



Annual General Meeting Wednesday 29th March 2023 at 10:00am

Venue: The Cottage, 83 Bayview Street, Williamstown

AGENDA

- 1. WELCOME AND ACKNOWLEDGEMENT TO COUNTRY President
- 2. PRESENT, APOLOGIES AND CONFIRMATION OF PROXIES Secretary
- 3. MINUTES FROM 2022 AGM AND 2022 SPECIAL GENERAL MEETING
- 4. ANNUAL REPORT 2022

- a. President’s report – overview, way forward, relationships President
- b. General report As listed
 - i. Secretary’s report (membership) & Membership Support team report
 - ii. Grants, Management System (UMAS) & Activity Coordinator’s report
 - iii. Venues report
 - iv. Action Plan - report on progress
- c. Treasurer’s report Treasurer
 - i. Financial Statement and Auditor’s Report
 - ii. Fees for 2024
- d. Evaluation Report Sandy Guest

To address increasing operating costs, the Treasurer and Committee recommend the adoption of a proposed small increase in fees of \$5 (approximating CPI) for Full and Associate members. The majority of our operating income comes from member fees and, as an association run entirely on volunteer time and effort, we have no other way to increase income for everyday operating costs.

Motion: To approve the proposed fee structure for 2024

- The Full Member fee will be \$60.00
- The Associate Member fee will be \$45.00
- The Life Member fee will remain at \$0.00

- 5. RECEIVING COMMITTEE NOMINEES AND ELECTION John Adams, Returning officer

To be updated before AGM

Nominee	Position	Proposer	Seconder
Ann Banham	President	Sue Dawkins	Fiona Williams
John Morris	Treasurer		
Fiona Williams	Secretary	Ann Banham	John Webb
Sue Dawkins	Vice-President	Ann Banham	Jan Norman
Sandy Guest	General	Carol Neumann	Sue Neumann
Ian Barclay	General	John Morris	Joan Thompson
Phil Quinn	General	Irene Tannock	Kerry Lewis
Ruth Patching	General	Joan Thompson	Fiona Williams
Vinny Fitzgerald	General	Sandra McAuliffe	Kerri O’Brien



6. ANNOUNCEMENT OF EXECUTIVE COMMITTEE MEMBER RESULTS

- new President takes over chairing meeting

John Adams, Returning officer

7. ANNOUNCEMENT OF COMMITTEE RESULTS FOR COMMITTEE MEMBERS

John Adams, Returning officer

8. SURVEY OF CONSTITUTIONS OF 12 VICTORIAN U3As

Sue Dawkins

A survey of a range of U3As across Victoria shows that U3As adopt the Consumer Affairs Victoria Incorporated Association Rules. There are no restrictions on the re-election of ordinary committee members in any of the U3As. A few U3As limited the re-election of officer bearers eg President.

U3A Melbourne City

Term of office

(1) Subject to subrule (3) and rule 56, a committee member holds office until the positions of the Committee are declared vacant at the next annual general meeting.

(2) A committee member may be re-elected.

(3) A person may not hold office as President, Vice-President, Secretary or Treasurer for more than four consecutive years

U3A Nunawading

Term of office

(1) Subject to subrule (5) and rule 57, a committee member holds office until all positions of the Committee are declared vacant at the next annual general meeting.

(2) A member elected as President, one of the 2 Vice-Presidents, Secretary or Treasurer is eligible for re-election to the same position, provided he or she has not been elected to that position for more than three consecutive years immediately prior to that annual general meeting.

(3) At the end of the four consecutive terms, subject to 56(2) members may nominate for, and be elected to, any other committee position.

(4) An ordinary committee member may be re-elected.

U3A Whittlesea

Term of office

(1) Subject to sub rule (3) and rule 56, a committee member holds office until the positions of the Committee are declared vacant at the next annual general meeting.

(2) A committee member may be re-elected.

Term of office Sunbury University of The Third Age Inc.

(1) Subject to subclause (3) and rule 56, a committee member holds office until the positions of the Committee are declared vacant at the next annual general meeting.

(2) A committee member may be re-elected. No executive position can be held by the same person

U3A Box Hill

Term of office

(1) Subject to subrule (3) and rule 56, a committee member holds office until the positions of the Committee of Management are declared vacant at the next annual general meeting.

(2) A committee member may be re-elected.

U3A Stonnington

Term of office

(1) Subject to subrule (3) and rule 56, a committee member holds office until the positions of the Committee are declared vacant at the next annual general meeting.

(2) A committee member may be re-elected

U3A Geelong

Term of office (1) Subject to subclause (3) and clause 56, a committee member holds office until the positions of the Committee are declared vacant at the next annual general meeting. (2) A committee member may be re-elected.

U3A Darebin

Term of office (1) Subject to sub-rule (3) and rule 48, a committee member holds office until the positions of the Committee are declared vacant at the next annual general meeting. (2) A committee member may be re-elected.

U3A Banyule

Term of office (1) Subject to subrule (3) and rule 57, a committee member holds office until the positions of the Committee are declared vacant at the next annual general meeting. (2) A committee member may be re-elected.

U3A Deepdene

Term of office (1) A person elected or appointed to the committee holds office until the conclusion of the next annual general meeting. No Restriction on re-election

U3A Manningham

Term of office (1) Subject to subrule (3) and rule 56, a committee member holds office until the positions of the Committee are declared vacant at the next annual general meeting. (2) A committee member may be re-elected.

U3A Baw Baw Term of office (1) Subject to subrule (3) and rule 56, a committee member holds office until the positions of the Committee are declared vacant at the next annual general meeting. (2) A committee member may be re-elected.

9. PROPOSED AMENDMENT TO THE CONSTITUTION - SPECIAL RESOLUTION

Ruth Patching

Special Resolution: That Rule 55 *Term of Office*, sub-rule 2: 'A committee member may be re-elected' be altered to state that: ***a committee member may be re-elected for a maximum of four consecutive elections with the following provisions:***

1. All members elected at the 2023 AGM will be considered to be in their first term.
2. To allow for continuity of Committee membership, for the period of adjustment to the new regime, it is preferable to have no more than three committee positions vacated in any one year.
3. If more than three committee members who have served the maximum four years do not wish to retire, the committee shall decide which three members shall retire.

BACKGROUND: Under the current Constitution Committee members can be re-elected with no limit on the number of times they can be re-elected. However, it is a widely accepted best practice for committee members to have limitations on consecutive terms of tenure, thereby permitting a rolling change-over of members. There are a number of benefits in having a mix of continuing and new members:

- Continuing members hold, and can share, historical knowledge of the organisation and can provide mentorship to new committee members
- Newly elected members can bring a new perspective, different skills and keep the committee vigorous.
- It is very common for organisations with continuous committee membership to stagnate, wither and eventually fossilise.
- There are benefits for the organisation as a whole. Members realise that the committee is not a fixed body and that anyone can stand for office. This encourages a greater sense of ownership and responsibility amongst the members to be aware of the Committee, its direction and its actions and to consider joining the committee at some point.

Acknowledging that committee members might retire at any time for any reason, the retirement schedule could be as follows:

Position/Year	2023	2024 ¹	2025 ²	2026 ²	2027 ³	2028 ³	2029 ³
Executive	1 st term	2 nd term	3 rd term	Ideally, 3 retire 6 continue	Ideally, 3 retire 6 continue	Ideally, 3 retire 6 continue	Ideally, 3 retire 6 continue
Executive	1 st term	2 nd term	Ideally, New				
Executive	1 st term	New	2 nd term				
Executive	1 st term	New	2 nd term				
General	1 st term	New	2 nd term				
General	1 st term	2 nd term	Ideally, New				
General	1 st term	2 nd term	Ideally, New				
General	1 st term	2 nd term	3 rd term				
General	1 st term	2 nd term	3 rd term				

1. **2024:** Three members have already notified their intentions to not re-nominate (if elected to the committee in 2023).
2. **2025 and 2026:** Three members, who might, or might not have, served four years *might choose to retire*.
3. **2027, 2028 and 2029:** These are the first years that three members who have been consecutively elected since 2024 must retire.
4. **2030 and subsequent years:** ideally a rolling turnover of three or four new members each year will be achieved.

5. **ITEMS WITHOUT NOTICE** (advise Secretary) Secretary

6. **NEXT ANNUAL GENERAL MEETING** – Provisional date Wednesday 13th March 2024

7. **GUEST SPEAKER – COUNCILLOR PAMELA SUTTON-LEGAUD, HOBSONS BAY CITY COUNCIL**

Cr Sutton-Legaud has committed her career to the Australian non-profit sector working with Oxfam Australia, Plan International, Bush Heritage Australia and Zoos Victoria in leadership roles. It was for her work with Plan International and the 2006 Melbourne Commonwealth Games that Cr Sutton-Legaud was honoured as a Victorian Telstra Businesswoman of the Year.

Cr Sutton-Legaud has lived in Hobsons Bay for almost 20 years and is committed to delivering measurable outcomes for our community. She has a unique set of skills: strong organisational leadership, revenue-generation, financial management and strategic change management. Cr Sutton-Legaud has developed strong governance skills as a board member with Seddon Community Bank, BirdLife Australia, Connecting Home and Trust for Nature. In Hobsons Bay, Cr Sutton-Legaud serves on the board of the Hobsons Bay Community Fund and volunteers with the Hobsons Bay Wetlands Centre. Her consulting work has provided opportunities to engage with Australian schools, universities and charities providing strategic advice to build capacity and financial sustainability.

Cr Sutton-Legaud is Principal Consultant for AskRIGHT a strategic fundraising consultancy operating in Australia and New Zealand. She has led organisations with up to 70 staff and driven strategies which have raised more than \$150 million for Australian non-profits. Cr Sutton-Legaud has an MBA, is a Certified Fundraising Executive (CFRE), a Fellow of the Fundraising Institute of Australia and a member of the Australian Institute of Company Directors.