



Townsville Community  
LEGAL SERVICE INC

# Notice of 2015-2016 Annual General Meeting

Townsville Community Legal Service Inc cordially invites you to the 2015-2016 Annual General Meeting.

**When:** 5.30pm Friday 16 December 2016.

**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](http://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](mailto: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](mailto:tcls@tcls.org.au).



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**LEGAL SERVICE INC**

# Agenda

1. Welcome.
2. Present/apologies.
3. Minutes of previous AGM (23 November 2015) and Special General Meeting (30 September 2016).
4. Presentation of the 2015-2016 Annual Report.
5. Treasurer's report and audited annual financial statements.
6. Stand down of the 2015-2016 Management Committee.
7. Appointment of Chair for Elections.
8. Election of the 2016-2017 Management Committee.
9. Appointment of Auditor.
10. 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 2016-2017.

*(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 2016-2017 financial year.

I enclose a donation of \$ \_\_\_\_\_.

It is much easier for us to provide notice of AGMs and other documents purely by email. If you would like to opt out of receiving email-only notice of AGMs and other membership matters, please advise.

Email address: \_\_\_\_\_

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



**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 annual general meeting of the association, to be held on the 16<sup>th</sup> of December 2016 and at any adjournment of the meeting.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_

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 annual general meeting of the association, to be held on the 16<sup>th</sup> December 2016 and at any adjournment of the meeting.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_

Signature

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

