

DONCASTER-TEMPLESTOWE U3A

ANNUAL GENERAL MEETING

Dear Member,

It is over twelve months since the DONCASTER-TEMPLESTOWE UNIVERSITY OF THE THIRD AGE commenced. Since that time courses have been conceived, commenced, continued and ended.

We have expanded over this year to a membership of over 150 with enrollees near to 200 at present. The Officers of this U3A have called this Annual General meeting for several reasons:-

- 1 It is necessary under our Constitution to do so;
- 2 To let you know just what we have been doing and where we hope to be going in the future;
- 3 To report to you, the members on our activities during this past year;
- 4 To elect a new President to fill the vacancy due to Bruce Drury's relinquishment of that position;
- 5 To elect a new Ordinary Committee.
- 6 To allow you, the members, to decide upon certain changes in our Constitution that the Corporate Affairs Office have brought to our attention as being mandatory before we can be incorporated.

Enclosed you will find the following documents:-

- a. this letter;
- b. a nomination form for all vacant positions;
- c. a Notice of Meeting for the Annual General Meeting.
- d. an Agenda

- e. Statements with respect to necessary changes in our Statement of Purposes, Constitution, and Standing Orders that have been deemed mandatory by the Corporate Affairs Office if we are to become incorporated.

The Nomination forms for President and the Ordinary Members of the Committee should be returned to:-

The Secretary,  
DONCASTER-TEMPLESTOWE USA,  
15/107 Anderson's Creek Road,  
EAST DONCASTER, 3109

no later than seven (7) clear days prior to the Annual General Meeting for them to be accepted as a valid nomination. That is to say, NO nomination will be accepted after 2:00 pm on Tuesday 8th September 1992.

#### CHANGES TO CONSTITUTION

In order to satisfy the Corporate Affairs Office's mandatory requirements for incorporation, we are required by ministerial direction NOT to use the word "University" in our Constitution as well as on any documents that we may send to that office. Therefore, you will be asked to vote on certain changes to our Constitution at our Annual General Meeting.

The question to be put to the meeting is "That all references in our Statement of Purposes, Constitution, and Standing Orders to DONCASTER-TEMPLESTOWE UNIVERSITY OF THE THIRD AGE" be changed to "DONCASTER-TEMPLESTOWE USA."

A new clause must therefore, I believe, be added to the Constitution and reads:-

- 2.4 Where the term USA is mentioned in these Rules,  
"UNIVERSITY OF THE THIRD AGE" is always meant.

This is not pedantry but is I believe necessary.

A new clause 20.3 should also be added to the Constitution. It will read "At the first Ordinary Committee Meeting after the Annual

General Meeting, the General Committee shall elect from within that body the following portfolioed positions:-

- 1            Publicity Officer, and
- 2            Course Co-ordinator

who shall be responsible to the Executive Committee for duties as laid down in the Doncaster-Templestowe USA Incorporated's Quality Assurance and Procedures Manual."

#### IMPORTANT

A Resolution was made during the year for our financial year to be the same as the business year, namely 1st July to 30th June. As a consequence, if you have not already paid this year's membership fee it is NOW DUE. The adjusted pro rate membership fee for the financial year 1992-1993 is as follows:-

	Singles	Couples
Member joined before December 1991	\$15	\$20
Member joined between January and June 1992	\$10	\$15
New members	\$20	\$30

If you have paid this year's fee please ignore this reminder. Please remember, our ANNUAL GENERAL MEETING approaches and only those members that are financial are eligible to vote on matters affecting the operations of this USA.

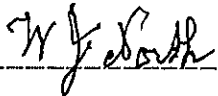
#### NOTES.

1.            Members of other USA's shall have no voting rights at DONCASTER - TEMPLESTOWE USA.
2.            For all communications from the floor to the Chair, it is advised that the speaker give their name and identification first. That is to say, give their name and which USA they belong to.
3.            At our Annual General Meeting, all financial members shall

sign the members' Roll and receive a name label on entry to the Hall.

4. A copy of this USA's Annual Report will be available at the door when you sign the Members' Roll at the Annual General Meeting.

Yours sincerely,



W.J. North,  
Secretary,  
Doncaster-Templestowe USA Inc.

DONCASTER-TEMPLESTOWE USA

ANNUAL GENERAL MEETING

N O T I C E   O F   M E E T I N G

Notice is hereby given of the ANNUAL GENERAL MEETING of the  
DONCASTER-TEMPLESTOWE USA.

DATE:                      Tuesday, 15th. September, 1992

VENUE:                    MAIN HALL  
                          TEMPLESTOWE ORCHARDS RETIREMENT VILLAGE  
                          107 ANDERSON'S CREEK ROAD,  
                          EAST DONCASTER, 3109

TIME:                     2:00 pm

SPEAKER: Cr Val Polley - Mayor, Doncaster-Templestowe Council  
                          (1991-1992)

Tea or coffee will be available after the meeting

DONCASTER-TEMPLESTOWE USA  
ANNUAL GENERAL MEETING  
TUESDAY, 15th. SEPTEMBER, 1992

- 1 Opening and Welcome to Important Guests and members
- 2 Apologies
- 3 Vote of thanks to Mr. Bruce Drury
- 4 Minutes of First General Meeting
  - 4.1 Business arising out of the Minutes
  - 4.2 Changes to Statement of Purposes, Constitution, and Standing Orders.
- 5 Annual Report
- 6 Financial Report
  - 6.1 Auditor's Report
- 7 Election of Officers
  - 7.1 Acting Chairman appointed
    - 7.1.1 Declaration of termination of all Committee positions and portfolios.
  - 7.2 Appointment of Scrutineers
  - 7.3 Election of Casual Vacancy for President
- 8 Election of Ordinary Committee Members
- 9 Other Business
- 10 Closure

DONCASTER-TEMPLESTOWE U3A

ANNUAL GENERAL MEETING

NOMINATION FORM

EXECUTIVE COMMITTEE

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POSITION	PROPOSER	SECONDER	NOMINEE
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PRESIDENT

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ORDINARY COMMITTEE MEMBERS

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NOMINEE	SIGNATURE OF NOMINEE	PROPOSER	SECONDER
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