

By-Law II: Conduct of General Meetings

- (1) The Annual General Meeting ('AGM') of the Society must be held within fifteen months of the date of the adoption of the Constitution. An Annual General Meeting must be held in each academic year and not more than fifteen months may elapse between successive AGMs.
- (2) A General Meeting that is not an Annual General Meeting is an Extraordinary General Meeting ('EGM').
- (3) A Meeting of the Officers may call an Extraordinary General Meeting at any time.
- (4) The President must call an Extraordinary General Meeting if requested to do so in writing by at least five Full members of the Society.
 - (a) The members' written request must state a complete agenda for the EGM.
 - (b) If the President does not call an EGM within five days of receipt of the members' written request, the members may proceed to call an EGM in accordance with these By-Laws.
- (5) Notice must be issued for all General Meetings.
 - (a) The minimum period of notice required for an Annual General Meeting is ten days. The minimum period of notice required for an Extraordinary General Meeting is three days.
 - (b) Notice must specify the date, time and place of the General Meeting, an agenda for the General Meeting, and whether the General Meeting is an AGM or EGM.
 - (c) Notice must be given to all members.
 - (d) If elections are to be held at the General Meeting, the notice must say so, and must invite nominations in accordance with these By-Laws.
- (6) There shall be a Chair, who shall ensure the smooth running of General Meetings.
 - (a) Members are obliged to comply with the orders of the Chair throughout a General Meeting, provided that such orders are in accordance with the Constitution and these By-Laws.
 - (b) The Chair shall usually be the President. In his or her absence, the Full members present at the General Meeting must elect one of their number to chair.
 - (c) Any Full member, including the Chair, may move that another Full member present at the General Meeting take the Chair. In this case, the Full members present must elect one of their number to take the Chair.
- (7) There shall be a Quorum, without which General Meetings may not validly make decisions.
 - (a) A quorum is one tenth of the Full membership.
 - (b) Quorum is only ascertained when queried by a Full member.

- (c) If a quorum is not present within fifteen minutes from the time appointed for the General Meeting, the Chair shall decide the best course of action between continuing or adjourning.
 - (d) The proceedings of inquorate General Meetings may be ratified by the written approval of the Students' Union's Student Groups Officer.
- (8) Every Full member present at a General Meeting, with the following exception, shall have one vote upon every voting matter.
- (a) The Chair shall only have a vote in the case of an equality of votes.
 - (b) Decisions may only be made by at least a simple majority of votes at a quorate General Meeting.
 - (c) All voting shall be by a show of hands or secret ballot, at the discretion of the Chair.
 - (d) There shall be no absentee voting.
- (9) Agenda:
- (a) The agenda for an Annual General Meeting shall usually be:
 - (i) Welcome from the Chair;
 - (ii) Apologies from absent Officers;
 - (iii) Ascertainment of quorum;
 - (iv) Acknowledgement of the minutes of the previous Annual General Meeting and any Extraordinary General Meetings since the AGM;
 - (v) Presentation of a report of all disciplinary action taken by the Society since the previous AGM;
 - (vi) Presentation of reports from the Officers;
 - (vii) General business;
 - (viii) Election of Officers;
 - (ix) Closure;

This may be amended by a Meeting of the Officers, provided that no provision of the Constitution or these By-Laws is breached by the amendment.
 - (b) The agenda for an Extraordinary General Meeting is set by the Officers if the EGM is called by a Meeting of the Officers, or by the members' written request if the EGM is called under clause (4) of this By-Law.
- (10) Minutes must be taken of all proceedings at a General Meeting, and shall be made available to all members within seven days.
- (11) Officers may present Reports to the AGM on their term in office. The Treasurer's Report must be presented to the AGM, and must include a statement of the Society's accounts.