

The Diocesan College Preparatory School Parents Association

Notice of the 2020 virtual Annual General Meeting of The Diocesan College Preparatory School Parents Association

And

Call for nominations for the election of committee members The Diocesan College Preparatory School Parents Association Executive Committee

17 July 2020

Members of the Bishops Prep and Pre-Prep Parents Association (the "PA") are hereby giving notice of the intention to hold a virtual Annual General Meeting ("AGM") this year for the PA. Given the very unusual times that we find ourselves in during this pandemic, the dispersed nature of the Bishops Parent community, the very busy schedules and various work, family and other commitments of our members, it is deemed in the best interest of the PA membership that a virtual AGM be held.

As such the Virtual AGM will assume the following format:

1. **Notice of AGM** – this serves as notice of the upcoming AGM.
2. **Call for nominations and election of PA Committee members** – this serves as a notice of a call for nominations.
 - a. Nominations for committee members must be received by 18h00 SAST on Wednesday the 22nd July 2020. All nominations to be emailed to Alison Cunnold at acunnold@bishops.org.za.
 - b. **Nominee information:** Please use form attached
 - c. Members are welcome to nominate themselves or others.
 - d. We will notify all nominated members and confirm availability.
3. **Chairman's and Treasurer's Reports**
 - a. These reports will be distributed for review on Friday 24th July 2020. Any queries or comments are welcome, either electronically or telephonically.
 - b. Members will be given the opportunity to vote in favour or against the tabled reports in Election Ballot mentioned below.
4. **A Virtual election** will be held between Friday 24 July and Wednesday 29 July 2020.
 - a. An email with a ballot of all nominated members will be distributed to PA members on Friday the 24th July 2020.

- b. There will be seven (7) positions available for election at the 2020 PA AGM. Some of the current elected PA members have made themselves available for re-election.
 - c. Each PA member will be entitled to vote for up to 7 members.
 - d. An email containing a member's votes needs to be received by 21h00 SAST on Wednesday 29th July 2020. All votes should be emailed to the Chair at delene@hopeafrica.org.za.
5. **Other motions:** Members are entitled to raise any other motions for consideration at the AGM. Such motions should be received by 18h00 SAST on Monday 27th July 2020, by emailing the Chair at delene@hopeafrica.org.za.
6. **The Virtual AGM** will effectively take place on Thursday 30th July at 18h30, at which time the votes for Committee nominees, support for presented reports and other motions will be considered and collated. The Chair and Treasurer will be available to field any questions on an online platform (to be confirmed).
7. **Results of AGM and Election:** The Chair will communicate the results of the AGM and the election to members of the PA on the 30th July 2020 after the AGM electronically.
8. **Quorum for AGM:** In line with the Constitution of the PA, a meeting is quorate with 20 members in attendance. As such all members electronic votes will be considered attendance for the purposes of determining a quorum.
9. All elected PA Committee members will be informed of their election and will be notified when the first meeting of the PA will be.

Should you have any questions or comments about this Notice, please contact Delene at delene@hopeafrica.org.za.

Delene Mark
Chair: Bishops Prep and Pre – Prep Parents Association
17 July 2020