



**AGENDA FOR ANNUAL GENERAL MEETING
CLAY BRICK & PAVER ASSOCIATION**

22nd April 2021

From 08.15am

via

Zoom Conference

1. OPENING

- Welcome and apologies

2. MATTERS FOR DISCUSSION

- Alterations to the Rules of Association [attached]
- Vote in support to adopt alterations to the Rules of Association

3. MATTERS FOR NOTING

4. MEETING CLOSE

Schedule A

Changes regarding references to “General” or “General Meeting of the Committee”

4 Contributions

- (a) The Committee may set the annual contribution payable by Members.
- (b) The Committee may decide to impose a special levy for a specific programme of action which Members must pay in addition to the normal Member contribution.
- (c) Members must pay all contributions and special levies monthly unless decided otherwise by the Committee.

5.4 Casual vacancy

- (d) If a casual vacancy occurs and the unexpired portion of the term of Office is less than three years, the vacancy will be filled by the Committee appointing a Financial Member to that Office.

5.6 Meetings of the Committee

- (a) Unless otherwise decided by the Committee, the Committee will meet at least once every six months on such day and at such place as the President may, from time to time, determine. Nothing in these rules prevents the Committee from meeting or passing resolutions at, or on the same day as, an Annual General Meeting or Extraordinary General Meeting.

Inclusion of new sub-rule 6(ba) regarding General Meetings

6 General Meetings

- (ba) If an Annual General Meeting does not deal with the presentation of the audited general purpose financial report, operating report and auditor’s report, an Extraordinary General Meeting shall be called for this purpose.

- (h) (iii) Except as provided in sub-rules 6(h)(i) and 6(h)(ii), notice of an adjournment of a General Meeting or of the business to be transacted at an adjourned meeting is not required to be given.

Inclusion of new sub-rule 14(c) regarding Passing of Resolutions at an AGM

14 Expenses and accounts

(c) The Committee shall, each year, cause to be prepared, and approve, a general purpose financial report and operating report and shall provide a copy of the same, along with the auditor's report referred to in sub-rule 19(e), to the members in accordance with the Act.

Inclusion of the descriptor auditor's" in sub-rule 19(e)

19 Auditor

(e) The appointed auditor must inspect and audit the accounting records kept by the Association in relation to each Financial Year and issue an auditor's report for that Financial Year to the Association.

Removal of rules 9, 10, 11 and 12

9 Disclosure of Officer's Relevant Remuneration and Non-Cash Benefits

10 Disclosure of Officer's material personal interests

11 Disclosure by Association of payments

12 Officers to undertake approved training

Clay Brick and Paver Association of New South Wales



CLAY BRICK AND PAVER ASSOCIATION OF NEW SOUTH WALES

NOTICE OF ANNUAL GENERAL MEETING

NOTICE is given that the General Meeting of the Association will be held via Zoom Conference on 22nd April 2021 for the purpose of transacting the business set out below.

1. To present the proposed alterations to the Rules of the Association, the particulars of which are attached to this Notice.
2. To have all Members vote in support of adopting the proposed alterations in the Rules of the Association.
3. To transact any other business that may be brought before the meeting.

Dated: 24th March 2021

By order of the Committee of Management

Elizabeth McIntyre
Executive Director

Each member of the Association who is entitled to attend and cast a vote at the Annual General Meeting may appoint another member as their proxy to speak or vote on their behalf by completing the enclosed Proxy Form and ensuring that it is received by the Executive Director of the Association by no later than 24 hours before the time of the AGM.

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Clay Brick and Paver Association of New South Wales



PROXY APPOINTMENT

Proxy Form for Annual General Meeting

I _____
(full name)

of _____
(address)

being a member of the Clay Brick and Paver Association of New South Wales (**the Association**) hereby appoint :

(full name of proxy)

of _____
(address)

being a member of that incorporated association, as my proxy to vote for me on my behalf at the Annual General Meeting of the Association to be held on the 22nd of April 2021 and at any adjournment of that meeting.

My proxy is authorised to exercise all of my voting rights as the proxy thinks fit.

Signature of member

Date

A proxy form should be signed and must be received by the Executive Director of the Association by no later than the 21st of April 2021 at 8.00am either by post to PO Box 275, St Leonards NSW 1590 or by email to elizabeth@thinkbrick.com.au. Any proxy form received after that time will not be valid for the scheduled meeting. A proxy vote may not be given to a person who is not a member of the Association, and no member may hold more than two proxies.

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