

Our Ref: AGM 2024 / Letter 5

**13 November 2024**

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  
Scottish Gas Murrayfield  
Edinburgh EH12 5PJ

+44 (0)131 346 5000  
scottishrugby.org

Dear Colleagues,

**SCOTTISH RUGBY UNION (THE "UNION") - ANNUAL GENERAL MEETING 2024 - 27 NOVEMBER 2024**  
**MEETING DOCUMENTATION AND ARRANGEMENTS**

**Meeting Documentation**

The SRU Annual Report for 2023-24 is now available to download via the following link:

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

A copy of the Report of the Union's Standing Committee on Governance is also now available on the Scottish Rugby website, together with the other AGM documentation and can be accessed via the link below:

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

**Online Briefing on Financial Statements – Wednesday 20 November 2024 at 5.30pm**

The Annual Report contains the SRU Financial Statements for the 13-month period to 30 June 2024.

By way of reminder, Scottish Rugby Limited's interim Chief Financial Officer, Oliver Colling, is holding an **Online Briefing Session** on the financial statements on **Wednesday 20 November 2024** 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@sru.org.uk](mailto:angela.mccracken@sru.org.uk)) providing your name, an email address and a contact telephone number, before 5pm on Wednesday 13 November 2024.

**Attending the Meeting**

The Meeting is being held **online only**.

You will receive a separate email from [SRU@lumiengage.com](mailto:SRU@lumiengage.com) which contains your username, passwords and log-in instructions by Friday 15<sup>th</sup> November.

If that is not the case, please contact Laura Mahadea by email at [laura.mahadea@sru.org.uk](mailto:laura.mahadea@sru.org.uk).

It would be very helpful if you could ensure that your SCRUMs details are up to date and check your spam / junk folders.

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.

### **Proxy voting**

By way of reminder, a proxy voting service is available via Lumi, the electronic meeting platform host.

***If your representatives are unable to attend the Meeting using the online platform, please use the proxy voting service to ensure that your club's 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 from [SRU@lumiengage.com](mailto:SRU@lumiengage.com) using the contact details that you have provided on SCRUMs.

### **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:

[laura.mahadea@sru.org.uk](mailto:laura.mahadea@sru.org.uk) by **12 Noon on Monday 25 November 2024.**

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 in relation to any of the meeting business, please do not hesitate to contact Laura Mahadea using the email address noted above.

Many thanks.

Yours sincerely



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

**Q&A FORM**

SCOTTISH RUGBY UNION

**ANNUAL GENERAL MEETING 2024**

**WEDNESDAY 27 NOVEMBER 2024**

Should you wish to raise a question for the AGM ahead of the Meeting please complete and return the form below **by 12 Noon on Monday 25 November 2024.**

The form should be returned to Laura Mahadea **by email** to : [laura.mahadea@sru.org.uk](mailto:laura.mahadea@sru.org.uk)

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

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

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

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

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

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