



**Notice is hereby given that
the Annual General Meeting of
The Newcastle & Hunter Jazz Club Inc.
will be held at
Central Charlestown Leagues Club at
11am on Sunday 25th November, 2018.**

AGENDA

- MINUTES OF ANNUAL GENERAL MEETING
 - CONFIRMATION OF MINUTES
- BUSINESS ARISING FROM MINUTES AND REPORT ON ACTION ITEMS
 - ANNUAL REPORTS [PRESIDENT/SECRETARY]
 - TREASURERS REPORT
 - EXECUTIVE TO VACATE CHAIR
 - ELECTION OF OFFICERS

THE COMMITTEE SHALL CONSIST OF:

PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER AND THREE TO SIX ORDINARY MEMBERS

NOMINATIONS: NOMINATIONS OF CANDIDATES FOR ELECTION SHOULD BE MADE IN WRITING [SEE BELOW] SIGNED BY TWO FINANCIAL MEMBERS AND ACCOMPANIED BY THE WRITTEN CONSENT OF THE CANDIDATE.

THE NOMINATIONS SHOULD BE RECEIVED BY THE SECRETARY NOT LESS THAN SEVEN DAYS PRIOR TO THE ANNUAL GENERAL MEETING.

VOTING: IF THE NUMBER OF NOMINATIONS RECEIVED PRIOR TO THE ANNUAL GENERAL MEETING EXCEED THE NUMBER OF VACANCIES TO BE FILLED A SECRET BALLOT SHALL BE HELD. ALL VOTES SHALL BE GIVEN PERSONALLY OR BY PROXY.

NO MEMBER SHALL HOLD MORE THAN 5 PROXIES.

PROXIES: EACH MEMBER SHALL BE ENTITLED TO APPOINT ANOTHER MEMBER AS PROXY BY NOTICE GIVEN TO THE SECRETARY NO LATER THAN 24 HOURS BEFORE THE APPOINTED TIME OF THE ANNUAL GENERAL MEETING.

APPOINTMENT OF PROXY

I.....OF

MEMBER NUMBER..... BEING A FINANCIAL MEMBER OF THE NEWCASTLE HUNTER JAZZ CLUB DO HEREBY APPOINT

..... OF.....MEMBER NUMBER.....
BEING A FINANCIAL MEMBER OF NEWCASTLE AND HUNTER JAZZ CLUB AS MY/OUR PROXY TO VOTE ON MY/OUR BEHALF AT THE 2018 ANNUAL GENERAL MEETING

SIGNED.....DATED THE.....DAY OF2018

MEMBERSHIP DUE 30TH SEPT 2018

UNFINANCIAL MEMBERS ARE NOT ELIGIBLE TO VOTE. THOSE WISHING TO VOTE AT THE AGM PLEASE PAY YOUR SUBSCRIPTION BEFORE TUESDAY 30TH OCTOBER 2018

ALL FINANCIAL MEMBERS ARE INVITED TO STAND FOR POSITIONS ON THE COMMITTEE.

THE COMMITTEE MEETS ONCE A MONTH.

AN ELECTED COMMITTEE MEMBER IS EXPECTED TO ATTEND THE MAJORITY OF COMMITTEE MEETINGS.

NOMINATION FORM

I WISH TO NOMINATE FOR THE POSITION OF:

PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER, OR ONE OF THE ORDINARY MEMBERS,
[CROSS OUT NON APPLICABLE POSITIONS]

NAME OF NOMINEE.....MEMBERS NUMBER.....
BEING A FINANCIAL MEMBER OF NEWCASTLE & HUNTER JAZZ CLUB

NOMINATED BY MEMBER NUMBER

SECONDED BY.....MEMBER NUMBER.....

I ACCEPT THE ABOVE NOMINATION SIGNED.....