



**NOTICE OF ANNUAL GENERAL MEETING**  
**OF**  
**THE ROYAL AUSTRALASIAN COLLEGE OF PHYSICIANS**  
**(ACN 000 039 047)**

Notice is given that the 84<sup>th</sup> Annual General Meeting (“AGM”) of Members of The Royal Australasian College of Physicians (“College”) will be held on **Friday, 5 May 2023 at 12.30pm to 1.30pm (AEST) and 2.30pm to 3.30pm (NZT)**.

The AGM will be held at:

- The Radisson Blu Plaza Hotel, 27 O’Connell Street, Sydney NSW 2000; and
- Online using technology that gives members a reasonable opportunity to participate in the AGM. You may join the AGM by clicking electronic link:  
<https://www.netvote.com.au/m/15yCVx>

**BUSINESS OF THE ANNUAL GENERAL MEETING**

The purpose of the AGM is to consider the ordinary business of the College and special resolution on the proposed Constitutional changes.

**A. ORDINARY BUSINESS**

**1. Report of the Board**

To receive and consider the College’s 2022 Annual Report of the Board.

**2. Annual Financial Reports**

To receive and consider the Financial Report and Auditors’ Report for the College, for the year ended 31 December 2022.

**3. Result of the Election or Appointment of members to the Board**

The Meeting will declare the result of the election or appointment of members of the Board in place of those retiring. The term of the appointments will commence at the conclusion of the AGM.

**B. SPECIAL RESOLUTION – amendments to the Colleges Constitution**

Members will be asked to vote on proposed changes to The Royal Australasian College of Physicians Constitution. If 75% or more of the votes cast by members are in favour of the special resolution, the special resolution will be passed and the Constitution amended accordingly.



## 1. Resolution 1 – Proposed Indigenous Object

To consider and, if thought fit, pass the following as a Special Resolution:

That the College’s Constitution be modified as follows:

- (a) At the end of clause 1.1.7, remove the word “and” at the end of that clause.
- (b) At the end of clause 1.1.8, remove the “.” and insert “;and”.
- (c) After clause 1.1.8, insert the following:

“1.1.9 demonstrate a commitment to Indigenous aspirations and outcomes by:

- (a) respecting and promoting the principles as enshrined in the Uluru Statement from the Heart, Te Tiriti o Waitangi, and the United Nations Declaration on the Rights of Indigenous Peoples;
- (b) advancing justice and equity in health care for Aboriginal and Torres Strait Islander and Māori communities; and
- (c) acknowledging the world views, protocols and cultures of the Aboriginal and Torres Strait Islander and Māori peoples.”

### Board voting recommendation

The Board recommends that you vote in favour of the Special Resolution.



## EXPLANATORY NOTES

### A. ORDINARY BUSINESS

#### Report of the Board

The report of the Board is contained within the College's 2022 Annual Report, available on the College website at <http://www.racp.edu.au/about/racp-board-and-governance/annual-reports>

#### Annual Financial Report

As required by the Australian Charities and Not-for-profits Commission Act, the Financial Report and the Auditors' Report (collectively "the Reports") of the College for the most recent financial year are laid before the meeting.

The Reports are contained within the College's 2022 Annual Report, available on the College's website at <http://www.racp.edu.au/about/racp-board-and-governance/annual-reports> or in hardcopy by request to the College's Office of the Company Secretary at [companysecretary@racp.edu.au](mailto:companysecretary@racp.edu.au).

Members will be given the opportunity to ask questions about the Reports but there will be no formal resolution put to the Meeting on the ordinary business of the College.

#### Declare the Results of the Election of a Member to the Board in place of the retiring director

As required by the College's Constitution, elections have recently been held, in place of the Director who is retiring, for the position of Member Director.

The Meeting will be formally advised of the Member Director that has been appointed to the Board. Such appointment and retirement takes effect from the conclusion of the AGM.

The full details of the election results will also be made available on the College's website at: <https://www.racp.edu.au/news-and-events/election> .

### B. SPECIAL RESOLUTION: PROPOSED CHANGES TO THE COLLEGE'S CONSTITUTION

Further details of the proposed amendment to the College's Constitution, including the reasons for the Board's recommendation are set out in the Explanatory Memorandum to the Proposed Constitution Amendments accompanying and forming part of this Notice of Annual General Meeting.

Copies of the College's Proposed Amended Constitution are available from the College's website at: <https://www.racp.edu.au/about/board-and-governance/general-meeting-annual-reports> or can be requested free of charge by calling the Office of the Company Secretary on +61 2 9256 5444 or +61 2 8076 6325 (during normal business hours) or by email at: [companysecretary@racp.edu.au](mailto:companysecretary@racp.edu.au)

The Board recommends you vote in favour of the Special Resolution to amend the College's Constitution.



### C. PARTICIPATION AT THE AGM

The meeting will be held physically in Sydney, Australia and online.

Members may participate in the meeting electronically. Members can participate in the meeting with online real time video streaming of the meeting which permits interactive participation by members to ask questions.

You may join the AGM via the electronic link: <https://www.netvote.com.au/m/15yCVx>

Electronic voting opens Monday, 3 April 2023 at 4pm (AEST) and 6pm (NZT). Physical AGM voting packs requested by members as set out in C.6 below will be posted after 3 April 2023 upon request as set out in C.6.

Except as provided under item C.3 below, voting closes for electronic, postal votes and proxies 48 hours prior to the AGM, being Wednesday, 3 May 2023 at 12.30pm (AEST) and 2.30pm (NZT). Postal votes and completed proxy forms must be received at the designated address by no later than Wednesday, 3 May 2023 at 12.30pm (AEST) and 2.30pm (NZT).

As discussed in C.5 below, in order for a proxy holder to be able to vote the proxies, the proxy holder must be present at the AGM.

As voting is required on the Constitutional item of business at this AGM, details of voting procedures have been included.

#### C.1. Entitlement to Vote and Membership

Each Member is entitled to one vote, either in person or by proxy, unless excluded.

Members of the College shall consist of such persons as are admitted as Fellows, Honorary Fellows or Trainees under clause 2.6 of the Constitution, or such other classes as specified in any By-Laws.

#### C.2. Voting Exclusions

Honorary Fellows are not entitled to vote under clause 6.5.6 of the Constitution.

A Member is not entitled to vote either personally, by proxy or as a proxy for another Member if their annual membership subscription or any other moneys due to the College are unpaid beyond their due date by more than 12 months.

#### C.3. Direct Voting On-Line

Direct voting on-line on the Special Resolution will be available to Members. Please visit [www.netvote.com.au/397](http://www.netvote.com.au/397) and follow the instructions provided.

The QR code will be available for all members who attend the AGM in person. The QR code will enable the member to register their attendance at the meeting. Once registration has been completed there will be a vote card (this will also have any allocated proxies) on the member's mobile device which they will refer to during the meeting. Members may vote using the allocated QR code via their device on the day of the AGM, Friday, 5 May 2023 at 12.30pm (AEST) and 2.30pm (NZT) until the Chair announces that voting has closed.

Members attending the AGM online are able to vote via their device on the day of the AGM, Friday, 5 May 2023 at 12.30pm (AEST) and 2.30pm (NZT). Members attending the AGM online can vote during the meeting from the time the Chair announces that voting is open at the commencement of the AGM meeting until the time at which the Chair announces that



voting has closed. Members online can visit [www.netvote.com.au/397](http://www.netvote.com.au/397) and follow the instructions provided to vote.

Members attending in person may ask questions from the floor when the Chair opens the meeting for questions and those members attending online may ask questions in writing by posting those questions using the “chat” function provided on the CorpVote voting platform or orally, via the Chorus Call number:

- Australia toll free 1800 271 194
- Sydney and International calls +61 291 896 755

#### **C.4. Voting will be by poll**

The Special Resolution requires at least 75% of the votes cast by eligible Members to be in favour in order to be passed.

The Special Resolution is required to be decided by a poll. This is to ensure that votes cast online or by proxy by Members who are unable to attend the AGM are included in the determination of whether or not the Special Resolution to amend the College’s Constitution have been passed.

On a poll each Member present in person or by proxy, and Members who have voted online, will be entitled to one vote.

#### **C.5. Appointment and Voting by Proxy**

Each Member who would otherwise be entitled to vote also has the right to appoint a proxy to attend the AGM on their behalf. Members are required to indicate how their vote will be cast on the Proxy Form, in order for the Proxy to be valid.

A proxy must be a Member of the College to be an effective appointment. If any Member wishes to appoint a proxy to attend the AGM, please follow the on-line process offered by CorpVote on site [www.netvote.com.au/397](http://www.netvote.com.au/397), or complete and return the enclosed hard copy proxy form by any of the methods as detailed on the reverse of the proxy form.

The proxy form, either completed on-line, or included with this Notice of AGM, must be completed, signed and received by CorpVote (for on-line and hard copy forms) in accordance with the instructions on the form by no later than 12.30pm (AEST) and 2.30pm (NZT) on Wednesday 3 May 2023.

#### **C.6. Voting by Postal Vote**

Members who do not have an email address, on the date of issue of the Notice of Meeting, will be posted the Notice of Meeting, Explanatory Memorandum, Proposed Constitution Amendments, Voting Form and Reply-Paid Envelope.

[Each member who prefers to receive a physical AGM Voting pack by way of post, comprising the Notice of Meeting, Explanatory Memorandum, Proposed Constitution Amendments, Voting Form and Reply-Paid Envelope, must request the AGM Voting pack before 5.00pm (AEST) or 7.00pm (NZT) 12 April 2023 to participate in the vote.

Postal votes must be received at the designated address by no later than Wednesday, 3 May 2023 at 12.30pm (AEST) and 2.30pm (NZT).]



**D. FURTHER INFORMATION**

If you require any further information regarding this AGM please contact the Office of the Company Secretary on +61 2 9256 5444 or +61 2 8076 6325 (during normal business hours) or by email at: [companysecretary@racp.edu.au](mailto:companysecretary@racp.edu.au)

Alternatively, the College's Registry, CorpVote, has established a Help Line for Members in relation to this AGM or email [support@corpvote.com.au](mailto:support@corpvote.com.au) 1300 710 950 (Int'l +61 3 9029 3492)  
The details are:-

- For callers within Australia: 1300 710 950
- For callers from New Zealand: +61 3 9029 3492
- For callers from other countries: +61 3 7034 4200

All calls to any of the above numbers will be answered by CorpVote call centre which will be open Monday to Friday from 9.00am to 5.00pm (AEST).

Details on how to vote on-line or to appoint a proxy on-line are also contained in the proxy form provided with this notice of AGM.

By Order of the Board.

**Kim Davis**

Company Secretary

The Royal Australasian College of Physicians

31 March 2023