

Australasian Society for Intellectual Disability Ltd (ASID)  
ABN 41 000 865 823

**Annual General Meeting**  
Thursday, 13 November 2025 – 5:00 pm AEDT / NZDT 7:00 PM NZDT

**Notice of Annual General Meeting**

Dear ASID Member,

The Annual General Meeting of the **Australasian Society for Intellectual Disability Ltd** will be held on Thursday, 13 November at 5:00 pm AEDT / 7:00 pm NZDT. You can attend in person or by zoom. The in-person meeting will be in one of the rooms at the ASID conference in Sydney. It will be the Wattle Room, of the Aerial Function Centre – UTS, Building 10, Level 7/235 Jones St, Ultimo NSW 2000.

We will send you a meeting link if you want to attend by zoom. If you want to attend the AGM please register with the secretariat. You should email [secretariat@asid.asn.au](mailto:secretariat@asid.asn.au)

**Attached to this notice are:**

- the meeting agenda
- the minutes of last year's annual general meeting
- a proxy appointment form – complete this form if you cannot attend and want someone else to vote for you.
- information about a special resolution

**At the AGM, members will have the opportunity to:**

- find out about ASID activities and its finances
- ask questions about what ASID has been doing and its financial position.

**At the meeting, members will be asked to vote on several issues:**

- the minutes of the last annual general meeting
- the annual report
- the auditor's report and annual financial statements
- the auditor
- changes to the ASID constitution

Yours faithfully



Christine Bigby  
President, ASID Ltd



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### Agenda

1. Meeting open and confirmation of quorum
2. Acknowledgment of Country
3. Apologies
4. Declaration of proxies
5. Confirmation of previous AGM minutes

*MOTION: That the minutes of the 2023 Annual General Meeting held on 28 November 2024 be approved as a true and accurate record of the meeting*

6. Presentation of President's Report and Annual Report
7. Consideration of 2024/2025 Audited Financial Statements
8. Appointment of Auditor

*MOTION: That Bentleys Tasmania Audit Pty Ltd be appointed as auditor for the Society for the 2025/2026 financial year*

9. Special resolutions – Changes to the ASID constitution (see explanatory document for more information)
  - 9.1. Majority required for passing resolutions outside of Board meetings

*MOTION: That the existing Clause 14.15 of the Constitution be amended as follows:*

*14.15. Circulating resolutions*

*The Board may pass a resolution without a Board meeting being held if seventy five percent or more of the Directors who are entitled to vote on the resolution sign a document, including a document conveyed electronically, containing a statement that they are in favour of the resolution set out in the document. Separate copies of a document may be used for signing by Directors if the wording of the resolution and statement is identical in each copy. The resolution is passed when the seventy five percent majority is achieved.*

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9.2. Divisional Committees are no longer compulsory for each State. International ASID members will be exempt from ASID Membership Divisions.

*MOTION: (1) That the existing Clause 3.1 of the Constitution be amended to read:*

*3. STRUCTURE*

*3.1. ASID Divisions*

*The Company shall be organised as follows:*

- a) The Membership shall be divided into Divisions (see clauses 3.2 and 4), with the exception of members who do not live in Australia and New Zealand who will not be attached to a Division*
- b) Each Division may be represented by a Divisional Committee (see clause 11)*
- c) The Board shall be ultimately responsible for the governance and operation of the Company (including the Divisional Committees).*

*(2) That the existing Clause 11.1 be amended to read:*

*11. 1 Divisional Committees*

*A Divisional Committee may be formed and maintained for each Division.*

9.3. Exclusion of a member of a Divisional Committee.

*Motion: That a clause 11.6 be inserted into the Constitution as follows:*

*11.6 Exclusion of a member from a Division*

- a) A Divisional Committee may exclude a member, including a person who is a Divisional Committee member, from the work of a Division for a period of up to 3 years.*
- b) The Division Committee may make the decision by a simple majority vote.*



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*c) In making this decision, a Divisional Committee may observe the principles of procedural fairness but does not have to do so.*

*d) If the person who is excluded is a current Divisional Committee member, their Divisional Committee membership ceases, and they are ineligible for re-election for the period of exclusion established by the Committee unless the Committee revokes the resolution.*

*e) A member so excluded may appeal their exclusion to the Board.*

10. Results of the election of Directors

11. Meeting close



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Appointment of Proxy

I, ..... (full name)

of ..... (full address)

being a financial voting member of the Australasian Society for Intellectual Disability Ltd,

**APPOINT**

..... (full name of proxy)

or, in their absence, appoint the Chairperson AS MY PROXY to vote for me on my behalf at the ASID 2025 Annual General Meeting to be held on Thursday, 13 November 2025 and at any adjournment of that meeting.

SIGNED ..... (member's signature)

DATE .....

NOTES:

- A member may appoint one proxy
- A proxy must be a financial voting member of ASID
- Proxies must be received by the office by 5:00 PM AEDT on Tuesday 11 November 2025 by email to [secretariat@asid.asn.au](mailto:secretariat@asid.asn.au)