

## NOTICE OF 2017 ANNUAL GENERAL MEETING

**Wednesday, 15 November 2017 at 10.30 a.m., at the Multicultural Hub, 506 Elizabeth Street**

The business of the Annual General Meeting will be to:

1. **Confirm** the Minutes of the last Annual General Meeting held on 17 November 2016.
2. **Receive** and consider the Annual Report and the Financial Statements for the preceding financial year.
3. **To vote on the following motions:**
  - a. *Motion: That the Committee be authorised, at its discretion and at the appropriate time, to raise the 2019 annual membership fee and associate membership fee by a minimum of \$20 each from 1 October 2018 until 30 September 2019.*
  - b. *Motion: That the Committee be authorised to introduce a joining fee of \$20 for new full members, in addition to the membership fee, effective immediately following the Annual General Meeting on 15 November, 2017. The fee will apply only to new members who join after 15 November 2017.*
4. **Elect Officers and Members to the Committee of Management** for the ensuing year. *See nomination form overleaf.*
5. **Life Memberships.** Present to the meeting the names of members approved by the Committee of Management, since the last Annual General Meeting, for election to Life Membership of U3A Melbourne City Inc.
6. **Achievements of the year**
7. **Other Business**

**Please join us for refreshments at the close of the meeting**

✂..... Cut here if sending proxy, or committee candidate nomination: .....

### PROXY VOTE APPOINTMENT

If you are unable to attend the meeting but wish to appoint a proxy to vote on the proposals on your behalf, please complete the following form and return it to Shirley Arbuthnott, Secretary, U3A Melbourne City Inc, Greek Cultural Centre, Suite 1, Level 5, 168 Lonsdale Street, Melbourne 3000, **no later than 3pm, Monday 13 November, 2017.**

U3A Melbourne City Inc. A0045765E ABN 84 932 435 817, Greek Cultural Centre, Suite 1, Level 5, 168 Lonsdale Street,  
Melbourne 3000.

#### APPOINTMENT OF PROXY

I, ....., being a member of U3A Melbourne City Inc.,  
hereby appoint either the **President (Pam Davies)**  *Tick if applicable*

or ....., being a member of U3A Melbourne City Inc.,  
**as my proxy to vote on my behalf at the Annual General Meeting on 15 November 2017.**

Signed ..... Dated: .....

### NOMINATION OF CANDIDATES FOR ELECTION TO COMMITTEE OF MANAGEMENT

#### 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 the mission of U3A Melbourne City.

#### OUR MISSION

To encourage and enable older people, no longer in full-time paid employment, to share their knowledge and capabilities to:

- Create a lively learning and social community offering a wide range of subjects and activities reflecting the interests of members.
- Demonstrate their continuing value to society.

**IF YOU ARE APPOINTING A VOTING PROXY, AND/OR NOMINATING A CANDIDATE FOR ELECTION** to the Committee of Management, please cut the form and return the lower portion to **Shirley Arbuthnott, Secretary, U3A Melbourne City Inc., Greek Cultural Centre, Suite 1, Level 5, 168 Lonsdale Street, Melbourne 3000, by 3pm, Monday 13 November 2017.**

✂..... Cut here if sending proxy, or committee candidate nomination: .....

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**NOMINATION FOR ELECTION OF 2018 COMMITTEE MEMBERS AND OFFICERS**

I, ..... (Name), a member of U3A Melbourne City Inc.

**nominate** ..... (Name) for the position of (Please circle ONE of the following\*)

**PRESIDENT                  VICE PRESIDENT                  SECRETARY                  TREASURER                  MEMBER**

..... (Signature of **proposer**)

I, ..... (Name), a member of U3A Melbourne City, **second** the nomination

..... (Signature of **second**)

I, ..... (Name), a member of U3A Melbourne City, accept the nomination

..... (Signature of **member nominated**)

*\*A member may be nominated for only ONE position and a separate form is required for EACH nominee. Additional forms are available from U3A office. Photocopied or identically worded handwritten/ typed copies also accepted.*