



NOTICE OF 37th ANNUAL GENERAL MEETING

Pursuant to Article 9C of AWARE's Constitution, **NOTICE IS HEREBY GIVEN** that the 37th Annual General Meeting of the members of the Association of Women for Action and Research (AWARE) will be held by electronic means on Saturday, 23 April 2022 at 2 pm.

Pursuant to Article 9D of AWARE's Constitution, the Agenda (including the resolutions to be passed) for the Meeting will be sent out not later than at least fourteen (14) days before the AGM, 9 April 2022.

Pursuant to Article 11B of AWARE's Constitution, any Member who wishes to place an item on the agenda of the general meeting may do so by email to membership@aware.org.sg by 9 April 2022¹. Such member shall also provide a description of the item proposed, brief background and purpose of raising item.

By Order of the Board

A handwritten signature in black ink, appearing to read "Elisa Kang", with a horizontal line underneath.

Elisa Kang
Secretary
11 March 2022

This Notice has been made available on AWARE's website and may be accessed [here](#).

The following documents will be made available at tinyurl.com/AWAREAGM2022Docs by 8 April 2022.

- (a) Agenda for the AGM
- (b) Minutes of the 36th Annual General Meeting held on 24 April 2021
- (c) Annual Report for the Financial Year ended 31st December 2021
- (d) Financial Statements for the Financial Year Ended 31st December 2021 together with the Independent Auditors' Report thereon
- (e) Proxy Form (PDF version) and applicable voting instructions
- (f) Information on the Candidates standing for election to the Board

Important Notes

In light of the current Covid-19 situation and pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Registered Societies) Order 2020, the 37th AGM will be held by way of electronic means as follows:

- a) Members will not be able to attend the AGM in person.
- b) Members may only attend the AGM by observing and listening to the proceedings by electronic means. **Please register at tinyurl.com/AWAREAGM2022Registration by 5pm on 21 April 2022.**
- c) Members will not be allowed to submit questions live at the AGM. Instead, all

¹ Article 11B of AWARE's Constitution "Any member eligible to attend the General Meeting who wishes to place an item on the agenda of the General Meeting may do so provided she gives notice to the Secretary at least 2 weeks before the meeting is to be held."

questions must be submitted in advance by email to membership@aware.org.sg or by post addressed to AWARE, c/o Margaret Thomas, President of AWARE, 5 Dover Crescent, #01-22, Singapore 130005. **The questions must reach AWARE by 21 April 2022.**

- d) Prior to the AGM, AWARE will be holding a Candidates Presentation Night by Zoom on 18 April 2022 at 8 pm. Members will be invited to attend and questions may be posed live to the Candidates. **Please register at tinyurl.com/AWAREMTC2022 by 5pm on 17 April 2022.**
- e) AWARE will endeavour to address all other substantial and relevant questions submitted in advance by email or post at the AGM but in the event we are unable to do so due to insufficient time, our response will be emailed to the sender or, if it is of general interest, posted on our website.
- f) A member may vote at the AGM by appointing the Chair of the Meeting as the member's proxy to vote on their behalf by:
 - i) filling in and submitting the Proxy Form (online version) at tinyurl.com/AWAREAGMProxyForm2022*; or
 - ii) downloading and filling in the Proxy Form (PDF Version) at tinyurl.com/AWAREAGMProxyForm2022PDF* and depositing it with AWARE by email to membership@aware.org.sg or by post addressed to AWARE, c/o Margaret Thomas, President of AWARE, 5 Dover Crescent, #01-22, Singapore 130005.

The Proxy Form will be available from 2 April 2022. There will be no live voting at the AGM.

The completed Proxy Form must reach AWARE by 5pm on 21 April 2022. In filling in the Proxy Form, a member must give specific instructions as to voting, or abstentions from voting, in respect of a resolution. Failure to do so will invalidate the appointment of the Chair of the Meeting as proxy for that resolution.

Members are encouraged to submit their Proxy Form via the online form (most convenient) or email as the postal service may be delayed because of COVID-19 related issues.

Members may exercise their right to vote by proxy even if they do not attend the AGM by electronic means.

Members' Right To Attend and Vote at AGM

Cat 1 members and Cat 2 members (including Life Members) who have paid their membership fees and who are not the subject of disciplinary proceedings are entitled to attend and vote at the Meeting. Associate Members (including Life Members) who have paid their membership fees and who are not the subject of disciplinary proceedings are entitled to attend the Meeting, and vote under the conditions set out below.

You are required to notify the Secretary if you intend to attend the Meeting by **registering at tinyurl.com/AWAREAGM2022Registration by 5pm on 21 April 2022.**

Cat 1 Members and Cat 2 Members are entitled to one vote each. Subject to sub paras (a) and (b) below, Associate Members are entitled to one vote each.

- (a) The total votes of Associate Members on any resolution shall not exceed 25% of the total votes of all members on such resolution.

(b) In the event that, when voting on any resolution, the number of votes by Associate Members is greater than 25% of the total votes, then the number of votes cast by Associate Members will be pro-rated so that they are equal to 25% of the total votes rounded down to whole numbers.

The right to vote at a General Meeting can only be exercised by members who (unless waived) have fully paid up their membership fees at the time of the meeting.

The Constitution and the Bye Laws of the Society are available at aware.org.sg/about/organisational-reports/.