

Cairns Mountain Bike Club Inc. IA12335  
PO Box 5236, Cairns Qld 4870



15 November, 2019

Dear Club Members,

### **NOTICE OF SPECIAL GENERAL MEETING**

This written notice is to formally advise that ***a Special General Meeting of the Cairns Mountain Bike Club Inc will be held on Wednesday 4<sup>th</sup> December 2019, at David McCoy Homes, 77 Alfred St Cairns commencing at 6.30pm.*** As part of the Governance Review, the Club Committee is proposing to adopt an updated Constitution to better reflect the objects of the Cairns Mountain Bike Club Inc and current climate and context in which the Mountain Bike Club Inc operates. The proposed Constitution would replace the existing one which was adopted in March 2013.

***The purpose of the meeting*** is to consider and, if thought fit, to pass the following as a Special Resolution:-

“THAT the current Rules of Mountain Bike Club Inc IA12335 be amended by replacing the existing Rules with a new set of rules titled “Constitution Cairns Mountain Bike Club Inc” in accordance with the current Constitution.

Under the Associations Incorporation Act 1981, and section 43 of the club’s constitution, the Rules may be amended by a resolution carried at a General Meeting. The resolution must:

- Be presented at a General Meeting
- Obtain 75% of the vote (from members who are present and entitled to vote).

The amendments must then be lodged with the Chief Executive of the Queensland Office of Fair Trading. The adoption of an updated Constitution is intended to bring our organisation into a contemporary method of governance and operation. If the special resolution is supported, then the Constitution will come into effect on approval of the Chief Executive of the Queensland Office of Fair Trading.

***Please note:***

1. A summary of the proposed amendments to the current (2013) Constitution is attached for your information.
2. Persons intending to vote on this resolution must be in attendance at the meeting. Section 40 of the current constitution specifically prohibits proxy voting.

Full copies of both the current 2013 Constitution and the proposed changes will be available in “pdf” format and can be accessed on application to the club secretary (secretary@cairnsmtb.com) Printed copies of both versions will also be available at the meeting.

**Peter Dobbin**  
Club Secretary, Cairns Mountain Bike Club Inc

## Summary of proposed amendments to the current (2013) Constitution:

- Deletion of redundant provisions within the current constitution
- Increase the management committee term to two years, with one half of members of the committee to resign at each Annual General Meeting (AGM)
- Committee candidates
  1. Removal of requirement for nominations to be given in writing to the secretary at least 14 days before the Annual General Meeting.
  2. Provide the ability for self-nominations or nominations by others
  3. Nominees and nominators to be financial members of the club
- Duties of the Secretary to include
  1. Ensuring full and complete accuracy of minutes of meetings, resolutions etc. and their central storage by digital means.
  2. The accuracy of minutes of meetings to be confirmed by vote at the next meeting by those present at that meeting (this is the current practice)
- Funds and Accounts;
  1. Delete the requirements for accounts \$100 or greater to be paid by cheque and formalise the current method of payment by Electronic Funds Transfer (EFT) after going through the appropriate approval process.
  2. Formalising 31<sup>st</sup> October as the end of the club's financial year.

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## Notice of Special General Meeting

**NOTICE IS GIVEN** that a general meeting of the members of **CAIRNS MOUNTAIN BIKE CLUB INC. IA 12335** will be held at:

**Venue:** *David McCoy Homes*  
**Address:** *75 - 77 Alfred St Manunda*  
**Date:** *Wednesday 4<sup>th</sup> December 2019*  
**Time:** *6.30pm.*

### AGENDA FOR THE MEETING

1. Welcome
2. Apologies
3. Constitution:

To consider and, if thought fit, to pass the following resolution as a Special Resolution:-

“THAT the current Rules of Cairns Mountain Bike Club Inc IA12335 be amended by replacing the existing Rules with a new set of rules titled “Constitution Mountain Bike Club Inc” in accordance with section 43 of the current Constitution.

**DATED** this 15<sup>th</sup> day of November 2019.

A handwritten signature in black ink, appearing to read "Peter Dobbin".

Peter Dobbin  
Club Secretary