

## NOTICE OF ANNUAL GENERAL MEETING



**DANDENONG**  
UNIVERSITY OF THE THIRD AGE

U3A Dandenong Inc.

**Members are invited to attend the Twenty-eighth Annual General Meeting of the Association**

**And Lunch on**

**Tuesday, September 12th 2023 - 12.00 p.m.**

at

Dandenong RSL (Anzac Room)

44-50 Clow St, Dandenong VIC 3175

Details on lunch in separate notice

(Main Course will be served prior to the meeting.)

### **MEETING AGENDA**

- Item 1 Welcome by Chairperson & acknowledgement to the traditional owners
- Item 2 Apologies
- Item 3 Minutes of twenty-eighth Annual General Meeting
- Item 4 Matters arising
- Item 5 Annual Report – President
- Item 6 Updated Constitution and By Laws
- Item 7 Financial Report – Treasurer  
Membership Fees & categories
- Item 8 \*Election of Management Committee members
- Item 9 General Business

*Please support  
Dandenong  
University of the  
Third Age  
**by attending this  
important meeting***

*Please retain this  
agenda  
for use at the AGM*

\*See Notes on Election of  
Management Committee

### **Close of meeting**

### **Guest Speaker Presentation**

**Presentation by the Effective Communications group**

The following Documents relevant to the AGM can be found on the Dandenongu3a.org.au web site

- Constitution
- By Laws
- Minutes of twenty-eighth Annual General Meeting
- Annual Report 2023
- Nomination Form
- Position Descriptions

### Election Of Committee of Management

The by-laws, supporting the constitution, introduce a standard 2-year term but the committee member may, at their discretion, step down after 1 year. All elected Committee Members may serve a maximum period of two years before seeking re-election.

	Role	Name	Election status
Members who completed 2 year term and are seeking re-election.	Treasurer	Claudia Cespedes	Nominations required
	Webmaster	David Nassau	
	UMAS Administrator / communications	Jeanette Keane	
Committee members elected or re-elected at last AGM	President	Jeanette Keane	Will continue for a further Year until 2024 AGM
	Office Manager	Alan Beale	
<b>Nominations Required for these vacancies</b>			
Members who have completed two years of the 2-year term and have chosen to stand down	Secretary	Jeanette Keane	Not seeking re-election for this role Nominations required
	Risk Management	Jeanette Keane	
	Program Coordinator	Raelene Curtis	
Vacant positions	Vice-President		
Committee members elected or re-elected at last AGM	Committee member		Nominations required

<b>Support / Committee members – attend committee meetings as required</b>		
Social Events	Dorothea Kassell	Will continue for another year
Social Events	Kerry Hicks	
General Support	Margot Schuhmacher	
Office Volunteer	Evelyn Beaucasin	
Newsletter	Angela Enache	
Social Media		
Grants and sponsorship		Vacant volunteers required
Marketing / Publicity		

## Propose a member for the Management Committee

If you wish to propose a member for the Management, please email [president@dandenongu3a.org.au](mailto:president@dandenongu3a.org.au) and provide:

- your name
- your seconder
- name of the person you are proposing (this can be yourself).
- confirmation that you have received their agreement to the proposal
- if applicable, preferred position on the committee

**Note:** a nomination form is attached to this email

*A document that provides a detailed description of each position is available on request. In practice, it is understood that each position holder will tailor the role to match their capabilities while still meeting the key role requirements.*

## Proxy Votes

- A member may appoint another member as his or her proxy to vote and speak on his or her behalf.
- The appointment of a proxy must be in writing and **signed** by the member making the appointment. The document must be scanned or photographed and emailed to [president@dandenongu3a.org.au](mailto:president@dandenongu3a.org.au)
- 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.
- The proxy document must contain the following information:
  - Title – U3A Dandenong 29th Annual General Meeting – Proxy Nomination
  - Member Name
  - Member Number
  - Proxy Name
  - Any specific voting directions to the proxy
  - Date
  - Signature of Member
- The form appointing the proxy must be received via email by the President ([president@dandenongu3a.org.au](mailto:president@dandenongu3a.org.au)) no later than 48 hours before the commencement of the meeting.
- The President must ensure that the proxy appointment form is held by the Chair of the meeting, before or at the commencement of the meeting.

## Notes

- Persons nominating, seconding and standing for election must be financial members of the association for the year 2023.
- You may nominate and/or second more than one candidate.

Nominations must be returned to the President at least seven (7) days before the Annual General Meeting is to take place

The email proposal must be received by the President at least seven (7) days prior to the Annual General Meeting i.e., 5<sup>th</sup> September 2023.

If **more than** the required number of Committee Members are submitted, a ballot will be held at the AGM.

If **exactly** the required number is submitted, then those members will be deemed to have been elected and no ballot will be held.

If **less than** the required numbers are submitted, the proposed members will be deemed to have been elected and further nominations will be taken from the floor. These nominations will be deemed to be elected on a “first come, first served” basis.

In the event that the required numbers are still not reached at the AGM, the remaining vacancies may be filled by appointment of the elected Management Committee. Committee positions are decided at the first meeting of the newly elected Management Committee.

**ONLY CURRENT FINANCIAL MEMBERS WILL  
BE ABLE TO TAKE PART IN ELECTIONS.**