**……………………………… CLUB Inc**

…………………………………………(address)

President: …………………………………….. Secretary:……………………………………….

**MEMORANDUM**

TO: **Members – ………………………….. Club Inc**

**Life Members – ……………………………… Club Inc**

From: ……………………………….. – President

Date: ……………………………………….

Re: **………………………(Year) Annual General Meeting**

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Notice is hereby given that the **ANNUAL GENERAL MEETING** of ………………………… Club Incorporated will be held as follows:

**Date:**

**Time:**

**Venue:**

Please find attached:

1. Agenda for the meeting
2. Nomination form for election to the Board
3. Form to propose Notices of Motion for consideration and voting.

***Please note***:

* All persons nominating for positions to the Board must be financial members of ………………………………… Club Inc.
* Life members are able to vote at the AGM