



Windsor & Districts Historical Society Inc.

ABN 36 846 701 627

PO Box 539 Lutwyche 4030

Please address all correspondence to the Secretary

NOTICE is hereby given that the **ANNUAL GENERAL MEETING** of *Windsor and Districts Historical Society Inc* will be held on **Sunday 21 November 2021** commencing at **4 pm** at the Old Windsor Council Chambers, cnr Lutwyche Road and Palmer St, Windsor.

AGENDA

The agenda for the Annual General Meeting will be:

1. To receive the minutes of the 2020 Annual General Meeting
2. To receive the Annual Reports and audited financial statements for the year ended 30 September 2021
3. To elect Office Bearers: President, two Vice-Presidents, Secretary, Treasurer and three Councillors (refer below for nomination procedures)
4. To appoint the Auditor
5. Any other business of which proper notice has been given

NOMINATIONS for positions on the MANAGEMENT COMMITTEE

In accordance with Clause 11(3) of the Society's Rules of Incorporation any two financial members of the Society may nominate any other financial member to serve as an officer or other member of the Management Committee.

The nomination must be in writing and signed by the member, proposer and seconder and lodged with the Secretary at least 14 days before the Annual General Meeting. Nominations can be mailed or hand delivered to the Chambers and will be displayed on the notice board at the Chambers for at least seven days immediately preceding the Annual General Meeting.

Where there is no effective candidate nominated to fill a position, nominations for that position shall be taken from the floor.

A nomination form is attached.

APPOINTMENT of PROXY – for instructions to appoint a proxy, refer the attached.