notice of Annual general meeting
PORT MACQUARIE BASKETBALL ASSOCIATION INC.

(ABN 43 886 627 978)

6 October 2021

# NOTICE is hereby given of Annual General Meeting of PORT MACQUARIE BASKETBALL ASSOCIATION INC. (PMBA) that will be held on Tuesday 9th November 2021 via Zoom, commencing at 6:30pm AEDT.

The meeting will take place via Zoom. Login details will be circulated via subsequent communication. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Nominations for Life Membership

***Note:*** *All nominations for Life Membership must be lodged via email to;*

secretary@portmacquariebasketball.com.au **by 6:30pm Friday 15 October, 2021.**

***Form: Annexure A***

# Nominations for the Directors of the Board

# There are three (3) elected Director positions available. Candidates wishing to nominate for an Elected Director positions must complete and lodge the Elected Director Nomination Form enclosed as Annexure B to this Notice.

# Under the PMBA Constitution, the form must be signed by two individual members of PMBA, certified by the nominee (who must be a member, or become a member of PMBA within 60 days of election).

***Note:*** *All nominations for the Directors of the Board must be lodged via email to:*

secretary@portmacquariebasketball.com.au **by 6:30pm Friday 15 October, 2021.**

***Form: Annexure B***

# Notices of Motion

# Members entitled to vote may submit notices of motion for inclusion as special business at the Annual General Meeting. All Notices of Motion must be submitted in writing to the association.

***Note:*** *All Notices of Motions must be lodged via email to:*

secretary@portmacquariebasketball.com.au **by 6:30pm Friday 15 October 2021.**

# Proxy Form

Any member entitled to vote at the Annual General Meeting is entitled to appoint another member of PMBA as proxy to attend in their place.

The proxy form must be provided to PMBA no later than 48 hours prior to the commencement of the Annual General Meeting to: secretary@portmacquariebasketball.com.au **by 6:30pm Sunday 7 November 2021.**

***Form: Annexure C***



**ANNEXURE A 2021**

**NOMINATION FORM**

**LIFE MEMBERSHIP**

I …………………………………………….. being a member of the Port Macquarie Basketball Association Incorporated wish to nominate …………………………………………… for consideration by the members for Life Membership of the Association.

**Life Membership Criteria**

## Life Members

### The Board may recommend to the Annual General Meeting that any natural person who has rendered distinguished service to the Association be appointed as a Life Member.

### For the purposes of the Constitution, ‘rendered distinguished service’ shall be restricted to those who have contributed to the control, promotion, integration, or fostering of participation and development of basketball by their participation in the Association for a period of ten (10) years and who, have set an exemplary standard of behaviour on and off the court and are nominated by a member to the Board for election at an annual general meeting of the Association.

### Names of nominees for Life Membership shall be submitted to the Secretary at least twenty-five (25) days prior to the annual General Meeting at which such nominees are proposed for election for Life Membership.

### A resolution of the Annual General Meeting to confer life membership (subject to **clause 5.2c**)on the recommendation of the Board must be a Special Resolution and must be passed by at least three fourths (75%) of those members attending and eligible to vote.

### No more than two (2) Life Members may be elected at any one annual General Meeting.

### A person must accept or reject the Association’s resolution to confer life membership in writing. Upon written acceptance, the person’s details shall be entered upon the Register, and from the time of entry on the Register the person shall be a Life Member.

**This form must be lodged to** secretary@portmacquariebasketball.com.au  **by 6:30pm Friday 15 October, 2021.**

|  |
| --- |
| **LIFE MEMBERSHIP CITATION** |
| **Nominee Name:** |  |
| **Over what period of time has the nominee made a major commitment?** |  |
| **How has the nominee demonstrated service worthy of recognition?** |  |
| **How has the nominee’s contribution impacted the association?** |  |
| **Has the nominee’s contribution been recognised elsewhere (e.g. in the media, by other awards, local clubs or an Area Committee)?** |  |



**ANNEXURE B 2021
Port Macquarie Basketball Association Inc. (PMBA)
Elected Director Nomination Form**

Nominations close at **6:30 pm** AEDT on **Friday 15 October 2021** and must be returned by emailing a completed copy of this form to secretary@portmacquariebasketball.com.au

**Nomination**

***Nominator:***

I the undersigned, being a member of PMBA entitled to vote in General Meeting, nominate

………………..................................................for election as an Elected Director of PMBA.
(insert nominee)

|  |  |
| --- | --- |
| Nominator Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***Seconder:*** *(must be a member of PMBA entitled to vote in General Meeting)*

|  |  |
| --- | --- |
| Nominator Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Nominee certification**

I........................................................................................................., being a registered and financial Individual or Life Member of PMBA\*, accept nomination for election as an Elected Director of PMBA and in doing so acknowledge my understanding of and my willingness to accept the rights, obligations, powers and duties of an Elected Director as outlined in the PMBA Constitution\*\*.

|  |  |
| --- | --- |
| Nominator Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Address | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Declarations** *(by nominee)*

\* If I am not currently a registered and financial Individual or Life Member of PMBA, I declare I will become such a member no later than 60 days after my election as an Elected Director (if elected).

\*\* As a nominee for election as an Elected Director of PMBA, I declare that I am not currently an employee of PMBA, which is prohibited under the PMBA Constitution and would preclude my nomination.



**ANNEXURE C 2021**

**PORT MACQUARIE BASKETBALL ASSOCIATION INC.
ANNUAL GENERAL MEETING**

**FORM OF APPOINTMENT OF PROXY**

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

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

being a member of Port Macquarie Basketball Association Inc. entitled to vote at a general meeting, appoint the following member of Port Macquarie Basketball Association Inc.:

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

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

to exercise a proxy vote on my behalf at the Annual General Meeting of Port Macquarie Basketball Association Inc. to be held on Tuesday 24th November 2020 and at any adjournment of that meeting.

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

………………………………………………………..
*Date*

**NOTE:** Proxy forms must be submitted to the email address specified in the Notice of Annual General Meeting secretary@portmacquariebasketball.com.au at least 48 hours prior to the commencement of the Annual General Meeting