



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](http://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, 25 November 2018 at 10.00am.

### BUSINESS

- 1 To confirm the minutes of the Annual General Meeting held on Sunday, 3 December 2017.
- 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 2018 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 2018-2019.

**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, 19th November 2018. 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 2018-2019 Board of Directors

Nomination forms for the 2018-2019 Board of Directors will be available from the Chief Executive Officer Monday, 15th October 2018.

All nominations must be handed to the Chief Executive Officer no later than 5pm Friday, 26th October 2018.

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

- Voting will be conducted in the Club during the following dates and times:

- **Tuesday, 13th November, 2018**  
between 10.00am – 1.00pm

- **Thursday, 15th November 2018**  
between 4.00pm – 7.00 pm

- **Friday, 16th November 2018**  
between 10.00 am – 1.00pm

- **Saturday, 17th November 2018**  
between 1.00pm - 4.00pm

- **Sunday, 18th November 2018**  
between 2.00pm – 5.00pm

- **Wednesday, 21st November 2018**  
between 5.00pm- 8.00pm

- **Thursday, 22nd November 2018**  
between 11.00am – 2.00 pm

- **Friday, 23rd November 2018**  
between 5.00pm – 8.00pm

### Club’s 2018 Annual Report (including financial reports) and Minutes of the 2017 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, 29th October 2018, from either:

- Emailing [info@cluboneast.com.au](mailto:info@cluboneast.com.au) (name & membership number required)

OR

- Request a copy 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

5 October, 2018