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| A logo of a bird with a basketball ball  Description automatically generated | **Notice of Annual General Meeting QUEANBEYAN AND DISTRICT BASKETBALL ASSOCIATION INC. (ABN 93 239 236 577)** |

# NOTICE is hereby given that the Annual General Meeting of QUEANBEYAN AND DISTRICT BASKETBALL ASSOCIATION INC. (QDBA) will be held on Monday, 9 December 2024, at 6:00pm.

The meeting will be held at the **Queanbeyan Tigers Club, 30 Queenbar Road, Karabar, NSW.**

**Agenda**

# Opening and welcome by the Chairperson

# Apologies and proxies

# Adoption of Minutes from the AGM held on 20 November 2023

## President’s Report

# Treasurer’s Report: Annual Financial Statements 2024

### Election of Directors

### At this AGM there are seven (7) elected Director positions available for a three (3) year term. At the close of nominations, five members nominated for a director position. These members will be automatically appointed in accordance with the QDBA Constitution. The two vacant Director positions will be filled by the Board as provided for in the QDBA Constitution.

### *In accordance with the QDBA Constitution, the newly elected Board shall appoint the Chair (also known as President) from amongst the elected Directors. In addition, the newly elected Board will determine the rotational terms of the initial elected Directors by agreement, or failing which by lot, e.g ‘names pulled out of a hat’.*

### The eligible nominees have all consented to act as a Director of the Queanbeyan and District Basketball Association Inc, they are as follows:

### Samantha Black

### David Bresnik

### Gary Bullivant

### Ryan Harris

### Shannon White

# Notices of motion (none-received)

### Nominations for Life Membership (none-received)

# Close of Meeting

In accordance with the QDBA Constitution, any member entitled to vote at the Annual General Meeting is entitled to appoint another financial member of QDBA as proxy to attend in their place. **Note:** each member is only entitled to hold a maximum of one (1) proxy vote.

The proxy form, which is available as Annexure A to this Notice, must be provided to QDBA by **4:00pm on 6 December 2024** at the following email address: [qdbaagm@hotmail.com](mailto:qdbaagm@hotmail.com)

Further important information providing clarification of voting and proxy procedures is at Annexure B.

Shannon White

President

Queanbeyan and District Basketball Association

15 November 2024

**ANNEXURE A**

**QUEANBEYAN AND DISTRICT BASKETBALL ASSOCIATION INC.  
ANNUAL GENERAL MEETING**

**FORM OF APPOINTMENT OF PROXY**

I, ……………………………………………………………………………………………………………………………….  
(name)

of ……………………………………………………………………………………………………………...........................,  
(address)

being a financial member of Queanbeyan and District Basketball Association Inc. entitled to vote at a general meeting, appoint the following member of Queanbeyan and District Basketball Association as my Proxy

.……………………………………………………………………………………………………………………………….  
(name of proxy holder)

of ……………………………………………………..………………………………………………………………………,  
(address of proxy holder)

and to exercise a proxy vote on my behalf at the Annual General Meeting of Queanbeyan District Basketball Association Inc. to be held on 9 December 2024 and at any adjournment of that meeting.

………………………………………………………..  
*Signature of financial member appointing proxy*

………………………………………………………..  
*Date*

**NOTE:** Proxy forms must be submitted to [qdbaagm@hotmail.com](mailto:qdbaagm@hotmail.com) as specified in the Notice of Annual General Meeting **by 4:00pm, 6 December 2024**.

**ANNEXURE B:**

**Important information regarding the conduct of the Annual General Meeting of Queanbeyan and District Basketball Association**

**What's the definition of a Member of QDBA?**

This is outlined under clause 5. Members of the association's constitution.

a) Life Members, who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, to debate and to vote at General Meetings

b) Individual Members, who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, to debate and to vote at General Meetings; and

c) Junior Members, a parent or guardian of a member who is under 18 and isn't already defined as an Individual Member clause 51. b), shall have the right to receive notice of General Meetings and to be present, to debate and to vote at General Meetings.

In terms of junior members, if a parent/guardian is NOT an individual member in their own right, under the constitution they are allowed to attend the AGM, to debate and vote at the AGM.  The number of votes they hold is equal to the number of children they are in the care of and are a financial member of their own right.

When registering to attend the AGM, please indicate this at the time.

If the parent/guardian is an individual member, then they can only cast a vote on behalf of their own membership status.

If the parent/guardian is not available to attend the AGM, they have the right to use the proxy voting process.

**How do proxies work?**

When a voting member can't attend a meeting, they may be able to appoint someone else to cast their vote.

Under the constitution of QDBA, clause 27.3 Proxy Voting it reads "A member shall be entitled to appoint in writing a natural person who is also a member of the Association to be their proxy and attend and vote at a General Meeting of the Association with each member attending the AGM being able to hold one (1) proxy vote."

1. If you are unable to attend the AGM, you can appoint another member of QDBA to vote on your behalf.

2. Lodge the proxy form in accordance with the prescribed instructions. It must be submitted to [qdbaagm@hotmail.com](mailto:qdbaagm@hotmail.com) by no later than 4:00PM on 6 December 2024.

The name of the member (even if a junior member) must be listed on the first line of the proxy form. When the proxy form is submitted it will be assessed to determine if it is valid. QDBA will inform you accordingly.

3. If a member has lodged a proxy, the member may still attend the AGM, in which case their proxy is suspended for the duration of their attendance at the meeting.

**Can I pre-cast my vote?**

No, this is called "postal voting" this is where ballot papers are distributed to members (and typically returned by post).  This has not been ruled permissible by the Board at this time. A decision they are empowered to make under the constitution.

**What happens if my membership expires prior to the AGM?**

If an existing member's membership expires prior to the AGM, the member must pay the required renewal fees prior to the AGM.

**What happens if I owe money to the association, can I still attend the AGM and vote?**

If a member owes money to the association, they are ruled as being unfinancial and thus can attend the AGM but will not be allowed to vote.

Any outstanding fees to QDBA should be paid by 4 December 2024.