



**Badminton
Confederation
Africa**

18 September 2020

**To: BCA Member Associations
BCA Council**

Dear BCA Member Associations,

Re: BCA Virtual Annual General Meeting 2020

Based on the membership and Council decision, we have the pleasure to inform you that the Badminton Confederation Africa (BCA) will organise a virtual Annual General Meeting (AGM) on **Saturday 19 December 2020 at 1400hrs (Mauritian Time – GMT + 4).**

Find key information and deadlines below:

- **Deadline for Proposals/Motions and secondings - Sunday 18 October 2020**
- **Deadline for Agenda of Meeting (Order Paper) – Friday 6 November 2020**
- **Deadline for amendments to proposals – Friday 20 November 2020**
- **Deadline for submission of Delegate Form – Friday 18 December 2020 at 1400hrs (Mauritian Time – GMT + 4)**
- **Virtual AGM – Saturday 19 December 2020 at 1400hrs (Mauritian Time – GMT + 4)**

Please note:

1. Proposals/Motions

A proposal/motion shall be made by a Member Association and another Member Association shall second the proposal/motion. The proposal/motion and the seconding shall be done on the **letterhead** of the respective **Member Association** and signed by **an authorized signatory**. Both letters (proposal and seconding) shall be received by the BCA Secretary General by **Sunday 18 October 2020 at 11.59 pm (Mauritius time, GMT +4)**. Any Proposal/Motion or seconding received after Sunday 18 October 2020 will not be considered.

See below extract from the BCA Constitution:

18.	PROPOSALS OR MOTIONS:
18.1	Notice in writing of any proposals or motions to be considered by the General Meeting may be given by any Member Association. It must be seconded by another Member Association to be valid.



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18.2	The proposals or motions and its seconding shall be sent to the Secretary General so as to reach him at least two months before the date fixed for that meeting.
18.3	Any valid proposal or motion received by the appropriate date must be circulated to Member Associations at least three weeks before the date fixed for the General Meeting.
18.4	The Council is allowed to make proposals or motions to be considered by the General Meeting with due notice. Proposals or Motions made by the Council do not need to be seconded, but explained.
18.5	Before a valid proposal or motion be discussed and voted upon, the chair will invite a delegate to support/present it. Thereafter the chair will ask whether a delegate from another Member Association is prepared to second the proposal or motion. If no delegate is prepared to second it, it will not be discussed or voted upon.
18.6	The Chair of the meeting shall not accept any amendment, other than one of wording, which does not alter the meaning or intent of the original proposal or motion, unless it has been sent to the Secretary General at latest four weeks in advance of the meeting. The Secretary General shall circulate the amendments received to Member Associations before the meeting.
18.7	For a proposal or motion to be valid, it is the responsibility of the Member Associations proposing or seconding it to make sure that both are received by the Secretary General by the stipulated closing date and the annual subscriptions of both Member Associations have been paid as at the closing date.

Member Associations are reminded that they must have paid their **2020 BWF and BCA subscriptions** to be able to exercise any membership right, which among others **include the right of nominating or seconding of candidates for elections and the right to send any proposal or motion** to be considered by the AGM.

The relevant part of Rule 15 is herewith copied:

15.	FINANCE:
15.3	Each Member Association shall pay an annual subscription, as may be decided by the General Meeting.
15.4	Beside the BWF subscriptions, each Member Association shall pay annual BCA subscriptions, as may be proposed by Council and decided by the General Meeting.
15.6	Member Associations must have paid all their subscriptions for the current year to be able to exercise any membership right. BCA subscription is subject to Rules 15.3, 15.4 and 15.5.



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Important Notice: All proposals/motions and seconding sent earlier this year, for the May AGM that was postponed, will **NOT** be considered for the virtual AGM on 19 December 2020.

2. Internet Assistance

If you will require an assistance for your internet connection, kindly contact us on s.edoo@badmintonafrica.com.

3. Preparation for the virtual AGM

Based on the exceptional circumstances, BCA will be providing as much information as possible to all Member Associations prior to the virtual AGM on 19 December 2020. See below table for your attention:

Date	Details
From October 2020	Videos/Presentations of Committees and Council Report to be sent to all MAs
Sunday 18 October 2020	Deadline for proposals/motions to be sent by MAs
Friday 6 November 2020	Deadline for Agenda of Meeting (Order Paper)
Friday 20 November 2020	Deadline for amendments to proposals/motions
From 21 Nov to 18 Dec 2020	Various webinars/online meetings to be organized based on Order Paper – in English and French. More information to be provided later.
Saturday 19 Dec 2020	Decision making virtual AGM

For the time being, if you have any questions, do not hesitate to contact us on s.edoo@badmintonafrica.com.

Sincerely,



Sahir EDOO
Secretary General