



24 August 2022

To: All members of Singapore Athletic Association

NOTICE OF SINGAPORE ATHLETIC ASSOCIATION ANNUAL GENERAL MEETING 2022

Notice is hereby given that the Annual General Meeting (AGM) of the Singapore Athletic Association (SAA) will be held on:

Date: **Friday, 16 September 2022**
Time: **7:00 p.m.**
Venue: **Black Box Auditorium, 3 Stadium Drive, Singapore 397628**

We would like to invite you to be present in person at the AGM as it has been a while since we were able to get together because of COVID-19. This AGM will include an election of the Board Members of SAA. Pursuant to SAA's Constitution and By-Law (BL), which states in relevant part:

15.1 Each Full Member is entitled to have one authorised representative to attend a General Meeting and to speak and vote on its behalf at such meetings. Each Associate Member is entitled to have one authorised representative to attend a General Meeting.

16.2 Each authorised representative shall have one vote.

***BL#1 (a) candidates seeking to run for election as a Board Member of SAA must do so as group of nine individuals;
(b) candidates must be voted in as a group of nine and not on a candidate-by candidate basis;
(c) the candidates for each group of nine must be finalised at the point of nomination.***

Attached are Appendices I to V for your information.

We would be grateful if you could complete the relevant forms attached and email to agm@athletics.sg by the date/time indicated on the forms.

This Notice has been made available on the Association's website and may be accessed at www.singaporeathletics.org.sg. In our 2nd notice, we will provide you with the annual report and audited financial statements.

We look forward to meeting with you as a community.

Yours sincerely,

Arthur Lin
Honorary Secretary
Singapore Athletic Association

Attached herewith:

- Appendix I – Agenda for the Annual General Meeting
- Appendix II – Attendance Form
- Appendix III – Nomination Form (Team)
- Appendix IV – Nomination Form (Individual)
- Appendix V – To Move Resolution Form

SINGAPORE ATHLETIC ASSOCIATION

3 Stadium Drive #01-33, Singapore 397630
TEL: 6386-2721 FAX: 6386-7773 Website: www.singaporeathletics.org.sg



**ANNUAL GENERAL MEETING 2022
AGENDA**

Notice is hereby given that the Annual General Meeting of the Singapore Athletic Association will be held on **Friday, 16 September 2022 at 7:00 p.m.** at the **Black Box Auditorium, 3 Stadium Drive, Singapore 397628.**

AGENDA

- a. President's welcome address.
- b. To confirm the minutes of the last AGM held on 19 June 2021.
- c. To receive, consider and approve:
 - i. Annual Report for the Financial Year ended 31st March 2022.
 - ii. The Audited Financial Statements and Auditor's Report for the Financial Year ended 31st March 2022.
 - iii. Governance Evaluation Checklist for the Financial Year ended 31st March 2022.
- d. To appoint the External Auditor for the following financial year.
- e. To decide on any Resolution which may be duly submitted to the Meeting as provided for in Rule 13.3 of the Constitution on "Resolutions".
- f. To elect the Board Members for the following 4-year term pursuant to Rule 20.1 of the Constitution.
- g. Any other matter.

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APPENDIX II

**ANNUAL GENERAL MEETING 2022
ATTENDANCE FORM**

Date: **Friday, 16 September 2022**
Time: **7:00 p.m.**
Venue: **Black Box Auditorium, 3 Stadium Drive, Singapore 397628**

NAME OF MEMBER:			
FULL MEMBER <i>(please tick as appropriate)</i>		ASSOCIATE MEMBER <i>(please tick as appropriate)</i>	

NAME OF DELEGATE:	
DESIGNATION OF DELEGATE:	
EMAIL ADDRESS OF DELEGATE:	
CONTACT NUMBER OF DELEGATE:	

Attendance form authorised by:

Name: _____ Signature & Date: _____

Designation: _____ Stamp: _____

Note:

- Please return the completed form to **3 Stadium Drive #01-33, Singapore 397630** or via email to **agm@athletics.sg**
- Please return the completed form by **7:00 p.m. on Tuesday, 13 September 2022.**
- Please note that prevailing safe management measures will apply.

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**ANNUAL GENERAL MEETING 2022
NOMINATION FORM FOR ELECTION TO THE BOARD (TEAM)**

The individuals listed below shall stand for board election as a Team at the upcoming Annual General Meeting of Singapore Athletics Association on Friday, 16 September 2022.

SN	Proposed Board Position	Name of Candidate
1	President	
2	Vice-President (Training and Selections)	
3	Vice-President (Competitions)	
4	Vice-President (Finance & Partnerships)	
5	Treasurer	
6	Honorary Secretary	
7	Assistant Honorary Secretary	
8	MC Ordinary Member	
9	MC Ordinary Member	

To be completed and submitted by Presidential candidate listed in S/N 1 above.

I hereby declare/acknowledge that:

- The individuals listed above are a Team standing for election to the SAA Board.
- That the nomination form of each individual candidate has been duly completed in the prescribed form and submitted by the nomination closing date.
- Any individual nomination forms which are incomplete or not in the prescribed form shall be null and void, and shall render all nominations under this Team null and void, unless a new nomination form is duly completed and submitted by the nomination closing date.

Name: _____ **Signature & Date:** _____

Note:

1. Kindly use separate nomination forms for each individual candidate.
2. Nominations close at **7:00 p.m. on Friday, 2 September 2022**. Late nominations will not be accepted.
3. This form shall be submitted to **3 Stadium Drive #01-33, Singapore 397630** or via email to agm@athletics.sg
4. Pursuant to Rule 17.3 of the Constitution: The Board shall, within 30 days of an election or whenever a vacancy arises, select from among its members key office bearers: President, Vice-President (Training and Selection), Vice-President (Competitions), Vice-President (Finance and Partnerships), Honorary Secretary, and Honorary Treasurer. The Board has the discretion to create assistant roles to the offices of Honorary Secretary and Honorary Treasurer.

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**ANNUAL GENERAL MEETING 2022
NOMINATION FORM FOR ELECTION TO THE BOARD (INDIVIDUAL)**

NAME OF CANDIDATE:	
NAME OF FULL MEMBER:	

Nomination for *(please tick one only)*

	Proposed Board Position	Tick		Proposed Board Position	Tick
1	President		6	Honorary Secretary	
2	Vice-President (Training and Selections)		7	Assistant Honorary Secretary	
3	Vice-President (Competitions)		8	MC Ordinary Member	
4	Vice-President (Finance & Partnerships)		9	MC Ordinary Member	
5	Treasurer				

I hereby consent to my nomination for election to the above position and if elected, agree to serve in the Board in accordance with the Constitution and all applicable laws.

Please tick as appropriate

	I hereby declare that I do not have any personal or business interests related to the sport and/or the Association
	I hereby declare that I have the following personal or business interests related to the sport and/or the Association:

Name: _____ Signature & Date: _____

NAME AND CONTACT OF PROPOSER:			
NAME OF FULL MEMBER:		SIGNATURE	

NAME AND CONTACT OF SECONDER:			
NAME OF FULL MEMBER:		SIGNATURE	

Note:

1. Kindly use separate forms for each candidate.
2. The Candidate, Proposer and Seconder must each be a member of a Full Member of the Association. By signing this form, the Candidate, Proposer and Seconder are declaring that each is a member of a Full Member of the Association. Any false declaration will render the nomination null and void. Individuals may be contacted to verify the endorsement.
3. Nominations close at **7:00 p.m. on Friday, 2 September 2022**. Late nominations will not be accepted.
4. All nominations must be submitted to **3 Stadium Drive #01-33, Singapore 397630** or via email to agm@athletics.sg

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**ANNUAL GENERAL MEETING 2022
RESOLUTION FORM FOR APPROVAL**

Pursuant to Rule 13.3 of the Constitution on “Resolutions”, I hereby propose the following Resolution to be tabled at the upcoming Annual General Meeting of Singapore Athletics Association on Friday, 16 September 2022.

Please state the resolution.

Name of Full Member: _____ Signature and Date: _____

Name of Proposer: _____ Designation: _____

Note:

- Please return the completed form to **3 Stadium Drive #01-33, Singapore 397630** or via email to **agm@athletics.sg**
- Please return the completed form by **7:00 p.m. on Friday, 2 September 2022.**

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