



**AUSTRALIAN SCHOOL LIBRARY ASSOCIATION, Inc.**  
**ABN 13 949 313 604**  
**ARBN: 141 262 866**

## **NOTICE OF ANNUAL GENERAL MEETING**

The Annual General Meeting of the Members of the Australian School Library Association, Inc. (**ASLA**, or **the Association**) will be held as follows:

**Date:**           **Saturday 4 May 2024**  
**Time:**           **10.00 am (AEST)**  
**Place:**           **online via GoToMeeting**

### **Agenda - Business of the Meeting**

#### **Ordinary Business**

The Members receive the Financial Statements for the Association and the reports of the Directors and the auditor for the year ended 31 December 2023.

#### **Ordinary Resolution**

1.       The Members approve the following:
  - (a)     the appointment of the auditor to hold office until the next Annual General Meeting.

#### **Special Business**

Sonja Brownridge  
**ASLA Secretary**  
**Date: 20 February 2024**

**NOTES**

The accompanying Explanatory Statement and attachments form part of this Notice of Annual General Meeting (**Notice**) and should be read as a whole. Unless the context requires otherwise, terms defined in the Explanatory Statement have the same meanings when used in this Notice.

### **Voting Entitlements**

In accordance with section 30 of the Association's Constitution, Full Members (**Voting Members**) have the right to vote.<sup>1</sup> as follows:

- On a poll – every person present in person (virtually) or by proxy who is a Voting Member or who represents a Voting Member has one vote.

### **Voting in Person**

To vote in person, a Voting Member may attend the General Meeting on the date and at the place or by the means set out in this Notice.

### **Proxies**

If a Voting Member is not able to attend the Meeting, they may appoint a proxy for the purposes of attending and voting at the Meeting. The proxy must be a Member of the Association, refer rule 31.1 of the Constitution. A proxy or attorney is entitled to a separate vote for each Member the person represents, in addition to any vote the person may have as a Member in his or her own right.

A Proxy Form for the appointment of a proxy is enclosed with this Notice. If you wish to appoint a proxy, please complete the Proxy Form in accordance with the instructions and return it to the Association Secretary no less than 24 hours before the time of the Annual General Meeting.

A Member who is a body corporate may appoint a person to act as its representative, in a form that is satisfactory evidence to the Board of that appointment.

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<sup>1</sup> Subject to the Member having paid all sums of money due.

## **EXPLANATORY STATEMENT**

This explanatory statement is an important document and should be read carefully. It forms part of and should be read in conjunction with the Notice of Annual General Meeting of the Members of ASLA (Inc.) to be held on 4 May 2024 at 10:00 am AEST.

If you have any questions regarding the matters set out in this explanatory statement or any other matters relating to this Notice please contact the ASLA Secretary Sonja Brownridge at [secretary@asla.org.au](mailto:secretary@asla.org.au).

### **Financial Statements – Directors' Report – Auditors' Report**

Under the *Associations Incorporation Act 1991* (ACT), the Directors are required to present to the AGM the financial statements for the Association and the reports of the Directors and the Auditor for the year ended 31 December 2023. No resolution is required for this item of business. Members will be given the opportunity at the AGM to ask questions on the financial statements and reports and to ask questions on the management of the Association.

### **Resolution 1 – Appointment & Remuneration of Auditor**



## FORM OF APPOINTMENT OF PROXY

**Australian School Library Association Incorporated**  
(incorporated under the *Associations Incorporation Act 1991 (ACT)*)

I, .....(full name)

Of .....(address)

being a School K-12 / Personal / Corporate Member (circle applicable)

of the Australian School Library Association Incorporated (**Association**)

hereby appoint .....(full name of proxy)

of ..... (address)

being a School K-12 / Personal / Corporate Member (circle applicable) of the Australian School Library Association 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 4th day of May 2024 and at any adjournment of that meeting.

**Voting Instructions** (Unless otherwise instructed, the proxy may vote as he/she thinks fit)

Please mark with an 'X' to indicate your directions.

Resolution	For	Against	Abstain
Resolution 1 – Appointment and remuneration of auditor			

\*If you mark the Abstain box for a particular item you are directing your proxy not to vote on your behalf on a poll and your vote will not be counted in calculating the required majority on a poll.

Signature of Member appointing proxy: \_\_\_\_\_ Date:

**Completed Proxy form must be received by the Secretary of ASLA ([secretary@asla.org.au](mailto:secretary@asla.org.au))**

**by 9:00am on the 4 May 2024.**