



Thursday 29 October 2020

**Notice of Annual General Meeting, Friday 19 November 2020 at 5.00 pm**

Dear STAV Member,

The Annual General Meeting of Science Teachers' Association of Victoria Inc. will be held via **virtual meeting on Thursday 19 November 2020 at 5.00pm.**

Consumer Affairs Victoria (CAV) has provided advice for incorporated associations to help manage obligations during the coronavirus (COVID-19) crisis. From midnight 25 March 2020, incorporated associations conducting meetings have been required to observe social distancing measures to combat the spread of coronavirus (COVID-19).

CAV has recommended using alternative means to hold meetings, including teleconference or video conference and notes the *Associations Incorporation Act 2012* (the Act) permits members to take part in general meetings by using technology that allows members to clearly and simultaneously communicate with each other, regardless of the incorporated association's rules regarding this.

The STAV Annual General Meeting (AGM) will be conducted virtually via *Zoom*. To attend the AGM, you will need to have online access to Zoom (either using the application or through a web browser). To confirm adequate technology support for conducting the STAV AGM and in order to enable us to provide you with a Zoom meeting link to the AGM and participant ID, we require that all members wishing to attend the AGM, whether in person or via proxy, register their attendance by emailing [stav@stav.vic.edu.au](mailto:stav@stav.vic.edu.au) by **no later than Thursday 12 November at 5.00 pm**. For verification purposes, you will need to provide your name, email address and STAV membership number in your email to [stav@stav.vic.edu.au](mailto:stav@stav.vic.edu.au)

A Zoom meeting link (with participant ID) which will be emailed to each member who has registered their attendance with us in accordance with the above procedures in the week beginning Monday 16 November 2020.

If you are unable to attend the AGM via this virtual meeting due to technical difficulties, please contact the STAV Office Administrator, Natalija Borizovski, at [admin@stav.vic.edu.au](mailto:admin@stav.vic.edu.au) before 5.00 pm on Thursday 12 November 2020.

The Agenda and Proxy Appointment Form are attached to this notice. All AGM documents, including the President's Report, the Treasurer's Report and the Financial Accounts for the Association may be found on the STAV website: <http://www.stav.org.au/html/theAssoc.html>

Members may appoint a proxy to attend the AGM and vote in that Member's stead. To appoint a proxy, you must sign the *Appointment of Proxy Form* and either:

- (1) email it to [stav@stav.vic.edu.au](mailto:stav@stav.vic.edu.au) or,
- (2) if posting your proxy form, mail to: STAV House, 5 Munro Street, Coburg 3058. All completed proxy forms must be received no later than 48 hours prior to the AGM.

Yours sincerely,

Alyce Holland  
Honorary Secretary, STAV

**Science Teachers' Association of Victoria Inc.**

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