

NOTICE OF THE 2021 ANNUAL GENERAL MEETING OF THE CRANLEIGH AND DISTRICT U3A

Notice is hereby given that the 23rd Annual General Meeting of The Cranleigh And District U3A will be held in Cranleigh Arts Centre, 1 Cranleigh High Street, Cranleigh, Surrey GU6 8AS at 2.00pm on Wednesday 20 OCTOBER 2021, for the following purposes:

1. To approve the minutes of the AGM called on 28 October 2020.
2. To receive the Chairman's Annual Report for the period 1 September 2020 – 31 August 2021.
3. To receive and approve the Statement of Accounts for the said period.
4. To elect members of the Management Committee for the year.
5. To appoint an examiner for the Accounts.
6. To consider and if thought fit approve the amendments to the Constitution set out in the Schedule to this Notice.
7. To transact any other business.

Election of Officers

The following members of the Management Committee are willing to stand for election:

Veronica Barnard (Chairman)
Don Henderson (Secretary)
Martin Hayton (Treasurer)
Hilary Ball (Membership Secretary)
Angela Hardman (Group Leader Coordinator)
Maggie Atkins (Outings Manager)
Barbara White (Newsletter Editor)
Caroline Todman (Publicity Officer)

The Schedule above referred to

Additional sub-clause to Clause 4 MANAGEMENT

- 4.7 A Committee meeting, or a meeting of a sub-committee of the Committee, may be held in person or by suitable electronic means agreed by the Committee or the members of the sub-committee (as the case may be) in which each participant may communicate with all the other participants.

Additional sub-clauses to Clause 5 ANNUAL AND SPECIAL GENERAL MEETINGS

- 5.5 The meeting shall be adjourned to such time and place as the Committee shall determine if:
- (a) a quorum is not present within half an hour from the time appointed for the meeting; or
 - (b) a quorum ceases to be present during a meeting.
- 5.6 If a meeting is adjourned, the Committee must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting, stating the date, time and place of the meeting.
- 5.7 If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting, the members present shall constitute the quorum for that meeting.

5A ONLINE AND HYBRID GENERAL AND SPECIAL MEETINGS

- 5A.1 A General meeting (whether an Annual General meeting or a Special General meeting) may be held that allows attendance in person or by suitable electronic means agreed by the Committee in which each participant may communicate with all the other participants either directly or through the Chair. Where the Committee determines that a General meeting is to be held using electronic means pursuant to this clause 5A, such determination shall be set out in the Notice of General meeting sent to members, together with details of how a member may participate in such a meeting.
- 5A.2 Where the Committee determines that a General meeting is to be held by electronic means only, such determination shall be set out in the Notice of General meeting sent to members, along with an explanation of the exceptional circumstances which require the General meeting to be held by electronic means only.
- 5A.3 For the purposes of this clause, "exceptional circumstances" means circumstances which in the reasonable opinion of the Committee render it impossible to hold an effective General meeting in person, or by a combination of meeting in person and through electronic means.
- 5A.4 Where a General meeting is to be held in person, the Committee may, if it deems it appropriate, set out a procedure in the Notice of meeting which allows members to attend electronically if they so wish, and in such circumstances both members physically present in person and members present by electronic means will be considered present in person and will count towards the quorum for the relevant meeting.
- 5A.5 If the meeting is to be held solely by electronic means pursuant to clause 5A.2, the place of the meeting shall be deemed to be the charity's registered office address.

- 5A.6 Proceedings at a General meeting held by electronic means pursuant to clause 5A.2, or a physical meeting at which procedures are put in place to allow members to attend electronically pursuant to clause 5A.4, will not be invalidated due to technical issues which prohibit members from joining such meeting electronically, so long as a sufficient number of members to form a quorum under clause 5.1 is able to join the meeting successfully.
- 5A.7 Where a meeting is to be held by electronic means, or where procedures are put in place to allow members to join a physical meeting by electronic means, the Committee may put in place an electronic balloting mechanism to allow members present at the meeting by electronic means to vote as if they were present in person. Where such a voting mechanism is to be used for a meeting, the Notice of meeting will set out that mechanism.

Don Henderson
Secretary
25 September 2021

The meeting will be followed by a recital by harpist, Margaret Wilson, following which all - especially new members - are welcome to stay on for tea and biscuits, to socialise, and to ask questions.