
APPENDIX 6: ANNUAL GENERAL MEETING

INVITATION TO AGM



Notice of

Annual General Meeting

Poetry is when an
emotion has found its
thought and the thought
has found words.

Robert Frost

Tuesday, 8th of April, 2014

Starting at 6.00 pm

Ira Raymond Room,
Barr Smith Library,

University of Adelaide,
North Terrace, Adelaide

Special business includes
proposals to alter the
Constitution of Friendly Street
Poets

For additional information
please email:

fsp@iterconsulting.com.au

For agenda and papers please visit:
www.friendlystreetpoets.org.au

FSP ANNUAL GENERAL MEETING AGENDA, 2014

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| Date: | Tuesday 8 th April 2014 |
| Location: | Ira Raymond Exhibition Room , Barr Smith Library, University of Adelaide |
| Time: | 6:00 pm to 8:30 pm |
| Email address for notifications: | fsp@iterconsulting.com.au |

Please use the email address above to notify:

your attendance or apology

any business you would like considered for the agenda (by 5 pm 31/03/2014)

any questions about or proposed amendments to the motions before the meeting

advice of your intention to be nominated for election to the management committee (signed forms to be brought to the meeting)

Please note that any new business or proposed amendment to the motions will need to be notified in advance.

Acceptance of any business not notified in advance will be solely at the discretion of the chairperson of the meeting.

AGM PAPERS:

AGM Papers can be read or downloaded from the Friendly Street Poet's website

www.friendlystreetpoets.org.au. Please note that it will be assumed that papers have been read by members attending the meeting.

1. AGM notice & invitation letter
2. Agenda
3. Minutes of 2013 AGM
4. Convenor's Report
5. Treasurer's Report
6. Auditor's Report (finalised)
7. Governance Review Report (ready by 10/03/14)
8. Summary of motions
9. Nomination for election to the committee of management

Please note that full descriptions and discussions associated with the special motions are provided in the papers.

FRIENDLY STREET POETS AGM 2014 AGENDA

| <i>Agenda Item</i> | <i>Responsible & Approx Time</i> |
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| Final call for nominations for election to the committee of management | Paul Wilkins 6:00 pm |
| 1. Welcome | Paul Wilkins 6:05 pm |
| 2. Appointment of Chairperson for the AGM | |
| 3. Appointment of Minutes Secretary for the AGM | |
| 4. Apologies | Chairperson 6:10 pm |
| 5. Identification of Proxy Votes | |
| 6. Confirmation of Previous Minutes | |
| Motion: That the membership accept the minutes as presented as a true and accurate record of the AGM, 2013. Moved: _____ Seconded: _____ | |
| 7. Convenor's Report and questions | Paul Wilkins 6:15 pm |
| Motion: That the membership accepts the Convenor's Report as tabled before the meeting and thanks the Convenor, Paul Wilkins for his work. Moved: _____ Seconded: _____ | |
| Motion: That the membership acknowledges the significant contribution of Mike Hopkins who assumed the role of Convenor following the AGM 2013 and held that office until late in 2013. Moved: _____ Seconded: _____ | |
| 8. Treasurer's Report and questions | Sue Reece 6:25 pm |
| 9. Auditor's Report and questions | |
| Motion: That the membership accepts the Treasurer's report and the Auditor's report as tabled and confirms their acceptance that the reports are a true and accurate record of FSP finances for the financial year January to December 2013. Moved: _____ Seconded: _____ | |
| Motion: That the membership acknowledges the work of Sue Reece and thanks her for fulfilling the duties of treasurer of the association. Moved: _____ Seconded: _____ | |
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| Agenda Item | Responsible & Approx Time |
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| <p>Motion: That the membership acknowledges the work of and thanks Bonny McGough in her role of treasurer of the association for the early months of 2013.</p> <p>Moved: _____ Seconded: _____</p> | |
| <p>10. Appointment of an Auditor</p> | <p>Chairperson</p> |
| <p>Motion: That the membership appoints “Name” as auditor for the association for the financial year January to December, 2014.</p> <p>Moved: _____ Seconded: _____</p> | <p>6:35 pm</p> |
| <p>New Business</p> | |
| <p>11. Governance Review Report and questions Includes presentation of Management Committee’s policies</p> | <p>Geoff Roe-Phillips 7:40 pm</p> |
| <p>12. Membership Subscriptions</p> | <p>Chairperson</p> |
| <p>Motion 1: Member subscriptions</p> <p>As per the current rules of association the Management Committee makes the following recommendation to set subscription fees for membership of the association as:</p> <ul style="list-style-type: none"> • \$10 per annum, full membership; • \$5 per annum, concessional membership; and • \$20 per annum, organisational membership. <p>Moved: _____ Seconded: _____</p> | <p>8:10 pm</p> |
| <p>13. Special Motions</p> | |
| <p>Motion 1: Definitions</p> <p>The Management Committee recommends to the members the adoption of the following changes, deletions and additions to definitions (as relevant) of the Constitution as identified in the notes below. Specifically:</p> <ul style="list-style-type: none"> • replacing ‘board’ with ‘committee of management’ • adding ‘subcommittee’ • adding ‘membership subcommittee’ • adding ‘AGM’ • replacing ‘convenor’ with ‘chairperson’ <p>Moved: _____ Seconded: _____</p> | |
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| Agenda Item | Responsible & Approx Time |
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| <p>Motion 2: Numbering, titles and formatting</p> <p>Management Committee recommends to the members the adoption of the following changes, deletions and additions to the numbering, clause titles and formatting of the constitution to the degree necessary to incorporate all of the alterations made to the Constitution associated with these motions.</p> <p>Moved: _____ Seconded: _____</p> | |
| <p>Motion 3: Objects and values</p> <p>Management Committee recommends to the members the adoption of:</p> <ul style="list-style-type: none"> • the alteration of the Objects of the constitution by replacing Clause 3. (2007) version with Clause 3. (Proposed); and • the inclusion of the new Clause 4. Values (Proposed) as identified below ¹. <p>Moved: _____ Seconded: _____</p> | |
| <p>Motion 4: Powers of the association, powers of the committee of management, vacating office, minutes, prohibition, winding up, rules and appointment of officers.</p> <p>Management Committee recommends to the members the adoption of the following changes, deletions and additions to constitution in order to align the constitution with the Model Constitution (the recommended example) published by the Attorney General’s Department of the Government of South Australia. The specific changes are described in the table below²:</p> <p>Moved: _____ Seconded: _____</p> | |
| <p>Motion 5: Membership (types and rights)</p> <p>Management Committee recommends to the members the adoption of the following changes to allow for greater clarity regarding the types of membership for the association and the rights and responsibilities associated with membership.</p> <p>Moved: _____ Seconded: _____</p> | |
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¹ Governance Report Appendix 3: Constitutional Motions

² Governance Report Appendix 3: Constitutional Motions

| Agenda Item | Responsible & Approx Time |
|---|--------------------------------------|
| <p>Motion 6: Membership subcommittee</p> <p>Management Committee recommends to the members the adoption of the following changes to allow for the creation of a membership subcommittee which will include member representatives and will be responsible for:</p> <ul style="list-style-type: none"> • reviewing membership forms and formally approving applicants as members • maintaining an accurate membership roll • managing any grievances or concerns regarding misconduct. <p>Moved: _____ Seconded: _____</p> | |
| <p>Motion 7: Management committee terms, quora and disqualification</p> <p>Management Committee recommends to the members the adoption of the following changes to enable the following:</p> <ul style="list-style-type: none"> • two year terms for elected Management Committee members; and • establish a one off mechanism to enable 50% of the board elected for a two year term to retire at the 2015 AGM and therefore enabling a rotation each year by which half of the board are up for re-election; • remove redundant references to the inaugural general meeting • simplify the nomination process for those wishing to stand for management committee positions; • remove the casting vote of the chairperson: and • clarify the number of members required for a quorum based on a percentage of positions occupied rather than a defined number. <p>Moved: _____ Seconded: _____</p> | |
| <p>Motion 8: Financial reporting</p> <p>Management Committee recommends to the members adopting the following changes relating to financial reporting:</p> <ul style="list-style-type: none"> • removing the requirement for compulsory auditing of the annual accounts by a registered auditor; • requiring that the annual accounts be submitted to an independent accountant for review; • changing the organisation's financial year to January – December • requiring the management committee have the annual accounts audited when required to do so by a contract or agreement with a third party (e.g. as a condition of funding). <p>Moved: _____ Seconded: _____</p> | |
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| <i>Agenda Item</i> | <i>Responsible & Approx Time</i> |
|---|---|
| <p>Motion 9: Modifications to General Meetings</p> <p>Management Committee recommends to the members adopting the following changes relating to the facilitation and management of general meetings of the association, specifically:</p> <ul style="list-style-type: none"> • removing the redundant references to the inaugural meeting; and • aligning the clauses to the Model Constitution; and • explicitly detailing standing orders for the AGM; and • changing the number of requisitioners for calling a special general meeting to a percentage of members (5%) rather than a specific number (currently 12); and • reducing the notice periods for meetings from the minimum of 28 days to either a minimum of 21 days or 14 days depending on the nature of the business of the meeting; and • providing for a meeting which commences inquorate to become quorate under specific circumstances; and • clarifying arrangements for ballots and processes for decision making; and • providing a mechanism for an organisational member to cast one vote through its delegate. <p>Moved: _____ Seconded: _____</p> | |
| <p>14. Election of Committee members</p> | <p>Chairperson</p> |
| <p>Motion: That the membership acknowledges that “Names” have been duly appointed according to the rules of the association to be members of the management committee for the term defined in the constitution.</p> <p>Moved: _____ Seconded: _____</p> | <p>8:35</p> |
| <p>15. Any Other Business (by prior notification to the chair)</p> | <p>Chairperson</p> <p>8:15 pm</p> |
| <p>Meeting Close</p> | <p>8:30 pm</p> |