



## Metung Yacht Club Inc

ABN 25 719 516 922  
Address: 113 Metung Road, Metung  
Mail to: PO Box 60, Metung, Vic. 3904  
Tel: 03 51562315  
[www.metungyachtclub.com.au/](http://www.metungyachtclub.com.au/)

### NOTICE TO MEMBERS

ANNUAL GENERAL MEETING 2021  
of the  
METUNG YACHT CLUB INC.

**11.00 am, Saturday 21st August, 2021.  
At the Clubhouse, 113 Metung Rd, Metung.**

**Nominations for the Club's 2021-22 General Committee Members are to be lodged with the Hon. Secretary at the address below no later than Friday 6th August 2021 (14 clear days before the Annual General Meeting). Please note the Nomination eligibility requirements stated on the Nomination Form.**

*(Nomination Forms are available in the Clubhouse, on the Club website or from the Honorary Secretary).*

The business of the meeting shall be as specified in Rule 29(4) of the Rules of the Metung Yacht Club Incorporated. This is to:

- Confirm the Minutes of the 2020 AGM;
- Receive the Annual Report on activities in the 2021 FY;
- Receive the Financial Statements of the Club for 2021 FY;
- Appoint an Auditor and
- Elect the members of the General Committee.

Given the COVID-19 restrictions we are currently limited to a maximum of 100 members present at the meeting. **The business of the meeting shall be decided by a vote of members present PLUS members' Proxies.**

A member unable to attend in person may appoint a Proxy, who does attend in person, to vote on their behalf. Proxy forms must be completed and received by the Club in accordance with the requirements of Rule 33 (Proxies). Both the member and the appointed Proxy must be financial adult members of the Club.

For further information see the instructions attached to this Notice.

As soon as possible after nominations for Committee Members close, the list of nominations received will be sent to all members.

All the reports to be presented at the AGM are contained in the Annual Report which will be sent to Members as soon as the financials are audited about the end of July (the report will also be available on our website). The 2020 AGM minutes are attached to this Notice.

Fred Van de Velde.  
Secretary  
[metungyachtclub.secretary@gmail.com](mailto:metungyachtclub.secretary@gmail.com)  
PO Box 60, Metung, 3904

ATTACHMENTS  
Proxy Form  
Proxy Instructions

**METUNG YACHT CLUB INC PROXY FORM (Part A)**  
Annual General Meeting, 2021.

I, \_\_\_\_\_ (Insert your Full Name in Block Letters),  
being a current paid up Member of Metung Yacht Club Inc (the Club) appoint the person indicated below to be my Proxy to vote as he or she sees fit (unless I otherwise direct in the form below) and to speak on my behalf at the Annual General Meeting of the Club, scheduled to take place at 11:00am, on 21 August, 2021 at the MYC Clubhouse in Metung, or on any adjourned date of that meeting.

**Please note that due to COVID-19 restrictions the number of members able to be present in person may be limited. To ensure that your vote counts you must appoint a Proxy who will be personally present at the meeting (e.g. the Chairperson or Secretary).**

<b>I wish to Appoint as my Proxy</b> (tick or cross only one of the following):	<b>Yes</b>	<b>No</b>
The Chairperson of the Meeting <b>OR</b>	<input type="checkbox"/>	<input type="checkbox"/>
The Club Secretary <b>OR</b>	<input type="checkbox"/>	<input type="checkbox"/>
_____ (Insert Proxy's Full Name in Block Letters), who is a current paid up Member of the Club.	<input type="checkbox"/>	<input type="checkbox"/>

Dated: this \_\_\_\_\_ day of \_\_\_\_\_, 2021

See the attached Information Sheet for guidance on appointing a Proxy and submitting this form.

Signed \_\_\_\_\_

Office Use Only
-----------------

Office Use Only
-----------------

I wish to:

	<b>Yes</b>	<b>No</b>
Direct my Proxy to vote as indicated below (if marked "No" your Proxy may vote as he or she sees fit).	<input type="checkbox"/>	<input type="checkbox"/>

I wish my Proxy to vote as follows (**leave blank if you marked "No" above**):

	<b>Yes</b>	<b>No</b>
Confirm the Minutes of the 2020 AGM as true & correct (member must have attended).	<input type="checkbox"/>	<input type="checkbox"/>
Accept the Annual Report of the Committee on the activities of the Club in the 2021 FY.	<input type="checkbox"/>	<input type="checkbox"/>
Accept the Financial Statements of the Club as presented.	<input type="checkbox"/>	<input type="checkbox"/>
Support the appointment of Burke Bond Audit for the 2022 FY.	<input type="checkbox"/>	<input type="checkbox"/>

**METUNG YACHT CLUB INC PROXY FORM (Part B)**  
Annual General Meeting, 2021.

**Part B of the Proxy Form** is to enable you to direct your Proxy how to vote for Members of the Committee if a vote needs to be held and if in Part A of this form you have required your Proxy to Vote according to your instructions.

Whether a Vote will required will not be known until Nominations close 14 days before the date of the Annual General Meeting.

If a vote is required, Part B and a list of the Nominations will be sent to Members as soon as possible after Nomination close.

NOTE that the person listed on Part B must be the same person as in Part A.

NOTE ALSO that both Part A and Part B must be received by the Club within the timeframe set out in Rule 33 as described in the attached Information Sheet.

**ATTACHMENT TO THE NOTICE OF MEETING**  
Metung Yacht Club Inc Annual General Meeting, 2021.

**PROXY FORM INFORMATION SHEET**

Dear Member,

To assist in ensuring that your Proxy appointment is valid and effective at the AGM, the following instructions have been drawn from the Club's Rule 33.

**What is a Proxy?**

A Proxy is the appointment by a Member of another Member as his or her Proxy to vote and speak on his or her behalf at a General Meeting.

**Does the person I appoint as a Proxy need to physically attend the meeting?**

Yes, your Proxy does need to attend the meeting to vote on your behalf. The COVID – 19 restrictions on the number of Members that can physically attend the meeting is limited. **To ensure that your Proxy is able to attend and vote, your committee recommends you consider appointing the Chairperson of the meeting or the Honorary Secretary of the Club as your Proxy.**

**Do the Member and the Proxy Holder need to be financial?**

Yes, for a Proxy to be valid, both the Member appointing the Proxy and the Proxy Holder must be financial members of the Club who are entitled to vote as of the day of the meeting.

**How is a Proxy appointed?**

The appointment of a proxy must be in writing and signed by the Member making the appointment.

The Club appreciates Members using the Proxy form it has provided to simplify meeting administration.

A Member may however use any other form that clearly identifies the person appointed as the Member's proxy, contains the information required in the form provided by the Club and that has been signed by the Member.

**Can a Member direct his or her Proxy how to vote?**

Yes, the Member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the Member in any matter as he or she sees fit.

The Proxy Form provided by the Club provides the opportunity to direct your Proxy as to how to vote in relation to all the business of the meeting.

**How and when can I return my Proxy form?**

The completed form appointing a proxy can be sent by post, by emailing a legible scanned or photographed copy or be physically handed to the Chairperson before the beginning of the meeting.

**If emailed or posted, the Proxy form must be received by the Club no later than 48 hours before the commencement of the meeting to be valid.** This is either by posting to The Secretary, PO Box 60, Metung, Vic, 3904 or emailing to [metungyachtclub.secretary@gmail.com](mailto:metungyachtclub.secretary@gmail.com)

-----