

## **NOTICE OF SPECIAL GENERAL MEETING TO ADOPT AN AMENDED CONSTITUTION**

*Following extensive consultation our Rules have been finalised, to incorporate member feedback and meet legislated requirements following legal review.*

*The draft Rules of Incorporation for Pony Club Victoria (our proposed Constitution) are now being forwarded to all individual members and Member Clubs to look at, consider, ask final questions about, and vote on.*

*These Rules have been endorsed by State Council as the best way forward for our organisation, in a manner that has considered all Member Clubs (and members, of course) needs.*

*The Rules will help move Pony Club Victoria into the future. Your representatives that have worked to get these Rules right - State Council (your zone representatives and executive members), and co-opted representative members on the Pony Club Victoria Governance Subcommittee strongly recommend your 'Yes' vote at the Special General Meeting, so we can provide the best governance possible for our Members.*

*During the consultation some members raised their concerns about a Procurement Policy. A draft of this can be found on the Pony Club Victoria website.*

*Any queries, please contact our Executive Officer Rick Gill, your zone representative, or State Council executive members, to talk about what the change means and any details in the Rules and what it might mean.*

*More information about how voting will be conducted at the Special General Meeting will be provided later.*

*The Special General Meeting will follow the Pony Club Victoria Annual General Meeting, on 10 October 2020, and we will let you know more details as we work through the challenges of our COVID-19 restrictions.*

*We take this opportunity to thank every individual member and all member clubs who gave their feedback.*

*The key changes are listed below:*

1. Change of name of association;
2. Statement of purpose altered to better reflect our associations current aims;
3. Board composition altered with equal and balanced representation of independent directors as well as directors representing the members – President and Vice President roles removed with new a Board structure, no casting vote, appointments to fill gaps (skills/diversity/geographics). This enables a direct path/connection to grass roots;
4. Restriction to time served on Board to keep the Board 'fresh' with new ideas. This provides opportunity to nominate known/familiar individuals to further the aims of Pony Club;
5. Positions filled with casual vacancy are up for election at next AGM rather than at end of term. This ensures members have a say and vote in as many Directors possible;
6. Management of funds – supports development of policy to define level of spending according to designation and role for both volunteer and paid roles in the organisation. This will allow financial accountability levels to reflect authority to spend within specified limits, based on member input;
7. Simplification of the voting system for meetings with inclusion of absentee voting, removal of proxy voting and also the introduction of technology for conducting meetings.

## **NOTICE OF SPECIAL GENERAL MEETING AND AGENDA**

To be held via Zoom meeting.

Saturday 10 October 2020 at 12pm, following the PCV AGM

Clubs may vote in person or by proxy.

State Council, having consulted widely with Members, proposes that amended Rules be considered for adoption by Special Resolution. If passed by a 75% or more majority of Member Clubs either in person or by proxy, the amended Rules will be provided to Consumer Affairs Victoria, and upon submission to Consumer Affairs Victoria be adopted by Pony Club Victoria.

It is further proposed that the name of the association be changed from Pony Club Association of Victoria, inc, to Pony Club Victoria, inc.

As the SGM will be required to be conducted by video conference due to COVID-19 restrictions a registration system will be in place for this meeting and the AGM.

### **SGM and AGM**

To vote at the SGM and AGM, your club delegate or proxy **MUST** be registered using the attached form, which can be emailed back to PCV. Please do not post.

All members and stakeholders may attend the AGM and SGM Zoom meeting, however only registered delegates and proxies may vote.

All Club Delegates and proxies must be registered as a member on MyPonyClub to ensure only Pony Club Victoria members are in attendance.

**PLEASE NOTE: YOU MUST REGISTER FOR BOTH MEETINGS.**

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### **Annual General Meeting**

When: Oct 10, 2020 10:00 AM

Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZ0rd-ugrT8jGty3xtO-YAnkCm8UYQoRUIUL>

After registering, you will receive a confirmation email containing information about joining the meeting.

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### **Special General Meeting**

When: Oct 10, 2020 12:00 PM

Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZ0kf-qrqzloGdyCEL15g775xBrOSwGvM3qX>

After registering, you will receive a confirmation email containing information about joining the meeting.

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**PLEASE NOTE: YOU MUST REGISTER FOR BOTH MEETINGS.**

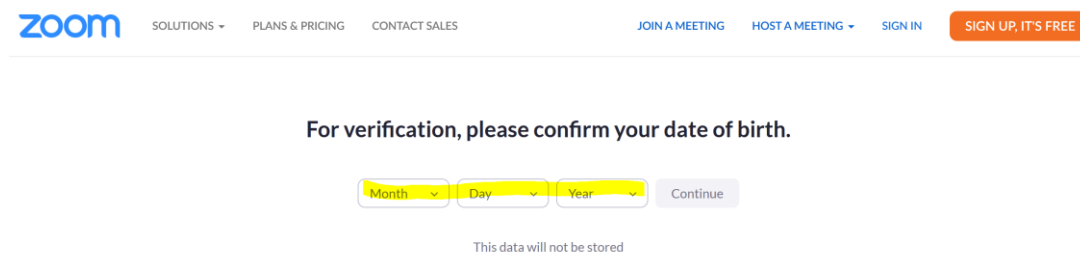
## NOTES FOR THE ZOOM MEETING

For the Annual General Meeting and for the Special General Meeting it will be necessary to have a Zoom account.

To avoid delays please ensure you have an account before the day of the meeting. A Zoom account is free and easy to obtain. If you already have a Zoom account, you do not need to obtain another account.

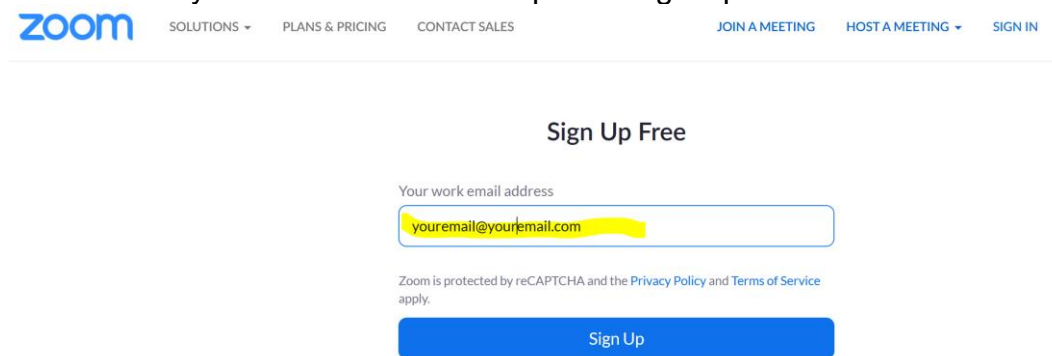
### Instructions if you do not already have a Zoom account:

1. Visit <https://us02web.zoom.us/signup>. Enter your date of birth and press 'Continue'



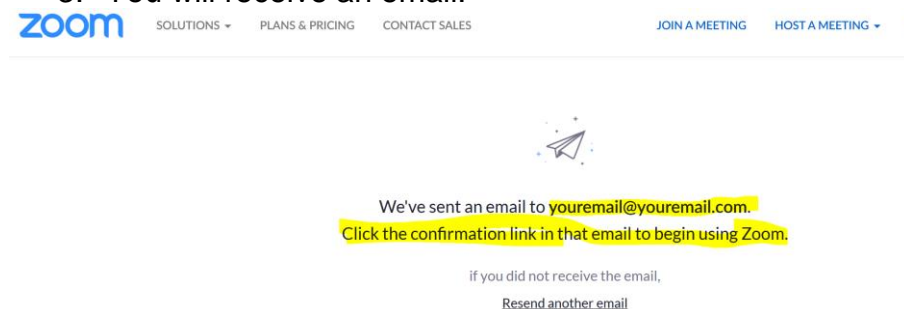
The screenshot shows the Zoom website's sign-up process. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, and SIGN IN. A prominent orange button says "SIGN UP, IT'S FREE". Below the navigation, the text reads "For verification, please confirm your date of birth." There are three dropdown menus for "Month", "Day", and "Year", followed by a "Continue" button. A small note below the dropdowns states "This data will not be stored".

2. Enter your email address and press 'Sign Up'



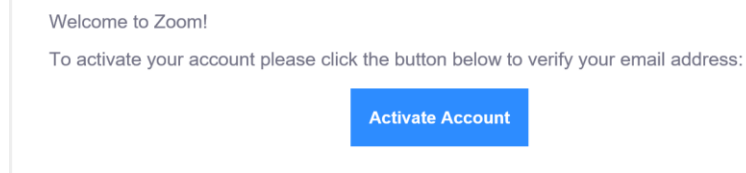
The screenshot shows the "Sign Up Free" section of the Zoom website. It features the Zoom logo and navigation links. The main heading is "Sign Up Free". Below this, there is a text input field labeled "Your work email address" containing the placeholder "youremail@youremail.com". A note below the field states "Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply." A large blue "Sign Up" button is positioned below the input field.

3. You will receive an email.



The screenshot shows the Zoom website's confirmation step. It features the Zoom logo and navigation links. A paper airplane icon is centered above the text. The text reads: "We've sent an email to youremail@youremail.com. Click the confirmation link in that email to begin using Zoom." Below this, it says "if you did not receive the email," followed by a link that says "Resend another email".

4. Go to your email and click the Activate Account button.



The screenshot shows an email confirmation page from Zoom. It starts with "Welcome to Zoom!". Below that, it says "To activate your account please click the button below to verify your email address:". A large blue button labeled "Activate Account" is centered on the page.

5. You will then be able to sign in to Zoom. On the day of the meeting, ensure you are still signed in and join the PCV meeting by clicking the link in the meeting email sent to you when you registered.

## Q. The email sent to me by Zoom says I already have an account?

1. If you already have an account after carrying out the above steps, your email sent to you when you signed up will request you sign in. Click Sign In

You recently visited our sign up page using an email which has already been registered and activated. Click the button below to sign in.



2. If you cannot remember your password, click the 'Forgot?' link

Sign In

Email Address  
youreemail@youreemail.com

Password  
..... [Forgot?](#)


Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign In

3. Next, enter your email address, tick the reCaptcha 'I am not a robot' box. Forgot your password?

Don't worry, Resetting your password is easy, just tell us the email address you registered with Zoom.

youreemail@youreemail.com

I'm not a robot 

Send

4. Check your email for a password reset. Click the link to change your password.

Zoom password reset confirmation

 Zoom <no-reply@zoom.us>  
To:  rick@decoy.com.au

Hello

There was recently a request to change the password on your account.

If you requested this password change, please click the link below to set a new password within 24 hours:

[Click here to change your password](#)

5. Enter your new password and click 'Save',

6. Next, click on Go to My Meetings, You are now signed into your own account. At the time of the meeting, click on the AGM or SGM Meeting link sent to you by Pony Club Victoria to join the meeting. Please call the State Office if you have any issues.

### Reset Your Password

Hi please set your new password for login.

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Password must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both uppercase and lowercase characters

.....

Save

### Reset Your Password

Hi Rick Gill, Your password was changed successfully.

Go to My Meetings

AGENDA

1. OPEN SPECIAL GENERAL MEETING 12.PM
2. PRESENT
3. APOLOGIES
4. APPOINT RETURNING OFFICER
5. SPECIAL BUSINESS

The following special resolutions will be proposed for adoption by Member Clubs present in person or by proxy (including electronically) with a 75% or more majority vote.

Special Resolution A:

That the name of the Association be changed from "Pony Club Association of Victoria inc", to "Pony Club Victoria inc".

Special Resolution B:

That Pony Club Victoria Inc applies for registration of a constitution to replace that registered with Consumer Affairs Victoria pursuant to the Associations Incorporation Reform Act 2012, and taking effect on the date of its uploading to the Consumer Affairs Victoria website the former constitution of Pony Club Victoria be replaced with the constitution contained in Annexure A to this notice.

6. CLOSE SPECIAL GENERAL MEETING

Yours sincerely,



Rick Gill  
EXECUTIVE OFFICER

1 September 2020

**PROXY APPOINTMENT FORM**

I, \_\_\_\_\_

of \_\_\_\_\_ Pony Club

hereby appoint the Chairman of the meeting as our Proxy

**OR**

hereby appoint \_\_\_\_\_ PCV Member Number \_\_\_\_\_

as our Proxy

TO VOTE ON OUR BEHALF AS INDICATED BELOW AT THE AGM AND SPECIAL GENERAL MEETING TO BE HELD ON SATURDAY 10<sup>TH</sup> OCTOBER, 2020.

\_\_\_\_\_(signed) President or Secretary

\_\_\_\_\_(date)

**AGM**

That the Financial Report be accepted

YES

NO

Please mark an 'X' on one response.

That Crowe Horwath be appointed as the auditors for 2020/2021 financial year

YES

NO

Please mark an 'X' on one response.

**SGM**

Special Resolution A:

That the name of the Association be changed from "Pony Club Association of Victoria inc", to "Pony Club Victoria inc".

YES

NO

Please mark an 'X' on one response.

Special Resolution B:

That Pony Club Victoria Inc applies for registration of a constitution to replace that registered with Consumer Affairs Victoria pursuant to the Associations Incorporation Reform Act 2012, and taking effect on the date of its uploading to the Consumer Affairs Victoria website the former constitution of Pony Club Victoria be replaced with the constitution contained in Annexure A to this notice.

YES

NO

Please mark an 'X' on one response.

Form to be returned to Pony Club Victoria electronically to [executiveofficer@ponyclubvic.org.au](mailto:executiveofficer@ponyclubvic.org.au) by 10:00am Thursday 8<sup>th</sup> October 2020

**DELEGATE APPOINTMENT FORM**

I, \_\_\_\_\_  
of \_\_\_\_\_ Pony Club  
hereby appoint \_\_\_\_\_ PCV Member Number \_\_\_\_\_

AS OUR DELEGATE AT THE AGM AND SPECIAL GENERAL MEETING TO BE HELD ON  
SATURDAY 10<sup>TH</sup> OCTOBER, 2020 TO VOTE ON OUR BEHALF.

\_\_\_\_\_ (signed) President or Secretary

\_\_\_\_\_ (date)

NOTE: A CLUB CAN ONLY APPOINT A DELEGATE **OR** A PROXY (NOT BOTH)

Form to be returned to Pony Club Victoria electronically to [executiveofficer@ponyclubvic.org.au](mailto:executiveofficer@ponyclubvic.org.au) by  
10:00am Thursday 8<sup>th</sup> October 2020