



CROQUET AUSTRALIA

Incorporated in ACT

National Office: ACT Sports House, 100 Maitland Street, Hackett, ACT 2602

ABN 90 330 745 920

PO BOX 254, DICKSON, ACT 2602. Ph: 02 6257 0880. Mob: 0400 385 687 secretary@croquet-australia.com.au

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the
63rd Annual General Meeting
of the Australian Croquet Association Incorporated
will be held at 10.00am on Monday 26th March 2012
at Forrest Park Croquet Club
66 Harold Street, Mount Lawley, WA 6050.

The timetable for AGM related business, outline agenda, requirements regarding notices of motions, nominations for officers and chairpersons, and alterations to the Handbook are contained in attachments to this notice.

Nerida Taylor
Executive Director/Honorary Secretary
11 October 2011.



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Attachment 1 63rd Annual General Meeting- Requirements and Deadlines

DEADLINE	BUSINESS ITEM
<p>M – 3 months By 26 December 2011</p> <p>Handbook 6.1.2</p>	<p>AGM NOTIFICATION States to receive notification of the time, date and venue for the 2012 AGM.</p> <p><i>This package contains the formal Notice of AGM.</i></p>
<p>M – 3 months By 26 December 2011.</p> <p>Handbook 6.1.2</p>	<p>REMINDERS RE AGM RELATED BUSINESS States to receive a reminder of the requirements relating to notices of motions, nominations for officers and chairpersons and alterations to the Handbook. These requirements are set out below.</p> <p><i>This package contains the specified reminders.</i></p>
<p>Handbook 6.1.3</p>	<p>BUSINESS OF THE AGM Business of the AGM shall include:</p> <ul style="list-style-type: none"> • Roll call including proxy delegates • Minutes of the previous meeting (62nd Annual General Meeting) • Business arising from the previous meeting • Correspondence • Reports: <ul style="list-style-type: none"> ➤ <i>Executive</i> ➤ <i>Committees</i> ➤ <i>Appointed Officers</i> • Election of Office Bearers • Appointments • Notices of Motion • Notices of Motion relating to the Constitution/Handbook • Finance – including fees, levies and honorariums • Players' meeting recommendations • Arrangements for all ACA events for the following two years
<p>M – 60 days By 26 January 2012</p> <p>Handbook 6.1.4</p>	<p>NOTICE OF MOTION Any Notice of Motion must be lodged with the ACA Honorary Secretary at least 60 days prior to the date of the meeting. The Notice of Motion must be accompanied by reasons and explanatory notes on the subject, for distribution with the Notice of Motion.</p> <p>To assist States in this, a 'Notice of Motion' pro forma has been developed and forms part of this document. Whilst it is not compulsory to use this pro forma, it will assist in making the relevant motion and background clear. See Attachment 2</p>



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<p>M – 12 days By Monday 12 March 2012</p> <p>Handbook 21.2</p>	<p>NOTIFICATION OF DELEGATES AND APPOINTMENT OF PROXIES Each State Association must advise the Honorary Secretary of the names of delegates and proxies to the AGM, by 12 March 2012.</p>
<p>Handbook 25.1.4.</p>	<p>MAXIMUM PERIOD OF OFFICE - FOR PRESIDENT AND VICE-PRESIDENTS All Officers, except the Immediate Past President shall be elected annually at the AGM for a term of one year, but the President, Senior Vice-President and Vice-President may not hold either office for more than three consecutive years except in extraordinary circumstances as declared by Council.</p> <p><i>Current incumbents of these positions were elected in 2011 for their first year of office.</i></p>
<p>M – 60 days By 26 January 2012</p> <p>Handbook 25.1.7</p>	<p>ANNUAL ELECTION OF OFFICE BEARERS Nominations for office must be in writing and signed by the nominee. They must be received by the ACA Honorary Secretary no later than sixty days before the AGM.</p> <p>See Attachment 3 for Officer Bearer Nomination Form.</p>
<p>M – 60 days By 26 January 2012</p> <p>Handbook 27.1.5</p>	<p>COMMITTEE REPORTS Committees will present a written report to the AGM.</p> <p><i>If Committees intend to make recommendations to the AGM as part of their reporting process, those recommendations should be framed as Notices of Motion and should be sent to the Honorary Secretary on or before 26 January 2012.</i></p>
<p>Handbook 28</p>	<p>APPOINTED OFFICERS <i>Whilst appointed Officers are not required by the Handbook to report to the AGM, the Executive will ask that such Officers prepare a written report which can be tabled at the AGM. Written reports received by 2 March will be circulated with other meeting papers.</i></p>



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Attachment 2

63rd ANNUAL GENERAL MEETING NOTICE OF MOTION

(must be lodged with the ACA Honorary Secretary by 26th January 2012)

MOTION:

LODGED BY: (State)

on (date)

BACKGROUND TO MOTION:

REASONS / RATIONALE FOR THE MOTION:



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(continued)

Please attach any additional information you consider relevant to this Motion.

NON COMPULSORY BUT VALUABLE INFORMATION.

The Executive would appreciate any details you can provide.

CONSULTATION. It would be helpful to include a comment on how the State Association canvassed this matter, and how widespread was its consultation.

FINANCIAL CONSIDERATIONS / IMPLICATIONS.

Are there any financial considerations /implications? It would be helpful to include any assessments you have made on the financial considerations/implications.

IMPLEMENTATION. Should the Motion be adopted, have you suggestions about implementation?



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Attachment 3

NOMINATION FORM FOR ELECTED POSITIONS

2012- 2013

For consideration at the 63rd Annual General Meeting 26th March 2012.

NOMINATION FORMS MUST BE LODGED WITH THE ACA BY 26 JANUARY 2012

I (name) accept nomination for

the position of:

Signed: Date:

Nominator: (name)(state)

(Nominator is required to be a Representative of a State Association, see By Law 25.1.7)

BRIEF PROFILE OF NOMINEE

Please forward by 26th January 2012 to:

ACA Honorary Secretary / Executive Director

PO Box 254, DICKSON ACT 2602