

# *Nepean/Blue Mountains Prostate Cancer Support Group Inc.*



ABN 35 871 442 176 – CFN/2037577  
Affiliated with the Prostate Cancer Foundation of Australia  
Affiliated with Us TOO International (USA)

**President: David Wilkinson**



Prostate Cancer  
Foundation of Australia



**Honorary Secretary: Ross Baker**

PO Box763

KINGSWOOD NSW 2747

Ph: 1300 13 38 78

Email: [info@prostatesupport.org.au](mailto:info@prostatesupport.org.au)

14<sup>th</sup> September 2018

Dear Member,

Please find attached a number of documents that need your attention.

- a. Notice of meeting for the AGM.
- b. Notice of Special Resolution.
- c. List of Board Positions.
- d. Preliminary Agenda.
- e. Nomination Form for position on the Board.
- f. Proposed new Constitution.

As our Constitution requires the payment of an annual membership fee (\$10.00 per family) it is necessary that members be financial before the AGM (Payment can be made before or on the day of the meeting).

***Please note the venue for our Annual General Meetings is at:***

**St Stephen's Anglican Church Hall, 254 High Street, Penrith NSW 2750**

Yours Sincerely

Ross Baker  
Honorary Secretary

Motto: YOU ARE NOT ALONE

[www.prostatesupport.org.au](http://www.prostatesupport.org.au)

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Dear Member,

## **NOTICE OF THE ANNUAL GENERAL MEETING OF THE NEPEAN / BLUE MOUNTAINS PROSTATE CANCER SUPPORT GROUP INCORPORATED**

The Annual General Meeting of the Nepean / Blue Mountains Prostate Cancer Support Group Incorporated will be held on Monday 15 October 2018 in the St Stephen's Anglican Church Hall, 254 High Street, Penrith NSW 2750 at 7:00 pm.

The final version of the Agenda and reports will be handed out at the AGM.

For any further information, please do not hesitate in contacting me on the phone numbers above.

Yours Sincerely

Ross Baker  
Honorary Secretary

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14<sup>th</sup> September 2018

## NOTICE OF SPECIAL RESOLUTION

It is proposed that a Special Resolution to adopt a new Constitution (as attached to this notice), will be presented at the Annual General Meeting of the Nepean Blue Mountains Prostate Cancer Support Group Inc.

The Annual General Meeting is to be held on Monday 15 October 2018 at the Church Hall, St Stephen's Anglican Church, 254 High Street Penrith, commencing at 7.00pm.

The proposed Special Resolution reads as follows:

***“That the new Constitution of the Nepean Blue Mountains Prostate Cancer Support Group Inc. be adopted.”***

The new Constitution consolidating the proposed changes has been endorsed by the Board of Directors at their meeting held on Monday 6 August 2018 and they recommend the new Constitution be adopted.

As per the current Constitution, voting on the Special Resolution will be in person at the AGM and needs to be supported by at least three-quarters of those financial members present for the resolution to be passed.

To be financial, members must have paid their \$10 membership fee for 2018-2019 year prior to the commencement of the AGM.

The changes incorporated into the new Constitution were required:

1. to amend the wording to reflect modern practises;
2. to apply those changes that are recommended by the NSW Department of Fair Trading;
3. to apply the changes that are required to make the Constitution consistent with the Associations Incorporation Act 2009 and the Associations Incorporation Regulation 2016.

Ross BAKER  
Honorary Secretary  
NBMPCSGInc

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14<sup>th</sup> September 2018

Dear Member,

## **LIST OF BOARD POSITIONS**

**PRESIDENT:**  
**VICE-PRESIDENT:**  
**HONORARY SECRETARY:**  
**TREASURER:**  
**NEWSLETTER EDITOR:**  
**PROMOTIONS OFFICER:**  
**WEBMASTER and PUBLICITY OFFICER:**  
**LIBRARIAN:**  
**MEMBERSHIP COORDINATOR:**

The outgoing President may remain on the Board for the ensuing 12 months in an advisory role.

All positions will be declared vacant by the Returning Officer at the AGM and an election will be held to fill the 8 Board positions.

If you are interested in serving our members of the support group by being a member on the Board, please complete the attached form showing your name and the board position that you are applying for and have the form signed by two other members.

All nomination forms are to be completed and returned to the Secretary before or at the AGM to be held on Monday 15 October 2018.

If you are not sure what the position entails, please do not hesitate in contacting me on the phone numbers above.

Yours Sincerely

Ross Baker  
Honorary Secretary

**DRAFT AGENDA FOR ANNUAL GENERAL MEETING 2018**

1. Meeting open:
2. Attendance:
3. Apologies:
4. Absent friends. Minutes silence.
5. Receipt of minutes of the 2017 Annual General Meeting:
  - a. Business arising from the Minutes:
6. Reports:
  - a. President's Report
  - b. Secretary's Report
  - c. Treasurer's Report
7. Change of Board size from 10 to 8 Directors:
8. Special Resolution:
  - a. New Constitution
9. Election of Returning Officer:                      **Nomination:** .....
- Nominated by:.....                      Seconded by: .....
10. Board of Directors positions Vacated:
- 11. Election of new Board of Directors:**
- Election of President                                              **Nomination:** .....
- Nominated by:.....                      Seconded by: .....
- Election of Vice President:                                              **Nomination:** .....
- Nominated by:.....                      Seconded by: .....
- Election of Honorary Secretary:                                              **Nomination:** .....
- Nominated by:.....                      Seconded by: .....

Election of Treasurer: **Nomination:** .....

Nominated by:..... Seconded by: .....

Election of Newsletter Editor: **Nomination:** .....

Nominated by:..... Seconded by: .....

Election of Promotions Officer: **Nomination:** .....

Nominated by:..... Seconded by: .....

Election of Librarian: **Nomination:** .....

Nominated by:..... Seconded by: .....

Election of Membership Coordinator: **Nomination:** .....

Nominated by:..... Seconded by: .....

Election of Webmaster & Publicity Officer: **Nomination:** .....

Nominated by:..... Seconded by: .....

12. Vote of thanks to Returning Officer:

13. General Business:

a. Nomination of Life Membership

14. Meeting Closed.

NOMINATION FORM For  
ELECTION TO THE 2018/2019 BOARD OF THE  
NEPEAN / BLUE MOUNTAINS PROSTATE CANCER SUPPORT GROUP INC.

To: The Honorary Secretary  
Nepean/Blue Mountains Prostate Cancer Support Group Inc.,  
PO Box 763  
KINGSWOOD NSW 2747

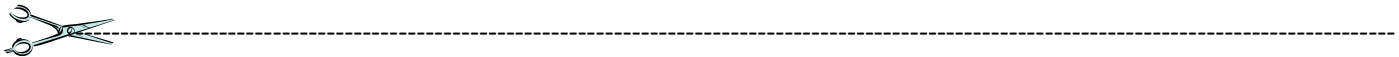
I, ..... wish to nominate for election to the  
position of ..... On the Board of the  
Nepean/Blue Mountains Prostate Cancer Support Group Inc.

Signed .....

We endorse this nomination:

Name: ..... Signed: .....

Name: ..... Signed: .....



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ELECTION TO THE 2018/2019 BOARD OF THE  
NEPEAN / BLUE MOUNTAINS PROSTATE CANCER SUPPORT GROUP INC.

To: The Honorary Secretary  
Nepean/Blue Mountains Prostate Cancer Support Group Inc.,  
PO Box 763  
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I, ..... wish to nominate for election to the  
position of ..... On the Board of the  
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Signed .....

We endorse this nomination:

Name: ..... Signed: .....

Name: ..... Signed: .....