



12 May 2026

Address correspondence to:
companysecretary@siseap.org

To: Club Secretaries

NOTICE OF VIRTUAL SPECIAL GENERAL MEETING

A Virtual Special General Meeting of Soroptimist International South East Asia Pacific will be held on Saturday 27th June 2026 at 3:00 pm AEST.

Date: **Saturday 27th June 2026**
Time: **3:00 pm AEST**
Place: **This will be a virtual meeting**
Mode: **GoTo Meeting with OPA Voting**

The Special General Meeting will be held on Saturday 27th June 2026 at 3:00 pm AEST. Required quorum for a general meeting to be held, at least thirty [30] members (a quorum) must be present (by representative or by proxy) for the whole meeting. When determining whether a quorum is present, a person may only be counted once (even if that person is a representative or proxy of more than one member). *[Company Constitution 24.1]*

Club Representatives Registration Form for AGM & General Meeting

An authorised representative must attend from **each financial member (clubs)** within the Federation. A representative or proxy can only represent one member club. A proxy representative must be an individual Soroptimist from another member club.

A registration link for Club Representatives and Proxy Representative to the *GoTo Meeting* and *OPA Voting* along with meeting password will be sent to you week beginning 22nd June 2026 Meeting. **This link and password is not be shared.**

Registrations close on 21 June 2026 at 5:00 pm AEST (Sydney time)

Registration form:

This [link](#) will take you to the Registration Form for the Club Representative or Proxy Representative and will used the Special General Meeting.

Clubs will need to nominate a Club Representative for the Special General Meeting, and you will need to show that the Club has voted on their Representative or Proxy Representative at a club business meeting and this will need to be recorded in your Club Minutes.

Please note: Your club president, secretary or treasurer are required to use the link to register your club representative. This link will need to be utilized from your club email account, i.e. you will need to be logged into your club email account from www.google.com If you have your club email account forwarded to a personal email account such as outlook etc, the link will not



work. The reason for this is that we need to register that the nomination was made from the club email account and that the president, secretary or treasurer must acknowledge that they were authorised to complete this form on behalf of their club.

DIRECTOR CV'S WILL BE AVAILABLE FROM THE SISEAP WEBSITE FROM 27 MAY 2026.

Looking forward to your attendance at the Special General Meeting.

Warm regards

Theresa Lyford AIGA

Company Secretary

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