INSERT MSA/ SOCIETY NAME HERE

[DATE]

Notice of the Annual General Meeting of

**[SOCIETY NAME]**

(the “**Society**”)

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;
* to ratify the appointment of directors;
* to approve 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; and
* to transact such other business as may come before the meeting.

Regards,

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