

# NOTICE OF ANNUAL GENERAL MEETING



Wednesday 27<sup>th</sup> October 2010

Library - 2<sup>nd</sup> Floor, Statewide Resources Centre  
150 Palmerston Street, Carlton

**6.00pm**

(light refreshments will be available)

**Speaker: Leyla Acaroglu**

Director of Eco Innovators, animation writer and  
producer of "the secret life of things" website.

*All are invited to join us at the Bangkok Rain restaurant for dinner after the meeting.*

Please RSVP to [admin@datta.vic.edu.au](mailto:admin@datta.vic.edu.au) by Monday 18<sup>th</sup> October  
for catering purposes at the AGM and also bookings for the restaurant.

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## AGENDA

1. Welcome
2. Speaker: Leyla Acaroglu, Eco Innovators Pty Ltd
3. Minutes of the 2009 AGM
4. Reports
  - President's Report (Jill Livett)
  - Financial Report (Mark Pengilley – Treasurer)
  - Thinker On Line Report (Kurt Seeman)
  - Strategic Partnerships Program Report (John Long)
  - Professional Learning Report (John Long)
  - Membership Report (Judy Moore)
5. Proposed Motions to alter the Constitution:

Please refer to the attached sheet outlining proposed changes to the DATTA Vic constitution (DATTA Vic constitution available on the DATTA Vic website)

Motion: That all amendments to the constitution, as outlined in the proposed changes document attached, be accepted.

Proposed: Jacinta O'Leary

Seconded: Lauren Zovi
6. Election of Office Bearers (Board)
  - \* President
  - \* Vice Presidents (2)
  - \* Treasurer
  - \* Secretary
  - \* General Committee

### ELECTION OF OFFICE BEARERS

*If you would like to nominate yourself or someone else for the Board, please complete a nomination form and forward it to the DATTA Vic office, 150 Palmerston Street, Carlton by Friday 22<sup>nd</sup> October 2010*

# DATA Vic Annual General Meeting

27<sup>th</sup> October, 2010

## Nomination Form For DATA Vic Board and Executive 2010/11

Nominations are called for the positions listed below. Please return the completed form by fax or post to the above address attention Judy Moore by Monday, 25th October, 2010.

President  
Vice President (2)  
Secretary  
Treasurer  
General Board

### Nominee:

Name ..... Member No. ....

Position .....

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### Proposer:

Name ..... Member No. ....

School / organisation ..... Signature: .....

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### Secunder:

Name ..... Member No. ....

School / organisation ..... Signature: .....

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### Nominee Consent

Name ..... Member No. ....

School / organisation ..... Signature: .....

Address

.....

Suburb ..... Post Code: .....

Phone Contact Work ..... Mobile: .....

Email: .....

*NOMINATION FORMS WILL NOT BE ACCEPTED ON THE NIGHT*

# ***DATTA Vic***

**Design and Technology Teachers' Association Victoria**

## **FORM OF APPOINTMENT OF PROXY**

**AGM – 27<sup>th</sup> October , 2010**

I, .....

*(name)*

School / organization .....

Address .....

Suburb ..... Post Code: .....

being a member of Design and Technology Teachers' Association Victoria (DATTA Vic)

appoint .....

*(name of proxy holder)*

School / organization .....

Address .....

Suburb ..... Post Code: .....

being a member of that Incorporated Association, as my proxy to vote for me on my behalf at the Annual General Meeting of the Association to be held on Wednesday 27<sup>th</sup> October 2010 and at any adjournment of that meeting.

My proxy is authorised to vote **in favour of/against\*** the following resolution/s (as attached – Proposed changes to the DATTA Vic. constitution. (\*Please circle)

Motion: That all amendments to the constitution, as outlined in the proposed changes document attached, be accepted.

Proposed: Jacinta O'Leary

Seconded: Lauren Zovi

.....  
Signed  
Date

## Proposed Changes to the DATTA Vic Constitution 2010 Annual General Meeting:

### *From the DATTA Vic Board*

*For the context of each change, please refer to the DATTA Vic constitution – this can be found on the DATTA Vic website – [www.datta.vic.edu.au](http://www.datta.vic.edu.au) Go to the “about us” page to download the constitution as a PDF file.*

### September 2010

#### Change of terminology in the constitution

Change all references in the DATTA Vic constitution that use the term “Technology” to “Design and Technology”

*Rationale: This reflects the inclusion of “Design” in the association’s name*

#### Changes to specific numbered points

- 1.4 Change recipient of correspondence from “C/- Education Officer” to “C/-Secretary”  
*Rationale: DATTA Vic does not currently employ an Education Officer and the Secretary is a more appropriate recipient of communications regarding the association*
- 2.2.b Remove reference to the President as the Public Officer  
*Rationale: brings constitution into line with new rulings that the Secretary is viewed as the Public Officer*
- 4.1 Change membership categories from “Tertiary” to “Tertiary Institution”  
*Rationale: increases the clarity of membership categories*
- 9.5 Add a new dot point – “The rules that govern a quorum for the Annual General Meeting will follow the Quorum at General Meeting rules as outlined in Section 13”
- 10.9 Add a new dot point – “The rules that govern a quorum for a Special General Meeting will follow the Quorum at General Meeting rules as outlined in Section 13”  
*Rationale for 9.5 and 10.9: quorum rules for an Annual General Meeting and a Special General Meeting are currently not specified. These rules should be clear and consistent*
- 16.1 Remove reference to Appendix 14 as this doesn’t exist – possibly a misprint. An outline of membership voting allocations that reflects school/organization membership is needed – change the wording of 16.1 from “a member has one vote only in accordance with the Category of Membership (see appendix 14)” to “the allocation of voting rights will be allocated according to the appropriate membership category (also as outlined in Appendix 3)”
- Individual – 1 member voting right,
  - Associate – 1 member voting right,
  - Schools and Institutions
    - Primary School – 2 voting rights for the school (determined by the school),
    - Secondary School – 3 voting rights (determined by the school),
  - Tertiary Institution – 1 voting right (determined by the institution)”
- Rationale: So that the number of votes per organisation is clear, and reflects the membership payment rate*
- 21.1.d Secretary – add (public officer) next to the listing of the Secretary
- 21.5 President: remove – “Shall be the Public Officer”  
*Rationale: As in 2.2.b - brings constitution into line with new rulings that the Secretary is viewed as the Public Officer*
- 32.4 Add a new dot point – “Funds may be invested in Term Deposits at bank/financial institution nominated and accepted at a board meeting. The deposit should not exceed 60% of the current funds held.”  
*Rationale: to allow the Association to financially benefit from the funds accrued by the association, within a responsible framework*

- 32.5 Add a new dot point – “A credit card may be obtained for a DATTA Vic employee, through a bank/financial institution nominated and accepted at a board meeting, subject to a \$2000 limitation, for the intention of purchasing goods or other requirements for the work of DATTA Vic or for the purchase of travel and accommodation expenses as required for conference speakers. Purchases of more than \$500 shall be upon the prior approval of at least two Executive signatories.”  
*Rationale: to allow the office employees to purchase smaller items needed in the smooth running of the association’s activities, and to provide some form of check when purchasing larger items. A \$2000 limit reduces the financial exposure*
- 33.c Electronic or facsimile transmission, remove “if the member has requested that the notice be given to him or her in this manner” replace with “if the members electronic or facsimile details are shown in the register of members”  
*Rationale: increases ease of DATTA Vic’s communication with members, and reflects the current use of electronic communication*
- 33.c *Add* “If the membership is a school or institution based membership, notice must be sent to a representative at the school or institution via post, electronic or facsimile transmission”  
*Rationale: Not addressed in current rules*
- 36.3 Remove – “ & the Education Officer”  
*Rationale: as for 1.4 – no Education Officer currently employed*

### Changes to Appendices

Appendix 1 Change from “Application for Membership of the DATTA Vic” to “Application for Membership of the DATTA Vic **Board**”

*Rationale: Appendix in its original form is not appropriate as part of the process of becoming a member of the Association, but is needed as part of the process of becoming a board member*

Appendix 2 and 3 - Proxy Forms

Combine and create a new Appendix 2, to be used for all types of association meetings (currently App. 2 is specified for a General Meeting under Rule 7.7 – a meeting to discipline, suspend or expel a member)

- Remove “Convened under the rule 7.7” – reference to the disciplinary meeting
- Insert 2 check box choices, one that gives a clear indication of voting for or against a motion, and the other giving the holder of the proxy vote authorization to vote on their behalf.

*Rationale: to streamline the proxy forms and make them useful in a range of meeting situations*

Appendix 4

- change to Appendix 3

*Rationale: renumbering due to the removal of the previous Appendix 3*

- change ‘Tertiary’ to ‘Tertiary Institution’

*Rationale: as for 4.1*

- Include a statement of the membership voting rights as outlined in 16.1 and change the title of the appendix from “Schedule of Fees” to “Schedule of membership fees and voting rights”

*Rationale: makes the appendix clearer and more informative (in line with the changes made in 16.1)*