

8 November 2022

**NOTICE OF ANNUAL GENERAL MEETING**

**Wednesday 30 November 2022 at 6.00pm**

**At the Japan Foundation, Level 4, Central Park, 28 Broadway, Chippendale**

Dear Members

The Annual General Meeting of Members of the Australia Japan Society of NSW Incorporated will be held on **Wednesday 30 November 2022** at 6.00pm in person at the Japan Foundation, Level 4, Central Park, Broadway.

Enclosed with this Notice are the Agenda, Minutes from the AGM held on 24 November 2021, Annual Financial Statements, Proxy Notification and the Office Bearer/Board Member Nomination Form.

The Board will also ask members to vote on a Special Resolution at the meeting to amend the Rules of the Society. The amendments are to update the Rules and to specify a maximum term that an office bearer may serve.. The Office Bearers are the President, Vice President, Treasurer and Secretary. The Special Resolution Information Memorandum for members is enclosed with the Notice of Meeting.

Please note that to attend the AGM or to stand for a Board position you must be a current financial member of the Society.

If you **cannot attend** and wish to nominate a proxy to vote on your behalf, please complete the Proxy section of the Attendance/Proxy Form, then sign the form at Section C and return the form to the Society via the means indicated.

The Attendance or Proxy notification and the nomination forms for Office Bearers and Board Members must be received by the Secretary by close of business Tuesday 22 November 2022.

Yours sincerely

*Anita Byrnes*

Anita Byrnes  
President



**Annual General Meeting of Members of the Australia Japan Society of NSW Incorporated**

**Wednesday 30 November 2022 at 6.00pm**

**To be held at the Japan Foundation, Level 4, Central Park, Broadway**

**AGENDA**

1. Welcome
2. Apologies
3. Adoption of Minutes of the Annual General Meeting held on 24 November 2021
4. Business arising from the Minutes
5. President's Report
6. Treasurer's Report and Adoption of Financial Statements
7. Special Resolution to amend the Rules
8. Election of Office Bearers and Board Members for the coming year
9. To discuss any other business raised by members in attendance

Note: For item 7, the proposed resolution is:

"That, as a Special Resolution, the Rules of the Australia Japan Society of NSW Incorporated be amended by deleting the words struck through, and inserting the words underlined, in the copy of those Rules accompanying the notice of this meeting."



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**Wednesday 30 November 2022 at 6.00pm**

**ATTENDANCE/PROXY FORM**

**Section A: Attendance**

I, .....of.....,

being a member of the Australia Japan Society of NSW, will attend the AGM at the Japan Foundation.

Please sign the form at Section C and send to the Society.

**Section B: Appointment of a Proxy**

I, .....of.....,

being a member of the Australia Japan Society of NSW Incorporated hereby appoint

(a) \* the chairman of the meeting, or

(b) \* ..... as my proxy to attend and vote for me on my behalf at the Annual General Meeting of the Society to be held on 30 November 2022 and at any adjournment thereof.

\* Delete whichever does not apply.

Please sign the form at Section C and send to the Society.

**Section C: Signature**

Signed this .....day of..... 2022

Signature:.....

Proxy forms should be returned by 5.00pm on Tuesday 22 November 2022 by either email to: [info@ajsnsw.org.au](mailto:info@ajsnsw.org.au) or by mail to PO Box R937 Royal Exchange Sydney 1225



**Annual General Meeting of Members of the Australia Japan Society of NSW Incorporated**

**Wednesday 30 November 2022 at 6.00pm**

**OFFICE BEARER/BOARD MEMBER NOMINATION FORM**

**(a) Nomination**

I hereby nominate ..... as

\*President/ Vice President/ Secretary-Public Officer/ Treasurer/Board Member of the Australia Japan Society of NSW Incorporated for 2022/2023.

.....Date:.....  
Name and signature of proposer

**(b) Secunder**

I hereby second the above nomination

.....Date:.....  
Name and signature of seconder

\*Strike out whichever position which is not applicable. Unsuccessful candidates for President, Vice President, Secretary-Public Officer, or Treasurer will automatically be entered in the ballot for Board Members subject to the maximum number permitted under the Rules. A Member may propose one person as a candidate but may second more than one nomination.

**(c) Acceptance**

I hereby accept the above nomination

.....Date:.....  
Name and signature of nominee

Nomination forms should be returned by 5.00pm on Tuesday 22 November 2022 by either email to: [info@ajsnsw.org.au](mailto:info@ajsnsw.org.au) or by mail to PO Box R937 Royal Exchange Sydney 1225.



## **Annual General Meeting of Members of the Australia Japan Society of NSW Incorporated**

**Wednesday 30 November 2022**

### **SPECIAL RESOLUTION – EXPLANATORY MEMORANDUM**

It is proposed that the Australia Japan Society of NSW Incorporated (“the Society”) update and modernise its Rules. This includes reflecting changes that have been made to the relevant legislation since the Rules were last revised in 2012.

The proposed changes are specified in the attached copy of the Rules by underlining insertions and striking through deletions.

A significant change to note is the proposal to limit the number of consecutive terms that an office bearer can serve in the same office on the Committee (the Board). There are four (4) office bearers on the Committee. Those positions are the President, Vice President, Treasurer and Secretary. The special resolution proposes to limit the number of consecutive terms for an office bearer to four one year terms.