



June 2014

Dear Colleague,

Notice of the Annual General Meeting to be held at 12:30pm on Saturday 26th July 2014 at Volleyball England, SportPark, Loughborough University, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF

Please find enclosed papers in connection with the Annual General Meeting of the Association called for 26 July 2014. This information is being sent to all members of the Association entitled to receive notices of general meetings, but kindly note that only members as defined in Clause 33 of the Articles of Association, i.e. Affiliated Clubs, are eligible to vote. Members that are ineligible to vote are still entitled to attend the AGM.

Clubs and such organisations are reminded of Article 47.6 of the Articles of Association governing General Meetings:

*There are two ways in which Members which are organisations rather than individuals (including for example Clubs and Affiliated Associations) ("**Member Organisations**") may exercise their rights in general meeting, including (where applicable) its rights to attend, speak and/or vote. The first is by appointing a proxy to exercise its rights by notifying the Association of that proxy pursuant to Article 48. Alternatively, a Member Organisation may authorise a person or persons to act as its representative or representatives at any general meeting of the Association ("**Appointed Representative**") by complying with Article 49.*

For reference below please note Article 48 and 49.

48. Appointment of Proxies

48.1 *Members may appoint a proxy to exercise their rights in general meeting, including (where applicable) their rights to attend, speak and/or vote. Proxies shall be appointed by a notice in Writing ("**Proxy Notice**") which:*

48.1.1 states the name and address of the Member appointing the proxy;

48.1.2 identifies the person appointed to be that Member's proxy and the general meeting in relation to which that person is appointed;

48.1.3 is signed by or on behalf of the Member appointing the proxy, or is authenticated in such manner as the Executive Board may determine; and

48.1.4 is delivered to the Association in accordance with the Articles and any instructions contained in the notice of the general meeting to which they relate.

48.2 *Unless a Proxy Notice indicates otherwise, it must be treated as:*

48.2.1 allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and

48.2.2 appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

48.3 *A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting may still do so in respect of that meeting or any adjournment of it, even though a valid Proxy Notice has been delivered to the Association by or on behalf of that person. If the person casts a vote in such circumstances, any vote cast by the proxy appointed under the Proxy Notice is not valid.*

48.4 *An appointment under a Proxy Notice may be revoked by delivering to the Association a notice in Writing given by or on behalf of the person by whom or on whose behalf the Proxy Notice was given.*

48.5 *A notice revoking the appointment of a proxy only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.*

48.6 *A Member present in person or by proxy at any meeting of the Association shall be deemed to have received notice of the meeting and of the purposes for which it was called.*

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49. **Appointed Representatives**

Evidence of appointment of any Appointed Representative must be produced in the form of:

- 49.1 *an original or certified copy of the resolution of the directors or other governing body of the Member Organisation;*
- 49.2 *a letter confirming the appointment of the representative on the letterhead of the Member Organisation signed by a duly authorised individual and submitted with evidence of the authority under which it was signed; or*
- 49.3 *such other form as the Executive Board may reasonably require.*

Written confirmation, in accordance with articles 48 or 49, of the appointment of a Proxy or Appointed Representative from all clubs wishing to vote at the AGM must be deposited with the Association Officer responsible for arrangements at the meeting prior to participating in the meeting. This must be sent to Alex Henderson by post or to a.henderson@volleyballengland.org by 5pm on Thursday 24th July 2014. Template letters for appointing a Proxy or an Appointed Representative can be found in this notice and on the Volleyball England website, <http://www.volleyballengland.org/agm>.

Please note that all clubs wishing to vote at the AGM must provide written confirmation of their Proxy or Appointed Representative (even if the Appointed Representative is the club chair or secretary). If a letter appointing a Proxy or Appointed representative for your club, in accordance with articles 48 or 49, has not been received at the Volleyball England Head Office by 5pm on Thursday 24th July 2014 then the club will not be eligible to vote at the AGM.

The following documents are included in this notice:

- Agenda which sets out the items to be covered at the Annual General Meeting
- Minutes from the 2013 Annual General Meeting held on 20th July 2013
- Proposal document for the introduction of Individual Registration
- Details of posts due for election at the Annual General Meeting and instructions for the nomination process
- Template letter for appointing a proxy
- Template letter for appointing an appointed representative
- Map and directions to Volleyball England, SportPark, Loughborough University

Following successful feedback from last year's AGM, the AGM will be streamed live again this year, further details of this will be posted on the Volleyball England website and social media channels when details are confirmed.

Only paid up affiliated clubs since 1st August 2013 are entitled to vote.

The meeting will commence at 12.30 pm.

Yours Sincerely



Lisa Wainwright
Chief Executive