



## **Arc @ UNSW Limited**

6<sup>th</sup> May 2025

### **Notice of Annual General Meeting**

Notice is hereby given of the hybrid Arc @ UNSW Limited (Arc) Annual General Meeting (AGM).

**Date:** Wednesday 28<sup>th</sup> May 2025

**Time:** 5.00pm (AEST)

**Location:** University of New South Wales; Roundhouse Club Bar, Kensington NSW 2033 or via Zoom.

**If you wish to join via Zoom, please [CLICK HERE](#) to register. Registration for Zoom attendance is essential.** Please ensure you [download the zoom app](#) prior to the meeting as it is required for voting.

If you are attending as a proxy, please see the instructions provided on the proxy form. A copy of the proxy form can be either collected and submitted via Arc Reception or submitted online. For online submissions, please fill out the proxy form linked [HERE](#) and return to [ceo.admin@arc.unsw.edu.au](mailto:ceo.admin@arc.unsw.edu.au).

Only valid Arc members\* (or their proxies) may attend this meeting.

### **Attending the hybrid Arc Annual General Meeting**

#### **In person**

1. Arrive by 4.45pm, for a 5.00pm start. Once the meeting has commenced, in-person latecomers may not be permitted entry. Admission of in-person latecomers will be at the discretion of the Chair of the Board.
2. An Arc staff member will check your Arc membership.
3. The meeting will not commence until quorum is reached. The Chair will keep you updated.
4. Please do not leave until the meeting has concluded.

5. There are three (3) motions and three (3) special resolutions that will be put forward at this meeting. The motions will be read by the Chair. You will be able to vote FOR, AGAINST or ABSTAIN.

### Online

1. Join the meeting via the [Zoom app](#). You will not be able to participate in the voting component of this meeting using Zoom via web browser.
2. Ensure that you have [registered in advance](#).
3. You will receive an email from Zoom with the title “Arc UNSW 2025 Annual General Meeting Confirmation” when your registration is approved. **This email will contain your link to enter the AGM.** Do not forward this link to others.
4. The meeting will not commence until quorum is reached. The Chair will keep you updated.
5. You may enter the meeting from 4.45pm (AEST). Please ensure you have logged in by 5.00pm (AEST). Please do not leave the Zoom meeting until the meeting has concluded.
6. There are three (3) motions and three (3) special resolutions that will be put forward at this meeting. The motions will appear as separate polls with the option to vote FOR, AGAINST, or ABSTAIN. Ensure that you click ‘SUBMIT’ after voting.
7. All attendees will be muted, however you may participate in this meeting by typing your questions/ comments in the Q&A section.
  - If you submit a question/ comment using the Q&A function, a staff member will respond to you as soon as possible.
  - Anonymous Q&A will **not** be available.

If you have any questions prior to the AGM, please email [ceo.admin@arc.unsw.edu.au](mailto:ceo.admin@arc.unsw.edu.au).

We look forward to seeing you at the 2025 Arc Annual General Meeting.

\* You must be a valid member prior to the General Meeting to be eligible to attend and vote. This means that your projected graduation date must be 2025 or beyond by Tuesday 27 May 11.59pm. On-the-day renewals and/or sign-ups will not be accepted.