



NEW ZEALAND KUNG-FU WUSHU FEDERATION (Inc)

紐西蘭功夫 武术 联盟

Associate Member of the New Zealand Olympic Committee
National Sport Organisation (NSO) for Kung-Fu Wushu in New Zealand
Official Representative to the International & Oceania Wushu Federations



Dated Sat 25 November 2023

**NOTICE OF ANNUAL GENERAL MEETING
OF THE NEW ZEALAND KUNG-FU WUSHU FEDERATION INCORPORATED**

TO BE HELD **ONLINE SUN 17 DEC 2023 AT 7.00PM-8.30PM**

1. This Notification is to advise of the upcoming Annual General Meeting (AGM) of the New Zealand Kung-Fu Wushu Federation Incorporated [Federation]. An Online Microsoft Teams Invitation will be sent to your email in due course. Please download the free MS Teams' application to your computer or device, and test ahead of the AGM, as this will mean less technical issues when you activate the invite link.
2. The AGM Agenda, Proxy Authorisation Form, Current Constitution, Template for Proposal/s to Review the Constitution, President Nomination Form, and Minutes of 2022 AGM, will be emailed-uploaded to the Federation's website, by **SUN 3 DEC 2023**, 14 days before the AGM.
3. Any Proposals to Review the Constitution must be received by email no later than **SUN 10 DEC 2023**, 7 days before the AGM, using the appropriate template.
4. Any Matters Arising you would like discussed must be received (with a full explanation) by email no later than **SUN 10 DEC 2023**, 7 days before the AGM.
5. Any outstanding Membership fees for 2023, along with a Membership Renewal Form, must be paid in full by **SUN 10 DEC 2023**, 7 days before the AGM.
6. Nominations for the position of Federation President must be received by email no later than **SUN 10 DEC 2023**, 7 days before the AGM, using the template provided.
7. The Review of Annual Accounts, Summary of any Proposals to Review the Constitution, List of Nominees for the role of President, and President's Report 2023, will be emailed-uploaded to the Federation's website on **WED 13 DEC 2023**, 5 days before the AGM.
8. Signed Proxy Authorisation Forms must be returned by **FRI 15 DEC 2023**, 2 days before the AGM.
9. Only paid Constituent Members, or their Proxies (who must also be a paid Constituent Member) so appointed to represent them, have the right to vote at the AGM. All other paid Constituent or Associate Members are welcome to participate and be heard on any matter. Any person/s who are not paid Constituent or Associate Members will not be entitled to participate in the AGM.

10. Please check before participating in the AGM to ensure your **2023 Membership**, and any arrears of Membership, have been fully paid. Annual Constituent and Associate Membership Fees must be accompanied by a Membership Application/Renewal Form, so we have your current club/organisation information and contact details. Payment must be made into the Federation's bank account, as cheque and cash payments will not be accepted.
11. The Federation's Membership Application/Renewal Form can be found at [nzkwf_membership_application_new-renewal](#).
12. The Federation's Membership Categories and Fees can be found at <http://www.wushu.org.nz/membership-categories.html>.
13. Email president@wushu.org.nz if you would like to be emailed a MSWord version of the Membership Application/Renewal Form.
14. Please **confirm by email as soon as possible** after receiving this Notification, to president@wushu.org.nz whether you or your Proxy will be able to participate in the AGM, otherwise give your Apology for not attending (which will be read out at the AGM), so we have an early indication as to a quorum.
15. Unless prior agreement is given under 'exceptional circumstances' to use the Federation's PO Box, all documents must be emailed to president@wushu.org.nz.