



19th February 2018

Dear Sir/Madam,

Notification of Date for Annual General Meeting of the
Queensland Billiards and Snooker Association Inc.

This letter is to inform you that the date has been set for the Annual General Meeting of the QB&SA. The details are as follows:

Date: Thursday 22nd March 2018
Time: 6.30pm
Venue: Sherwood Services Club
1 Clewley Street
Corinda 4075

Please note that an Affiliate must be financially current to be entitled to vote at the AGM.

As set out in the Constitution (adopted September 1990 and amended March 1994 & 2004), the requirements for the calling of an AGM are as follows:

- At least 28 days before the date of each AGM the Secretary shall inform each affiliated body and life member of the date for the meeting.
- Each affiliated body shall appoint no more than 2 delegates, and will forward the names and contact details of the delegates and any agenda items for discussion to the Secretary at least 21 days before the date of the meeting.

One of the more important functions that will occur at this AGM will be the election of office bearers for the Management Committee. The following positions require re-election:

President	3 year term
Vice President	2 year term
Secretary	2 year term
Treasurer	1 year term
Committee Member	1 year term
Committee Member	1 year term

In accordance with the Constitution, the following procedure is required for the election of office-bearers:

- Any two members of the Association may nominate another member to serve as an office-bearer.
- Nominations are to be provided in writing, and are to be signed by the member, his or her proposer and seconder, and shall be lodged with the Secretary at least 14 days before the date of the AGM.

- A list of candidates' names in alphabetical order, with the proposer's and seconder's names shall be posted in a conspicuous place in the usual place of meeting of the Association at least 7 days before the date of the AGM.
- If required, balloting lists shall be prepared including the names of the candidates in alphabetical order.
- Each member present and entitled to vote at the AGM is entitled to vote for any number of such candidates (not exceeding the number of vacancies).
- Should there be an insufficient number of candidates nominated at the commencement of the meeting, nominations may be taken from the floor.

The positions of office shall be elected in the following order:

President	(position for 3 years)
Vice President	(position for 2 years)
Secretary	(position for 2 years)
Treasurer	(position for 1 year)
Committee Member	(position for 1 year)
Committee Member	(position for 1 year)

Delegates MUST be members of an affiliated club or direct members of the Queensland Billiards and Snooker Association Inc.

In accordance with the direction in this letter, please submit the following:

- the names and contact details of no more than 2 delegates that will be attending the AGM by *22nd March 2018*.
- the names of nominees for office, and the position they are nominated for, together with the signature of the nominee, the proposer and the seconder.
PLEASE NOTE: In accordance with the Constitution, nominees WILL NOT be called from the floor if a nomination has been received in writing for the position prior to the AGM. If you wish to nominate a member for a position, do so as directed in this letter. Nominations are to be received by the Management Committee not later than 8th MARCH 2018.
- Nominations as they are received will be posted on the QB&SA website under QB&SA Inc. AGM 2018 notice.

Information can be emailed to qbsa@cuesports-qld.com or posted to the above address. If you have any queries or wish to discuss an issue/s, please call 0421918413.

I look forward to your prompt response and to seeing you at the AGM.

Yours Respectfully

John Machen
Secretary
Queensland Billiards & Snooker Assn Inc.