



Companion Booklet for AGM

32nd Annual General Meeting
(11th December 2023)

Information for members who do not have
access to a computer.

Instructions for early voting.

Committee Nomination Form

Motion/Recommendation form.

Voting form.

32nd AGM – MONDAY 11 DECEMBER 2023 at 10:30am

1. The AGM will be held in-person at the Baptist Church Hall, Station Road, Tewkesbury, GL20 5DR. The AGM will start at 10:30am and will be followed by a talk (topic and speaker to be confirmed later). Attendance of a quorum of one-tenth of the membership will be required (at least **57 members** as at mid-September 2023) or the AGM, but not the following talk, will have to be adjourned for another time.
2. The AGM Booklet is enclosed. The AGM Agenda and standard motions to be voted upon are contained in the Booklet.
3. As last year, **enclosed are some forms for completion and return if appropriate**. These include additional nominations for Committee members, additional motions, a voting form to allow those members **not** attending the AGM to register their choice, plus guidance for completion and return of the forms. The voting form should **not** be completed if you are planning to be at the AGM.
4. Any additional motions or nominations for the Committee will be added to the Agenda on the day and voted upon at the AGM.
5. Please note 25 November 2023 is the final date for receipt of all forms and further motions for the AGM, ie at least 15 days before the AGM. The chairperson will **not** accept motions on the day of the AGM.
6. If you have any questions about the procedures, please contact the Minutes Secretary as detailed below.
7. Finally, thank you all for your cooperation and for remaining members of our u3a during the past year. The Committee hope 2024 will be an enjoyable year for everyone.

Duncan Fraser (Minutes Secretary) minsec@teiwkesburyu3a.org.uk

01684 325013 - This is our official telephone number and may connect to an answerphone service.

32nd AGM - NOTES ON COMPLETION & RETURN DETAILS FOR FORMS

The relevant Form should be completed and returned to the Minutes Secretary, by no later than **25 November 2023**.

Send either by post to:

Duncan Fraser, 7 Park Close, Northway,
Tewkesbury, Glos, GL20 8RB,

or by e-mail to: minsec@teewkesburyu3a.org.uk

IF SENDING BY POST

Cut out the relevant form.

Against each of the listed items either write the details requested or make your selection by placing an "X" in the box of your choice.

Ensure you fill in your name and membership number, plus where needed any other details requested.

TEWKESBURY & DISTRICT u3a
COMMITTEE NOMINATION FORM

There are nominations to stand for most of our committee posts at the December 2023 AGM. Details are in the AGM booklet. There are four Officer posts (Chairperson, Treasurer, Membership Secretary and Minutes Secretary) plus other non-officer posts to fill various roles.

There are still vacancies to fill the roles of:

GROUPS LIAISON OFFICER and VICE CHAIR.

If you would like to nominate a u3a member for these vacant posts or as an alternative to other committee posts, please complete the details below.

I would like to nominate the following to be a member(s) of the Committee. I have their permission to do so

POSITION	NAME
Chair	
Membership Secretary	
Minutes Secretary	
Treasurer	
Non-Officer	
Non-Officer	
Non-Officer	
Non-Officer	
Non-Officer	
Please annotate if a Non-Officer is only being proposed for a specific role/post. Proposed by:- Membership No:- Email address:- Date:- Seconded by:- Membership No:- Email address:- Date:-	

MOTION/RECOMMENDATION FORM

If you wish to propose a motion or recommendation to be considered at the 32nd AGM on Monday 11th December 2023 please complete the appropriate space below.

Motion/Recommendation

Forms must be posted or e-mailed to reach the Minutes Secretary by 25 November 2023. Motions/recommendations must be proposed and seconded by current members of Tewkesbury & District u3a.

Proposed by:-

Membership No:-

E-Mail address:-

Seconded by

Membership No:-

E-Mail Address:-

Date

VOTING FORM

Please vote in the boxes below.

Only to be completed by those members **NOT** present at the 32nd AGM on 11th December 2023

1. I being a member of Tewkesbury & District u3a, approve the following.

2. Minutes of Tewkesbury & District 31st AGM 12th December 2022 accepted as a true record.

AGREED	DISAGREED	ABSTAIN

3. Chairperson's Annual Report 2023

AGREED	DISAGREED	ABSTAIN

4. Membership Secretary's Annual Report 2023

AGREED	DISAGREED	ABSTAIN

5. Treasurer’s Annual Report 2023

AGREED	DISAGREED	ABSTAIN

6. Nomination of Devereux & Hunt as Independent Examiner/Auditor

AGREED	DISAGREED	ABSTAIN

7. Election of Committee Officers

Committee Post	Name
Officers posts as:	
Chair	Ian Barber
Treasurer	Bob Mackintosh
Membership Secretary	Richard Hart
Minutes Secretary	Duncan Fraser
Non-Officers posts as:	
Groups Liaison Officer	Vacant
TUTA News Editor	Neil Leyden
Webmaster	Calvyn Price
Equipment Officer	Justin Gowthorpe
Speaker Secretary	Mike Jones
Meetings Organiser	George Webb
Publicity Officer	Rosemary David
New Members Officer	Val Croudass

Events Officer (Currently Non-Committee)	Sophie Franklin
Vice Chair	Vacant

AGREED	DISAGREED	ABSTAIN

(Please complete in capitals)

Member's Detail

Name

Membership Number

Date

