INSERT MSA/ SOCIETY NAME HERE

[DATE]

Notice of the Annual General Meeting of

**[SOCIETY NAME]**

Dear Member,

This is to advise you of the upcoming annual general meeting of the members of the society. The details of this meeting are as follows:

|  |  |
| --- | --- |
| **Date:** |  |
| **Time:** |  |
| **Place:** |  |

Business at the annual general meeting of the society will include:

* Accepting the annual financial statements of the society and the Report of the Directors.
* Ratifying the appointment of directors.
* [Election of additional directors][if necessary[
* [Approving the revised constitution and bylaws (collectively referred to as the “bylaws”). Attached is a special resolution together with the black-lined copy of the proposed revisions to the bylaws for your information and review. ][if necessary]
* Transacting other business that may come before the meeting.

Regards,

|  |
| --- |
| **[SOCIETY NAME]** |
| By: |  |
|  | [NAME], Director |