

## Annual General Meeting notice

The Annual General Meeting (AGM) of the Microbiology Society will be held on 7 October 2024 at 10:00am as a virtual and in person event, as part of the Society's Committees Day.

All members are invited to participate in this event. If you would like to attend the AGM, please register by visiting our website [here](#).

### 1. Schedule for the day

09:45 – 10:00	Virtual meeting room opens
10:00 – 10:05	Welcome from the President
10:05 – 11:00	AGM

### 2. AGM agenda

1. Welcome by the Chair
2. Review of the year 2023
3. Minutes of the 2023 Annual General Meeting
4. Matters arising from the Minutes
5. Special resolution: Articles of Association
6. Financial Report
  - i. Receiving of the Annual Accounts 2023
  - ii. Appointment of Auditor 2025
  - iii. Approval of membership subscription rates 2025
7. Incoming and Outgoing members of Council, Committees and Divisions
8. AOB

### 3. Voting by proxy

Eligible voting members are entitled to appoint another person as a proxy to exercise all or any of their rights to attend and to speak and vote at the AGM in their stead. The proxy does not need to be a member of the Society and if instructed by the person appointing them, they are legally obliged to vote in accordance with the instructions. Unless otherwise instructed, the proxy will vote as they think fit. Eligible voting membership categories are: Full, Full Concessionary, Postgraduate Student and Honorary members.

Members wishing to appoint a proxy should submit their appointment by **4pm on Friday 4 October 2024**. Proxy appointments should be submitted in writing as below, to [appointments@microbiologysociety.org](mailto:appointments@microbiologysociety.org):

*“I INSERT NAME being a member of the Microbiology Society eligible to vote, hereby appoint INSERT NAME as my proxy to vote on my behalf at the Annual General Meeting of the Society to be held on 7 October 2024 , and at any adjournment thereof.*

*Signed this day of INSERT DATE.*

*Unless otherwise instructed, the proxy will vote as they think fit.*

*Signed: INSERT SIGNATURE”*

We look forward to welcoming our members to the event.

A handwritten signature in black ink, reading "Peter Cotgreave". The signature is written in a cursive style with a long horizontal stroke at the end.

Dr Peter Cotgreave, Company Secretary