



SUTHERLAND UNITED SERVICES CLUB LTD (trading as Club on East) ABN 79 001 028 771

7 East Parade, Sutherland NSW 2232 • Telephone: (02) 9521 4700 • Facsimile: (02) 9545 1412 • www.cluboneast.com.au

NOTICE OF ANNUAL GENERAL MEETING

NOTICE is hereby given that the Annual General Meeting of Sutherland United Services Club Ltd ("Club") will be held in the clubrooms, 7 East Parade, Sutherland, on Sunday, 26 November 2017 at 10.00am.

BUSINESS

- 1 To confirm the minutes of the Annual General Meeting held on Sunday, 27 November 2016.
- 2 To receive and consider the Report and Statement of the Board of Directors.
- 3 To receive and consider the Balance Sheet at 30 June 2017 and supporting financial statement for the year ended, together with the Auditor's Report thereon.
- 4 To consider and if thought fit, pass the ordinary resolutions appearing under the heading "Ordinary Resolution" regarding benefits to Directors and others.
- 5 To deal with any other business that the meeting may approve of which due notice has not been given.
- 6 To declare the names of Directors elected for the ensuing year 2017-2018.

Note: All business and Notice of Motion to be dealt with at the Annual General Meeting shall be handed to the Chief Executive Officer at least 28 days prior to the date of the meeting.

REFRESHMENTS WILL BE SERVED IN THE CLUBROOMS AFTER THE MEETING.

Notice to Members

Questions in regard to the Financial Report must be in writing and be in the hands of the Chief Executive Officer no later than 5pm on Monday, 20th November 2017. Please do not hesitate to contact the Chief Executive Officer if you would like assistance preparing a written question.

Special Note Regarding AGM

The Club will be closed while the Annual General Meeting is being held in the Clubrooms. Financial Members only may attend the Annual General Meeting and current Membership Card must be shown to gain attendance.

Voting for 2017-2018 Board of Directors

Nomination forms for the 2017-2018 Board of Directors will be available from the Chief Executive Officer Monday, 16th October 2017.

All nominations must be handed to the Chief Executive Officer no later than 5pm Friday, 27th October 2017.

For the purposes of conducting the election of the Board of Directors, the following voting dates and times will apply:

- Voting conducted in the Club during the following dates and times:
 - **Tuesday, 14th November, 2017**
between 10.00am – 1.00pm
 - **Thursday, 16th November 2017**
between 4.00pm – 7.00 pm
 - **Friday, 17th November 2017**
between 10.00 am – 1.00pm
 - **Saturday, 18th November 2017**
between 1.00pm - 4.00pm
 - **Sunday, 19th November 2017**
between 2.00pm – 5.00pm
 - **Wednesday, 22nd November 2017**
between 5.00pm- 8.00pm
 - **Thursday, 23rd November 2017**
between 11.00am – 2.00 pm
 - **Friday, 24th November 2017**
between 5.00pm – 8.00pm

Club's 2017 Annual Report (including financial reports) and Minutes of the 2016 AGM

The Club's Annual Report to include the Financial Documents to be presented and adopted by the members at the AGM, Minutes from the previous AGM to be adopted by the members at the AGM and Executive Reports will be available from Monday, 30th October 2017, from either:

- Emailing info@cluboneast.com.au (name & membership number required)

OR

- Requesting in person at the reception desk (membership card required).

ORDINARY RESOLUTIONS

Ordinary Resolutions

"That pursuant to the Registered Clubs Act 1976:

- 1 The members hereby approve and agree to the reasonable expenditure by the Club until the next Annual General Meeting of the Club for the following activities:
 - (a) the reasonable cost of a meal and beverage for each Director immediately before or immediately after a Board or committee meeting on the day of that meeting when that meeting corresponds with a normal meal time;
 - (b) reasonable expenses incurred by Directors in travelling to and from Directors' meetings or other duly constituted committee meetings as approved by the Board from time to time on production of invoices, receipts or other proper documentary evidence of such expenditure;
 - (c) the provision of blazers and associated apparel for the use of Directors in representing the Club;
 - (d) reasonable costs of the Directors and their partners attending the annual Christmas luncheon and other functions as approved by the Board; and
 - (e) the reasonable costs of Directors undertaking Directors Mandatory training required under Clubs NSW continuing Professional Development Programme
- 2 The members acknowledge that the benefits in paragraph 1 above are not available to members generally but only for those who are Directors of the Club and those persons who are directly involved in the above activities.

Explanatory Message Regarding the Ordinary Resolution

- 1 Under the *Registered Clubs Act 1976 (NSW)*, Directors and other members may receive benefits which are not equally available to all Full Members of the Club, if approval is given by the members under that Act.
- 2 If Ordinary Resolution 1 is passed, the members approve reasonable expenditure by the Club until the next Annual General Meeting, in relation to duties performed by the Club's Directors and other persons such as committee members.

GENERAL NOTES TO MEMBERS REGARDING THE ORDINARY RESOLUTION AND SPECIAL RESOLUTION

1. In accordance with the Registered Clubs Act and the Club's Articles of Association, (eligible) Life Members, Ex-Service Members, Perpetual Members, Ex-Service Perpetual Members and Associate Members are entitled to vote on the Ordinary Resolutions.
2. To be passed, the Ordinary Resolution 1 regarding benefits to Directors and others must receive votes in their favour from not less than a simple majority of those members who being eligible to do so, vote in person at the meeting.
3. Pursuant to the Registered Clubs Act and the Club's Constitution, members who are employees of the Club are not entitled to vote.
4. Proxy voting is prohibited by the Registered Clubs Act.
5. The Board recommends that members vote in favour of the Ordinary Resolutions.

Stacey Whiteman

Chief Executive Officer

By direction of the Board

6 October, 2017