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**2021 ANNUAL GENERAL MEETING**

Notice is hereby given that the Annual General Meeting of the Australian Law Librarians’ Association Ltd (ALLA) ACN 158 242 696 will be held on Thursday September 23rd 2021 at 2.38 – 3.38pm EST via webinar.

**All financial members will be asked to vote on the special resolution to incorporate new Clauses 7 & 8 into the ALLA Constitution allowing financial arrangements for a chapter of the Association.**

**AGENDA**

1. President’s Welcome

2. Apologies and Proxies

3. **A Special Resolution for current financial members of the Australian Law Librarians' Association (ACN 158 242 696) to vote on**:

**The incorporation of the following changes to Clauses 7 & 8 of the ALLA Constitution which allow alternate financial arrangements for a chapter of the Association.**

*Changes to Clause 7 & 8 of the Constitution*

*5.7 (a) For each financial year, the Treasurer shall calculate the annual payment amount to be paid to each State Division.  This calculation shall be made within 3 months of the end of the previous financial year and the annual payment amount shall be calculated as follows:*

*A\*B*

*where:*

* *A is the total amount of Subscriptions collected from members resident in the state or territory of the relevant State Division as at the last day of the end of the previous financial year.*
* *B is the percentage for disbursement as set out in each relevant MOU.*

*5.7 (b) The Treasurer shall pay the annual payment amount calculated to each relevant State Division within 4 months of the end of the previous financial year.*

*5.8 (a) For each financial year, the Treasurer shall pay all expenses incurred by each State Chapter up to the calculated annual payment amount. This calculation shall be made within 3 months of the end of the previous financial year and the annual payment amount shall be calculated as follows:*

*A\*B*

*where:*

* *A is the total amount of Subscriptions collected from members resident in the state or territory of the relevant State Chapter as at the last day of the end of the previous financial year.*
* *B is the percentage for disbursement as set out in each relevant MOU.*

*5.8 (b) Each State Chapter shall provide the Treasurer with the relevant invoices for the expenses as soon as practicable after they are received by the State Chapter.*

*5.8 (c) Each State Chapter may request the Company pay additional expenses above the calculated annual payment amount in clause 5.8(a). The Company may grant or refuse such a request in its total discretion. A request made under this clause must be made prior to the expense being incurred by the State Chapter.*

*5.8 (d) Any amount received as a grant, gift or by other means that is given for the use of a particular State Chapter will be allocated to that State Chapter, in addition to the annual payment amount, to be used as determined by the State Chapter.*

5. President’s Report

6. Financial Reports

7. Journal Report

8. Membership Report

9. Election of Directors

10. General Business & Questions

11. Meeting Close

**NOTES FOR YOUR GUIDANCE**

**Nominations and Elections**

ALLA is currently required to seek nominations for six Directors. The position of Past President and President are filled by the person holding the position of President or Vice President of the preceding term.

Nominations are required to be lodged in writing fourteen (14) days before the AGM, so by Wednesday 8th September 2021. Nominations must contain the names and signatures of the Proposer, the Seconder and the Nominee and appropriate responses to the listed criteria.

ALLA will accept “writing” as meaning by post or hand-delivered letter, or by attaching a scan of the completed nomination form to an email as described on the nomination form.

**Proxies**

As a financial member at the time of the AGM, you are entitled to vote. Every member is entitled to one vote on each matter.

To have a vote at the meeting you must be either (a) present in person or (b) represented via a proxy. Please note that a proxy is not required unless there is an item of business requiring a vote be put to members. In accordance with the Constitution: (i) the Member has a right to appoint a proxy; (ii) the proxy does not need to be a Member; and (iii) a Member entitled to cast two or more votes may appoint two proxies and may specify the proportion or number of votes each proxy is appointed to exercise.

To use a proxy to do your voting for you, please complete the Proxy Form, attach and lodge it no less than forty-eight (48) hours before the AGM, so by COB on Monday 20th September 2021. A proxy form is attached as the final page of this document. It is also available by email on request.

BOARD REPORTS

Reports of the President, Treasurer, Membership Coordinator and ALL Editor and the 2021 AGM Minutes [draft] will be posted on the ALLA website prior to the date of the AGM.

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**Appointment of A Proxy to Act on behalf of a Member of the Australian Law Librarians' Association (ALLA), Limited**

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(Insert MEMBER’S name)

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Insert MEMBER’S address)

being a member of The Australian Law Librarians’ Association, Limited

APPOINT

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(Insert PROXY’S name)

who also is a member of the Association, as my proxy.

My proxy is authorised to vote on my behalf: (Tick only ONE of the following)

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 at the 2021 Annual General Meeting/s (and any adjournments of the meeting/s) on:

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OR

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 in relation to the following resolutions and/or nominations

 In Favour / Against: ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(of Member appointing Proxy)

This written notice must be emailed to the secretary before the commencement of the general meeting.