



VICTORIAN  
WOMEN  
LAWYERS

## VICTORIAN WOMEN LAWYERS ASSOCIATION INC - NOTICE OF ANNUAL GENERAL MEETING

**Date:** 26 November 2013  
**Time:** 5.45pm (registration is between 5.15pm-5.45pm)  
**Venue:** Clayton Utz, Level 18, 333 Collins Street St, Melbourne

The VWL Executive invites you to join us for the 2013 AGM and end of year celebration. Details of the agenda of the AGM are below. The VWL Christmas Party will be held at the close of the AGM, at the same location.

We will send you a separate invitation with more details of the end of year celebration shortly, but you can register for both events now on the VWL website at [www.vwl.asn.au/events](http://www.vwl.asn.au/events).

Please come and join us as we celebrate the beginning of the festive season and all the successes of our community of women lawyers this past year. To assist with catering, we would appreciate it if you could register by 20 November 2013. If you have any difficulties with registration, please contact VWL's Administrator, Judy Nutter, on 9607 9390 or at [vwl@liv.asn.au](mailto:vwl@liv.asn.au)

### ORDINARY BUSINESS – MEETING AGENDA

#### Minutes

1. To confirm the minutes of the Annual General Meeting held on 28 November 2012.

#### Reports

2. To receive the annual Committee reports on VWL activities.

#### Financial report

3. To receive and consider the VWL financial statements for the 2012-13 financial year, submitted by the Committee in accordance with Part 7 of the *Associations Incorporation Reform Act 2012*.

#### Membership fee

4. To approve:
  - a. The VWL membership fee for the 2014-5 financial year; and
  - b. The date for payment of the annual membership fee.

VICTORIAN WOMEN LAWYERS

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## **Election**

5.

- a. To elect Officers of the Committee of Management:
  - i. Convenor
  - ii. Assistant Convenor
  - iii. Treasurer
  - iv. Secretary
- b. To propose an increase from 3 to 4 Ordinary Members for the 2014 Executive Committee.
- c. To elect the Ordinary Members of the 2014 Executive Committee.

## **Other business**

6. To consider any other business brought forward in accordance with the Model Rules.

By order of the Executive Committee

*Sarah Bendall, VWL Secretary, Melbourne  
12 November 2013*

## **Minutes of 2012 AGM**

The minutes of the 2012 Annual General Meeting are enclosed in preparation for their approval at item 1 of the above meeting agenda.

## **Nominations for 2014 Executive Committee**

VWL encourages all interested Ordinary members to nominate for the Executive Committee. Contrary to the advice provided to members by email on 29 October 2013, there will be no cut off time for nominating prior to the AGM. This means members can nominate for a position as late as at the AGM itself. As per the above Agenda, we also propose increasing the number of general members positions from 3 to 4 in 2014. Attached again is the Nomination form.

## **Proxy voting**

Should an ordinary member be unable to attend the Annual General Meeting, the member may appoint another member to be their proxy. Enclosed is a copy of VWL's form for the appointment of a proxy. **Please note that all forms sent electronically or by post, must be received by 5.45pm Monday 25 November 2013.** Otherwise



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members can lodge a proxy form at the AGM. Please note that only ordinary members can vote, and each has one vote.

**Members attending in person**

For members attending the meeting in person, it will be necessary to register your name for voting purposes prior to the commencement of the meeting. **Registration will commence at 5.15pm.** To ensure the AGM can begin on time, we ask members to please arrive as close to 5.15pm as possible.

**VWL's 2012-13 Financial Report**

In previous years, VWL has provided a copy of its financial statements at the AGM. This year, to allow members more time to read the document before the meeting, and to prevent the excessive use of paper, we propose to make the statements available from the VWL website from **20 November 2013.**

If any member would like a hard copy sent to them, please contact Ms Judy Nutter, VWL's Administrator, on 9607 9390 or [jnutter@liv.asn.au](mailto:jnutter@liv.asn.au).

We appreciate your support for this environmentally friendly initiative.

We look forward to seeing you on 26 November. We hope you will bring your ideas about how we can make VWL events even more successful in 2014.

If you have any queries regarding the AGM, please contact Sarah Bendall on 0412 894 500 or [sarah.bendall@gmail.com](mailto:sarah.bendall@gmail.com)

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Verity Shepherdson', with a long horizontal flourish extending to the right.

**Verity Shepherdson**  
**VWL Convenor 2013**