



## **Notice of Annual General Meeting and Conference**

Notice is hereby given that the Annual General Meeting (AGM) and Conference of the South African Chapter of the Association of Certified Fraud Examiners will be held on

**Time:** 12:00

**Date:** 24 August 2009

**Venue:** Sandton ICC

## **Calling for Nominations for the 2010 Chapter Board of Directors**

- Notice is hereby given that Nominations for Board positions close on **July 24 Th, 2009**. Please see below or on the website for more information.

**Information pertaining to the Conference are available on the ACFE SA Website: [www.acfe.org.za](http://www.acfe.org.za)**

### **This include:**

- **General Conference Information**
  - **Conference Program**
  - **Conference Registration Forms**
- **Sponsorship & Exhibition Opportunities**
  - **Nomination Procedures**
  - **Nomination Forms**
- **Minutes of the 2008 AGM**

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### **Important Information:-**

#### **The Annual General Meeting and Elections:**

- The AGM will take place at 12:00 on Monday 24 August 2009. To comply with the international standards of the ACFE in order to streamline this meeting, the elections and voting on major issues (if any) will take place by Postal Ballot via our website. At the AGM we announce the results of the Postal Ballot and introduce the Board of Directors for the next term of office. Proposals and resolutions for voting may be submitted by **July 24 Th, 2009** in writing and must be signed by a proposer and a seconder, both being members in good standing of the local chapter, any resolutions received after this date may be discussed at the AGM.

For ease of reference herewith a time schedule:

26 June:	Nomination Forms for candidates for the Board of Directors will be available on the website.
24 July:	Nominations close Submission of resolution close Board reports must be handed in
1 August:	CV and Manifesto of each candidate will be posted on the website
3 - 17 August:	Postal Ballot available on website
24 August:	Announcement of results at AGM

### **Nominations for ACFE SA Board of Directors:**

Nominations for Board positions close on **July 24 Th.**

#### **In terms of Article VI & VII of the ACFE Chapter Bylaws the following regulations apply:-**

- Every member shall be entitled to nominate and second one person as a candidate for election to the Board.
- The proposer must be a paid up member of the South African Chapter of ACFE.
- Qualifications for Candidates:
  - o All candidates must be paid up members of the local chapter
  - o Only Certified Fraud Examiners (CFE), being members in good standing of the Association of Certified Fraud Examiners, may hold the office of president, vice president and training director. The Board may vote to allow Associate Members to hold the office of Vice President.
  - o Associate members may hold all other positions
  - o Affiliates shall not be eligible to hold any Chapter office, but may serve on committees.
- Officers and Directors may be re-elected to successive terms in either the same or a different office.
- The elected officers of the Chapter shall consist of a President, Vice President, Secretary, and Treasurer. However, the Board of Directors shall have the option to combine the offices of Secretary and Treasurer into one position and designate one person to conduct both functions.
- The Board shall always consist of an odd number of Directors. The Board of Directors shall consist of the Chapter Officer positions designated above plus at least three other at large positions.
- The chair will be selected by the board during the first Board meeting, after which portfolio allocations will be made.
- There is no limit on number of nominations.

#### **ADDITIONAL REQUIREMENTS**

To ensure responsible voting and accountability of officers, the following apply:

- Each candidate, whether or not having served previously on the Board, must submit a manifesto, informing voters why they should be elected, what position they would like to hold, what actions they intend and their vision for the chapter.
- Those candidates who have previously served on the board will also submit a report detailing what they have accomplished in their term of office and their attendance records of both Board and member meetings.
- The nominee, if successful, will be required to enter into a service level agreement with the Chapter relating to their performance as a Board member.

#### **SUBMITTING A NOMINATION**

- Nomination Form available from the website and the ACFE SA Secretariat.
- The nomination form must be accompanied by

- An abridged resume of the nominee (in electronic format), detailing relevant experience and previous involvement in the chapter and or other similar associations.
  - A Manifesto (in electronic format), detailing the nominee's proposed position and plans.
- Completed nomination forms are to be returned to the Chapter Secretariat by fax (012) 3446486 or hand delivered on or before **July 24 Th, 2009**.

### **NOMINATIONS VERIFICATION**

On closure of nominations, the Chapter will conduct a verification exercise to determine the list of candidates that qualify for the election. In order for each nomination to qualify, it must satisfy the following conditions:

- The nomination must be lodged on the prescribed Nomination Form;
- Both the Proposer and the Nominee must be paid up members of the South African Chapter of the ACFE.
- The Nominee must signify his/her willingness to accept nomination by signing the prescribed nomination form and providing an abridged resume;
- The Nominee must signify his/her willingness to enter into a service level agreement with the Chapter relating to his/her performance as a Board member;
- The nomination form must reach the South African Chapter of ACFE on or before **July 24 Th, 2009**.
- On completion of the verification process, all Nominees and members will be advised of the outcome of the nomination process.

### **VOTING:**

Please note that only members of the Local Chapter in good standing will be eligible to vote. If you have not applied for membership or settled your dues please do so immediately. For any inquiries please contact the Secretariat at (012) 3441133

### **VOTING PROCESS**

Once the nomination process has been completed, and in the event that there are more nominations than available vacancies, an election will be held by Postal Ballot via the website from **3 – 17 August 2009**.