



AGENDA 2021 ANNUAL GENERAL MEETING
Wednesday 10 March 2021, 10.00am
Merimbula RSL – Lantern Inn Room

The business of the Annual General Meeting:

1. Apologies
2. Confirmation of the minutes of the previous Annual General Meeting held on 06 March 2020
3. President’s Report on the year to date
4. The consideration and adoption of the Annual Financial Report and audited balance sheet
5. Appointment of an auditor for the following year
6. **Special Resolution:** That subsection (3) of Section 17 [Composition and membership of the Committee] be deleted (Appendix 1, pp 2, 3 along with Proxy Form p 7)
7. Election of Officers and members for the U3A SC Management Committee for 2021 (see below)
8. Other Business

The following members of the Management Team will be re-nominating for the following positions. All vacant positions are listed below - see pp 4&5 for nomination form and instructions along with a description of vacant positions on p6.

Position	Nominee	Nominated by	Seconded by
President	Susan Fowler	Linda McMorrow	Margaret Nicoll
Vice President	Garry Clear	Chris Bembrick	Carolyn Smith
Treasurer			
Secretary & Public Officer	Carolyn Smith	Chris Bembrick	Susan Fowler
Team Leader – Office & Administration	Margaret Nicoll	Linda McMorrow	Susan Fowler
Team Leader – Programs’ Team			
Health and Wellbeing ‘Covid Officer’			
General Committee			
General Committee			

Afterwards, you are welcome to support Merimbula RSL by purchasing food and drinks, while having a chat. (RSVP form p8)

APPENDIX 1

Special Resolution for Consideration at the Annual General Meeting of U3A Sapphire Coast Inc. to be held on 10 March 2021

The following Special Resolution is proposed for consideration by members.

In order for this resolution to pass, an affirmative vote of at least 75% of members attending the AGM is required. If you are unable to attend this meeting, you may lodge your vote by Proxy (see page 7).

Proposed change to Constitution - Special Resolution to be put to AGM

Motion

1. That subsection (3) of Section 17 [Composition and membership of the Committee] be deleted.

Substantive effect

This would have the effect of removing the constitutional requirement that no member shall hold the same position for more than three consecutive years, unless otherwise determined by special resolution at an AGM or Special General Meeting.

Therefore, an otherwise retiring committee member may re-nominate for a position without the need for the passing of a special resolution.

Reasons for proposed change

The apparent rationale for the '3 year rule' is to allow for the injection of new blood and a refresh of committee composition.

A related consideration is to mitigate the risks of long-term occupancy, be they inertia, complacency or entrenchment of views.

As the current rule allows for the passing of a special resolution to vary the period of occupancy, it is difficult to see how the aforementioned objectives can be anything other than aspirational in nature. The reason for removing the rule is twofold. Firstly, to streamline the process, by removing one step. Secondly, to recognise the challenges and difficulties of finding sufficient volunteers to fill existing committee positions by removing unnecessary disincentives.

All members are encouraged to stand for committee and have their views considered in various consultative and decision-making fora.

It should be noted that sections 17(2) and 23 of the Constitution provide sufficient safeguards against long term occupancy considered not to be in the best interests of members. All committee positions fall vacant annually and incumbents must re-nominate. Ultimately, members have the final say as to who fills which positions.

Section 23 allows for the removal of committee members mid-term. Again, it is the membership who will have the final say.

Note to follow (p3)

Note

This motion was put to members at last year's AGM which failed to achieve a 75% majority (68% voted in favour of the motion). The Management Team (MT) feels that the change is necessary in order to ensure the long term survival of the organisation. As it is difficult enough to fill vacancies on the MT, any rules that act as a disincentive to members wishing to nominate for administrative duties, need to be removed. It should be noted that no current members on the MT are affected by the 3 year rule.

U3A Committee of Management

Nomination Form

We, the undersigned financial members of U3A Sapphire Coast Inc, hereby nominate:

.....

for the position of (see Notes below)
at the election for the U3A Sapphire Coast Committee

Proposer:

Signature: *Membership Number:*

Secunder:

Signature: *Membership Number:*.....

I hereby agree to stand for the position as nominated: (***Nominated person to sign***)

Signature: *Membership Number:*

Note 1:

You must state the position for which you are nominating.
There are two positions defined as 'General Committee' for 2021 (p6) along with a 'Covid Officer'
In the event that more than one position is being nominated, a separate nomination form for each position will need to be submitted."

Note 2:

Nominations must be received by the Secretary no later than Wednesday 3 March 2021

- in person to the Secretary, or
- by post to P.O. Box 798, Merimbula 2548, or
- by email to u3ascsec@gmail.com (only pdf or similar file with signatures accepted)

If there are insufficient nominations to fill all vacancies received by this date, nominations will be accepted from the floor at the AGM. If there is more than one nomination for any particular position, a ballot will be conducted at the AGM.

For a nomination to be valid, the person nominated, the Proposer and the Secunder must be current financial members of U3A Sapphire Coast Inc., and all must sign this form in the appropriate place.

NOMINATION OF CANDIDATES FOR ELECTION TO COMMITTEE OF MANAGEMENT
known as the U3ASC MANAGEMENT TEAM

How to nominate yourself for election to the Committee of Management

1. Complete and sign the nomination form below.
2. Have it signed by a member who agrees to nominate you.
3. Have it signed also by a member who seconds the nomination.

How to nominate another member for election to the Committee of Management

1. Complete and sign the nomination form below.
2. Have it signed also by a member who seconds the nomination.
3. Have it signed by the person you are nominating.

❖ Candidate's statement (optional)

Candidates for election may wish to submit (with the nomination form) a brief statement summarising the experience, capabilities and skills they would bring to the Committee in order to further U3A Sapphire Coast

Roles and Responsibilities for MT positions other than Executive Committee and Office & Administration for 2021.

Health and welfare (COVID) officer

- Monitor NSW COVID restrictions and update the Management team and members as needed.
- Prepare new COVID plans if needed as restrictions change.
- Maintain a supply of COVID sign in sheets and cleaning schedules (team office does this at present)
- Maintain the supply of cleaning equipment required for the COVID additional cleaning.
- Liaise with course leaders as needed if they are unsure of the COVID related class requirements.

Programs Team Leader

- Maintain contact with U3A members and the broader community to develop and implement a diverse program of courses and one-off events.
- Enter, edit and adjust the Program data in the MyU3A app to enable Program compilation.
- Support Course Leaders to deliver their courses/one-off events when needed.
- Maintain regular contact with Course Leaders as their PT Contact Person and confirm any changes to their course description each term.
- Keep abreast of new initiatives to enhance the program.
- Maintain a booking system for the Tura Beach Centre and the Tura Library venues.
- Maintain contact with the Office and Newsletter Teams
- Provide leadership, direction and support to the Program Team.
- Liaise with the Management Team, attend MT monthly meetings and report on program matters as required.
- Hold monthly meetings with the Programs Team.

General Committee Positions

This year there will be two Management Team positions which have been deemed General Committee positions.

The roles and responsibilities for these positions will be aligned with the skills, knowledge and expertise of the applicants.

FORM OF APPOINTMENT OF PROXY

I,

(Print full name)

of.....

.....(Address)

being a current member of U3A Sapphire Coast Inc., hereby appoint, The Secretary of U3A Sapphire Coast Inc (cross out if not applicable) as my proxy to vote for me on my behalf at the 2021 Annual General Meeting of the Association, to be held on the 10th day of March 2021.

OR

I would like to appoint the following member.

.....(Print full name of

person you are appointing)

of.....

..... (Address)

being a current member of U3A Sapphire Coast Inc., as my proxy to vote for me on my behalf at the 2021 Annual General Meeting of the Association, to be held on the 10th day of March 2021.

My proxy is authorised to vote as follows: Special Resolution (AGM - 2021):

In favour / against (delete as appropriate)

Member no: (Signature of member appointing proxy)

Date:

NB. No financial member may hold more than one proxy, except where the Secretary has been nominated as the proxy.

- This form must be submitted to: The Secretary, U3A Sapphire Coast Inc., P.O. Box 798, Merimbula, 2548, or by email to u3ascsec@gmail.com (only pdf or similar file with signatures accepted) and **must be received no later than 48 hours** before the meeting. **Late proxies cannot be accepted.**

RSVP: ATTENDANCE AT U3A SAPPHIRE COAST AGM 2021
(for seating purposes)

I will be attending the U3ASC Annual General Meeting on Wednesday 10 March 2021

Member name (please print): _____

Member number: _____

I will not be attending the U3ASC Annual General Meeting – please accept my apologies.

Member number: _____

RSVP by 7 March 2021

- in person to the Secretary, or
- by post to P.O. Box 798, Merimbula 2548, or
- by email to u3ascsec@gmail.com (only pdf or similar file with signatures accepted)