



NOTICE TO MEMBERS

2019 Annual General Meeting

The Annual General Meeting will be held on **Tuesday 26th May 2020**, at 7.30pm via an electronic WebEx online platform.

With the COVID-19 threat and restrictions mandated by the government on non-essential gatherings, the Board has taken the necessary steps to enact Rule 21.3(c) from our Constitution to effectively manage our 2019 AGM.

21.3 (c) -

The Board

subject to the Act, the Regulations and these Rules, has power to perform all such acts and things as appear to the Board to be essential for the proper management of the business and affairs of KBI and to make all by-laws and rules necessary for the proper management and administration of KBI;

The Board has resolved to introduce the following new by-laws to support 'proper management' -

1. Conduct the 2019 KBI AGM via technology that allows Members, Life Members and Delegates to join electronically.
2. In regards to Constitution clause 13(f) we will deliver the KBI financial report via email. Financials will not be available at the meeting.
3. Postpone the KBI Board elections to June 23, 2020 and conduct elections (if required) via email and postal vote.
4. In regards to Constitution clause 31(1) the Board has elected to continue with our current Auditor, Accru, for another term and we will not seek a Member vote.

All other normal matters of circumstance will be maintained for the 2019 AGM.

The on-going need for these new by-laws will be revisited as soon as practicable.

Participation

To ensure we have a quorum of attendance on the WebEx, Clubs and Members should provide the name(s) and email addresses of Delegates no later than 11:59pm, 11th May 2020. Please send this information to the KBI CEO, Grant Harrison via email - grant.harrison@knoxbasketball.com.au.



If you need guidance on who can be a Delegate or the number of Delegates your Club qualifies for, please refer to Section 8 of the KBI Constitution - website link - http://www.knoxbasketball.com.au/wp-content/uploads/2017/09/KBI_Constitution_Sept_2014.pdf

AGM Materials

To prepare for the electronic WebEx AGM meeting we will distribute materials via email on Tuesday 12th May 2020. This includes the WebEx instructions, 2019 Agenda, 2018 AGM Minutes, Chairperson's report and CEO's report.

Reports will be emailed to Life Members and confirmed Delegates. Please ensure we have correct emails. We will also send this information to Clubs to share with their Members if others would like to participate in the WebEx.

The Financial reports will be emailed to Life Members and confirmed Delegates from the KBI CEO, Grant Harrison, on Tuesday 12th May 2020. Copies of Financials will not be available at the meeting or for pickup from the KBI offices.

All questions for the AGM need to be submitted in advance. We will not be in a position to accept questions during the meeting. If you have a question on the minutes, materials or would like to table a general question, please forward your request via email to the KBI CEO, Grant Harrison by 5pm on 18th May, 2020 - grant.harrison@knoxbasketball.com.au. We will endeavor to answer all questions during the WebEx.

Meeting Protocols

Plan to join electronically at 7:15 pm. Delegates will be ticked off a checklist to ensure we have a quorum. The meeting will commence at 7:30 pm.

- All participants will be muted other than the KBI Chairperson, Michelle Murray, who will lead the AGM meeting
- Apologies and proxy nominations should be emailed to the KBI CEO, Grant Harrison as a matter of urgency - grant.harrison@knoxbasketball.com.au. We will not be able to accept apologies on the call
- Daniel Battye will control the WebEx muting and when the Chairperson allocates agenda items and/or questions to be answered to other Board members, Daniel Battye will unmute for that individual to speak
- The Chairperson will arrange in advance a Delegate to table a motion to accept the minutes and a Delegate to second the motion. If a question on the minutes is submitted, the Chairperson will confirm the answer on the WebEx



Awards

Any nominations for Life Membership should be made on the Life Membership nomination form available from the KBI CEO, Grant Harrison - grant.harrison@knoxbasketball.com.au.

Elections (updated 28th April 2020)

As noted in new By-law #3 on page 1, we are postponing the KBI Board elections to June 23, 2020 as it is deemed too high a risk to perform voting securely via the WebEx. We will provide further details to Clubs, Members and Life Members on the election process on 1st June 2020.

- Nominations will be due at 11:59pm on Monday 8th June 2020.
- For noting, this year's elections are

Two-year term (2020-2022):

1. Vice Chairperson
2. Chairperson Junior Domestic Competition
3. Chairperson Senior Raiders Program
4. Secretary

One-year term (2020-2021):

5. Chairperson Junior Raiders Program
 6. Finance Director
- After we seek nominations, the Chairperson will confirm if we need to do elections. If we have more than one nominee for a position, we will hold an election via email or postal ballot. KBI will engage an independent person to receive and tally the votes.

All Delegates and their emails, additional Agenda items and/or awards need to be delivered to the KBI CEO by 11:59pm Monday 11th May 2020 via email grant.harrison@knoxbasketball.com.au or by letter addressed to the Chief Executive Officer, PO Box 95, Boronia 3155, which must be post marked **no later than 5.00 pm, 11th May 2020**.

Thank you for your patience and understanding during this challenge period.

Marian Snary

Secretary

Knox Basketball Inc.