

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA
Association of Accounting Technicians West Africa (AATWA)

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TO: ALL MEMBERS,
ASSOCIATION OF ACCOUNTING TECHNICIANS WEST AFRICA

Dear Members,

2018 ANNUAL GENERAL MEETING – Wednesday, December 12, 2018

At the forthcoming Annual General Meeting of the Association of Accounting Technicians to be held on Wednesday, December 12, 2018 by 10.00a.m prompt the following Executive Members will retire in accordance with Rule 12, Page 5 of the Association of Accounting Technicians Constitution and Bye Laws:

1.	ASA, MARY OMOYENI	(AAT/011115)	Re-election
2.	SANUSI, AHMED A.	(AAT/012216)	Re-election
3.	DAVID OLUWASEUN SEGUN	(AAT/013327)	Re-election
4.	SULE OLAYIWOLA BABATUNDE	(AAT/013524)	Re-election
5.	SERIKI, LANRE LUKMON	(AAT/014984)	Retiring

The **Five** vacancies will be filled by members of the Association in accordance with Rule 10 of the Constitution by election. Nominations are hereby invited from members to fill the **FIVE** vacancies at the next Annual General Meeting. Some of the retiring members are eligible for re-election. The guidelines on election are listed on page 2. **In addition, members seeking election or presenting nominees should have fulfilled all the financial obligations to the Association as failure in this regard will result in outright disqualification.**

Members are required to forward the names of their nominees together with the nominee's written consent to the **General Secretary** not later than **Monday, November 12, 2018.**

In order to guide members in voting for candidates at the election, candidates seeking election are to complete the attached form and return to the General Secretary of the Association not later than **Monday, November 12, 2018.** They are also to forward **two recent passport-size photographs** and a letter of consent in support of their nominations.

Members are to note that any motion(s) not relating to the ordinary business of the Annual General Meeting under Rule 8b (see attached) should be forwarded to, and be received by the General Secretary not later than **Monday, November 12, 2018.**

All correspondence should be addressed to the **General Secretary.**

Yours faithfully,

FOLAKE OLAWUYI (MRS)
GENERAL SECRETARY

All AATWA members are expected to be financially up to date. Council of the Institute would take necessary action against defaulters.

GUIDELINES FOR ELECTIONS

1. Election of members to fill vacancies on the Executive Committee of the Association of Accounting Technicians shall be held annually at the Annual General Meeting or as near thereto as possible and such election shall be by secret ballot.
2. Any member wishing to nominate a member or members for election to the Executive Committee shall notify the General Secretary in writing. This shall be accompanied by the nominee's consent in writing of his intention to seek election not later than **Monday, November 12, 2018**.
3. No member shall be allowed to nominate himself/herself for election.
4. Each candidate for election shall be sponsored by at least two members.
5. A retiring member of the Executive Committee shall not be eligible for re-election.
6. Before the Annual General Meeting, the General Secretary shall send to each financial member, ballot paper containing the names of persons who have been duly nominated for election to the Executive Committee. Members are to indicate with a distinctive mark on the ballot paper the names of persons for whom he/she wants to vote. Every member shall endeavour to exercise his/her full voting rights and a member may vote for himself/herself, but votes will not be cast by proxy.
7. All ballot papers must be addressed and returned to the **Scrutineers** not later than **12noon on Tuesday, December 11, 2018**
8. No section of the ballot paper shall be valid on which votes have been cast in excess of vacancies existing on the Executive Committee.
9. **Three Scrutineers** appointed by the Executive Committee shall, in the presence of each other, scrutinise and count the ballot papers and the votes obtained by any candidate shall be recorded and enclosed in sealed envelope to be opened at the Annual General Meeting.
10. The results of the election as authenticated by the **Scrutineers** shall be final.

Rule 8b: MOVING OF MOTION

A member who wishes to bring before the Annual General Meeting any motion not relating to the ordinary annual meeting of the Association may do so provided:

1. That notice in writing of the proposed motion be sent or given to the General Secretary and be received by him/her not later than **twenty-eight days** before the date of the Annual General Meeting;
2. That not less than five members entitled to vote at the Annual General Meeting shall have sent or given notice in writing to the General Secretary to be received by him/her not later than twenty-eight days before the date of the Annual General Meeting; and
3. That the proposed motion relates to matters affecting the Association.

7) SERVICES TO THE ASSOCIATION (COMMITTEE, SUB-COMMITTEE & DISTRICT SOCIETIES) WITH DATES:

8) SERVICES TO THE PUBLIC (list them)

9) SIGNATURE & DATE: -----

NOTE: CANDIDATES ARE TO USE THIS PRESCRIBED FORM FOR THEIR PROFILE.
NO ADDITIONAL SHEET WILL BE ENTERTAINED. PLEASE COMPLY.

Guidelines for Completion of the Form

- *The purpose of this form is to standardize information about members standing for election into the Executive Committee. Candidates are advised to be concise and provide only information which are of direct relevance to the Institute.*
- *Services to the Institute should be only those rendered at Committee, Sub-Committee and District Society levels.*
- *Services to the public include government assignments/appointments*