



## NOTICE OF 2023 ANNUAL GENERAL MEETING

The Annual General Meeting of Victorian Women Lawyers Association Inc. (A0033827Z) will be held on:

**Tuesday 28 November 2023 (arrive by 5:00pm) for a 5:15pm start at  
College of Law Victoria, Level 1/555 Bourke Street, Melbourne**

### Register to Attend

All members are welcome to attend the AGM. To assist with catering and seating, please let us know in advance if you are planning to attend by registering to attend at [www.vwl.asn.au/events](http://www.vwl.asn.au/events) by no later than **5:00pm Monday 27 November 2023**.

### Membership Status

Only **current ordinary members** are eligible to vote at the AGM and to nominate for Executive Committee positions.

Associate members are not eligible to vote or nominate for Executive Committee positions. Members intending to vote are requested to confirm that their membership status is that of an ordinary member.

If you have not yet renewed your membership for the 2023-2024 financial year, we encourage you to do so now <https://vwl.asn.au/join>.

### Proxies

Members who are unable to attend the meeting but who wish to appoint a proxy can do so by using the attached appointment of proxy form (see link 1 below). Please forward the Proxy form to VWL's Secretary Linda Hart at [vwl@vwl.asn.au](mailto:vwl@vwl.asn.au) by no later than **5:00pm Monday 27 November 2023**.

### Business of Annual General Meeting

The ordinary business of the meeting will be to:

1. confirm the minutes of the previous annual general meeting and of any general meeting held since that meeting;
2. receive from the Committee and co-chairs of the subcommittees reports upon the activities of the Association during the last 12 months;
3. confirm the Membership Fee rates for the next financial year;
4. confirm the number of ordinary Executive Committee Members for 2024;
5. elect the Executive Committee;
6. receive and consider the financial statement submitted by the Association accordance with section 100(1) of the *Associations Incorporation Reform Act 2012* (Vic).

The special business of the meeting will be to:

7. Consider and, if thought appropriate, pass the following special resolution:

*"That the Rules of Victorian Women Lawyers Association Inc. be replaced with the updated Rules as tabled at the Annual General Meeting and circulated with the Notice of Annual General Meeting.";*  
and

8. consider any other business.

A detailed Agenda for the meeting is attached (see link 2 below).

### **Special Resolution: proposed amendments to the Rules of the Association**

Documents in respect of a proposed amendments to the Rules of the Association are attached (see link 3.b) together with the proposed new Rules of Association (link 3.a), and link and VWL's existing Rules of Association (link 3.c) for your reference. The Executive Committee will be seeking approval for these amendments during the AGM.

### **Executive Committee Elections**

We are seeking nominations for all positions on the VWL Executive Committee.

A short description of the roles of the Executive Committee is attached (link 4.a). More information about Executive Committee member obligations and duties can be found in VWL's [Executive Charter](#) and [Rules of Association](#).

Please complete the attached (link 4.b) nomination form and return it to the VWL Secretary (Linda Hart at [vwl@vwl.asn.au](mailto:vwl@vwl.asn.au)) by **Tuesday 21 November 2023** should you wish to stand for nomination.

If the number of nominations received exceed the positions available, a ballot will be held at the AGM and nominees will be asked to make a short stump speech. If insufficient nominations are received, those people nominating will stand elected and nominations will be sought at the AGM for any remaining vacancies.

### **Minutes of the 2022 AGM**

The minutes of the 2022 Annual General Meeting will be tabled at the AGM. The minutes are also attached (link 6).

### **Post-AGM end of year celebration**

The VWL end of year celebration will take place immediately following the AGM.

If you have any queries regarding the AGM, please contact VWL Secretary Linda Hart at [vwl@vwl.asn.au](mailto:vwl@vwl.asn.au).



**Sophie Lefebvre**  
President  
Victorian Women Lawyers

### **Attachments:**

1. [Appointment of Proxy Form](#)
2. [Agenda for Annual General Meeting](#)
3. Special Resolution:
  - a. [Draft: Proposed Amended Rules of Association \(marked up\)](#)
  - b. [Explanatory materials](#)
  - c. [Current Rules of Association](#)
4. Executive Committee
  - a. [Roles & Responsibilities of Executive Committee Members](#)
  - b. [Nomination Form for Executive Committee](#)
5. Financial Report: [Profit and Loss Statement & Balance Sheet for 2022-23 year](#)
6. [Minutes of 2022 AGM](#)