

[SOCIETY NAME]

Registration No. _____ · [Registered address]

NOTICE OF ANNUAL GENERAL MEETING

The notice is what makes the meeting valid. Serve it with the full clear notice period your bye-laws require, and keep evidence of when and how each member was served.

MEETING

FINANCIAL YEAR

DATE OF NOTICE

DATE OF MEETING

TIME

VENUE / PLATFORM

CLEAR NOTICE PERIOD GIVEN (DAYS)

QUORUM REQUIRED (PER BYE-LAWS)

AGENDA

List every item to be transacted. Business not on the agenda cannot be resolved.

NO.	AGENDA ITEM	PAPERS ENCLOSED

ADJOURNMENT

If the quorum is not present within the time your bye-laws allow, the meeting stands adjourned. State here the date, time and place of the adjourned meeting and the quorum that will apply to it, so a second notice is not required.

ADJOURNED MEETING DATE, TIME AND PLACE

SERVICE OF NOTICE

MODE OF SERVICE

DATE SERVED

ISSUED BY (NAME, DESIGNATION)

HON. SECRETARY

SOCIETY SEAL

BEFORE YOU USE THIS

- Count the notice period as clear days, excluding the day of service and the day of meeting, unless your bye-laws say otherwise.
- Attach the audited accounts and any item requiring a special resolution with the notice.
- Keep the delivery record. An unprovable notice is the most common reason a resolution is later challenged.

Run this in Plinth instead

Plinth keeps this record for you — issued, delivered, acknowledged and searchable, with an audit trail against every flat. No paper to file, nothing to reconstruct before the AGM.

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