

Letter to Members- Notice of Annual General Meeting 2018

17 April 2018

Dear Member,

On behalf of the Board of Directors and the National Executive team, I am pleased to invite you to the Annual General Meeting for 2018 of Australian Medical Students' Association Limited (AMSA). The meeting will be held at 7:00PM AEST Wednesday 9 May 2018 by Teleconference, details of the phone in are on the following notice.

The Annual General Meeting is an important event for AMSA. At this meeting the annual report, including the auditor's report, will be presented to members. Please find attached the agenda and details for the AGM.

Members are welcome, 21 positions via teleconference will be reserved for MedSoc Members, the remaining teleconference spots will be on a first-come-best-dressed basis.

Proxy appointment

Members who are unable to attend the AGM and wish to vote on the acceptance of the annual report or motions may appoint a proxy to vote on their behalf. To do so, return the enclosed Proxy Form via electronic mail to: Mr Roger Buckley, company.secretary@amsa.org.au.

As per the AMSA Constitution, for MedSoc and Student Members the Proxy Form must be received by AMSA **no less than 24 hours** before the starting time for the relevant meeting.

Yours sincerely



Roger Buckley
Company Secretary

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Notice of Annual General Meeting

Notice is given that an Annual General Meeting (AGM) of Australian Medical Students' Association Limited (AMSA) will be held:

Date: Wednesday May 9 2018

Time: 7pm

Venue: Teleconference

AMSA AGM

Wed, May 9, 2018 7:00 PM - 7:30 PM AEST

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/316078405>

You can also dial in using your phone.

Australia: +61 2 9091 7603

Access Code: 316-078-405

Joining from a video-conferencing room or system?

Dial: 67.217.95.2##316078405

Cisco devices: 316078405@67.217.95.2

You can also dial in using your phone.

Australia +61 2 8355 1038

Access Code: 850-523-285

Items of Business

1. Welcome, Role call and Approval of previous minutes.

Minutes of General Meeting held March 2018 - attached

2. Consideration of Reports

To consider the Financial Report, Directors' Report and the Independent Auditor's Report of the Australian Medical Students' Association Limited for the year ended 31 December 2017 and to present the Annual 2017 Report to members.

AMSA 2017 Annual Report – attached.

3. 2018 AMSA Auditor

To approve the 2018 AMSA Auditors.

See Explanatory notes

4. Membership fees 2018

To Approve of Membership fees for 2018 for Medsoc Members.

See Explanatory notes

5. Creation of Special Overseas Membership Category

To Approve of the creation of a special complimentary overseas student membership category for overseas students to attend AMSA Events.

See Explanatory notes

6. Creation of a Non-Medical Student Membership Category

To Approve the creation of a special Non-Medical Student membership category for Non-Medical students to attend AMSA Events.

See Explanatory notes

7. Meeting Close

By order of the Board

Roger Buckley Company Secretary 17 April 2018

Explanatory Notes

1. Approval of the Minutes of the Previous Meetings

To Approve the minutes of the most recent General meetings of the Company.

- These minutes refer to General Meetings of the Company held 25 March 2018. The draft minutes for this meeting are attached to this notice.

The Board of Directors recommend the following:

That the Members resolve to approve the minutes of the AMSA General Meeting #1 2018 as circulated.

2. Consideration of Reports

The Financial Report, Directors' Report, the Independent Auditor's Report and the Annual Report of AMSA for the year ended 31 December 2017 will be presented for consideration of the Members.

The Annual Report is attached to this notice.

No resolution is required for this item, but Members will be given an opportunity to ask questions or comment on the reports.

3. AMSA Auditor for 2017

The Board of Directors recommend the following:

That the Members resolve to appoint Synergy Group as the External Auditors of the Company for the Financial Year ending 31 December 2018.

4. Affiliation fees

In accordance with the AMSA Constitution, medical society affiliation fees will be set at the AGM each year, they will be calculated for each medical society as follows [NOTE: 2017 figures transposed into the text]:

1. a) the first four hundred (400) Medical Students at the location(s) considered to be represented by the Member will incur a cost of \$1.15 (2017: \$1.12) per student;
2. b) the next four hundred (400) Medical Students at the location(s) will incur a cost of \$0.91 (2017: \$0.89) per student;
3. c) the next two hundred (200) Medical Students at the location(s) will incur a cost of \$0.70 (2017: \$0.68) per student; and
4. d) any additional Medical Students at the location(s) will incur a cost of \$0.59 (2017: \$0.57) per student.

Annual adjustment will be made to the Affiliation Fees above to account for changes in the Australian Consumer Price Index since the introduction of the current Affiliation Fee calculation basis. CPI of 3% has been applied to the above figures in accordance with the official documents.

In accordance with the AMSA Constitution, Student membership fees will be set at the AGM each year, the current fee is \$30 Degree membership and \$10 Annual Membership, no change is recommended.

The Board of Directors recommend the following:

That the Members resolve to accept the above calculations for medical society

affiliation fees for the Financial Year ending 31 December 2018, payable and due prior to the commencement of Council 2 2018 and that there is no change to the current Student Membership fees.

5. Creation of Special Overseas Membership Category

AMSA is a not-for-profit company run for the benefit of its members. In order to ensure that revenue raised meets the requirement of Mutuality, all event attendees must be individual AMSA members (Degree - \$30, Annual - \$10). This ensures revenue derived from our members is exempt from income tax and AMSA can maximise the benefit to members.

This poses a question about international Medical Students where we do not have an MOU with the Medical School in question and are not studying at an Australian based University.

This will be particularly relevant for international medical student attendance at GHC and we need to look at how we can enable international students attending without compromising our Tax liability.

Tickets for international Students for GHC18 will be approx 15-20 tickets set aside for non-AMSA, international medical students from the Asia-Pacific region.

Under the AMSA Constitution we are able to create special categories of membership and it is the recommendation to members that we specifically set up a complimentary International membership category to enable international students to attend AMSA events as a member, therefore not changing our Tax liability.

The recommendation is that this be a complimentary membership as the collection of Membership fees from foreign countries poses a challenge and it may not be worth the \$10 that we might expect to gain from an annual membership.

The Board of Directors recommend the following:

That the members approve the creation of an 'International Complimentary' membership category for use by overseas delegates attending AMSA Events.

6. Creation of Special Non-Medical Student Membership Category

AMSA is a not-for-profit company run for the benefit of its members. In order to ensure that revenue raised meets the requirement of Mutuality, all event attendees must be individual AMSA members (Degree - \$30, Annual - \$10). This ensures revenue derived from our members is exempt from income tax and AMSA can maximise the benefit to members.

AMSA student membership has historically only been open to current Medical students studying within Australia. Despite this there has been a precedent for non-medical students to attend AMSA events (e.g. Interns, other degree students). As such this income does not satisfy the principles of mutuality and tax is therefore required to be applied.

The creation of a Non-medical student Membership category will allow AMSA to pursue the following, but not limited, options with respect to their events, whilst retaining tax free status on income accrued;

- a) Continue to offer 'Alumni packages' to recently graduated medical students

b) Offer partial sales to event social nights to the wider student base

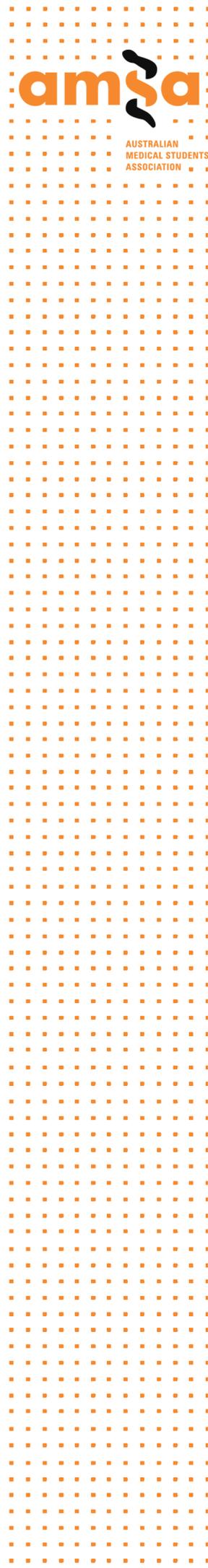
In principle, this membership category will 1) Formalise current practice with respect to Alumni offerings and 2) Allow AMSA to fill excess capacity at events with other students if there is a demonstrated or determined financial need, or opportunity for interprofessional collaboration.

This class of membership shall have no voting rights and may be required to pay an annual subscription fee to be determined at the AGM each year and payable with the relevant application for membership.

The Board of Directors recommend the following:

That the members approve the creation of a Non-Medical Student Membership Category for use in attending AMSA Events.

7. Close of Meeting



PROXY FORM



To appoint a proxy to vote on your behalf at the meeting, please complete this Proxy Form and return it via electronic mail to:

Mr Roger Buckley, Company Secretary at company.secretary@amsa.org.au no later than 24 hours before the starting time of the annual general meeting.

STRIKE OUT WHICHEVER IS NOT DESIRED

I/We

_____ (NAME)

of _____ (ROLE)

_____ (ADDRESS)

being member/s of The Australian Medical Students' Association Limited (AMSA) hereby appoint:

_____ (NAME)

of _____ (ROLE)

_____ (ADDRESS)

as my/our proxy to vote for me/us on my/our behalf at the Annual General Meeting 2018 of AMSA to be held by Teleconference on May 9 2018 at 7pm and at any adjournment thereof.

Voting Directions

This form is to be used in favour of / against the following resolutions:

Signed this _____ day of _____

_____ (SIGNATURE)

_____ (SIGNATURE)