

AVIS D'ASSEMBLÉE GÉNÉRALE

Chers Membres de l'Alliance Française de Canberra,

Conformément aux articles 30 et 31 des statuts de l'Alliance Française de Canberra Incorporate, le Comité convoque l'Assemblée Générale Annuelle qui se déroulera le mercredi 22 mai 2024 à 17h30 dans les locaux de l'Alliance au 66 McCaughey Street, Turner.

Ordre du Jour :

1. Excuses
2. Enregistrement des votes par procuration
3. Compte Rendu de l'Assemblée Générale Annuelle 2023
4. Rapport d'activité du Président pour 2023
5. Rapport du Trésorier pour l'année 2023 et adoption de l'audit des comptes
6. Rapport d'activité du Directeur Général
7. Election du responsable du scrutin
8. Election des membres du Comité
9. Désignation des auditeurs
10. Questions diverses

VOTE PAR PROCURATION

Les membres ne peuvent fournir leur procuration que via le formulaire de procuration ci-joint. Les formulaires de procuration (voir l'[annexe 1](#) ci-jointe) dûment remplis doivent être remis dans une enveloppe scellée (adressée au secrétaire) remise au bureau de l'Alliance Française de Canberra au plus tard à 17h00 le mardi 21 mai 2024.

NOMINATION AU COMITÉ

Les membres de l'Association souhaitant proposer leur candidature à l'élection du Comité doivent remettre leur formulaire de candidature (l'[annexe 2](#) ci-jointe) dûment rempli au bureau de l'Alliance Française de Canberra avant 17h00 le 15 mai 2024.

Les nominés, proposant et contributeurs doivent tous être membres de l'Alliance Française de Canberra dont les cotisations sont payées intégralement.

Membres du Comité en place :

Hugh CHEVRANT-BRETON	Président	Leslie BARNES	Membre
Gordon BULL	Vice-Président	Andrew CONLEY	Membre
Judith WOOLLEY	Vice-Présidente	Rim EL KADI	Membre
Arthur CAMILLERI	Secrétaire	Nathaniel ELLIS	Membre
Mariam HAFIZ	Trésorier	Catherine RIORDAN	Membre

Le Président sera heureux de vous accueillir lors de l'AGA du mercredi 22 mai 2024.

Arthur Camilleri
Secrétaire
le 7 mai 2024

NOTICE OF GENERAL MEETING

Dear Members of the Alliance Française de Canberra,

In accordance with clauses 30 and 31 of the Constitution of the Alliance Française de Canberra Incorporated, the Committee is convening an annual general meeting (AGM) of the Alliance Française de Canberra to be held at 66 McCaughey Street Turner, on Wednesday 22 May 2024 at 5.30 pm.

AGENDA

1. Apologies
2. Presentation of Proxies
3. Adoption of 2023 AGM minutes
4. President's report on activities during 2023
5. Treasurer's report for 2023 and adoption of audited financial statements
6. General Manager's report
7. Election of Returning Officer
8. Election of Committee members
9. Appointment of Auditor
10. General business

PROXY VOTING

Members can only provide their proxy via the attached proxy form ([Attachment 1](#)).

Completed proxy forms must be provided in a sealed envelope (addressed to the Secretary) delivered to the Alliance Française de Canberra offices no later than 5:00 pm on Tuesday 21 May 2024.

COMMITTEE NOMINATION

Members of the Association wishing to nominate for election to the Committee must deliver their completed nomination form (see [Attachment 2](#)) to the Alliance Française de Canberra offices by 5:00 pm on 15 May 2024.

Nominees, Proposers and Seconders must all be Alliance Française de Canberra members whose membership subscriptions have been paid in full.

Current Committee Members are:

Hugh CHEVRANT-BRETON	President	Leslie BARNES	Member
Gordon BULL	Vice-President	Andrew CONLEY	Member
Judith WOOLLEY	Vice-President	Rim EL KADI	Member
Arthur CAMILLERI	Secretary	Nathaniel ELLIS	Member
Mariam HAFIZ	Treasurer	Catherine RIORDAN	Member

The President looks forward to welcoming you to the Alliance Française de Canberra AGM on Wednesday 22 May 2024.

Arthur Camilleri
Secretary
7 May 2024

NOTES: Proxies

- i. If you are unable to attend the general meeting you may want to appoint a proxy. Whether voting in person or by proxy, members must be current financial members of the Alliance Française de Canberra with their membership subscriptions paid in full.
- ii. The instrument appointing a proxy is in the form provided in Appendix 2 of the Alliance Française de Canberra Constitution — also provided at [Attachment 1](#) to this document.
- iii. There shall be no more than five (5) proxies held by a member.

ATTACHMENT 1: PROXY FORM — Annual General Meeting 2024

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, 22 May 2024 at 5:30pm 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: _____

***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 of the Constitution 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.*

PLEASE NOTE: Completed proxy forms must be provided in a sealed envelope (addressed to the Secretary) delivered to the Alliance Française de Canberra offices **no later than 5:00 pm on Tuesday 21 May 2024.**

ATTACHMENT 2: NOMINATION FORM – COMMITTEE MEMBERSHIP – AGM 2024

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

_____ *(first name and surname of nominee — block letters)*

for the position of Committee Member at the election of the Committee at the Annual General meeting to be held on Wednesday 22 May 2024 at 5:30 pm at the offices of the Alliance Française de Canberra Incorporated, 66 McCaughey Street TURNER ACT 2612.

Proposer: _____
(first name) (surname) (signature) (date)

Secunder: _____
(first name) (surname) (signature) (date)

I hereby accept the nomination:

Nominee: _____ **Date:** _____
(signature)

PLEASE NOTE: Nomination forms, signed by the proposer, seconder, and nominee (who must all be current members of the Alliance Française de Canberra Incorporated with fully paid membership), must reach the Secretary **no later than 5:00 pm on Wednesday 15 May 2024** at the following address:

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