



**THE ISLAMIC SCHOOLS OF VICTORIA (WERRIBEE COLLEGE) INC.**  
**trading as AL-TAQWA COLLEGE (ABN 32 079 146 958)**

## **NOTICE OF ANNUAL GENERAL MEETING OF MEMBERS**

The Annual General Meeting of the Islamic Schools of Victoria (Werribee College) Inc. trading as AL-TAQWA COLLEGE is to be held at the School's Administration Board Room located at 201 Sayers Road, or by telecommunication means if Australian Federal and Victoria State Government restrictions continue to apply on that date, on **Monday, 30 May 2022 at 3.30pm.**

### **ORDINARY BUSINESS OF MEETING OF MEMBERS**

The ordinary business of the meeting:

1. To confirm the minutes of the previous annual general meeting held on 27 May 2021;
2. To receive and consider:
  - i. the annual report of the activities of the Al-Taqwa College for the year ended December 2021, and
  - ii. the financial statements on the financial affairs of Al-Taqwa College for the year ended 31 December 2021, submitted by Al-Taqwa College to members in accordance with Part 7 of the Associations Incorporation Reform Act 2012 (Vic); and
3. To elect the ordinary members of the Board;
4. To confirm the annual membership fee and joining fee for members of Al-Taqwa College.

by authority of the Board of Al-Taqwa College.  
Rahany Osman – Secretary

Monday, 9 May 2022

## INSTRUCTIONS

The Board of Directors welcomes all members of the school community to attend the 2022 Annual General Meeting of Al-Taqwa College.

The AGM provides you with an opportunity to meet and hear from members of the Board and the Auditor to the Schools financial statements, as well as participate and contribute toward the future of your school.

Please make every effort to attend this meeting. If you have paid your subscription fees, you have a right to vote. However, if you are unable to attend, you may appoint a proxy to vote on your behalf.

### Membership

Pursuant to rule 7 of the Rules for the Islamic Schools of Victoria (Werribee College) Inc. a natural person is eligible to be nominated as a member of Al-Taqwa College if that person —

- a) has at least one child currently enrolled at a school run by the Association; or
- b) is over the age of 18 and is a former student of a school run by the Association; and
- c) supports the purposes of the Association.

A member who is entitled to vote has the right—

- a) to receive notice of general meetings and of proposed special resolutions in the manner and time prescribed by these Rules; and
- b) to submit items of business for consideration at a general meeting; and
- c) to attend and be heard at general meetings; and
- d) to vote at a general meeting; and
- e) to have access to the minutes of general meetings and other documents of the Association as provided under rule 74; and
- f) to inspect the register of members.

A member is not entitled to vote at any general meeting unless all moneys due and payable by him or her to Al-Taqwa College have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

The 2022 Membership will expire on 30 June 2022. The current joining fee is \$75.00 and the subsequent annual membership fee is \$75.00. A membership form to join or renew is enclosed. Membership application forms must be received no later than Friday 20<sup>th</sup> May 2022 at 3.30pm (COB) to be eligible to vote at the Annual General Meeting.

### Proxies

1. A member entitled to attend and vote at the Annual General Meeting may appoint another member as his or her proxy to vote and speak on his or her behalf at the annual general meeting.
2. The appointment of a proxy must be in writing and signed by the member making the appointment.
3. The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.
4. A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
5. A form appointing a proxy sent by post or electronically is of no effect unless it is received by Al-Taqwa College addressed to the secretary at the registered office at 201 Sayers Road, Truganina, Victoria 3029, no later than 24 hours before the commencement of the meeting.

### Inquiries

All inquiries should be directed to the Secretary, Ms Rahany Osman, at Al-Taqwa College, PO Box 1103, Werribee Plaza, Hoppers Crossing VIC 3029.

Phone: 03 9269 5000

Fax: 03 9269 5070

email: [rosman@wicv.net](mailto:rosman@wicv.net)



**THE ISLAMIC SCHOOLS OF VICTORIA (WERRIBEE COLLEGE) INC.  
trading as AL-TAQWA COLLEGE (ABN 32 079 146 958)**

This Explanatory Memorandum is provided to members to explain the special resolution to be

EXPLANATION OF RESOLUTIONS

**Resolution 1 – Minutes of previous meeting:**

The minutes of the 2021 annual general meeting held on **27 May 2021** be tabled by the secretary to the meeting. The members to confirm that the minutes are an accurate record of the previous meeting. All present may vote on the resolution, whether or not they were present at the last annual general meeting.

**Resolution 2–Annual Report and the Financial Statement on the financial affairs of Al-Taqwa College for the year ended 31<sup>st</sup> December 2021**

- i. The annual report from the Board on the activities of Al-Taqwa College for year ended 31<sup>st</sup> December 2021 is read to the members. Members are asked to pass a resolution to receive the report.
- ii. The financial statement on the financial affairs of Al-Taqwa College for the year ended 31 December 2021 is prepared in accordance with requirements of the Associations Incorporation Reform Act 2012 (Vic). As a Tier 3 organisation, the financial accounts supporting the financial statement have been audited by independent auditors, BDO Melbourne. Members are asked to pass a resolution approving the financial statement as an accurate record of the financial position in the financial year ended 31 December 2021.

**Resolution 3 - Elect the ordinary members of the Board:**

The Board consists of four officers of the Al-Taqwa College and two ordinary members selected under rule 52 of the Rules for the Islamic Schools of Victoria (Werribee College) Inc.

At the annual general meeting, separate elections must be held to appoint the officers of Al-Taqwa College and include:

- (a) a Chairman;
- (b) a Deputy-Chairman;

(c) a Secretary; and

(d) a Treasurer.

A single election is held to appoint the position of two ordinary members.

Nominations for positions on the Board received by the Secretary before the meeting are read to the members. If there are fewer nominations than there are positions available on the committee, the chairperson may call for any additional nominations at the meeting. If there is only one candidate for a position, the chairperson will state that the candidate has been elected (without a vote being taken). However if there are more nominations than there are positions available on the committee, or if there is any opposition to a nomination, a secret ballot is undertaken.

**Resolution 4 - To confirm the annual membership fee and joining fee for members of Al-Taqwa College:**

Members are requested to confirm the membership joining fee of \$75.00 and annual membership fee of \$75.00.

**APPLICATION FOR MEMBERSHIP**  
**THE ISLAMIC SCHOOLS OF VICTORIA (WERRIBEE COLLEGE) INC.**  
(Trading as “Al-Taqwa College”)

I, \_\_\_\_\_ (full name of applicant)

Of \_\_\_\_\_ (address)

\_\_\_\_\_ (occupation)

desire to become a member of The Islamic Schools of Victoria (Werribee College) Inc.  
In the event of my admission as a member, I agree to be bound by the Rules of Al Taqwa  
College for the time being in force.

.....  
Signature of Applicant Date

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I, \_\_\_\_\_ (name)

Being a member of Al Taqwa College, nominate the applicant, who is personally known to  
me, for membership of Al Taqwa College.

.....  
Signature of Proposer Date

I, \_\_\_\_\_ (name)

Being a member of Al Taqwa College, second the nomination, who is personally known to  
me for membership of Al Taqwa College.

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Signature of Seconder Date

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**Mail to: The Secretary, Nominations, Islamic Schools of Victoria (Werribee College) Inc, PO Box 1103  
Werribee Place, Hoppers Crossing Vic 3029 or Fax to 03 9269 5070.**

**FORM OF APPOINTMENT OF PROXY**  
**THE ISLAMIC SCHOOLS OF VICTORIA (WERRIBEE COLLEGE) INC.**  
(Trading as "Al-Taqwa College")

I, \_\_\_\_\_  
(full name of applicant)

of \_\_\_\_\_  
(address) being a member of Al Taqwa College,

appoint \_\_\_\_\_  
as my proxy to vote on my behalf at the annual general meeting of Al Taqwa College  
to be held at 3.30pm on Monday 30<sup>th</sup> May 2022, at the College's Board room.

My proxy is authorized to vote in favour of/against (delete as appropriate) the following Resolutions:

Resolution 1:	Minutes of 2021 annual general meeting	Favour / Against
Resolution 2(a):	2021 Annual Report to members	Favour / Against
Resolution 2(b):	Financial accounts for year ended 31 / 12 / 2021	Favour / Against
Resolution 3:	Members of the Board	Favour / Against
Resolution 4:	Joining fee and annual membership fee	Favour / Against

.....  
Signature of Member

.....  
Date

**Mail to: The Secretary, Islamic Schools of Victoria (Werribee College) Inc, PO Box 1103 Werribee Plaza, Hoppers Crossing Vic 3029 or Fax to 03 9269 5070.**

*The Appointment of Proxy Form (or a document including all the information and signatures required on the form) appointing a proxy must be deposited with the Secretary 24 hours prior to the commencement of the meeting. This confers authority on the designated person to vote both by show of hands and ballot*