

MANZ Annual General ¹Meeting Policy

Each year, as stated in the Constitution, MANZ holds an AGM. There are timings of required communications to members for correspondence.

1. Any remits to the constitution must be sent out to members at least six weeks prior to the AGM.
2. MANZ Executive Officer will ensure notice of AGM venue, date and time is sent to all members at least one month prior to the meeting.
3. MANZ Executive Officer will send out any non-constitutional remits, forms for proxy votes and nominations at least one month prior to AGM.
4. MANZ Annual Report will be sent to members at least 2 weeks prior to the AGM.
5. MANZ Executive Officer will finalise and send AGM minutes to all members and put on the website within a month of the AGM.
6. MANZ Executive Officer will ensure constitution is updated in accordance with AGM and constitution changes and that new officers and the annual report are sent to the Charities Commission.
7. Election of Officers - MANZ Executive Officer will inform the membership of rotation and vacancies on Council when they occur prior to AGM. The membership will have the opportunity to nominate members for Council both prior and at the AGM.
8. Refer to MANZ Finance Policy for details on reviewed accounts.
9. Election of Honorary Members, refer to policy.

¹ Ratified May, 2019