

1. In accordance with Article 14 the Students' Guild must hold an annual All Members' Meeting once in each Academic Year.
2. The meeting shall comply with Byelaw 5: Guild Council, points 19-24 and 26-34.

Purpose of the Meeting

3. The purpose of the annual All Members' meeting is:
 - 3.1. Receiving the report of the Trustees on the Guild activities since the previous annual All Members' meeting;
 - 3.2. To provide an opportunity for full members to ask the Trustees questions;
 - 3.3. To debate and pass student policy;
 - 3.4. Other responsibilities as defined in the Articles.

Calling an All Members' Meeting

4. The annual All Members' Meeting shall be held at a time and place that the Trustees shall think suitable to allow the maximum number of full members to attend.
5. Additional All Members' Meetings may be called by the Board of Trustees or Guild Council. In the case of Guild Council, it shall require a 66% majority voting in favour of an All Members' Meeting.
6. Notice of an All Members' Meeting must be given in writing at least 10 clear working days in advance of the meeting. This shall include a notice:
 - 6.1. On the front page of the Guild website; and
 - 6.2. Via electronic forms of communication used by the Guild to conduct its day to day business.
7. The notice of an All Members' Meeting shall include:
 - 7.1. The business to be conducted;
 - 7.2. A clear statement that it is an All Members' meeting; and
 - 7.3. The location, date and time of the meeting.

Membership and Chair

8. The membership of an All Members' Meeting shall include all full members.
9. The Chair of an All Members' Meeting shall be the Guild Council Chair.
10. In the absence of the Chair, the full members present may appoint one of their number to be the Chair of that meeting and undertake the duties and responsibilities assigned to the Chair.
11. The Chair shall be impartial.
12. The Chair shall ensure that the meeting is in order and that remarks are relevant to the item of business.
13. The Chair is responsible for ensuring arrangements are in place for the effective running of the meeting.
14. Trustees may attend and speak at an All Members' Meeting even if they are not a full member.

Reporting Procedures

15. Minutes of an All Members' Meeting will be made available online.
16. Minutes of an All Members' Meeting will require the approval of the Chair to be passed as an accurate record.

Quorum and Decisions

17. No business shall be transacted at an All Members' Meeting unless a quorum is present. 30 persons entitled to vote upon the business to be transacted, each being a full member (but excluding External Trustees), shall be a quorum.
18. If such a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such other day, time and place as the Trustees may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the full members present shall be a quorum.
19. Decisions shall be made by majority vote unless otherwise stated in the Articles. The Chair shall not have a vote in the meeting but may in the case of an equal amount of votes for and against have the casting vote.