



The Ancient Society of Kilwinning Archers

Advance Notice of Annual General Meeting

Monday 17th March 2014 Kilwinning Academy 19:00 – 22:00

In accordance with Rule 6

“The Secretary shall distribute to all members of the Society, prior to the holding a General Meeting, the proposed agenda and stating any proposed alterations to the Rules and Regulations of the Society.”

Submission of proposals

No time limit is stated in the Society rules and regulations, but to allow Council sufficient time for administration and also to allow members ample time to consider and discuss any proposals, it has been the practice to issue the final agenda and all the accompanying documents **no less than twenty-one days** prior to the date of the meeting.

Council will try their best to fall in line with this, but in order to allow enough time for the above process to be carried out, it would be helpful if members could try and submit their proposals well in advance, and if possible **no later than the weekend 15th – 16th February 2014**.

Contacting members

To save postage, Council will try to send all documents by electronic means wherever possible. Members who would prefer to receive them using the normal postal service should contact the Secretary.

If on reading this you are aware of any member who has not submitted their contact details please encourage them to contact the Secretary.

Format of Proposals

It would greatly simplify the administration process if members could submit their proposals in a form suitable for attachment to electronic mail, in my experience, ‘portable document format’ (pdf) is best, and if this is not possible, then a word document.