

CIRCULAR LETTER NO. 1

Date: **January 2, 2020**

To: **All AVC Affiliated National Federations**

Re: **23rd AVC General Assembly 2020**

Dear Sirs/Madame,

The 23rd AVC General Assembly will be held on June 15-16, 2020 in Bangkok, Thailand. AVC has the honor and pleasure to invite all of our member national federations to send delegate to attend this very important General Assembly.

A. Right of Accreditation

- Only those AVC Affiliated National Federations (NFs), up to date in the payment of their obligations and dues, have the right to accredit delegates to AVC General Assembly.
- The official list of affiliated NFs up to date in the payment of their dues and financial obligations will be drawn up twenty-four (24) hours prior to the General Assembly, at a meeting of the AVC Treasurer and the Zonal Executive Vice-Presidents or their representatives.

B. Accredited Delegates

- Each Affiliated National Federation may accredit no more than two (2) delegates.
- Accredited delegates must be members of the federation concerned and be national of the country involved.

C. NFs Delegates Credentials

- Delegates are accredited with a credential letter, typewritten on official letterhead paper of the NF, stamped with the official seal and signed by their President and Secretary General or another authorized member.
- The credential letter indicates to the AVC the name of the delegate formally appointed by the Federation to speak and vote on its behalf. A substitute delegate may also be designated in the same letter. Copy must be handed to the General Assembly Secretariat before the General Assembly opens.

D. Proxy

- An Affiliated Federation, which meets the conditions for accreditation, can represent by proxy only one (1) other affiliated Federation. In this case, delegates dispose of the vote of each of the two (2) Federations.
- Authenticated credentials and proxies must be countersigned by AVC General Assembly Secretary and Treasurer.
- Proxy is given by typewritten on the official letterhead paper of the entrusting NF designating the affiliated Federation whose accredited delegates are appointed mandatories.
- The Proxy must bear the signatures of the President and Secretary General of the represented Federation as well as its official seal and must be handed to the General Assembly Secretariat before the General Assembly opens.
- The delegates of an affiliated Federation who represent another affiliated Federation are entitled to one vote per Federation.

E. Proposals to General Assembly

- In order to be legally submitted to the General Assembly, a proposal must be presented in writing and must state and specify its previous approval of the Board or five (5) other NFs.
- All proposals to be brought to the consideration of the General Assembly must be sent to AVC Secretariat not later than three (3) months prior to the opening of the General Assembly (before 15th March 2020).
- Proposals sent or presented after the deadline will be forwarded to the next General Assembly unless the General Assembly in session decides otherwise by half (1/2) of the members present.

F. Participants Board and Lodging

1. First Delegate of Each NF:
 - a) AVC will pay the board and lodging (14th June dinner to 17th June breakfast – 4 days and 3 nights) of the First Delegate nominated by the NF on the condition that your Federation has no outstanding debts with the AVC.
 - b) A NF representing by Proxy from another NF is not entitled to be paid any expenses in addition to its own.

- c) All extra expenses (prolongation of stay, drinks, laundry, telephone calls, etc.) will not be covered by the AVC.
2. Second Delegate
- The AVC has the possibility to reserve additional rooms for a second delegate at the expense of his own federation.
3. Spouses, personal guests and interpreters
- If delegate wishes to be accompanied by spouse, an interpreter, or any other personal guest, please inform AVC Headquarters. Their travel costs, accommodation and meals will naturally be at National Federation's expenses. Spouses and personal guests will not be able to attend the General Assembly.

G. Travel

- The costs of flights for all participants are at the expense of the respective National Federation.
- The arrival date in Thailand is on 14th June 2020. The departure date is on 17th June 2020.

H. Visa

- Delegates must enquire at their own Government office for Foreign Affairs if your representatives need an entry visa to Thailand.
- For the invitation letter, please send the passport of your representatives to AVC Headquarters in order to request Thailand Volleyball Association to provide the invitation letter for obtaining visa.

For other information about visa and invitations, please contact:

Mr. Jaksuwan Tocharoen

Secretary General of Thailand Volleyball Association

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The AVC takes no responsibility in the issuing and delivery of visas.

We are looking forward to seeing you in Thailand.

