



## Badminton Confederation Africa

1<sup>st</sup> FEB 2024

BCA Member Associations  
BCA Council Members

### NOTICE

#### BCA ANNUAL GENERAL MEETING 2024

In accordance with Clauses 9.2 and 9.3 of the BCA Constitution, we have the pleasure to inform you that the 2024 BCA Annual General Meeting (AGM) will be held alongside the BWF AGM on Thursday **25 April 2024 in Chengdu, China**, at the **International Convention Center** from **0900hrs -1300hrs**.

#### AGM Proposals

A proposal can be made by a Member Association in Good Standing and another Member Association in Good Standing shall second the proposal. The proposal and the seconding shall be written on the **letterhead** of the respective **Member Associations** and signed by an **authorized signatory**, that is: the President, the Secretary General or the Chief Executive Officer. The corresponding extract of the BCA Constitution governing Proposals is annexed to this Notice (Clauses 9.21 to 9.27).

All nominations and seconding letters shall reach the CEO, latest by the **29<sup>th</sup> February 2024** (Clause 9.4) **(11:59 PM, Mauritius Time GMT + 4)**.

#### Key Dates and Deadlines

- **Deadline for AGM Proposals and seconding – Thursday 29<sup>th</sup> February 2024**
- **Deadline for publishing Agenda of Meeting (Order Paper) – Thursday 14<sup>th</sup> March 2024**
- **Deadline for amendments to proposals – Thursday 14<sup>th</sup> March 2024**
- **Deadline for submission of Delegate Form – Wednesday 24<sup>th</sup> April 2024 (11:59 PM, Mauritius Time GMT + 4)**.
- **AGM – Thursday 25<sup>th</sup> April 2024 (0900hrs-1300hrs)**

In the meantime, if you have any questions, do not hesitate to contact us on [J.shigoli@badmintonafrica.com](mailto:J.shigoli@badmintonafrica.com).

Sincerely

Jeff Shigoli

BCA CEO



## **BCA CONSTITUTION EXTRACTS**

5.13. **Member in Good Standing** – means a member who:

5.13.1. does not have any BWF subscriptions due;

5.13.2. is not under suspension by the BWF;

5.13.3. has submitted a completed Schedule A to the BWF for the current year.

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### **9. ANNUAL GENERAL MEETING**

9.1. The AGM shall be held once a year no later than 30 June at a location and time decided by the Council.

#### **Notice of the AGM and Deadlines**

9.2. The Notice of the AGM shall be sent to the membership by the Secretary General no later than twelve (12) weeks before the date of the AGM.

9.3. The Notice of the AGM shall include a) the date of the AGM, b) the location and c) the closing date for submitting proposals and nominations for elections.

9.4. The closing date for submitting proposals and nominations for elections shall be no later than eight (8) weeks before the date of the AGM.

9.5. The Agenda for the AGM including a) proposals submitted by Members in Good Standing and seconded by another Member in Good Standing, b) proposals by Council and c) any nominations for election submitted by Members in Good Standing and seconded by another Member in Good Standing before the deadline shall be sent to the membership no later than six (6) weeks before the date of the AGM.

9.6. Accidental omission to give notice in Clause 9.2 to any party shall not invalidate the proceedings of a General Meeting.

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#### **Proposals and Amendments**

9.21. Notice in writing of any proposals to be considered by the General Meeting may be submitted in writing by any Member in Good Standing. It must be seconded by another Member in Good Standing to be valid.



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- 9.22. The proposals and its seconding shall be sent to the Secretary General so as to reach him at least eight weeks before the date fixed for that meeting.
- 9.23. Any valid proposal received by the appropriate date must be circulated to Members at least six weeks before the date fixed for the General Meeting.
- 9.24. Before the proposal is sent out as per Clause 9.23, the Secretary General together with the proposer shall ensure that the wording and intended meaning of the proposal is clear so as to ensure that, if the proposal is accepted by the AGM, it could be directly incorporated in the Statutes.
- 9.25. The Council is allowed to make proposals to be considered by the General Meeting with the same deadlines as for proposals by Members in Good Standing. Proposals made by the Council do not need to be seconded, but need to be explained.
- 9.26. Before a valid proposal is discussed and voted upon, the Chair will invite the delegate from the proposing Member to present it to the meeting. Thereafter the chair will ask delegates to speak in turn either "for" the proposal or "against" the proposal until such time as the Chair puts the proposal to the meeting for a vote.
- 9.27. 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, 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 Members before the meeting.