

CHAPTER VIII

Meeting

UNIT 34: The meeting of H.V.T.O is divided into two:

- 1. Annual meeting**
- 2. Special meeting**

These two meetings are the important governance meetings of the **H.V.T.O**.

UNIT 35: Annual meeting

The annual meeting must be held once a year on invitation of the president of **H.V.T.O**. This meeting must have the attendance of administrative council, the president of the organization, the coordinating and programming manager and the secretary, all types of members and representative of every department. All the members have the right to vote on a decision and stand to be voted for except an **HONORARY MEMBERS**. The legal method, Agenda, place and time is the responsibility of the President. Notice of the annual meeting must be delivered at 15 days before the meeting day.

UNIT 36: Annual meeting has the following purpose:

- To hold an election to choose the Administrative council.
- To produce and discuss annual reports of the existing projects and to set up new ones for next year.
- Recheck budget, expenses and other financial reports which were paid in the passing year.
- To set up the yearly Budget Plan of new projects.
- To check the General Statutes, Internal Rules, orders and to do the examination of compliance with the Internal Regulation and General Statutes.
- To discuss and resolve all questions raised at the meeting.

UNIT 37: Meeting

Meeting is held in a special case on invitation by the president or a request 2/3 of administrative council. The legal method, Agenda, place and time and meeting subpoena (call) is the same as Annual Meeting.

A special meeting is held for:

- To control and check on choosing, changing and removal of members, staff and to hold **H.V.T.O** presidential election.
- To review and approve new projects or budget needed urgently for continuity of **H.V.T.O**.
- To examine and decide to postpone certain activity or to break up the organization and to distribute the property of **H.V.T.O** when the organization is declared to be wound up officially.

UNIT 38: Every decision taken at these two types of meetings must be approved by 2/3 of the members present at the meeting.