



SAFE Rehoming – Annual General Meeting Agenda

Date: Saturday 12th September 2020

Time: 2.00pm – 4.00pm

Location: SAFE Haven/Zoom attendance

Agenda details:

1. Matters Arising from Previous Minutes
 - a. Previous Meeting's Minutes Motion
2. Constitution Changes Resolution
 - a. Appendix A Motion (attached)
 - b. Appendix B Motion (attached)
3. President and Treasurer's Report
4. Committee Election Resolution
5. General Business
6. Member's Questions & Comments

Appendix A

List of minor changes proposed to the constitution to correct typos, grammar errors or incorrect links to clauses. The change is marked in red and reason for the change included also in red after the clause, (the reason sections will not be included in the constitution)

- Clause 1: **Member present** means, in connection with a general meeting, a member present in person, by representative, by proxy or attending digitally (as per Clause 30.2) at the venue or venues for the meeting – Reason: To ensure clarity surrounding members attending meetings via Zoom or Skype.
- Clause 7 (f) to participate in other acts which the Association sees conducive or incidental to fulfilling its objects. - Reason: to bring it in line grammatically to the other clauses
- Clause 15(a) Honorary Life Member – awarded to a member who has contributed considerably to the association’s objects or to animal welfare in general. The award is to be determined by the committee but can be nominated by any member, - Reason: fixed to say ‘committee’ instead of ‘board’.
- (19 (f) have not responded within two months to a written request from the secretary that they confirm in writing that they want to remain a member) – Reason: Proposal is to remove this clause as it is made redundant by the previous clause, Clause 19(e).
- Clause 23.1 If the committee members do not call the meeting within 21 days of being requested under clause 22.4, 50% or more of the members who made the request may call and arrange to hold a general meeting. – Reason: Changing this to 21 days brings it in line with clause 22.4(a) which states the committee members must call the general meeting within 21 days, not the 14 days currently in clause 23.1. Also corrects the typo of reference to ‘Clause 22.42’, which does not exist.
- Clause 25.2 Notice of a general meeting must be provided in writing at least 14 days before the meeting. –Reason: this brings the clause in line with 22.2.
- Clause 25.3 Subject to clause 25.4, notice of a meeting may be provided less than 14 days before the meeting if: –Reason: this brings the clause in line with 22.2.
- Clause 25.4 Notice of a meeting cannot be provided less than 14 days before the meeting if a resolution will be moved to: –Reason: this brings the clause in line with 22.2.
- 42.3 (b) (vote in a) vote in writing (but only to the extent allowed by the appointment). – Reason: to remove extra unnecessary words in the clause, (words/letters to be removed placed in brackets and highlighted in red).
- Clause 45.10 An associate member may not be nominated for election as an office bearer or committee member. – Reason: typo fix.
- Clause 48.1 At each annual general meeting: (a) any committee member appointed by the committee to fill a casual vacancy (as per clause 50) or as an additional office bearer(s) must retire, and – Reason: typo fix (words/letters to be removed placed in brackets and highlighted in red).
- Clause 49 When a committee member stops being a committee member
 - A committee member stops being a committee member if they: - Reason: Fixes terminology which currently says office bearer instead of committee member.
- Clause 50.2 Should the vacancy occur within the 14 days notice of the Annual General Meeting, and the minimum number of committee members as per clause 44 is present, the committee shall wait until the Annual General Meeting to elect the new committee member. –Reason: this brings the clause in line with 22.2.
- Clause 51.1 The committee members are responsible for managing and directing the activities of the association to achieve the purposes set out in clause 7. –Reason: currently references the incorrect clause.

- Clause 54(b) to act in good faith in the best interests of the association and to further the charitable purposes of the association set out in **clause 7 – Reason: currently references the incorrect clause.**
- Clause 56.1 The committee members will meet, at a minimum, once each calendar **month**, as determined by the committee. – **Reason: currently missing the word ‘month’.**

Appendix B

List of changes proposed to bring the Constitution in line with the current vision and/or make day to day running of the organisation more manageable.

- Clause 15(d) **Concession Member – a member who is over the age of 18 but can supply a student card or a pension card holder. - Reason: update**
- Clause 15(e) **Junior Member – a member who has paid the fee (in accordance with clause 14) for a Junior member and is under the age of 18. – Reason: update, moved from Clause 15(d) to accommodate the Concession member.**
- Clause 38.1 Members must hold their membership for **6 months** before they gain voting rights (except if clause 38.2 is applicable). – **Reason: to ensure potential new committee members also have voting rights at general meetings (see proposed change to Clause 45.12)**
- Clause 45.12 A person is eligible for election as an office bearer or committee member of the association if they:
 - (a) are a member of the association for **6 months**, or a representative of a member of the association for **6 months** (appointed under clause 29) – **Reason: to ensure SAFE has enough members to fill the committee consistently, but without opening up those spaces to those who may not know SAFE well enough to fulfill the role.**
- Clause 64.5 The committee members must ensure that minutes of the passing of a circular resolution (of members or office bearers) are signed by committee members within 14 days after the resolution is passed, **as per Clause 62.3 and 62.4. – Reason: to ensure clarity that an email is an acceptable way of signing off on circular resolutions.**
- Clause 65.1(a) The association must make and keep written financial records that: (a) correctly record and explain its transactions and financial position **(and performance)**, and – **Reason: Proposal is to omit ‘and performance’ from this clause given the nature of the charity, (words/letters to be removed placed in brackets and highlighted in red).**