

## NOTICE OF ANNUAL GENERAL MEETING



Members are invited to attend the thirtieth Annual General Meeting of the Association

Friday, October 18th 2024 - 12.00 p.m.

at

Gloria Pyke Netball Complex

### MEETING AGENDA

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

*Please support  
U3A Dandenong  
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

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

- Constitution
- By Laws
- Minutes of twenty-ninth Annual General Meeting
- Annual Report 2024
- Nomination Form
- Position Descriptions

### Election Of Committee of Management

Committee Positions are all declared vacant at the AGM.

	Role	Name	Comment
Current committee members and roles	President	Jeanette Keane	Will continue in their roles if no other nominations received
	Vice-President	Raelene Curtis	
	Secretary	Alan Beale	
	Treasurer	Claudia Cespedes	
	Office Manager	Alan Beale	
	UMAS Administrator / communications	Jeanette Keane	
<b>Changes in Key Roles</b>			
	Program Coordinator	Jeanette Keane	<b>Nominations required</b>
	Webmaster	David Nassau	Has stood down and has nominated as a support committee member
		Margot Schuhmacher	Has filled this role while DN was on leave and has Nominated for Webmaster role
	Risk Management		<b>Nominations required</b>
<b>Support / Committee members – attend committee meetings as required</b>			
	Social Events	Dorothea Kassell	Will continue in their roles if no other nominations received
	Social Events	Kerry Hicks	
	Newsletter	Angela Enache	
	Office Volunteer	Evelyn Beaucasin	
	Office Volunteer	Babes Sevilla	
	Committee Support		<b>Nominations required</b>
	Social media		<b>Nominations required</b>
	Grants and sponsorship		<b>Nominations required</b>
	Marketing / Publicity		<b>Nominations required</b>

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

**Note:** a nomination form is available on the website

*A document that provides a detailed description of each position is available on the website. 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 30th 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 2024.
- 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., 11<sup>th</sup> October 2024.

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.**