

Rules of the Association



1 Rules about General Meetings

1.1 Special General Meetings

- a The board may call a special general meeting of NSA at any time.
- b Members may call a special general meeting of NSA at any time if 50% of the members ask for one in a letter which they have all signed. The letter needs to say why they want a meeting and the board has to arrange one.
- c If the board does not convene a special general meeting within one month of when members ask for it, the members themselves (or at least half of them) may convene a special general meeting on their own. To help them, the committee will give them the particulars of the members entitled to receive a notice of meeting. NSA will pay for all reasonable expenses of convening and conducting such a meeting.

1.2 Notice of general meetings

- a Members must be given at least 14 days notice of any general meeting, including the annual general meeting. The notice should say where and when the meeting will be held, what it will be about, and in what order things will be discussed.
- b If a special meeting is called to discuss a special resolution, members must be notified at least 21 days before the date of the meeting.
- c NSA may give notice to any member by serving the member with the notice personally, or by sending the notice by email or by post to each member's address in the register of members.

1.3 Proceedings at general meetings

- a Business can be transacted at any general meeting if ten members are present.
- b When members call a special general meeting, if 10 members are not present within 30 minutes of the start time, the meeting will be cancelled.

- c For other general meetings, if 10 members are not present within 30 minutes of the start time, the meeting will be held on the same day in the next week, at the same time and place. Then, if 10 members are not present within 30 minutes of the start time, the meeting can go ahead with however many members are present.
 - d The President will chair any general meeting.
 - d If the President is not present within five minutes after the starting time, or if he or she is present but doesn't want to run the meeting, the members may choose another committee member or one of their own number to chair that meeting.
 - e At all General Meetings (GMs), the chairperson gets to decide on points of order, and no one can argue about them.
- 1.4 Voting at general meetings
- a Every member of NSA has one vote on each decision.
 - b Decisions will be made by a simple majority of voting members.
 - c Unless a vote is asked for by at least five members, decisions will be made by a show of hands.
- 1.5 Vote at general meetings
- a If at least five members ask for a vote, it must be conducted in a manner specified by the chair and the result of the vote is the final decision on that question.
 - b If at least five members ask for a vote for the election of a person to chair the meeting or on whether the meeting should be adjourned, the vote must be taken immediately. But any other vote may be conducted at any time before the close of the meeting.
- 1.6 Special and ordinary resolutions
- a A special resolution is defined in *The Act*.
 - b An ordinary resolution is a resolution passed by a simple majority at a general meeting.

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