

Summary of Rules for General Meetings

References: G & S Society Rules, September 2006, and Incorporations Act, 1981.

Note: this Summary has no legal force.

- An Annual General Meeting (AGM) must be held each calendar year on a date determined by the Committee. (9.1-2)
- The AGM must consider minutes of the previous AGM and any other GMs since then, receive Committee reports, elect the new Committee & Officers, and consider the statement we must submit under the Incorporations Act. (9.4)
- All other general meetings are Special General Meetings (SGMs). (10)
- 14 days' written notice is required for all GMs. (12.1)
- 21 days' written notice is required if a special resolution is to be considered. (12.1)
- Notice of meetings must be delivered by post. (12.1)
- An SGM must be convened on written request of 5% of members. (11.2)
- If there is more than 15 months between AGMs, an SGM must be convened in the interim. (11.1)
- The only business conducted at GMs is that which was specified in the written notice of meeting, i.e. in the circulated agenda. (12.2)
- Members who want business considered at a GM should give written notice to the Secretary, who is then obliged to include it in the next *notice* calling a GM. I.e. it is not possible for agenda items to be added between the written notice of meeting and the meeting itself. (12.3)
- The quorum for a GM is twice the Committee plus one, i.e. 25, and a quorum of members must be present during the consideration of any item of business transacted.¹ (13.2-3)
- If there is no quorum 30 minutes after the meeting's scheduled start, the meeting is adjourned to the same time and place the following week. (13.4)
- The President, or in their absence the Vice-President, or in their absence a person elected on the spot shall chair the meeting. (14)
- Questions are determined by a show of hands unless a poll is demanded by the Chairman or by three members (including proxies), in which case a poll must be taken. (18.1)
- The Chairman has a casting vote in the event of a tie. (17.3)
- A member who owes the Society money is not entitled to vote at a GM, *except* that membership fees which are less than two months overdue do not deprive a member of their vote. (19)
- Proxies are to be received by the Secretary up to 24 hours before the GM. (20.1)
- Under the Incorporations Act, our Rules can only be changed by Special Resolution. (Act 22.1) The full text of the proposed Resolution must be sent to members 21 days before the meeting (Act 29.3), where it requires 75% of votes, including proxies, to pass (Act 29.2).
- The Public Officer must then forward the Resolution to the Registrar in the appointed form within 28 days. This requires the signature of two Committee members. (Act 22.3)

¹ Note: the phrasing of Rule 18.1.b, "...members present in person or by proxy...", implies that the definition of "present" includes proxies.