



NOTICE OF 2019 ANNUAL GENERAL MEETING
Friday, 15 March, 2019, 2.00pm - 4.00pm
RSL Club, Main St, Merimbula (The Lantern Inn)

The business of the Annual General Meeting shall be:

1. Apologies;
2. Confirmation of the minutes of the previous Annual General Meeting held on 7 March 2018;
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:** *In accordance with the requirements of section 17(3) of U3A Sapphire Coast Incorporated's constitution, the 2019 annual general meeting of financial members resolves to extend the term of the current occupant of Treasurer by a further 12 months, subject to other election processes outlined in the Constitution being fulfilled (in respect of nomination and member voting). See page 2.*
7. Election of Officers and members to the U3A SC Management Committee for 2019 (see pp 4,5 for nomination form and instructions)
8. Futures' Planning Report, Garry Clear (Chair of Futures' Planning Group)
9. Other Business

The following members of the Management Committee will be re-nominating for their current positions:

Fleur Dwyer:	President
Garry Clear:	Vice President
Carolyn Smith:	Secretary &
Chris Bembrick:	Treasurer
Kaye Separovic:	Programs' Team Leader
Nan Anderson:	Research and Well Being Team Leader
Terry Prowse:	Technology Team Leader
Barb Perry:	Resources' Team Leader

Sadly, Sue O'Loughlin: Publicity Team Leader will be retiring from the Management Team and will not be re-nominating for 2019

Carolyn Smith, Secretary & Public Officer

Afterwards, please do stay on for refreshments and a chat

Special Resolution for Consideration at the Annual General Meeting of U3A Sapphire Coast Inc. to be held on 15 March, 2019.

The following Special Consideration 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 p 6)

Special resolution

In accordance with the requirements of section 17(3) of *U3A Sapphire Coast Incorporated's* constitution, the 2019 annual general meeting of financial members resolves to extend the term of the current occupant of Treasurer by a further 12 months, subject to other election processes outlined in the Constitution being fulfilled (in respect of nomination and member voting).

Moved: Garry Clear (Vice President) Seconded: Carolyn Smith (Secretary)

Reason

The current occupant has been in the position of Treasurer for 3 years. In that time he has performed the duties in an exemplary manner. The position requires a level of competency in bookkeeping, banking, budgeting (including preparation of grants applications), cash flow management, leasing and insurance procedures.

Unlike other management positions not everyone is either willing or able to undertake the duties of Treasurer. Recently, the financial records of U3A SC were audited with the auditor Tanner & Salt, making the comment *"You have kept the books very well, well done."* (30/1/2019).

In order that the organisation is best served in respect of Treasury/financial responsibilities, we cannot afford to have people of Chris' calibre barred from nominating. The risk the organisation faces is that the position falls vacant due to a lack of nominations. This special resolution addresses that risk.

PART 3 – THE COMMITTEE

16. Powers of the Committee

Subject to the Act, the Regulation and this Constitution and to any resolution passed by the Association in a general meeting, the Committee:

- (a) is to control and manage the affairs of the Association;
- (b) may exercise all such functions as may be exercised by the Association, other than those functions that are required by this Constitution to be exercised by a general meeting of the Association;

(c) has power to perform all such acts and do all such things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Association; and

(d) shall ensure that suitable accommodation is provided where the assets, records and business procedures of the Association are undertaken.

17. Composition and membership of the Committee

(1) (a) (b)

The Committee shall consist of the President, Vice President, Secretary and Treasurer, and not less than three, nor more than five, other general positions, each of which is to be elected at the Annual General Meeting of the Association.

The Committee shall determine the number of general positions referred to in Clause 17(1)(a) and may define specific titles and/or roles for any or all of these positions prior to each Annual General Meeting. The number of general positions determined and any titles and/or roles defined must be notified to the membership at the time that notice is given of the Annual General Meeting or at the time that nominations are called for election of members of the Committee, whichever occurs earlier.

(2) Each Committee member is, subject to this Constitution, to hold a position until the conclusion of the annual general meeting following the date of the member's election.

(3) Retiring members are eligible for re-election except that no member shall hold the same position for more than three consecutive years, unless otherwise determined by special resolution at an annual general meeting or special general meeting.

(4) In the event of a casual vacancy arising in the membership of the Committee, the Committee may appoint a member of the Association to fill the vacancy, and the member so appointed is to hold that position, subject to this Constitution, until the conclusion of the next annual general meeting following the date of the appointment.

**U3A Committee
Nomination Form**

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

.....

for the position of (see Note * 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:

Signature: *Membership Number:*

Nominated person to sign

* Nominations must be received by the Secretary no later than Friday 8 March, 2019

- 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

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)

OR

.....

(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 2019 Annual General Meeting of the Association, to be held on the 15 day of March 2019

My proxy is authorized to vote as follows:

Special Resolution (AGM – 2019): 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, and must be received no later than 48 hours before the meeting.

Late proxies cannot be accepted.