

CAMBERWELL DISTRICT BASKETBALL ASSOCIATION INCORPORATED



NOTICE OF MEETING **(Annual General Meeting 2024)**

Notice is hereby given that the Annual General Meeting ("AGM") of Camberwell District Basketball Association Inc ("Association") will be held on Sunday, November 24, 2024, commencing at 11am sharp. The AGM will be held at Balwyn High School, Buchanan Avenue, Balwyn North (classroom next to indoor basketball courts).

Please contact Mandy Mathews (operations@camberwellbasketball.com) to register your attendance at the AGM (you will be sent a link to the document pack for the meeting upon confirmation of your registration). We please request that all registrations be made by 5pm on Friday, November 22, 2024.

The Rules of the Association are available on the Association website (see link below). The Rules govern the conduct of the AGM.

AGENDA

The agenda for the AGM is as follows:

1. Attendance and Proxies (see notes below).
2. Confirm the Minutes of Meeting (AGM 2023).
3. Receive and consider the President's Report (AGM 2024).
4. Receive and consider the Treasurer's Report (including Financial Statements and Audit Report) (AGM 2024).
5. Receive and consider the Chief Executive Officer's Report (AGM 2024).
6. Elections of President, Vice President, Treasurer and Secretary and General Committee Members (see notes below).
7. Confirm appointment of auditor for FY2024 and FY2025 (see notes below).
8. Any other business (see notes below).
9. Meeting close.

There is no matter requiring a special resolution in accordance with the Rules to be considered at the AGM.

NOTES

Attendance and Proxies

Under the Rules¹ of the Association:

- A member may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting.

¹ Rule 33 (Proxies)

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- The appointment of a proxy must be in writing and signed by the member making the appointment.
- The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.
- A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meeting.

If you wish to appoint a proxy to vote for you at the AGM then please complete the Proxy Appointment Form (see link below) and deliver it by no later than 11am on Saturday, November 23, 2024 to the Secretary of the Association by email (secretary@camberwellbasketball.com) or by post (addressed to The Secretary, Camberwell District Basketball Association, Inc., 606 High Street, Kew Victoria 3101). If sent by post, the Proxy Appointment Form must be received by the Secretary no later than 5pm on Friday, November 22, 2024.

Elections of Committee and President, Vice President, Treasurer and Secretary

Under the Rules:

- A person is eligible to be elected or appointed as a committee member if the member is 18 years of age or over and is entitled to vote at a general meeting. [Rule 48]
- At the commencement of the AGM, the Chairperson of the meeting must declare all positions on the Committee vacant and hold elections for those positions in accordance with rules 50 to 53. [Rule 49]
- Prior to the election of each position, the Chairperson must call for nominations to fill that position. [Rule 50]
- Separate elections must be held for each of the following positions: (1) President; (2) Vice President; (3) Secretary; (4) Treasurer.

Nominations are called for the following positions: (1) President; (2) Vice President; (3) Secretary; (4) Treasurer; (5) Ordinary Member of the Committee.

Nominations must be made using the Nomination Form (Committee) (2024-25) prescribed nomination form (see link below) and deliver it by no later than 7pm on Friday, November 22, 2024 to the Secretary of the Association by email (secretary@camberwellbasketball.com) or by post (addressed to The Secretary, Camberwell District Basketball Association, Inc., 606 High Street, Kew Victoria 3101). If sent by post, the Nomination Form (Committee) (2023-2024) must be received by the Secretary no later than 7pm on Friday, November 22, 2024.

Confirm appointment of auditor for FY2025

A resolution will be put to the AGM to confirm the re-appointment of Mr Raj Prabhu of KBP Audit Services to undertake the review of the Association accounts for FY2025.

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Any other business

Under the Rules² of the Association, the AGM may also conduct any other business of which notice has been given. Any member wishing to raise any other business must give notice in writing to the President. Such notice must be delivered by no later than 5pm on Friday, November 22, 2024 to the President of the Association by email (president@camberwellbasketball.com).

Links to documents:

[Rules of Camberwell District Basketball Association Incorporated](#)

[Proxy Appointment Form \(Annual General Meeting 2024\)](#)

[Nomination Form \(Committee\) \(2024-2025\)](#)

Geoff O'Hoy

Secretary

Camberwell District Basketball Association Incorporated

secretary@camberwellbasketball.com

² Rule 29(5) (Annual general meetings)