Full members of ADEA have the right under the Corporations’ Act 2001 to put a notice for resolution to a general meeting of the organisation.

Proposing a Resolution

Australian Diabetes Educators Association Annual General Meeting 2018



# **Members’ rights to propose a resolution to a general meeting**

Full members of ADEA have the right under the Corporations’ Act 2001 to put a notice for resolution to a general meeting of the organisation.  The requirements to put a notice to members under this Act Sect 249N, 249O and 249P are outlined below.

At least 5% of the total number of full members or 100 members, whichever is the lesser is required to put a notice for resolution. These full members must sign the resolution prior to forwarding to National Office for distribution to members with the formal notice of the Annual General Meeting (AGM).The notice for resolution must:

• Must be in writing

• Must set out the wording of the proposed motion

* Must be signed by the required number of full members.

In addition:

• The members providing the notice may be required to bear the cost of distributing the motion to all members in some circumstances.

• The Board may not comply with the request to give notice of the Resolution if it is more than 1000 words long or is defamatory, in direct conflict with the objects of the Company or the implementation of the notice is deemed to create financial hardship or financial uncertainty for the Company.

Providing a notice for resolution to National Office

• Any notice raised by full financial members must meet the requirements outlined above.

* The notice should be received by the Company Secretary via ADEA National Office no later than 6 weeks prior to the Annual General Meeting **– 13 July 2018** so it can be provided to members with formal notice of the AGM.

• The notice may be rejected if it is more than 1000 words.

* A notice must be submitted as a word document.

• The notice must be received in writing; either via post or email addressed to:

 The Company Secretary

Australian Diabetes Educators Association

PO Box 163

WODEN ACT 2606

Melissa.Wiggan@adea.com.au

• The notice must be supported by 5% of the current total full financial ADEA membership. The 5% will be counted on the date of receipt of the application. Please note, this figure fluctuates daily, depending on new memberships and membership renewal. Currently, at least **99 signatures** would be required and the number of full members the day prior to sending the Resolution to National Office should be obtained by contacting the Company Secretary, Joanne Ramadge; ceo@adea.com.au or 02 6287 4822.

• The signatures supporting the notice must be attached to the notice.

• A signature is valid if received by post, fax, scanned electronically or via the electronic trail of an email circulation list. Separate documents signed by members are acceptable if the wording in each document is identical.

• A sample signature form to simplify the process of a making a motion is available below.

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| --- | --- |
| ADEA Annual General Meeting: 2018 |  Location: (Insert Location)  |
| Notice Title: (Insert title) This notice is attached to this signature sheetNotice Submitted by: (Insert Name/s)  |
| We the undersigned support this notice and request that it be put on the agenda for consideration at the ADEA, AGM on 1 September 2017. (Insert more spaces or attach a second signature page as required. |
| No. | Name | Membership number | Signature |
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