

CONSTITUTION (AMENDED ON 18 MARCH 2014)

CLAUSE 7 GENERAL MEETING

7.1 ANNUAL GENERAL MEETING

- 7.1.1 The Annual General Meeting of the Association shall be attended by delegates from the Member-Institutions; and is also open to other members of associations as observers. The Annual General Meeting shall be held not later than the month of July each year, at a date and time fixed by the Board of Management.
- 7.1.2 The Annual General Meeting shall discharge the following business:
- a. To receive and approve the Annual Report
 - b. To receive and approve the Statement of Income and Expenditure and the Audited Balance Sheet for the financial year preceding.
 - c. To elect the Office Bearers
 - d. To receive and adopt on any resolutions submitted at the meeting
 - e. To appoint two (2) Honorary Auditors
 - f. To appoint an External Auditor
 - g. To discuss any other relevant matters
- 7.1.3 A copy of the Annual Report comprising the Balance Sheet, the Statement of Accounts and the Income and Expenditure Account shall be sent to all members of the Centre at least seven (7) days before the commencement of an Annual General Meeting.
- 7.1.4 The Honorary Secretary shall provide all Member-Institutions of the Association at least fourteen (14) days before an Annual General Meeting is held a prior notice in writing of the date, time, and place of the holding of such meeting.
- 7.1.5 Any Member-Institution of the Association wishing to move any resolutions at an Annual General Meeting shall give prior notice in writing to the Honorary Secretary in not less than four (4) weeks before the date of such meeting
- 7.1.6 The quorum for the Annual General Meeting shall be one-half of Member-Institutions of the Association. In the absence of a quorum, an Annual General Meeting shall be adjourned to a later date, but not less than two weeks, or not later than four weeks, of the date of the meeting first held. In the event there is no quorum available within one hour after the time appointed for the meeting so adjourned, the members present shall form the quorum and shall have the power to proceed with the business of the day provided always that such members present shall not have the power to alter the Constitution of the Association or to make decisions affecting the membership as a whole.

7.2 EXTRAORDINARY GENERAL MEETING

- 7.2.1 The Board of Management may at any time for any specific purpose call for an Extra-Ordinary General Meeting or they shall do so forthwith upon the requisition in writing of at least any three (3) Member Institutions or Organizations stating the purpose for which such meeting is required. The Honorary Secretary upon receipt of such written request shall give to all members of the Association a notice of meeting together with an agenda at least fourteen (14) days before a meeting is convened.
- 7.2.2 The quorum for the Extraordinary General Meeting shall be two thirds of the membership from the Member Institution or Organizations of the Association.

7.3 **Voting**

- 7.3.1 Each Member Institution or Organization of the Association shall have one vote for each of the Member Institution at a General Meeting of the Association.
- 7.3.2 In the event of an equality of votes taken at a particular meeting of the Association, the Chairman presiding at such meeting shall have the additional casting vote.