

NOTICE OF GENERAL MEETING

Chers Membres de l'Alliance Française de Canberra,

Conformément à l'article 31 des statuts de l'Alliance Française de Canberra Incorporates, le Comité convoque l'Assemblée Générale Annuelle qui se déroulera le mercredi 24 juin 2020 dans les locaux de l'Alliance sis au 66 McCaughey Street à Turner.

Ordre du Jour :

1. Excuses
2. Enregistrement des votes par procuration
3. Compte Rendu de 2018 l'Assemblée Générale Annuelle tenue le 15 mai 2019
4. Rapport d'activité de la Présidente pour 2019
5. Rapport du Trésorier pour l'année 2019 et adoption de l'audit des comptes.
6. Rapport d'activité du Directeur
7. Election du responsable du scrutin
8. Election des membres du Comité
9. Désignation des auditeurs
10. Questions diverses

Les membres de l'Association souhaitant nommer un candidat à l'élection doivent renseigner un formulaire à cet usage et le déposer au bureau de l'Alliance Française de Canberra avant 17h30 le 17 juin 2020.

Conformément aux statuts de l'Alliance Française de Canberra en vigueur, les Membres doivent être à jour de leurs cotisations avant l'AGA.

Les Membres peuvent voter par procuration en renseignant un formulaire de procuration et en le retournant à l'AF de Canberra au plus tard le 23 juin à 20h00.

Le Compte Rendu de l'AGA 2018 (tenue le 15 mai 2019) est à disposition des Membres à la réception de l'Alliance Française de Canberra durant les heures d'ouverture habituelles.

Membres du Comité en place :

Christina COOK	President	Rim EL KADI	Member
Sean UNWIN	Treasurer	Muriel GERARD	Member
Robert CLARK	Secretary	Catherine RIORDAN	Member
Hugh CHEVRANT-BRETON	Member		
Judith WOOLLEY	Member		

La Présidente seront heureux de vous accueillir lors de l'AGA du mercredi 24 juin 2020.

Bob Clark
Officier public
2 juin 2020

Veillez noter qu'étant donné la situation actuelle du COVID-19, la réunion devra peut-être se tenir via Zoom. Veillez consulter notre site Web pour les mises à jour.

NOTICE OF GENERAL MEETING

Dear Alliance Française de Canberra Member,

In accordance with clause 31 of the Constitution of the Alliance Française de Canberra Incorporated, the Committee is convening a general meeting of the Alliance Française de Canberra to be held at 66 McCaughey St Turner, at 8.00 pm on Wednesday 24 June 2020.

Agenda

1. Apologies
2. Presentation of Proxies
3. Minutes of 2018 Annual General Meeting held on 15 May 2019
4. President's report on activities during 2019
5. Treasurer's report for 2019 and adoption of audited financial statements
6. Director's report
7. Election of Returning Officer
8. Election of Committee members
9. Appointment of Auditor
10. General business

Members of the Association wishing to nominate for election should deliver a nomination form to the Alliance Française de Canberra offices by 5:30 pm on the 17 June 2020.

According to the present Constitution of the Alliance Française de Canberra, only Alliance members whose membership subscriptions are paid in full prior to the AGM.

Members can cast a proxy vote by filling out the attached proxy form and returning the completed form to the Alliance Française de Canberra offices no later than 8.00 pm on 23 June 2020.

Minutes of the 2018 AGM (Held 15 May 2019) are available to Members from the Alliance Française de Canberra reception during normal business hours.

Current Committee Members are:

Christina COOK	President	Rim EL KADI	Member
Sean UNWIN	Treasurer	Muriel GERARD	Member
Robert CLARK	Secretary	Catherine RIORDAN	Member
Hugh CHEVRANT-BRETON	Member	Judith WOOLLEY	Member

The President look forward to welcoming you to the AGM on Wednesday 24 June 2020.

Bob Clark
Public Officer
2 June 2020

NB: Please note that given the current COVID-19 situation, the meeting might need to be held through Zoom. Please check our website for updates.

NOTES: Proxies and Financial Statements

Proxies

- i. At a general meeting each member may vote in person or by proxy.
- ii. On a show of hands every member present in person shall have one vote. On a poll every member present in person or by proxy shall be entitled to cast one vote on his or her own behalf and one vote for every member he or she represents by proxy.
- iii. There shall be no more than five (5) proxies held by a Member.
- iv. A proxy must be a Member of the Alliance Française de Canberra.
- v. The instrument appointing a proxy shall be in writing or in the attached form under the hand of the appointer or his or her duly authorised Attorney. The instrument appointing the proxy shall be deemed to confer authority to demand (or join in demanding) a poll and shall be in (or consistent with) the form provided in Appendix 2 of the Alliance Française de Canberra Constitution.
- vi. To be valid, the signed instrument appointing a proxy, and the Power of Attorney or other authority, must be deposited with the Secretary not less than 24 hours before the time of the general meeting (or adjourned general meeting) at which the person named in the instrument proposes to vote, or in the case of a poll, not less than 24 hours before the time appointed for the taking of the poll, otherwise the instrument of proxy shall not be valid.
- vii. A vote given in accordance with the terms of an instrument of proxy shall be valid despite the previous death or unsoundness of mind of the principal or revocation of the instrument or of the authority under which the instrument was executed if the Secretary has not received notice in writing of such death, unsoundness of mind or revocation before the commencement of the general meeting (or adjourned general meeting) at which the instrument is used.
- viii. If you are unable to attend the meeting and are entitled to vote, you have the right to appoint a proxy. You are requested to complete the form of proxy attached at Appendix 2. The proxy form and the power of attorney or other authority (if any) under which it is signed (or a certified copy) must be received by the Secretary of the Alliance Française de Canberra, at least 24 hours before the time for holding the meeting at the company's registered office at 66 McCaughey St Turner ACT, or email a signed copy to bob@7point.net.au

Financial Statements

- ix. Should you wish to view a copy of the financial statements prior to the AGM, please contact Mr Patrice Gilles, Director.

ANNEXURE 1: NOMINATION FORM – COMMITTEE MEMBERSHIP

ALLIANCE FRANÇAISE DE CANBERRA INCORPORATED
(incorporated under the Associations Incorporation Act 1991)

The Secretary
Alliance Française de Canberra Incorporated
66 McCaughey Street
TURNER ACT 2612

NOMINATION FORM

We hereby nominate

_____ (block letters)

for the position of Committee Member

at the election of the Committee at the Annual General meeting to be held on Wednesday 24th June 2020 at 8:00 pm at the offices of the Alliance Française de Canberra Incorporated, 66 McCaughey Street TURNER ACT 2612.

Proposer: _____

Secunder: _____

I hereby accept the nomination:

Nominee: _____

Date: _____

PLEASE NOTE: Nomination forms, signed by the proposer, seconder, and nominee (all must be Current Members of the Alliance Française de Canberra Incorporated), must reach the Secretary no later than 4:00 pm on Tuesday 23 June 2020 at the following address:

Attn: The Secretary
Alliance Française de Canberra Incorporated
66 McCaughey Street
TURNER ACT 2612

ANNEXURE 2: PROXY FORM – 2020 Annual General meeting

FORM OF APPOINTMENT OF PROXY
ALLIANCE FRANÇAISE DE CANBERRA INCORPORATED
(incorporated under the Associations Incorporation Act 1991)

I, _____
(full name)

of. _____
(address)

being a member of Alliance Française de Canberra Incorporated (the Association) hereby appoint as my proxy to vote for me on my behalf at the general meeting of the Association (the Meeting) to be held on Wednesday, 24 June 2020 and at any adjournment of the Meeting-

a) _____
(full name of proxy)

of. _____
(address of proxy)

being a member of the Association; or, failing the person named above, or if no person is named,

- b) the person presiding at the Meeting; or, in the event of the person presiding at the Meeting being unable, under clause 38 to act as my proxy,
- c) a member of the Committee of the Association who is present at the Meeting, and who is chosen by the person presiding at the Meeting to act as my proxy in his or her stead.

(Signature of member appointing proxy)

Date: _____

Please Note: If no person is named in paragraph (a), the person presiding at the Meeting will act as your proxy, unless that person is unable, under clause 38 to act as your proxy, in which case that person will designate a member of the Committee of the Association who is present at the Meeting to act as your proxy in his or her stead.

Clause 38 (2) provides that *no member of the Association may hold more than 5 proxies.*