

Our Ref: AGM 2023 / Letter 1

6 September 2023

To: **Secretaries of Full Member Clubs and Associated Bodies**  
**Secretaries of Associate Clubs** (*For Information only*)  
**Members of the Scottish Rugby Union Board and Club Rugby Board**  
**Members of the Scottish Rugby Limited Board**  
**Past Presidents**

***Distribution by Email***



**Scottish Rugby Union**  
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Dear Colleague,

### **Scottish Rugby Union - Annual General Meeting 2023**

Please note that the 2023 Annual General Meeting of Scottish Rugby Union will be held on **Saturday 18<sup>th</sup> November 2023 at 10.30am**, in-person at Scottish Gas Murrayfield Stadium, Edinburgh EH12 5PJ with the option for members to attend via a virtual meeting platform, if preferred.

Formal notice of the meeting and associated documentation, including any resolutions being proposed, will be issued closer to the time of the meeting.

Proxy voting will also be available this year. If your representatives are unable to attend the meeting either in person or using the online platform, please consider using the proxy voting service to ensure that your vote can be recognised and contributes to meeting the minimum quorum requirement. More information will follow on this in due course.

Due to the Union now being a company falling under the Companies Act 2006, requisition by members of the Union of business to be considered at the Annual General Meeting is approached differently than under the former Union's Bye-Laws.

Members holding not less than 5% of the voting rights (currently equating to at least 8 full member clubs or associated bodies) may requisition a general meeting and include a resolution within that. If you wish to requisition a meeting – which would be held as a special general meeting – to take place on the same day as the AGM, the relevant documentation will need to be submitted no earlier than Monday 2<sup>nd</sup> October 2023 and no later than Monday 23<sup>rd</sup> October 2023.

This process for this and for resolutions at company meetings more generally are subject to a number of statutory requirements under the Companies Act 2006 which differ from those under the former Union's Bye-Laws.

If your club is intending to submit a request, you should seek professional advice or contact me at the email address below.

[robert.howat@sru.org.uk](mailto:robert.howat@sru.org.uk)

It would also be very helpful if you could check that the SCRUMS database details for your office bearers or delegates who may attend the AGM are up to date.

Thank you for your assistance.

Yours faithfully,

A handwritten signature in blue ink that reads "Robert M. Howat". The signature is written in a cursive style with a horizontal line under the final 't'.

**Robert Howat**  
**Company Secretary**  
**Scottish Rugby Union**