> </ul>	David Moore
12	Business from the Floor	All Members
13.	Nominations for members 2024/2025 <ul style="list-style-type: none"> <li>• Bowls President/Senior Managing Official*</li> <li>• Bowls Vice President</li> <li>• Secretary</li> <li>• Treasurer</li> <li>• Assistant Treasurer</li> <li>• General Board Members (3)</li> <li>• Selectors</li> <li>• Bowls Match &amp; Tournament Committee(3)</li> <li>• Bar Manager</li> <li>• Assistant Bar Manager</li> <li>• Function and Barefoot Bowls Coordinator</li> <li>• Sponsorship Coordinator</li> <li>• Building Supervisor</li> <li>• Green-keeper</li> <li>• Purchasing Officer</li> <li>• House &amp; Catering</li> <li>• Social Committee (3 - 4)</li> <li>• Press Correspondent</li> <li>• Auditor</li> </ul>	Jennifer Bainbridge
	<b>Meeting Close</b> <ul style="list-style-type: none"> <li>• Elected board members to the board room for election of chairperson</li> </ul>	

\* The title Senior Managing Official is a required title that needs to be shown in the AGM Minutes for the banking security documentation.



## SPECIAL RESOLUTION for AMENDMENTS to the CONSTITUTION

**Subject: Amendment to 5.3 (a) Life Members**

**Date: 19th May 2024**

### **Background:**

The current Constitution of Pakenham Bowls Club (PBC) section 5.3(a) stipulates that a life member can only be appointed when the number of members eligible to vote (Full & Life Members) reaches 130.

Using the current requirements, our voting membership is 95, meaning any recommendation to the Board for Life Membership cannot go forward as we have not reached the required 130. The purpose of this amendment is to change this restriction from the current "130" to a more workable equation that will endure as full membership changes over time, and sets the Life Members to remain limited to 5% of Full & Life Members.

**Example:** If the total eligible voting members, (full and life membership) was 65 and there were already 3 Life Members the result would be:

- 5% threshold of total membership:  $(5/100)*65 = 3.25$ , (you cannot have a fraction of a member, so the number is rounded down to 3.)
- As the Club already has 3 Life Members, no further person(s) can be put forward for Life Membership

**However:** If the total eligible voting members, (full and life membership) was 86 with 3 Life Members the result would be:

- 5% threshold of total membership:  $(5/100)*86 = 4.3$ , rounded down to 4.
- As the Club already has 3 Life Members, 1 additional person can be put forward for Life Membership.

### **Resolution:**

**Be it resolved that the Constitution of Pakenham Bowls Club Inc. be amended as follows:**

- Article 5.3 (a) - Life Members:

### **Replace the current text:**

"Nominations for Life Membership should be lodged with the Board or its nominee. The Board may recommend to the annual general meeting that any natural person who has rendered distinguished service to the Club limited to **130th** of the voting membership be appointed as a Life Member"

*with*

"Nominations for Life Membership should be lodged with the Board or its nominee. The Board may recommend to the annual general meeting that any natural person who has rendered distinguished service to the Club limited to **5%** of the voting membership be appointed as a Life Member.

### **Effective Date:**

This amendment shall take effect immediately upon approval by at least **75%** of the **Full and Life Members** present in accordance with the *Pakenham Bowls Club Inc Constitution Section 14.1, 14.5 Proxy and Postal Voting and the Associations Incorporation Reform ACT 2012 - Section 64 - Special Resolution 4 (i)*.

### **Approval:**

This Special Resolution was approved/declined by a majority vote at a meeting of the General Membership held on 19/05/2024

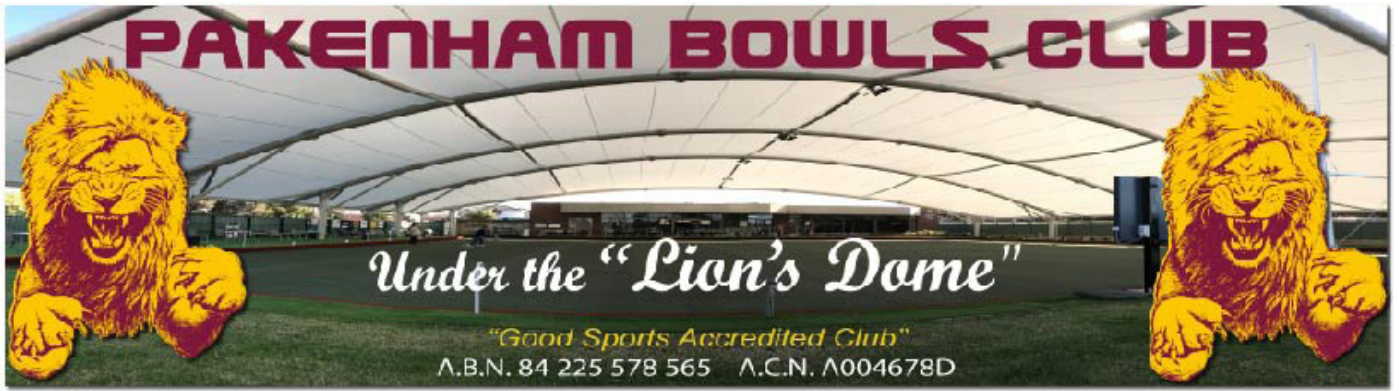
**Recorded by:**

(Signature)

**Chairperson:**

(Name)

*ADDENDUM 1*



# Nomination Form - Board Member - AGM 2024

I .....  
 (First Nominator, Full Name) and

I .....  
 (Second Nominator, Full Name)

being **Full** or **Life Members** of the **Pakenham Bowls Club Incorporated (PBC)** do hereby nominate

.....  
 (Nominee's name) who is a Full or Life Member of the PBC.

**For the position of:**

.....  
 (Write the position you are nominating for)

**Signature of First Nominator** .....  
 (Nominator 1 Signature )

**Signature of Second Nominator** .....  
 (Nominator 2 Signature )

I .....  
 (Nominee, Full Name)

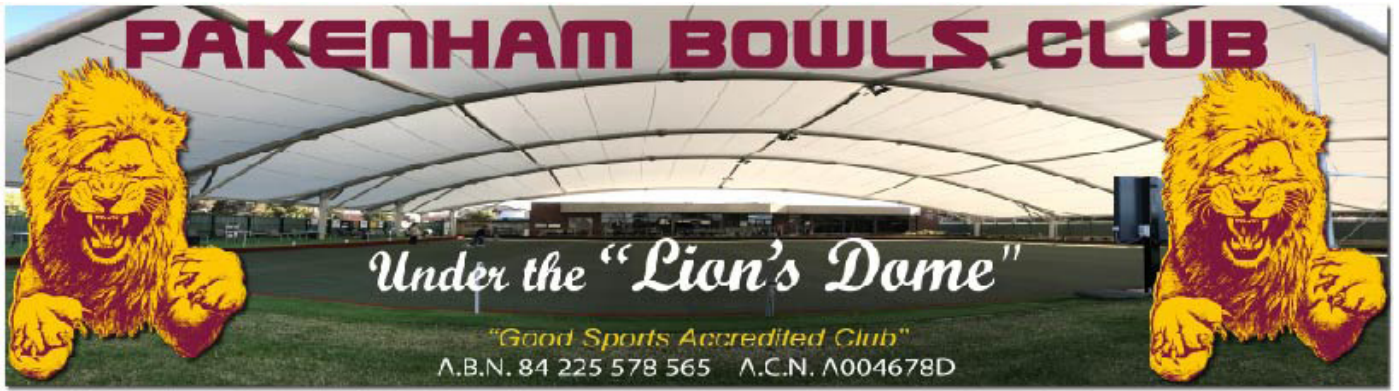
being a **Full** or **Life Member** of **PBC** accept the nomination for the above position and understand that I am bound by *Associations Incorporation Reform Act 2012 (Vic)* and the *PBC Constitution* for the term of two (2) years as per Rule 15.3 (a) of the PBC Constitution.

**Signature of Nominee:** .....  
 (Nominee Signature )

**Date:** .....  
 (Date of acceptance)

Please ensure this form is completed **before** placing into the Nomination Box. Incomplete forms will be returned to the Nominee.

ADDENDUM 2



# Nomination Form - General Position - AGM 2024

I .....  
 (First Nominator, Full Name) and

I .....  
 (Second Nominator, Full Name)

being **Full** or **Life Members** of the **Pakenham Bowls Club Incorporated (PBC)** do hereby nominate

.....  
 (Nominee's name) who is a Full or Life Member of the PBC.

**For the position of:**

.....  
 (Write the position you are nominating for)

**Signature of First Nominator** .....  
 (Nominator 1 Signature )

**Signature of Second Nominator** .....  
 (Nominator 2 Signature )

I .....  
 (Nominee, Full Name)

being a **Full** or **Life Member** of **PBC** accept the nomination for the above general position.

**Signature of Nominee:** .....  
 (Nominee Signature )

**Date:** .....  
 (Date of acceptance)

Please ensure this form is completed **before** placing into the Nomination Box. Incomplete forms will be returned to the Nominee.

ADDENDUM 3