

# Siena College Alumnae Association

## Annual General Meeting 2022



## Notice of Meeting

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Notice is hereby given by the Siena College Alumnae Association that the Annual General Meeting (AGM) of the Alumnae Association will be held on **Monday, 12 September 2022 at 6.00pm** in the Board Room and also via Zoom (link below).

Join Zoom Meeting

<https://siena-vic-edu-au.zoom.us/j/89706156042?pwd=R28vNDIqM29jUkpVcHErODhQYVdCdz09>

### AGENDA

1. Prayer: Tony Grant
2. Opening Welcome: Elizabeth Hanney
3. Attendance/apologies
4. President's Report
5. Finance Report
6. Acknowledgement of retiring Alumnae Association members and outgoing Alumnae Association Committee
7. Registration of Siena College Alumnae Association members
8. Election of incoming Siena College Alumnae Association Committee

No other business will be considered

### PROCEEDINGS

1. Tony Grant shall chair the AGM. After presentation of all reports by the outgoing Committee, Chair shall declare vacant all Committee positions.
2. Election of the incoming Committee shall be conducted as follows:
  - a. Tony Grant shall call for nominations of candidates for President/Co-Presidents, Vice-President, Secretary, and a minimum of six (6) ordinary committee members (in that order). Nominations must be made by and seconded by members present at the AGM. Nominated candidates must be present at the AGM and must assent to nomination.
  - b. Each member present at the AGM shall have one vote. Voting shall be by a simple show of hands. In case of multiple nominations for a Committee position, voting shall be by ballot. Nominations shall be determined by simple majority of votes of members present.
  - c. Details of all nominations of candidates, the voting counts and the results of election of all Committee positions shall be recorded in the AGM minutes.
  - d. Proxy Forms will be noted.
3. The incoming Committee shall commence management of the Siena College Alumnae Association upon conclusion of the AGM.

# Siena College Alumnae Association

## Nomination Form 2022-2023



The following positions of Office Bearers and Committee Members become vacant at this meeting and an election will be held to appoint persons to the following positions:

- President/Co Presidents
- Vice President
- Treasurer
- Secretary

I,  
of

do hereby nominate for the position of: (please tick position below)

President/Co Presidents

Ordinary Member

Vice President

Secretary

Signed:

Date:

Nominated by:

Signed:

Date:

Seconded by:

Signed:

Date:

# Siena College Alumnae Association

## Proxy Form AGM 2022



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### APPOINTMENT OF PROXY

I, \_\_\_\_\_ (member's name),

of \_\_\_\_\_ (member's address),

being a financial member of the Siena College Alumnae Association hereby appoint

\_\_\_\_\_ (proxy's name),

of \_\_\_\_\_ (proxy's address),

or in their absence, the Meeting Chairperson, to be my proxy at the Annual General Meeting of

the Alumnae Association to be held on Monday 12 September at Siena College and to vote on

my behalf: \_\_\_\_\_ (member's signature)

Please send completed proxy forms to the **Alumnae Coordinator** by 12.00 pm on Monday 12 September 2022.

Email - [alumnae@siena.vic.edu.au](mailto:alumnae@siena.vic.edu.au)

Post - Alumnae Coordinator, Siena College, 815 Riversdale Rd Camberwell 3124

In person - drop into reception