



15 October 2018
To All OSA Members:

Re: Annual General Meeting: Sunday 18th November 11:00am
Venue: School Shop/Archive Room

In addition to the routine agenda items - which are posted on the OSA website - there are two items which need to be brought to the attention of the membership, under section 10A* of the OSA Rules.

The Quorum for the OSA Committee - this had not been included in the rules, approved at the 2017 AGM. Following discussions at the March meeting, it was proposed by John Isles and seconded by Suzanne Brooks that the following amendment should be put to the AGM in November. This was agreed unanimously by Committee

1. *"The Quorum for Committee Meetings should be 4 of which one must be an OSA Officer."*

If approved at the AGM this will be incorporated at 7d in the OSA Rules - under the Committee section.

Role of the Secretary - this has grown significantly over the past few years and we need to have someone who understands what is needed and is capable of undertaking the multiplicity of tasks that the organisation requires. To that end it is proposed by John Isles and seconded by John Rowlands

2. *"That an Honorarium of £1000pa should be paid to the OSA Secretary from January 2019 and annually thereafter, in agreement that the duties and responsibilities are being performed in accordance with the job description of OSA Secretary."*

Since this is a change to our Constitution we need to seek approval from the membership

***10. Proposals:** (a) Proposals to be made at an Annual General Meeting must be sent to the Secretary in writing and include the name of a proposer and seconder. Such proposals must be received by the Secretary no later than four weeks prior to the Annual General Meeting. Information on such proposals will be circulated to members by the Secretary in the notice giving details of the Annual General Meeting.

If you are attending the AGM or have any comments regarding the two proposals outlined above, please email osa@scarboroughcollege.co.uk. Apologies can be sent to the same email.

A handwritten signature in black ink, appearing to read 'JS Rowlands', with a horizontal line underneath.

JS Rowlands
(Chairman)