



**2024 ANNUAL GENERAL MEETING
MEETING PACK**

NOTICE OF MEETING

The Annual General Meeting of Brisbane Basketball Incorporated will be held on Thursday 30th May 2024 at 7:00pm, in Sports House located at 150 Caxton Street, Milton, QLD, 4064 and via online teleconference for those who are unable to attend in person.

Trish Hayes

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Patricia Hayes

Secretary date of notice: 2nd April 2024

AGENDA

1. Opening
2. Attendance and apologies
3. Minutes of the previous Annual General Meeting 29th June 2023 (for confirmation by ordinary resolution)
4. Presentation of Reports
 - Board Report
 - Administration Report
5. Presentation of Financial Report and Auditor's Report
6. Adoption of Financial Report and Auditor's Report (by ordinary resolution)
7. Appointment of Auditor (by ordinary resolution)

Proposed Auditor: BDO

8. Life Membership – recommendation
9. Election of the Board

Board currently consists of:

President	Tony Cotter	Elected 2023 AGM
Vice President	Rod Sengstock	Elected 2022 AGM
Secretary	Patricia Hayes	Elected 2022 AGM
Treasurer	Rod Baker	Elected 2023 AGM
Committee Member	Peter Farlow	Elected 2022 AGM
Committee Member	Vacant	Elected 2022 AGM
Committee Member	Alex Webb	Elected 2023 AGM
Committee Member	Terri Adams	Temporary Appointment to fill vacancy
Committee Member	Paris Hooper	Elected 2023 AGM
Committee Member	Craig Leaney	Elected 2022 AGM
Committee Member	Brodie Meis	Elected 2023 AGM

- Elections will be held for the positions shaded in grey.

10. General Business.

Trish Hayes

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Patricia Hayes

Secretary date of notice: 2nd April 2024

MINUTES OF THE ANNUAL GENERAL MEETING OF BRISBANE BASKETBALL Inc.

16 Dixon Street Auchenflower

Meeting held: 29th June 2023

Meeting commenced: 7.04 pm

Attendees: Tony Cotter, Rod Sengstock, Rod Baker, Peter Farlow, Tom Coogan, Robert Manson, Craig Leaney, Paris Hooper, Trish Hayes, Hamish Cain, Wade Lewis, Nick Such, Brodie Meis, Carla Pascoe, Leona Austin, Alex Webb, Carly White, Barry McLeod, Gavin De La Cruz

Apologies: Fred Van Dongen, Sue Jarvis, Nick Cooke, David Bennett, Giannis Papavasiliou

Minutes of the previous AGM:

- Moved Tony Cotter and seconded by Craig Leaney that the minutes of the previous annual general meeting be accepted as a true and accurate recording of the proceedings. Carried

Presentation of Reports:

- President's Report and General Manager's Report – Tony Cotter moved, Peter Farlow seconded. Carried.

Financial Report and Auditor's Report:

- Rod Baker provided information on the financial report with the profit being higher than previous year. \$31,274 profit for the year.
- Rod Baker moved that the financial report and auditor's report of Brisbane Basketball Inc. be accepted. Tom Coogan seconded. Carried.

Appointment of Auditor:

- Rod Baker moved that BDO be appointed as Auditors for BBI. Trish Hayes seconded. Carried.

Life Membership:

- Jacque McConnell nominated for Life Membership by Management Committee. Carried.

Election of Board Members:

The following positions are up for re-election:-

President

Treasurer

4 Board positions

President

Trish Hayes advised that 2 nominations for President were received – Tony Cotter and Mark O'Neill. The nomination for Mark O'Neill was not accepted in accordance with the constitution as he was not a member of BBI. Tony Cotter was appointed President of BBI.

Treasurer

Trish Hayes advised that one nomination had been received which was Rod Baker. Rod Baker appointed Treasurer of BBI.

Board Nominations

Trish Hayes advised that five nominations had been received which were Paris Hooper, Robert Manson, Sue Jarvis, Alex Webb and Brodie Meis. The nomination from Brodie Meis was not accepted in accordance with the constitution as he was not a member. The nomination from Sue Jarvis was not accepted as the seconder of her nomination was not a member.

The nominations of Paris Hooper, Robert Manson and Alex Webb were accepted and Paris Hooper, Robert Manson and Alex Webb were appointed to the Board.

Moved Tom Coogan and seconded by Peter Farlow that the nominations from Tony Cotter, Rod Baker, Paris Hooper, Robert Manson and Alex Webb be accepted. Carried.

Nominations were called from the floor to fill the fourth vacancy. Brodie Meis was nominated by Peter Farlow and seconded by Craig Leaney. Brodie Meis was appointed to the Board.

General business:

Barry McLeod updated the meeting on the success of Brisbane referees at the under 14 championships with 4 gold medals.

Rod Sengstock made a vote of thanks to Tony Cotter for his leadership over the past 12 months.

Meeting closed: 7.28 pm

CALL FOR NOMINATIONS

Nominations of members of Brisbane Basketball Incorporated for election to the board are called for.

To be valid, nominations must:

- be a current member of Brisbane Basketball Incorporated (refer Attachment A - to check your membership status, either log into BasketballConnect or contact the General Manager);
 - if you are not a member of Brisbane Basketball Incorporated and wish to be considered for nomination you can apply for honorary membership here: <https://www.brisbanebasketball.com.au/honorary-membership-application>; and
- be in writing (a sample nomination form is **Schedule A** to this notice); and
- be signed by the candidate; and
- be signed by a member of Brisbane Basketball Incorporated (refer Attachment A) who is proposing the candidate and by another member who is seconding the candidate (to check the membership status of the nominator and seconder contact the General Manager); and
- be forwarded to the Secretary with resume by close of business 16th May 2024. (14 days prior to the meeting).

LATE NOMINATIONS CANNOT BE ACCEPTED, UNLESS THERE ARE INSUFFICIENT NOMINATIONS IN WHICH CASE NOMINATIONS MAY BE TAKEN FROM THE FLOOR OF THE MEETING.

Members are not eligible to be nominated for election to the board if they:

- have been convicted on indictment of an offence for which the rehabilitation period (usually 5 or 10 years) has not expired; or
- have been summarily and sentenced to imprisonment (other than in default of payment of a fine) for an offence for which the rehabilitation period (usually 5 or 10 years) has not expired; or
- are an undischarged bankrupt or subject to a form of insolvency administration outside bankruptcy.

VOTING AT THE AGM

- **Affiliated Teams** may appoint a representative to vote at the AGM by using the form in **Schedule B** to this notice. The form must be handed in to the Secretary by no later than 1 hour before the start of the AGM (i.e. by 6:00pm on 30th May 2024)
 - **Affiliated Clubs** may appoint a representative to vote at the AGM by using the form in **Schedule C** to this notice. The form must be handed in to the Secretary by no later than 1 hour before the start of the AGM i.e. by 6:00pm on 30th May 2024)
 - **Life Members** may attend the meeting in person or by appointing a proxy by using the form in **Schedule D** to this notice. The form must be handed in to the Secretary by no later than 1 hour before the start of the AGM i.e. by 6:00pm on 30th May 2024)
- **AFFILIATED TEAMS AND CLUBS AND THEIR REPRESENTATIVES AND DELEGATES CANNOT APPOINT PROXIES.**

ATTACHMENT A

Excerpt from Brisbane Basketball Inc Constitution (Adopted at EGM held 23 November 2021)

5. MEMBERSHIP

Membership of the Association will consist of:-

- (a) Life Members;
- (b) Junior Playing Members;
- (c) Senior Playing Members;
- (d) Honorary Members;
- (e) Affiliated Teams;
- (f) Affiliated Clubs;
- (g) Corporate Members; and
- (h) Ordinary Members

each having rights and privileges as described herein.

(a) Life Members

- i. A Life Member is any person who has been elected as such at any Annual General Meeting of the Association.
- ii. The name of any person deemed eligible to become a life member must, together with that person's history of service, be submitted to the meeting of the Management Committee immediately preceding the issue of the notice of the Annual General Meeting of the Association for consideration. If a majority of at least two thirds (2/3) of those attending and entitled to vote at the meeting of the Management Committee so approve, the name of the person must be Constitution of Brisbane Basketball Inc Page 5 notified in the notice of the Annual General Meeting. If a majority of at least two thirds (2/3) of those attending and entitled to vote at the Annual General Meeting of the Association approve, the person will be elected a Life Member of the Association.
- iii. Life Members are exempt from payment of membership fees.
- iv. Life Members are not subject to annual renewal of their membership.
- v. Life Members are, subject to completing a valid nomination, entitled to stand for election or appointment to the Management Committee.
- vi. Life Members are entitled to attend any General Meeting of the Association, and may speak, move or second motions and vote in accordance with their voting rights at any General Meeting.
- vii. Life Members exercise one vote at any General Meeting of the Association PROVIDED THAT they may not exercise any voting rights in respect of the election of members of the Management Committee.
- viii. Life Members must be considered for quorum purposes at any General Meeting.
- ix. Life Members will be entitled to attend, free of charge, any event organised by the Association.
- x. The number of Life Members will be unlimited PROVIDED HOWEVER that only two life members may be elected at each Annual General Meeting.

(b) Junior Playing Members

- i. A Junior Playing Member is a person under the age of 18 registered with the Association to play basketball in any team playing in any competition conducted by the Association.
- ii. A Junior Playing Member must be admitted as a member of the Association upon completing the stipulated application for membership or renewal of membership and payment of the required membership fees PROVIDED THAT the Management Committee may, by resolution passed at its meeting next following submission of the application, reject the Junior Playing Member's application without assigning any reason thereto in which case any membership fees paid must be refunded in full forthwith.
- iii. Junior Playing Members are required to pay membership fees determined by the Management Committee.
- iv. Junior Playing Members are subject to annual renewal of their membership which, if not renewed, expires on the anniversary of their admission.
- v. Junior Playing Members are not entitled to stand for election or appointment to the Management Committee.

- vi. Junior Playing Members are not entitled to attend any General Meeting of the Association, nor speak, move or second motions or vote in accordance with their voting rights stipulated herein at any General Meeting.
 - vii. Junior Playing Members exercise no votes at any General Meeting of the Association.
 - viii. Junior Playing Members must not be considered for quorum purposes at any General Meeting.
- Constitution of Brisbane Basketball Inc Page 6
- ix. Junior Playing Members will be entitled to attend any event organised by the Association subject to any conditions determined by the Management Committee.
 - x. The number of Junior Playing Members will be unlimited.

(c) Senior Playing Members

- i. A Senior Playing Member is a person aged 18 or over registered with the Association to play basketball in any team playing in any competition conducted by the Association.
- ii. A Senior Playing Member must be admitted as a member of the Association upon completing the stipulated application for membership or renewal of membership and payment of the required membership fees PROVIDED THAT the Management Committee may, by resolution passed at its meeting next following submission of the application, reject the Senior Playing Member's application without assigning any reason thereto in which case any membership fees paid must be refunded in full forthwith.
- iii. Senior Playing Members are required to pay membership fees determined by the Management Committee.
- iv. Senior Playing Members are subject to annual renewal of their membership which, if not renewed, expires on the anniversary of their admission.
- v. Senior Playing Members are, subject to completing a valid nomination, entitled to stand for election or appointment to the Management Committee.
- vi. Senior Playing Members are entitled to attend any General Meeting of the Association, but may not move or second motions or vote in accordance with their voting rights stipulated herein at any General Meeting. Senior Playing Members may speak in respect of a motion with the permission of the chair.
- vii. Senior Playing Members exercise no votes at any General Meeting of the Association.
- viii. Senior Playing Members must not be considered for quorum purposes at any General Meeting.
- ix. Senior Playing Members will be entitled to attend any event organised by the Association subject to any conditions determined by the Management Committee.
- x. The number of Senior Playing Members will be unlimited.

(d) Honorary Members

- i. An Honorary Member means any of the following:
 - a parent or guardian of a registered Junior Playing Member; or
 - a coach or manager of a team competing in any competition conducted by the Association; or
 - a coach or manager of any representative team of the Association; or
 - a referee acting as such in any competition conducted by the Association; or
 - any scorebench official; or
 - a registered volunteer; or
 - any other person.
- ii. An Honorary Member must be admitted as a member of the Association upon completing the stipulated application for membership or renewal of membership PROVIDED THAT the Management Committee may, by resolution passed at its meeting next following submission of the application, reject the Honorary Member's application without assigning any reason.
- iii. Honorary Members are exempt from payment of membership fees.
- iv. Unless otherwise stipulated by the Management Committee, the membership of an Honorary Member must, unless otherwise renewed, cease on the anniversary of their admission PROVIDED HOWEVER that if the Honorary Member holds office on the Management Committee their membership will expire (unless otherwise renewed) when they cease holding their position on the Management Committee.
- v. Honorary Members are, subject to completing a valid nomination, entitled to stand for election or appointment to the Management Committee.

- vi. Honorary Members are entitled to attend any General Meeting of the Association, but may not move or second motions or vote in accordance with their voting rights stipulated herein at any General Meeting. Honorary Members may speak in respect of a motion with the permission of the chair.
- vii. Honorary Members exercise no votes at any General Meeting of the Association.
- viii. Honorary Members must not be considered for quorum purposes at any General Meeting.
- ix. Honorary Members will be entitled to attend any event organised by the Association subject to any conditions determined by the Management Committee.
- x. The number of Honorary Members will be unlimited.

(e) Affiliated Teams

- i. An Affiliated Team is a team of at least seven (7) registered Playing Members registered with the Association to compete in any competition conducted by the Association.
- ii. An Affiliated Team must be admitted as a member of the Association upon completing the stipulated application for membership or renewal of membership and payment of the required membership fees PROVIDED THAT the Management Committee may, by resolution passed at its meeting next following submission of the application, reject the Affiliated Team's application without assigning any reason thereto in which case any membership fees paid must be refunded in full forthwith.
- iii. An Affiliated Team is required to pay membership fees determined by the Management Committee.
- iv. An Affiliated Team is subject to renewal of its membership which, if not renewed, expires on the first day of the Competition following the Competition in which it was registered to play.
- v. An Affiliated Team is not entitled to stand for election or appointment to the Management Committee. Constitution of Brisbane Basketball Inc Page 8
- vi. An Affiliated Team may appoint a duly authorised representative to attend any General Meeting of the Association on its behalf by using a notice in the form prescribed in Schedule B or similar form. Only one duly authorised representative of an Affiliated Team may speak, move or second motions and vote in accordance with its voting rights at any General Meeting.
- vii. An Affiliated Team exercises one vote at any General Meeting of the Association PROVIDED THAT teams which are sponsored by an Affiliated Club carry no voting rights.
- viii. An Affiliated Team must be considered for quorum purposes at any General Meeting.
- ix. An Affiliated Team will be entitled to attend any event organised by the Association subject to any conditions determined by the Management Committee.
- x. The number of Affiliated Teams will be unlimited.

(f) Affiliated Clubs

- i. An Affiliated Club is a Club which has executed an Affiliation Agreement and sponsors at least five (5) Affiliated Teams of at least seven (7) registered Playing Members registered with the Association to compete in any competitions conducted by the Association.
- ii. An Affiliated Club must be admitted as a member of the Association upon completing the stipulated application for membership or renewal of membership and payment of the required membership fees PROVIDED THAT the Management Committee may, by resolution passed at its meeting next following submission of the application, reject the Affiliated Club's application without assigning any reason thereto in which case any membership fees paid must be refunded in full forthwith.
- iii. An Affiliated Club is required to pay membership fees for its teams as determined by the Management Committee.
- iv. An Affiliated Club is subject to renewal of its membership which, if not renewed, expires on the first day of the Competition following the Competition in which its teams were registered to play.
- v. An Affiliated Club is not entitled to stand for election or appointment to the Management Committee.
- vi. An Affiliated Club may appoint one or more duly authorised representatives to attend any General Meeting of the Association on its behalf by using a notice in the form prescribed in Schedule C or similar form. Any duly authorised representative of an Affiliated Club may speak, move or second motions and vote in accordance with the voting rights delegated to them at any General Meeting.
- vii. An Affiliated Club exercises one vote for each of its Affiliated Teams at any General Meeting of the Association.
- viii. An Affiliated Club must be considered for quorum purposes at any General Meeting based on the number of votes it may exercise.

- ix. An Affiliated Club will be entitled to attend any event organised by the Association subject to any conditions determined by the Management Committee. Constitution of Brisbane Basketball Inc Page 9
- x. The number of Affiliated Clubs will be unlimited.

(g) Corporate Members

- i. A Corporate Member means any person, business, company or incorporated organisation which supports the objects of the Association as a sponsor or otherwise and admitted as such as a member of the Association.
- ii. A Corporate Member must be admitted as a member of the Association upon completing the stipulated application for membership or renewal of membership and payment of the required membership fees PROVIDED THAT the Management Committee may, by resolution passed at its meeting next following submission of the application, reject the Corporate Member's application without assigning any reason thereto in which case any membership fees paid must be refunded in full forthwith.
- iii. Corporate Members are required to pay membership fees as determined by the Management Committee.
- iv. Corporate Members are subject to renewal of their membership which, if not renewed, expires on the last day of their sponsorship or such other agreed time.
- v. Corporate Members are not entitled to stand for election or appointment to the Management Committee.
- vi. Corporate Members are not entitled to attend any General Meeting of the Association, nor speak, move or second motions and vote in accordance with their voting rights stipulated herein at any General Meeting.
- vii. Corporate Members exercise no votes at any General Meeting of the Association.
- viii. Corporate Members must not be considered for quorum purposes at any General Meeting.
- ix. Corporate Members will be entitled to attend any event organised by the Association subject to any conditions determined by the Management Committee.
- x. The number of Corporate Members will be unlimited.

(h) Ordinary Members

- i. An Ordinary Member is a person admitted as such as a member of the Association.
- ii. An Ordinary Member must be admitted as a member of the Association upon completing the stipulated application for membership or renewal of membership and payment of the required membership fees PROVIDED THAT the Management Committee may, by resolution passed at its meeting next following submission of the application, reject the Ordinary Member's application without assigning any reason thereto in which case any membership fees paid must be refunded in full forthwith.
- iii. Ordinary Members are required to pay membership fees determined by the Management Committee from time to time.
- iv. Ordinary Members are subject to annual renewal of their membership which, if not renewed, expires on the anniversary of their admission. Constitution of Brisbane Basketball Inc Page 10
- v. Ordinary Members are, subject to completing a valid nomination, entitled to stand for election or appointment to the Management Committee.
- vi. Ordinary Members are entitled to attend any General Meeting of the Association, but may not move or second motions or vote in accordance with their voting rights stipulated herein at any General Meeting. Ordinary Members may speak in respect of a motion with the permission of the chair.
- vii. Ordinary Members exercise no votes at any General Meeting of the Association.
- viii. Ordinary Members must not be considered for quorum purposes at any General Meeting.
- ix. Ordinary Members will be entitled to attend any event organised by the Association subject to any conditions determined by the Management Committee.
- x. The number of Ordinary Members will be unlimited.

SCHEDULE A

Nomination form

To: The Secretary
Brisbane Basketball Incorporated
16 Dixon Street
AUCHENFLOWER QLD 4066

The following candidate is nominated for election to the following position on the Board:

- Vice President
- Secretary
- Ordinary Board member

A resume of the candidate is attached.

Full name of candidate:

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Address:

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Phone:

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Signature of candidate:

	Date signed:	
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Proposed by:

Name of member:

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Signature:

	Date signed:	
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Details of person signing above if signing for an affiliated club/team

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Seconded by:

Name of member:

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Signature:

	Date signed:	
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Details of person signing above if signing for an affiliated club/team

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SCHEDULE B

Appointment of representative for Affiliated Team

To: The Secretary
Brisbane Basketball Incorporated
16 Dixon Street
AUCHENFLOWER QLD 4066

Name of Affiliated Team:

This is to certify that the Affiliated Team named above held a meeting as noted below and decided to appoint the representative named below to vote for the Affiliated Team at the Annual General Meeting of Brisbane Basketball Incorporated to be held on **30th May 2024**.

Representative appointed:

When meeting was held:

Where meeting was held:

How many members of the Affiliated Team were at the meeting:

Did the Affiliated Team appoint one of its members to sign this form on behalf of the Affiliated Team?

YES



NO



Name of member authorised to sign this form:

Signatures of all members of the Affiliated Team:

Signature of member authorised to sign this form:

SCHEDULE C

Appointment of representative(s) for Affiliated Club

To: The Secretary
Brisbane Basketball Incorporated
16 Dixon Street
AUCHENFLOWER QLD 4066

Name of Affiliated Club:

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This is to certify that the management committee of the Affiliated Club named above has met in accordance with the rules or constitution of the Affiliated Club and resolved to appoint the representatives named below to exercise the numbers of votes specified for the Affiliated Club at the Annual General Meeting of Brisbane Basketball Incorporated to be held on **30th May 2024**.

(If only one representative is named, the number of votes need not be specified and in that case the representative exercises all of the votes for the Affiliated Club.)

Names of representatives:

Number of votes:

Names of representatives:	Number of votes:

Signature of member of
management committee of
Affiliated Club:

Name:

Position:

Date signed:

SCHEDULE D

Form of proxy

To: The Secretary
Brisbane Basketball Incorporated
16 Dixon Street
AUCHENFLOWER QLD 4066

I (name)
of (address)

being a member of the above-mentioned Association, hereby appoint

(name of proxy)

as my proxy to vote for me on my behalf at the Annual General Meeting of the Association, to be held on **30th May 2024** and at any adjournment thereof.

Signed on (Date)
Signature

This form is to be used in favour of/against the resolutions below. *Strike out whichever is not desired. (Unless otherwise instructed, the proxy may vote as he or she thinks fit.)

That the minutes of the previous Annual General Meeting be confirmed	* in favour of * against
That the Financial Report and Auditor's Report be adopted	* in favour of * against
That an Auditor be appointed as the Association's Auditor	* in favour of * against
That the member nominated for Life membership be appointed as a Life Member of the Association.	* in favour of * against
That the attached be appointed to the vacant positions on the Board	Insert names