



BYLAW G - MEETINGS

1. SATSA MEETINGS:

- 1.1 The Annual General Meeting will be held at a date, time and venue to be decided by the Management Committee and so communicated to the membership by way of Notice {Sect.VI [4]} but not more than six (6) months after the end of the financial year;
- 1.2 The AGM shall have the powers to raise, discuss and decide on any matter whatsoever subject to notice having been given as set out in Sect. VI (4)
- 1.3 A Special General Meeting may be called by fifteen percent (15%) of the membership requesting such a meeting and giving notice of the business they wish to be transacted at the meeting. Notice of such a meeting must be posted (date stamped) at least twenty-eight (28) days before the proposed date and should contain the date, time and venue for the meeting as well as the Agenda stating the specific subject to be discussed at the meeting;
- 1.4 A Special General Meeting can also be called by at least fifty percent (50%) of the members of the SATSA Management Committee. The same procedure as in Sect VI (4) must be followed in giving notice of such meeting.

2. QUORUM AT SATSA MEETINGS:

- 2.1 A quorum at any Committee Meeting of SATSA will comprise 50% of the committee plus one (1). No business shall be transacted unless a quorum is present; The quorum is based on attendance at meetings in person.
- 2.2 If a quorum is not present 30 minutes after the appointed time for two properly called Committee meetings in succession, the Chairman appointed for the second meeting will re-convene the meeting 60 minutes after the initially appointed time. The number of members present at this time will constitute a quorum and decisions taken will take effect and be binding;
- 2.3 A quorum at SATSA General Meetings will comprise 15% of the membership plus one (1); No business shall be transacted unless a quorum is present; The quorum is based on attendance at meetings in person (physically or virtually) or by proxy.
- 2.4 In the case of a quorum not being present at a General Meeting 30 minutes after the appointed time, the Chairman may re-convene the meeting 60 minutes after the appointed time and the number of members present will then constitute a quorum. All decisions taken will take effect and be binding.

3. VOTING:

- 3.1 All resolutions must be in writing, proposed and seconded before being put to the vote;
- 3.2 A resolution must be forwarded to the Executive Secretary before the date of the meeting;
- 3.3 Voting will always be by show of hands unless the Chairman requires a secret ballot or a motion by a member is passed and duly seconded;
- 3.4 At SATSA Annual General, Special General & General Meetings:
 - 3.4.1 Each member of SATSA has one vote. In the case of equal votes, the Chairman will have a deliberative and casting vote;
 - 3.4.2 Members may vote by proxy. Written proxies stating who is to vote on their behalf (the Appointer), to be lodged with the Executive Secretary of the

meeting not less than one (1) hour before the appointed time of the meeting. It is understood that the Appointer has to be present at the meeting and cannot transfer his/her rights and responsibilities to another person;

- 3.5** Proposals & Counter Proposals - In the case of a counter proposal or a number of counter proposals being put to the meeting, the members will vote on the last proposal and if that receives a majority, it is carried. If it does not receive a majority the second last proposal is voted on and so on, until one proposal receives a majority vote.

4. NOTICE OF MEETINGS:

Notice of all SATSA General Meetings shall be posted (date stamped) to all members at least twenty-eight (28) days before the proposed date and shall contain the following:

- a. Date and time of Meeting
- b. Venue for the Meeting
- c. A proposed Agenda covering business to be transacted.

Any proposals / Motions to be dealt with at the time of giving

Approved by SATSA Management Committee

DATE: 8 October 2015



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NATIONAL CHAIRMAN

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EXECUTIVE SECRETARY