

Each Egilsay household should be invited by the Secretary to nominate one representative to stand as a constituent member, one month before the Annual General Meeting and advise the Association accordingly.

5. Annual General Meeting

Once in each year, in the month of June, the Committee shall convene an Annual General Meeting of the Association to which all Egilsay Residents shall be entitled to attend, for the purpose of receiving the Annual Report and the audited statement of accounts of the Committee, of electing the office bearers and to transact any other competent business.

6. Chairman

At all meetings the President, or in his absence the Vice-President, shall be Chairman.

In the absence of the President and Vice-President, the meeting shall elect a Chairman to preside at the meeting.

7. Rules of Procedure at all Meetings

- a) Voting - All questions arising at any meeting shall be decided by a majority of those present and entitled to vote thereat. In the case of equality of votes the Chairman shall have a second or casting vote.
- b) Quorum - 4 persons shall form a quorum at committee meetings and shall consist of 2 committee officials ~~& two others.~~
And.
- c) Minutes - Minute books shall be kept by the Association and the Secretary shall enter therein a record of all proceedings and resolutions.

8. Vacancies

If vacancies occur in the offices, they shall be filled by the Committee as required.

9. Finance

- a) All monies raised by or on behalf of the Association shall be applied to further the objects of the Association and for no other purpose.
- b) The Treasurer shall keep proper accounts of the finances of the Association and shall pay all monies not immediately required into an account in the name of the Association at a bank as shall be determined by the Committee.
- c) The accounts shall be audited at least once a year by a qualified Auditor or Auditors who shall be appointed at the Annual General Meeting.
- d) The financial year of the Association shall end on 31st ~~July~~ ^{April} and the years accounts, balance sheet, bank pass book and other relevant document shall thereafter be made available to the Auditor for the annual Audit in time for the Annual General Meeting.