

To be sent via email to all members

Dear Peak Trampoline member

2017 ANNUAL GENERAL MEETING

I would like to confirm that the 2017 Peak Trampoline Inc Annual General Meeting (AGM) will be held on:

Date: Saturday, 26 August 2017
Time: 11.00am
Location: Court 10, Lords Gym
3 Price Street, Subiaco WA 6008

Links to the following documents are available on the Peak Trampoline website as follows:

- 2016 AGM minutes
- Financial statements for the financial year ending 30 June 2017

Light refreshments will be served after the meeting. Would you please RSVP your attendance to Nikki Wood at admin@peaktrampoline.com.au by **Thursday 24 August 2017**.

We look forward to seeing you at the AGM.

Best wishes from the board of directors

Kind regards

Marc Diffen
President, Peak Trampoline Inc

NOTICE OF GENERAL MEETING

Peak Trampoline Inc.
is convening a general meeting at which, amongst other things, a resolution will be proposed as a special resolution to alter the rules of the association.

AGENDA

1. Welcome and opening of meeting
2. Apologies
3. To confirm [the minutes of the previous Annual General Meeting](#)
4. To receive and consider the Chairperson's Report for the financial year ended 30 June 2017
5. To receive and consider the Operations and Safety Report for the financial year ended 30 June 2017
6. To receive and consider the Financial Statements for the financial year ended 30 June 2017
7. Special Business – alteration of the constitution
8. Election of board members
9. General Business

SPECIAL BUSINESS – ALTERATION OF THE CONSTITUTION

Background

On 1 July 2016 the *Associations Incorporation Act 2015* (the **New Act**) came into effect and replaced the *Associations Incorporation Act 1987*.

Every association is required to update its constitution to include the matters set out in the New Act by 1 July 2019.

Following a review of the constitution, the board has determined that the following rule needs to be amended to bring the constitution into line with the requirements of the New Act:

- the number of members required to call a special quorum is 20% of members, as opposed to 25 members under the current constitution (rule 17(1)(c))

The board has also taken the opportunity to review a number of decision-making processes and propose to amend the following governance procedures:

- add a provision that allows for board resolutions to be passed by email to streamline the board's decision-making process (rule 16(10))
- provide that the board may meet in person or by electronic means (rule 16(1A))
- provide that notices of general meetings can be sent by email (rule 17(6)(c) and 17(8))
- remove reference to the old location of the club (rule 1)
- make consequential changes to reflect the updated sections of the New Act
- make several drafting changes (e.g., all references to directors now to "board members")

The specific amendments to the rules are listed in Schedule 1 to this notice.

The board recommends that the Members vote in favour of the following special resolution:

IT IS RESOLVED THAT the constitution of the Club be altered as specified in Schedule 1 of this notice

INFORMATION for MEMBERS

- Alterations to the rules can only be made if supported by 75% of members voting at the meeting or by proxy.
- Rule 20 allows for proxy votes. A proxy form is enclosed as schedule 2 for you to nominate another member to vote on your behalf if you cannot attend the meeting.
- Alterations to the rules only take effect when lodged with the Department of Consumer & Employment Protection

Schedule 1
Specific amendments to the Peak Constitution

1. Rule 1:

Name

The name of the Club is Peak Trampoline Inc.

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2. Rule 6(3):

All Members are entitled to use the facilities and services of the Club in accordance with the rules of the Club as laid down by the Board from time to time.

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3. Rule 11:

The Secretary must-

- (1) co-ordinate the correspondence of the Club including convening meetings and issuing notices required under this Constitution and the instructions of the Board;
- (2) keep full and correct minutes of the proceedings of the Board and of the Club;
- (3) comply on behalf of the Club with-

(a) section 53 of the Act by keeping and maintaining in an up to date condition, a register of Members of the Club, their postal, residential or email addresses and, upon request of a reasonable Member of the Club, make the register available for inspection of the Member but with no right to remove the register;

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(b) section 35 of the Act by keeping and maintaining in an up to date condition the Constitution and, upon the request of a Member of the Club, must make available the Constitution for the inspection of the Member and the Member may make a copy of or take an extract from the Constitution but will have no right to remove the Constitution for that purpose; and

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4. Rule 16(1A):

(1A) Board meetings may take place:

- (a) where the Board Members are physically present together, or
- (b) by the use of any technology (such as video or teleconferencing) that is agreed to by all Board Members, if it reasonably allows each Board Member to participate fully in discussions and decisions as they happen in the board meeting and provided that the participation of each Board Member is made known to all other Board Members in attendance.

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5. Rule 16(10):

(10) The Board Members may pass a resolution without a board meeting (Board Circular Resolution) as follows:

- (a) A Board Member may send a Board Circular Resolution by email to the other Board Members and the Board Members may agree to the Board Circular Resolution by sending a reply email to that effect, including the text of the Board Circular Resolution in their reply.

(b) A Board Circular Resolution is passed when the last Board Member agrees to the Board Circular Resolution.

6. Rule 17(1)(c):

(1) The Board-

- (a) may at any time convene a Special General Meeting;
- (b) must convene Annual General Meetings within the time limits provided for the holding of such meetings by section 50 of the Act, that is, in every calendar year within 4 months after the end of the Club's Financial Year or such longer period as may in a particular case be allowed by the Commissioner, except for the first Annual General Meeting which may be held at any time within 18 months after incorporation; and
- (c) must, within 30 days of receiving a request in writing to do so from not less than 20% of the Members, convene a Special General Meeting for the purpose specified in that request.

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7. Rule 17(6):

(6) The Secretary must give a notice under this Clause by-

- (a) serving it on a Member personally; or
- (b) sending it by post to a Member at the address of the Member appearing in the register of Members kept and maintained under this Constitution; or
- (c) sending it by electronic transmission to an appropriate recorded electronic address of the Member.

8. Rule 17(8):

When a notice is sent by electronic transmission, sending of the notice will be deemed to be properly effected if the electronic transmission is properly addressed.

9. Various rules:

References in the rules to sections of the Associations Incorporation Act 1987 have been changed to reflect the corresponding sections of the Associations Incorporation Act 2015.

Other minor drafting changes have been made.

Schedule 2
Specific amendments to the Peak Constitution

APPOINTMENT OF PROXY
Rule 20

I,

_____ *(Insert MEMBER'S name)*

of _____

_____ *(Insert MEMBER'S address)*

being a member of _____

_____ *(Peak Trampoline Inc.)*

APPOINT

_____ *(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)*

at the general meeting/s (and any adjournments of the meeting/s) on:

_____ *(Insert relevant date/s)*

OR

in relation to the following resolutions and/or nominations

IT IS RESOLVED THAT the constitution of the Club be altered as specified in Schedule 1 of the notice of the 2017 AGM

In favour:

Against:

(Insert resolution Nos, brief description or nominees' name/s)

(Insert resolution Nos. brief description or nominees' name/s)

Signature: _____
(of Member appointing Proxy)

Date: _____