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President: Gail Bates
Secretary: Reg Baxter

MEMO TO ALL AFFILIATED CLUBS & EXECUTIVE

In accordance with the provisions of the Constitution of Tennis Seniors Queensland Inc, the **Annual General Meeting** will be held at:

Wynnum Tennis Centre, 33 Colina St, Wynnum on Sunday 15th December 2024 at 9:30AM.

The business of the Annual General Meeting is to receive the President's Annual Report, the Financial Statements, to elect the office Bearers for the coming year, and to consider other business as may be proper put before the meeting. All members are welcome to attend but only nominated delegates for Affiliated Clubs are allowed to vote. **Please ensure that the TSQ Secretary has been advised of your Club's nominated delegate before the meeting.** Clubs may be represented at the meeting by a nominated delegate as long as that person is a bona fide member of an Affiliated Seniors Club. The appropriate form naming the delegate must be completed by the Club Secretary and forwarded to the TSQ Secretary **by Sunday 1st December 2024.**

If an affiliated Club cannot be present at the meeting and wishes to vote, a ballot paper is enclosed to register a vote in respect of:

- The election of office bearers
- Items of Approval as listed on the Agenda.

The ballot paper must be counter-signed by the Club's President or Secretary and be in the TSQ Secretary's hands prior to the commencement of the meeting.

- 1. Nominations are called for the Management Committee, i.e. President, Vice-President, Secretary, Treasurer and Committee member.** These nominations should be on the attached form and must be signed by the Nominee, Nominator and Seconder and should be in the hands of the TSQ Secretary **by Sunday 17th November 2024**
- 2. Nomination form for Club delegate.** If an affiliated Club cannot be present at the meeting, they may nominate a person to represent the Club at the Annual General meeting by completing the attached form and return to the TSQ Secretary **by Sunday 1st December 2024.**
- 3. Nominations are called for 2024 Senior of the Year Award.** A list of past winners is attached together with a nomination form.

Nominations to be in the hands of the TSQ Secretary **by Sunday 1st December 2024.**

Final Agenda and Financial reports will be forwarded to all Clubs prior to the meeting.

Reg Baxter

TSQ Secretary

30 November 2024

Enclosed: Nomination Forms for Management Committee; Club Delegate and Senior of Year Award.