



SUPPLEMENTARY INFORMATION

Constitutional Requirements for Annual General Meetings – Information Paper

Business to be conducted

- The AGM is organised to hear and consider the reports and financial statements.
- The Council elections are also held.
- Only other business that may lawfully brought forward may be dealt with.
- The Constitution may be amended at an AGM but it is preferable that it be done at a Special General Meeting organised specifically for this purpose.
- Other resolutions: these may be brought forward per the following:

'To consider and, if thought fit, pass any resolution of which notice shall have been given in accordance with the following provisions. ("Unless a shorter notice shall be allowed by the Council, any member who intends to propose any resolution at a General Meeting shall give to the Council **fourteen days' notice in writing** of his intention, setting out the terms of the resolution in such notice and the Council shall thereupon given notice thereof by posting the same on the notice-boards of the Association not less than seven days before the meeting at which the resolution is to be proposed"). (Note that submissions may only be sent to the Secretary at either postal or email addresses).'

Eligibility to attend and voting rights

All members of the Association and the representatives of affiliated clubs are entitled to attend and take part in General Meetings, but only full and honorary life members (being aged 16 years and over) of the Association and the nominated voting representative of each affiliated club are entitled to vote at such meetings, provided that they have been members for a continuous period of four months prior to the meeting.

Members must be financial to vote.

Affiliated Clubs are entitled to be represented by a Delegate or Representative voted to that position in accordance with the Constitution of that Club, provided that the name of the Delegate or Representative is formally advised in writing to SAISA prior to the AGM and that person makes themselves known to the Returning Officer if necessary. The Delegate or Representative may lodge one vote on behalf of the Club and may also vote as a SAISA member if that natural person is a Full Member of SAISA.

The Returning Officer may request evidence of the status of any person claiming voting rights.

Late Membership renewals may be completed prior to the meeting at the time of registration.

Proxies

Proxy voting is not available at this meeting by decision of the Council.

Eligibility to nominate

Every candidate for election as an Officer of the Association or a member of the Council, or for appointment as an Honorary Auditor shall be **nominated in writing** to the postal or email address **by at least two members** of the Association or representatives of affiliated clubs. Every nomination, together with the candidate's written acceptance thereof, shall be lodged with the Council **not later than seven clear days** prior to the date of the Annual General Meeting at which the election is to take place. There is a form for this purpose available from SAISA. The names of the candidates so nominated and the positions for which they have been nominated shall be published on the notice-boards of the Association not later than three clear days prior to the date of such Annual General Meeting.

In order to be eligible to hold office as an Officer of the Association, an elected member of the Council, or a member appointed by the Council, a person must:

- (a) Be a full or honorary life member of the Association;
- (b) Be of the age of eighteen years or over;
- (c) Have been a member of the Association for a continuous period of at least twelve calendar months immediately preceding his election as an officer or his election or appointment as a member of the Council;
- (d) Not be an auditor of the Association.

Honorary Life Members and Full Members who are financial and are aged 18 years and over and have been members continuously for a period of twelve months immediately prior to this meeting, are encouraged to nominate.