



Whittlesea U3A Inc.
P.O. Box 58
South Morang
Vic 3752

ABN 91 617 395 831
A0042367P

August 1st 2016

Notice of Annual General Meeting.

Dear Members,

We will be holding our 2016 Annual General Meeting at 2:00 pm on Thursday 25th August 2016 at 2:00pm.at Thomastown and Lalor Elderly Citizens Centre, 2b May Road, Lalor. Melways Ref. 182 B9.

The striking of subscriptions and the size of the Committee of Management for the next year will be ratified followed by presentation of reports, then the election of the Committee of Management.

All committee positions are open to any financial member to be nominated, if you are interested in serving your U3A in any capacity please feel free to discuss the various committee roles with the relevant current committee member and put your name forward if you are interested in standing for office. Nominations are to be received on the enclosed forms by the Secretary by close of business (4:00pm) Thursday, 18th August 2016.

All financial members are strongly encouraged to attend this very important meeting.

Nominations

52) Election of President etc.

- (1) At the annual general meeting, separate elections must be held for each of the following positions—
 - (a) President;
 - (b) Vice-President;
 - (c) Secretary;
 - (d) Treasurer.
- (2) If only one member is nominated for the position, the Chairperson of the meeting must declare the member elected to the position.
- (3) If more than one member is nominated, a ballot must be held in accordance with rule 54.
- (4) On his or her election, the new President may take over as Chairperson of the meeting.

53) Election of ordinary members

- (1) The annual general meeting must by resolution decide the number of ordinary members of the Committee (if any) it wishes to hold office for the next year.
- (2) A single election may be held to fill all of those positions.
- (3) If the number of members nominated for the position of ordinary committee member is less than or equal to the number to be elected, the Chairperson of the meeting must declare each of those members to be elected to the position.
- (4) If the number of members nominated exceeds the number to be elected, a ballot must be held in accordance with rule 54.

Finger food snacks, Tea and Coffee will be available after the AGM.

Peter Rodaughan

Secretary
Whittlesea U3A Inc.

Arranging Proxy Voting

34 **Proxies** *(Excerpt from model rules)*

- (1) A member may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting other than at a disciplinary appeal 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) If the Committee has approved a form for the appointment of a proxy, the member may use any other form that clearly identifies the person appointed as the member's proxy and that has been signed by the member.

If you are intending to appoint another member as your proxy, please inform one of the following of your intent: -

President (Joe Felice),
Vice President (Kathy Lizio),
Secretary (Peter Rodaughan)
Treasurer (Margaret Mitten).

Without this notification, confirmation will be needed by contacting you either by telephone or email prior to the meeting.

Proxy Voting Authority

I, _____ Membership N° _____
(Member's Name) *(Member's Number)*

authorize _____ to vote on my behalf at
(Member being granted power of proxy)

the 2016 Whittlesea U3A Inc. Annual General Meeting.

I can be contacted on telephone number _____ or

email address _____ to confirm
my action.

Member's Signature _____

If there is a specific way in which you wish your proxy to vote, please state that here.

I wish my proxy to vote as they see fit or I wish my proxy to vote for *(Please write your directions below)*

Election of Committee for 2016 — 2017

Please be advised that the Annual General Meeting and Election of the Committee of Management for Whittlesea U3A Inc. for 2016 — 2017 shall be held on Thursday 25th August 2016 at 2:00pm.at Thomastown and Lalor Elderly Citizens Centre, 2b May Road, Lalor. Melways Ref. 182 B9.

Nominations for positions on the Committee of Management are called for and need to be filled in with the correct signatures and lodged with the secretary no later than 4:00pm. Thursday, 18th August 2016. This is to enable members who are arranging proxy votes can direct their agent to vote in a specific way if they wish to.

All positions will become vacant and as per our rules "A member is eligible to be elected or appointed as a committee member if the member is entitled to vote at a general meeting.

(Excerpt from model rules)(2) An eligible member of the Association may—

- (a) nominate himself or herself; or
- (b) with the member's consent, be nominated by another member.

We would especially welcome nominations from members who have not served on the committee before to get involved. It is extremely important for the future of our Association to continue to get new talent with fresh ideas into the Committee of Management.

Elected Executive Committee: -

President

Vice President

Secretary

Treasurer

General Committee Members

(Excerpt from model rules) (1) The annual general meeting must by resolution decide the number of ordinary members of the Committee (if any) it wishes to hold office for the next year



Nomination Form for the election of Committee of Management 2016 — 2017

Election of Committee of Management

Position.....

Name of Nominee (print name).....

Signature of NomineeMember No.....

Proposed by (print name)Member No.....

Proposer's signature

Completed form to be received by the secretary by 4:00pm on 18th August 2016

Peter Rodaughan Secretary Whittlesea U3A Inc. PO Box 58, South Morang 3752