

Byelaw 3 – General meetings

3.1 Annual General Meetings

1. Annual General Meetings must be held once a year, at a time chosen by the Trustees, and will:
 - a. Receive minutes of the previous Annual Members Meeting
 - b. Receive reports from Trustees on the Union's Activities
 - c. Receive audited accounts of the Union, for the previous financial year
 - d. Appoint the Union's Auditors
 - e. Consider and approve the register of external affiliations
 - f. Receive and consider motions from full members of the Union
 - g. Provide a forum for members to question Trustees
2. After each section of the agenda and each motion/amendment the chair will be give the attendees the chance to ask the speaker/proposer questions
 - a. The chair of the meeting has the authority to choose the questions from the attendees, and end the question time when they see fit to stay inside the meeting timings
 - b. Any questions that are deemed slanderous, or inappropriate will not be answered and the asker may be asked to leave.
3. If amendments are proposed the amendments are voted on in order of submission.
 - a. If the amendment fails, the voting will proceed onto the next submitted amendment until passing or the original proposal
4. Quorum is 50 full members of the Union, including, in-person, proxy and distanced voters

3.2 Motion Schedule

1. Leading up to the AGM, the Students' Union must follow the below schedule:
 - a. Ability to submit motions is opens for two weeks through the website, form or via email
 - b. After the motion submission deadline, there is one week to suggest amendments via the website
 - c. Papers must be published at least 1 week before the agreed upon date for the AGM

3.3 Chair of General Meetings

1. The chair of Trustee Board will act as chair for the Annual General Meeting and all Extraordinary General Meetings.
2. The chair must remain neutral when presenting the agenda or motions to the attendees
3. In the absence of the Chair of Trustees any Student Trustee or Sabbatical Officer Trustee shall preside as chair of the meeting. This will be decided by a vote of members present.
 - a. If the chair of the trustee board, so student/sabbatical officer in place of the chair puts forward a motions a previously agreed upon substitute will chair the section for the Presidents motions.

3.4 Voting in General Meetings

1. All full members of the Union are entitled to vote and must do so through a simple show of hands or voting cards.
2. A vote must be taken for, against and abstaining the motion. The Chair will have casting vote only.
3. Distance votes are accepted during the week papers are released, through filling out the distance voting card and returning it to the Students' Union at least 24 hours before the AGM
4. Proxy votes will be accepted during the week papers are released.
 - a. The student must fill out and return a proxy voting application form at least 24 hours before the AGM is set to begin
 - b. Proxy voters must be full members of the Students' Union and current staff
 - c. A member may only carry out the proxy vote for one other member.

3.5 Extraordinary General Meetings

1. Any General Meeting, which is not the Annual General Meeting, is known as an Extraordinary General Meeting (EGM).
2. The purpose of an EGM is to receive and consider motions.
3. EGMs may be called by the Trustees at any time, but must be called if:
 - a. Provided with a request signed by at least 100 members
 - b. A resolution is passed at Student Council
 - c. Required to do so by the members under the Companies Act
4. EGMs must be held in one single location or simultaneously at a maximum of three separate venues with a video, audio, or other real-time link between all of the venues. At the start of such meetings, each venue must indicate by majority vote that they are satisfied with the meeting set-up and technology.
5. **EGM's must be called with at least 14 clear days' notice or shorter notice if it is so agreed by a majority of the Members having a right to attend and vote at that meeting.**

6. Quorum is 50 full members of the Union.

3.6 Miscellaneous

1. If Quorum is not met, the Chair shall allow 30 minutes for Quorum to be met. If Quorum is still not met, no vote may take place and the meeting shall be adjourned in accordance with the Articles of Association.
2. Questions or comments that make reference to an employed member of staff of the Union or any question or comment that in the view of the Chair could be perceived as slanderous will not be allowed.
3. The AGM can be livestreamed if publicised in advance as such/attendees warned in advance
4. The minutes from the Annual General Meeting shall be published within 1 calendar month.