



# BADMINTON CONFEDERATION AFRICA

30<sup>th</sup> JANUARY 2025

**BCA Members Associations  
BCA Council members**

## AGM NOTICE

### BCA ANNUAL GENERAL MEETING 2025

In accordance with Clauses 9.2 and 9.3 of the BCA Constitution, we have the pleasure to inform you that the 2025 BCA Annual General Meeting (AGM) will be held alongside the BWF AGM on **Thursday 24<sup>th</sup> April 2025 in Xiamen, China**, 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 proposals and seconding letters shall reach the CEO, latest by the **27<sup>th</sup> of February 2025** (Clause 9.4) **(11:59 PM, Mauritius Time GMT + 4)**.

### Key Dates and Deadlines

- **Deadline for AGM Proposals and seconding - Thursday 27<sup>th</sup> February 2025**
- **Deadline for publishing Agenda of Meeting (Order Paper) - Thursday 13<sup>th</sup> March 2025**
- **Deadline for amendments to proposals - Thursday 13<sup>th</sup> March 2025**
- **Deadline for submission of Delegate Form - Wednesday 23<sup>rd</sup> April 2025 (11:59 PM, Mauritius Time GMT 4)**.
- **AGM - Thursday 24<sup>th</sup> April 2025 (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).



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BCA SPORTS FOUNDATION

Registered under BCA Sports Foundation  
c/o Fides Trustees Level 2, Standard Chartered Tower Bank Street, Ebene, Mauritius



**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 Chief Executive Officer 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.





# BADMINTON CONFEDERATION AFRICA

- 9.22. The proposals and its seconding shall be sent to the Chief Executive Officer 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 Chief Executive Officer 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 Chief Executive Officer at latest four weeks in advance of the meeting. The Chief Executive Officer shall circulate the amendments received to Members before the meeting.

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Thanking you for your understanding and collaboration.

Sincerely,



**Jeff Shigoli**  
CEO



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