

INGLEBURN RSL SUB-BRANCH CLUB LIMITED

2024 ELECTION OF DIRECTORS

ELECTION NOTICE

Members are advised that the Club's Annual General Meeting and the election of Directors will be conducted in the manner set out in this notice and in accordance with the Club's Constitution.

The date for this year's Annual General Meeting is **Thursday 30th May 2024**.

The Annual General Meeting will be held in the Bardia Room at 8.00pm.

This Notice sets out important information about the election process and the ballot for the election of the Board of Directors of the Club.

The Club's Chief Executive Officer is the Returning Officer for the election and the Australian Electoral Company are assisting with the conduct of the ballot.

Closing of the Roll of eligible members for voting in the election

For the purposes of rule 27.2(a)(ii) of the Club's Constitution, the roll of eligible members (for voting in the election) will close at midnight on Monday 1st April 2024. After that date, any pending applications for membership, including provisional approvals of membership, will not be considered by the Board and finalised until after the Annual General Meeting.

Nominations:

The Board is elected pursuant to the Triennial Rule (i.e., where a third of the Board is elected each year on a rotating basis).

Two (2) directors will be elected this year for a term of three (3) years.

Members can nominate for election to the Board as (ordinary) directors only.

In accordance with rule 27.2(v) of the Club's Constitution, the elected directors will elect a President and Vice President from amongst themselves after the Annual General Meeting.

Members should review the Constitution and the Qualifications section of this notice to determine whether or not they can stand for and be elected to the Board.

If members have any queries regarding their eligibility to nominate for or be elected to the Board, they should contact the Returning Officer as soon as reasonably practicable.

Period for receipt of nominations for election to the Board:

Nomination forms for election to the Board are available from the Returning Officer between the hours of 10:00 am and 10:00 pm daily during the nomination period which shall be from **10.00 am on Wednesday 17th April 2024 until 10.00 pm on Wednesday 1st May 2024**.

Completed nomination forms must be returned to the Returning Officer via the Duty Manager (or such other authorised employee of the Club) between the hours of 10.00 am and 10.00 pm daily during the nomination period.

Closing of nominations:

Nominations shall be made on the nomination form and shall be signed by 2 financial members and must be lodged with the Returning Officer (or the Duty Manager or such other authorised employee of the Club) no later than **10.00 pm on Wednesday 1st May 2024**. Each nomination must be accompanied by a recent 100 mm wide and 150 mm deep colour photograph of the nominee that will be posted along with the nominee's name on the Club nomination board in the Club's foyer.

A nomination cannot be withdrawn after the close of nominations and any anomalies contained in the nominations form must be rectified before this time.

Members are responsible for ensuring their nomination form has been correctly completed and their proposers and seconders are eligible to nominate members for election to the Board.

Qualifications for Election to the Board:

Members should be aware that the Club's Constitution contains the following qualification requirements in respect of nominating for and being elected to the Board:

1. **Rule 26.4** provides that, subject to any restrictions contained in the Club's Constitution, Honorary Life members, Service members, Social members, Bowling members and Ingleburn Bowling Club Bowling members who have been financial members of the Club for the three (3) calendar years immediately preceding the date on which they are nominated for election shall be entitled to stand for and be elected to the Board.
2. **Rule 26.5** provides that:
 - (a) five (5) directors of the Board (including the President and Vice President and three (3) Ordinary directors) must be Service Members or Honorary Life members who were previously Service Members, Ordinary Members or Ordinary "A" Class Members; and
 - (b) the remaining two (2) Ordinary directors may be Social members, Bowling members or Ingleburn Bowling Club Bowling members or Honorary Life Members who were previously Social Members of the Club. For the avoidance of doubt, Service Members and Honorary Life members who were previously Service Members, Ordinary Members or Ordinary "A" Class Members can also nominate for and be elected to these positions.
3. **Rule 26.6** provides that a member shall not be eligible to nominate for or be elected to the position of President unless he or she has been a member of the Board for a minimum period of two (2) years immediately prior to such nomination or election.
4. **Rule 26.7** provides that any member nominating for the Board must first attend a Pre-Nomination Information Session held at the Club's premises in order to be eligible for election to the Board.
5. **Rule 26.8** provides that a member who is an employee, who is currently under suspension or who is not a financial member of the Club cannot nominate for or be elected to the Board.
6. **Rule 26.9** provides that a member cannot nominate for or be elected to the Board if that member:

- (a) has been cited to appear before the Board or a disciplinary committee on any charge and has been found guilty of such charge and either expelled or suspended for a period in excess of twelve (12) months within the period of two (2) years immediately prior to the date determined for the next Annual General Meeting; or
 - (b) has at any time been convicted of an indictable offence; or
 - (c) is a former employee of the Club whose services were terminated by the Club for misconduct;
 - (d) was an employee of the Club, or any club that has amalgamated with the Club, within the period of three (3) years prior to nomination, election or appointment to the Board.
7. **Rule 26A.1** A member shall not be entitled to be elected or appointed to the Board unless he or she holds a Director Identification Number (**DIN**). Unless a nominee already holds a DIN, they should therefore apply for a DIN well before the Annual General Meeting as an application might not be immediately processed by the government regulator, Australian Business Registry Services.

For the purposes of Rule 26.7, the pre-nomination session will be held in the Boardroom at the Club on **Tuesday 16th April 2024 at 6.00 pm**.

If more than the required number of nominations are received for election to the Board, a draw will be conducted by the Returning Officer to determine the order of candidates' names on the ballot paper at the Club's main premises at 70 Chester Road, Ingleburn at Noon, Thursday 2nd May 2024. Candidates or their representatives and other members are invited to witness the draw.

Ballot:

If a ballot is necessary, voting will be conducted at the Club's main premises at 70 Chester Road, Ingleburn over the following dates and at the following times:

- Friday 24th May 2024 10.00 am to 8.00 pm
- Saturday 25th May 2024 10.00 am to 8.00 pm
- Sunday 26th May 2024 10.00 am to 8.00 pm
- Monday 27th May 2024 10.00 am to 8.00 pm
- Tuesday 28th May 2024 10.00 am to 8.00 pm

The results will be announced at the Annual General Meeting on Thursday 30th May 2024.

Note to members regarding financial queries:

Members who wish to raise any queries or seek information at the Annual General Meeting about the Financial Report or other matters pertaining to the affairs of the Club, are asked to give the Chief Executive Officer notice in writing of their queries or requests by Friday 24th May 2024. This will enable properly researched replies to be prepared for the benefit of Members. If questions are not submitted in this manner, the Club may not be able to provide a complete answer at the Annual General Meeting.

Any enquiries concerning this election should be directed to the Club's Chief Executive Officer.

Glenn Cushion

Chief Executive Officer
Returning Officer

Email: Glenn@ingleburnrsl.com.au