



Townsville Community
LEGAL SERVICE INC

Notice of 2016-2017 Annual General Meeting

Townsville Community Legal Service Inc cordially invites you to the 2016-2017 Annual General Meeting.

When: 5.30pm Monday 20 November 2017

Where: Townsville Community Legal Service office, 2/181 Sturt Street, Townsville.

Please find attached:

- Agenda;
- Membership renewal form;
- Proxy; and
- Management Committee nomination form.

We will post the Annual Report and Audited Financial Statements to our website www.tcls.org.au as soon as they are available. We would appreciate it if you could print your own copy from our website, or feel free to bring along an electronic copy on your tablet or smartphone. We will have a small number of printed copies available at the AGM.

Please contact Cheryl at tcls@tcls.org.au or on 4721 5511:

- To RSVP – we would really appreciate accurate numbers for quorum and catering purposes. If you can't attend, please help us out with numbers by giving someone your proxy vote.
- If you would like to be updated when the reports are available, or if you have difficulty in accessing or printing the reports.

Please return forms to:

The Secretary
Townsville Community Legal Service Inc
PO Box 807
TOWNSVILLE QLD 4810

Or via email to tcls@tcls.org.au.



Agenda

1. Welcome.

Special General Meeting

2. Present/apologies.
3. Motion:

That sections 45(4) and 45(5) of the Townsville Community Legal Service Rules adopted 30 September 2016 be amended as follows:

(4) A payment by the association of ~~\$200~~ \$100 or more must be made by cheque, electronic transaction or credit card.

(5) If a payment of ~~\$200~~ \$100 or more is made by cheque or by electronic transaction, the cheque must be signed or the electronic transaction authorised by any 2 individuals who are authorised by the Committee to sign cheques or authorise electronic transactions on behalf of the Committee, whether they are—

(a) members; or

(b) any other person delegated that authority from time to time.

Annual General Meeting

4. Present/apologies.
5. Adoption of minutes of previous AGM (16 December 2016).
6. Presentation of the 2016-2017 Annual Report.
7. Treasurer's report and audited annual financial statements.
8. Stand down of the 2016-2017 Management Committee.
9. Appointment of returning officer to chair elections.
10. Election of the 2017-2018 Management Committee.
11. Appointment of Auditor.
12. Any other business.
13. Close and refreshments.



Townsville Community
LEGAL SERVICE INC

Membership

TAX INVOICE
ABN 95 265 387 091

Name _____ Date _____

Address _____

_____ Post Code _____

Telephone (W) _____ (H) _____ (M) _____

Area of expertise / interest _____

I would like to become an

ordinary

associate member

of the TOWNSVILLE COMMUNITY LEGAL SERVICE INC for 2017-2018.

(Ordinary membership is available only for individuals. Associate membership is available to corporations, associations and other entities. If you are a life member, you do not have to fill out this form.)

I support the objects of the Townsville Community Legal Service (*see overleaf*).

Membership dues have been set at **\$0** for the 2017-2018 financial year.

I enclose a donation of \$ _____.

By default, Townsville Community Legal Service provides notice of AGMs and other documents by email only.

Email address: _____

I **DO NOT** want email-only notice of AGMs and other membership matters. Please mail documents to my address as indicated above.

Return to: Townsville Community Legal Service, PO Box 807, Townsville QLD 4810/ email tcls@tcls.org.au



Townsville Community
LEGAL SERVICE INC

OBJECTS OF THE TOWNSVILLE COMMUNITY LEGAL SERVICE INC

The objects for which the Association is established are:

- (1) To provide a free and accessible legal service;
- (2) To seek legal and social change in order to create a more just society;
- (3) To address inequalities within the law and society;
- (4) To promote legal education;
- (5) To provide a legal service which recognizes the social / welfare issues facing its clients;
- (6) To provide crisis counselling and support and / or referral to appropriate agencies;
- (7) To encourage community participation in the delivery of the legal services it provides;
- (8) To develop and support self-help strategies and alternate methods of dispute resolution, for the benefit of the Townsville Community.

The Management Committee advises that the Association has public liability insurance in the amount of \$20,000,000.



Proxy

1. General Proxy

Townsville Community Legal Service Inc:

I, _____, of _____ a member of the association, appoint _____, of _____ as my proxy to vote for me on my behalf at the Special General Meeting and/or Annual General Meeting of the association, to be held on the 20th of November 2017 and at any adjournment of the meeting.

Signed this _____ day of _____ 2017.

Signature

_____ (choose only either general proxy or specific proxy) _____

2. Specific Proxy

Townsville Community Legal Service Inc:

I, _____, of _____ a member of the association, appoint _____, _____ as my proxy to vote for me on my behalf at the Special General Meeting and/or Annual General Meeting of the association, to be held on the 20th of November 2017 and at any adjournment of the meeting.

Signed this _____ day of _____ 2017.

Signature

*in favour of/*against [*strike out whichever is not wanted*] the following resolutions— [*List relevant resolutions*]



Management Committee Nomination

I, _____, a member of the
Townsville Community Legal Service Inc (“the Association”) propose that:

_____, a member of the
Association be nominated for the position of:

President.

Treasurer.

Secretary.

Ordinary Management Committee member.

_____/_____/2017

Signature of Mover

Date

_____/_____/2017

Signature of Secunder

Date

I, _____, the nominee, accept
the nomination for the position listed above and understand that it is a mandatory requirement
of corporate governance for Management Committee members to regularly attend
Management Committee meetings.

_____/_____/2017

Signature of Nominee

Date