



Scottish Rugby Union  
Scottish Gas Murrayfield  
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scottishrugby.org

**4 November 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***

Dear Colleagues

**SCOTTISH RUGBY UNION - ANNUAL GENERAL MEETING – SATURDAY 18 NOVEMBER 2023 – 10.30 AM**  
**MEETING ARRANGEMENTS**

I refer to earlier correspondence.

Copies of AGM documentation issued so far, including the Notice of the Meeting, Explanatory Notes on the Meeting business and copies of draft AGM and SGM Minutes can be accessed on the Scottish Rugby website via the link below:

<https://scottishrugby.org/scottish-rugby-union-agm/>

**Annual Report & Briefing on Financial Statements**

Scottish Rugby Limited's Chief Financial Officer, Hilary Spence, is holding an **Online Briefing Session** on the SRL element of the financial statements on **Thursday 9 November 2023** from **5.30pm – 6.30pm**.

This will be conducted on the Microsoft Teams AV platform.

If you, or representatives of your club would like to attend, please register by contacting Angela McCracken (E: [angela.mccracken@srugby.org.uk](mailto:angela.mccracken@srugby.org.uk)) providing your name, an email address and a contact telephone number, by **5pm on Wednesday 8 November 2023**.

The SRU Annual Report will be available shortly to download via the following link:

<https://scottishrugby.org/about/annual-reports/>

**Meeting Arrangements & Attendance**

The AGM is being held in the President's Suite at Scottish Gas Murrayfield **and** online.

Please note that your representatives for the AGM do not need to be office bearers but must be current members of the Club/Associate Body they are representing.

Representatives can attend in person at Scottish Gas Murrayfield or online, using the electronic platform being hosted by Lumi. If you are unable to attend by either of these methods, please use the proxy voting service (see further below).

**If your representatives are attending the AGM, please provide the following information to Angela McCracken (E: [angela.mccracken@sru.org.uk](mailto:angela.mccracken@sru.org.uk)) by 12 Noon on Tuesday 14 November 2023:**

- (i) the names of your representatives;**
- (ii) whether they will be attending in person, or online; and**
- (iii) if they are attending online, an email address for each individual and a contact telephone number (in case of any technical issues).**

Log-in details and instructions will be circulated on Wednesday 15 November to those attending online, so that they are readily to hand ahead of the Meeting.

If you have not confirmed attendance in advance of the Meeting, we will assume that online attendance remains a possibility and will issue log-in details ahead of the Meeting to your nominated contacts on SCRUMS to ensure that the opportunity to attend remains available.

Your assistance in making sure that the details on SCRUMs for your Club/Society are up to date, would be appreciated.

### **Proxy Voting Service**

A proxy voting service is available via Lumi, our electronic meeting platform host.

***If your representatives are unable to attend the Meeting either in person or using the online platform, please use the proxy voting service to ensure that your votes can be recognised and contribute to the quorum requirement for the Meeting.***

You can appoint a proxy or amend the details until 48 hours before the Meeting.

Details of how to access this service have been circulated separately, from [SRU@lumiengage.com](mailto:SRU@lumiengage.com) using contact details that you have provided on SCRUMs. Please make sure to check your spam / junk folders.

### **Questions**

The Order of Business for the Meeting includes a Question and Answer session. Questions may be asked on the day but if you would like to submit a question for the AGM in advance of the Meeting, please send it to:

Angela McCracken (E: [angela.mccracken@sru.org.uk](mailto:angela.mccracken@sru.org.uk)) by **12 Noon on Tuesday 14 November 2023**.

A template form is attached for you to use if you wish, and is also available on the website.

The online platform also enables questions to be asked on the day. Further details on how to do so will be provided with the log-in information.

We may group questions which seek to address a similar subject matter and respond to these together. All questions which are received either prior to or during the Meeting will be posted on the Scottish Rugby website after the AGM, along with the response.

Should you have any queries with regard to the above, please do not hesitate to contact Angela McCracken (E: [angela.mccracken@sru.org.uk](mailto:angela.mccracken@sru.org.uk)) in the first instance.

Many thanks.

Yours sincerely



**Robert Howat**  
**Secretary**

**Q&A FORM**

**SCOTTISH RUGBY UNION**

**ANNUAL GENERAL MEETING 2023**

**SATURDAY 18 NOVEMBER 2023**

Should you wish to raise a question for the AGM please complete and return the form below **by 12 Noon on Tuesday 14 November 2023**.

The form should be returned to Angela McCracken, Head of Legal & Governance **by email** to :

[angela.mccracken@sru.org.uk](mailto:angela.mccracken@sru.org.uk)

<b>Name of Club / Associated Body:</b>	
Q1.	
Q2.	

**Signed** \_\_\_\_\_

**Name (PRINT)** \_\_\_\_\_

**Position** \_\_\_\_\_

**Date** \_\_\_\_\_

**Telephone** \_\_\_\_\_